

FEI
FEDERATION EQUESTRE INTERNATIONALE



MANUAL
FOR JUMPING STEWARDS

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NOTE:

- **The following constitute specific provisions of the FEI Rules and Regulations reprinted for ease of reference.**

- **Provisions not relevant to Jumping have been removed, and some of the provisions printed below may need to be interpreted in the context of other provisions of the Statutes, General Regulations (hereinafter the “GRs”), Internal Regulations or Sports Rules.**

- **Please note that in the event of conflict between this Stewards Manual and the Statutes, the General Regulations, Internal Regulations or Sport Rules, the Statutes shall prevail.**

- **Should there be any conflict between this Stewards Manual and the GRs and/or other Sport Rules, the GRs shall prevail, unless specified otherwise in the Sport Rules.**

INTRODUCTION

1. FEI Stewarding Motto

"Help, Prevent, Intervene"

2. Fairness by means of a good FEI Stewarding Programme

International equestrian competitions have developed in recent years to a point that stewarding is now one of the most important aspects of any event. The steward is called upon to make quick, informed judgements and to intervene in situations that require an official, authoritative but fair reaction. In line with most activities of equestrian officials, knowledge of accepted behaviour and of the rules and regulations combined with experience and common sense provide for the best stewarding.

From higher level events where top professionals compete down to lower level events with up and coming competitors, sometimes riding borrowed horses, the services of qualified stewards are essential. Up and coming competitors often imitate the well known experienced competitors, and proper training methods and behaviour are frequently learned by example. The stewards' principal aim is to endeavour to ensure that competitors participating in events do so with the utmost respect for their horses, officials, the public, their fellow competitors and all those involved in the sport.

While no two events are alike, stewards should always make fair and considered decisions. The FEI Chief Steward must be aware of the standards at each event and should always aspire to help raise the awareness of competitors and officials alike. The welfare of the horse is paramount.

3. FEI Code of Conduct

The Fédération Equestre Internationale (FEI) requires all those involved in international equestrian sport to adhere to the **FEI's Code of Conduct** and to acknowledge and accept that at all times the welfare of the horse must be paramount and must never be subordinated to competitive or commercial influences.

1. At all stages during the preparation and training of competition horses, welfare must take precedence over all other demands. This includes good horse management, training methods, farriery and tack, and transportation.
2. Horses and competitors must be fit, competent and in good health before they are allowed to compete. This encompasses medication use, surgical procedures that threaten welfare or safety, pregnancy in mares and the misuse of aids.
3. Events must not prejudice horse welfare. This involves paying careful attention to the competition areas, ground surfaces, weather conditions, stabling, site safety and fitness of the horses for onward travel after the event.
4. Every effort must be made to ensure that horses receive proper attention after they have competed and that they are treated humanely when their competition careers are over. This covers proper veterinary care, competition injuries, euthanasia and retirement.

The FEI urges all involved with the sport to attain the highest levels of education in their area(s) of expertise.

1. THE IDEA OF FEI STEWARDING AND ITS PURPOSE

The terms “Stewarding” and “Steward” (and the included responsibilities) can have different interpretations and therefore need to be clearly defined.

1.1 What is stewarding?

It is the supervision at international events by trained individuals to ensure that the welfare of the horse is respected and that a level playing field is provided for all athletes participating at the event.

2. STEWARDING

2.1 The aim of FEI stewarding

The purpose of Stewarding is:

- To protect the welfare of the horse and ensure fair play;
- To support the Organising Committee (OC) in the successful running of the event in line with the FEI rules and regulations.

2.2 Organisation of stewarding within the FEI (structure and hierarchy)

2.2.1 FEI Director Stewarding

The FEI Director Stewarding is appointed by the FEI Bureau from a member of FEI HQ. The FEI Director Stewarding duties are:

- To coordinate all matters relating to Stewarding for each discipline;
- To liaise between the FEI Honorary Stewards General for each discipline;
- To report to the Bureau.

2.2.2 FEI Honorary Steward General

An FEI Honorary Steward General is appointed by the FEI Bureau for each discipline and is responsible for stewarding throughout the FEI for that specific discipline. The FEI Honorary Steward General’s duties are to:

- Liaise with the FEI Director Stewarding and produce a report on stewarding every year;
- Liaise with the Regional Stewards General;
- Liaise with the Jumping Committee;
- Together with FEI HQ establish a list of courses each year for the education of Stewards;
- Supervise stewarding activities within Jumping.

2.2.3 FEI Regional Steward General – FEI Regional Stewards General are appointed by the FEI for designated areas.

The FEI Regional Steward General’s duties are:

- To report half yearly on stewarding in his/her area to the FEI Honorary Steward General

2.2.4 FEI Steward General

The FEI Steward General is proposed to the FEI by their NF and is responsible for the stewarding at international events within their NF. Prior to their appointment as FEI General Steward they must be a Level 3 Steward. In addition they are required to report to the FEI Regional Steward General to make suggestions for improvement relating to stewarding matters. The duties of a Steward General are to:

- Act as the contact person between their NF and the FEI Regional Steward General and if necessary directly with the FEI Honorary Steward General in matters relating to their discipline's stewarding;
- Advise their NF on all matters relating to their responsibility;
- Be familiar with the organisation of an international event;
- Have a good knowledge of veterinary matters plus FEI Veterinary Regulations (VRs) and the FEI legal system;
- Speak and write English fluently;
- The Steward General must inform the OCs of international events in their country of their responsibilities relating to stewarding and stable security under their jurisdiction.

Within smaller NFs, one Steward General may act as Steward General for a number of disciplines providing that they are qualified in the disciplines for which they have been appointed.

The Steward General must arrange for Level 1 and 2 steward courses to be organised within their NF for persons to be appointed to Steward Levels 1, 2 and 3.

2.2.5 The Chief Steward

To be eligible to act in the capacity as Chief Steward at an international event the Chief Steward must have successfully completed a FEI Stewards' course and be included on the FEI list of stewards. The number of FEI Stewards in any country should be in proportion to the number of international events held there.

A Chief Steward should be able to speak English as one of the FEI's official languages and must be a person experienced in equestrian sports, particularly in the Discipline of Jumping and have a good knowledge of all FEI Rules and Regulations for Jumping, the General Regulations and the VRs.

Each OC must appoint a Chief Steward from the list of FEI Stewards. If the show includes more than one discipline, a Chief Steward must be appointed for each discipline. One of these must be appointed as overall Chief Steward of the entire show.

The Chief Steward must be integrated into the Organisation Committee of the event. Their name must be printed in the event schedule. They are responsible for organising the stewarding at the event and is under the authority of the President of the Ground Jury. If a Technical Delegate is appointed they must work together closely prior to and during the event (see Annex II).

The Chief Steward must report immediately to the President of the Ground Jury (GRs Art 155.5) any act by anyone that they consider being in contravention of the rules and regulations relating to their responsibilities. They must inform the President of the Ground Jury, the Appeal Committee and the Technical Delegate of any infractions that merit a Yellow Warning Card and possible additional action. The Chief Steward

may issue Yellow Warning Cards to athletes, in accordance with General Regulations Art. 169.7.1 for reasons including, but not limited to, abuse of horses and incorrect behaviour towards officials. Once a Yellow Warning Card has been issued the Chief Steward must inform the OC.

During the event the Chief Steward and Assistants must wear, along with the event's Organising Committee's accreditation, the FEI Steward badge in a clearly visible manner.

The Chief Steward is responsible for stewarding and the organisation of the stewarding team during the entire event.

Following each event, the Chief Steward must send a written report to the Jumping Director at FEI HQ, with copies to the President of the Ground Jury, the OC, the Steward General of the NF and the Secretary General of the host NF where the event has taken place. If necessary, recommendations for improvements should be made in the Chief Steward's report (see Annex I).

2.2.6 The Assistant Steward

According to the size and type of event, a sufficient number of Assistant Stewards must be appointed by the OC. There must be a minimum of four Assistant Stewards and all must hold at least Level 1 Steward status.

2.2.7 The Stewarding Team

The OC together with the Chief Steward are responsible for the selection of a competent stewarding team capable of providing the appropriate stewarding service during the event. Briefing sessions must be organised every day by the Chief Steward.

A briefing meeting must be held by the Chief Steward with the Assistant Stewards prior to the start of the International Event. The following topics must be covered:

- Supervision and security of the stables
- Control of schooling areas
- Patrolling of the event restricted area
- Veterinary assistance and Medical Control Programme
- Timely intervention to prevent abuse
- Horse inspection
- Procedure for reporting incidents
- Correct behaviour towards athletes, grooms and trainers
- Work timetable
- Meals
- Accommodation
- Areas of responsibilities
- Stewarding Groups
- Arrival
- Stable Duties
- Schooling (specific Jumping Duties)
- Warming-up
- Checking the saddlery
- Competition Flow
- Prize-giving
- Boot and Bandage Control

2.3 Working place for Steward(s)

The OC must provide the Stewards with adequate working facilities. A room or trailer should be available with chairs, beverages and a table so that they have a place to rest from time to time. At events where they have to work outdoors every effort should be made to provide them with a sheltered area in the middle of, or immediately adjacent to, the exercise arenas from where they can effectively supervise the activities of the athletes. For purposes of communication the entire team must be equipped with radios.

All Stewards officiating at an international event must wear distinctive identification such as badges or armbands, bibs, etc. and must have complete freedom of access to all restricted areas such as, but not limited to, all parts of the stables, schooling areas, collecting rings and all other areas under control of the OC.

2.4 The cooperation between FEI Officials and athletes (athletes, owners, chefs d'équipe, trainers and grooms)

Every effort should be made to have a good working relationship between officials and athletes. It is much better to prevent a rule being broken rather than having to react afterwards. To be able to intervene at the correct time a good knowledge of the rules and regulations is necessary.

3. STABLES

3.1 Access to the Stable Area

For a high level of stable security, the stables must be completely enclosed by a fence or wall. Access to the stable area must be controlled and restricted. This serves both as a deterrent to the entry of unauthorised persons and uncontrolled exit of horses. The area must be sufficiently large to allow horses to be evacuated from the stables in an emergency.

All horses must be stabled in the stables. Horses cannot leave their stables without their ID number.

Strict stable security is of paramount importance. Admission to the stables is limited during an event. The only persons authorised by the OC to enter the stable area are the following so long as they are in possession of the required accreditations (See VRs):

- Athletes plus one accompanying person
- The Technical Delegate or Foreign Judge
- Members of the Ground Jury and Appeal Committee
- Chief Steward and assistant stewards
- The Veterinary Commission/Delegate
- Treating Veterinarian
- Medication Control Officials
- The Official farrier, Team farriers and individual athletes' private farriers
- Not more than two owners per horse as per those registered within the horse's passport
- The Chefs d'Equipe, trainers, grooms
- The Team Veterinarians and veterinarians accompanying individual athletes
- Physiotherapists who have registered with the Veterinary Commission/Delegate
- Presidents and Secretaries General of National Federations may also visit the stable area with the approval of the OC

It is essential that the OC official responsible for authorising access to the stable area is a senior person within the OC.

Control of access

A control system must operate at all entrance gates to the stable area so that there is an efficient and reliable method of identifying those who enter and leave the stable area at any time. Please see below for further information.

3.2 Stewarding of the Stable Area

At least one steward reporting directly to the Chief Steward must be present or readily available in the vicinity of the stable area 24 hours a day for the entire duration of the event. He may be assisted by additional stewards as deemed necessary.

During the time that the stables are officially closed nobody has the right to stay in the stables. Any persons requiring access to the stables during the hours of closure must report to the steward on duty. They must be in possession of the required accreditation. They must sign in on the 'Night Control in Stables' form (ref. Annex VIII of this Manual) and they must be escorted by an FEI Steward at all times during their visit until they have left the secured stabling area. The 'Night Control in Stables' form must then be submitted to the Chief Steward each morning.

There must be constant patrolling of the secured stable areas by official FEI Stewards (or security team employed by the OC). This patrolling must be obvious and clear for all people to see. It must take place 24 hours a day, even when the stables are closed. No predetermined pattern should be established in order to discourage any form of forbidden practices or abuses. Any misdemeanours must immediately be reported to the steward responsible in the stable area, who must, in turn, report to the Chief Steward, who in turn reports to the President of the Ground Jury. Stewards may also ask for the appropriate Medication Form if a horse is seen to receive treatment of any kind; this also applies to the use of nebulisers.

Any persons found within the secured stable areas during the hours of closure without the required authorisation will have their accreditation removed for the remainder of the event. Also, at the discretion of the Ground Jury, the rider of the concerned groom etc. may possibly be disqualified from the remainder of the event.

The duty of the stewards is therefore to safeguard the welfare of the horses and to prevent any form of forbidden practice.

Stabling must:

- If possible, be on the Showground
- Satisfy requirements of local authorities
- Have clear-kept emergency exits
- Have appropriate and sufficient fire-fighting equipment
- Have 'no-smoking' signs
- Be checked for safety and solidity
- Be allocated by the OC to athletes
- Be numbered and labelled
- Have adequate ventilation, water and bedding
- Have clean yards, adequate manure disposal
- Have an area for storing fodder and bedding
- Have an entrance open 24 hours a day
- Have a passageway of a minimum of 2 metres, although minimum 3 metres is highly recommended.

Stabling – Minimum Requirements:

- Cleaned and disinfected prior to horses' arrival

- Well ventilated
- Be a restricted area (Security)
- Washing facilities for horses
- Sufficient electricity and power points
- Space for tack and equipment
- Sufficient number of showers and toilets for grooms
- No cars or motor bikes may be parked in the stable area. Push bikes and electrically powered bikes may be allowed at the discretion of the OC.
- Office for Stewards if possible in the vicinity of the stables, Stable Manager and Treating Veterinarian for assistance
- Information Board
- Minimum 2 MCP Stables
- Minimum two isolation stables
- Cafeteria - "Meeting corner" in the stables area.
- There must be hot water
- Dedicated Smoking Area away from hay/straw/shavings storage
- Stables must have a roof over hang

3.3 Grooms

Accommodation for grooms, if required, must be provided in the vicinity of the stables; only grooms, duly registered with the OC as a groom, who wish to remain with their horses during the night, may possibly be permitted to do so. This permission may only be granted under exceptional circumstances i.e. ill horse etc.

The Person Responsible must ensure that their groom, or any other authorised persons with access to their horses, are familiar with the security and stewarding procedures for the event in question.

3.4 Movement throughout the Showground

Movement of horses between the stables, practice area, grazing area and main arena must be strictly controlled. The optimum layout for the Jumping discipline may be found in Annex III of this document. It is understood that flexibility will be required depending on the requirements of other disciplines and lay-out of showground, but wherever practicable the optimum layout should be followed.

3.5 Stewarding of the Practice Arenas

The practice arenas refer to all arenas used for warming-up, training practice etc. including the collecting ring. From here in, all of these arenas/areas will be referred to as practice arenas.

The Chief Steward must ensure that each practice arena is adequately stewarded at all times when officially open. They must also ensure that all practice arenas are subject to random control when they are officially closed.

3.6 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 and their ID number must be clearly displayed.

4. WARNING CARDS

In accordance with the FEI General Regulations, 23rd edition, effective 1 January 2009, updates effective 1 January 2013 (Art. 169), in cases of offences mentioned in paragraphs 6.2 (Abuse of Horses) and 6.3 (Incorrect behaviour towards Event Officials or any other party connected with the Event) and which are of a less serious nature and/or in cases specified in the Sport Rules, the President of the Ground Jury, the President of the Appeal Committee and the Chief Steward, instead of instituting the procedures foreseen in the legal system, may deliver to the Person Responsible (athlete) a Yellow Warning Card, either by hand or by any other suitable means.

Should the same Person Responsible receive a second Yellow Warning Card at the same or any other International Event within one (1) year of the delivery of the first yellow warning card, the Person Responsible shall be automatically suspended for a period of two (2) months from the day following the event at which the Person Responsible received the second warning card. The FEI Secretary General shall be responsible for notifying the Person Responsible of such suspension.

NFs and OCs must ensure that the President of the Ground Jury, President of the Appeal Committee and the Chief Steward at all international events are in possession of sufficient Yellow Warning Cards.

Presidents of Ground Juries and Chief Stewards are reminded that when issuing a warning card they must submit a copy of the Yellow Warning Card in annex to their report, with a full explanation. The FEI keeps a record of all penalties imposed under the FEI legal system. An up to date list of athletes in possession of a Yellow Warning Card can be found on the following link:

<http://www.fei.org/warning-cards>

5. VETERINARY EXAMINATIONS, HORSE INSPECTIONS AND PASSPORT CONTROL

Please refer to Articles 1031 and 1033 of the FEI Veterinary Regulations for full details.

5.1 Requirements for the Horse Inspection

The OC must consider all the necessary requirements for the Horse Inspection. It must also liaise with the Technical Delegate / Veterinary Commission / Veterinary Delegate and will discuss the protocol for the inspection well in advance with the Chief Steward.

5.1.1 Surface

It is important that the inspection surface provides a fair evaluation of the horse's fitness to compete. The surface should always be firm, level and not slippery. This can be accomplished in three ways:

- Freshly laid asphalt; if this surface is old and has become slippery, it can be improved by adding a light cover of sand.
- A competition arena that has been scraped to its firm base layer. The surface should be watered and rolled so that it is sufficiently compact to prevent it cutting up during the inspection.
- A firm gravel or stone dust road that has been swept to remove all loose stones.

There should be approximately 50 metres of surface available to inspect the horses at walk and trot, but a shorter surface may be acceptable for indoor horse inspections. In some circumstances the Horse Inspection may, of necessity, be carried out on the competition surface, in which case the OC must discuss the conditions with the Inspection Panel and the TD if appointed beforehand. In such a situation the surface

must be firmly rolled to provide the appropriate conditions. Please refer to Annex VII of this manual for further details.

5.1.2 Organisation

The inspection area must be properly cordoned off from the public and effectively stewarded so that horses are ready for inspection at the scheduled time and quickly led away afterwards.

5.1.3 Holding Box

A cordoned off area should be allocated close to the inspection area that can be used for a further examination of horses exhibiting doubtful fitness to compete. This area should be separate and if possible out of sight of the main inspection track.

5.1.4 Announcements to the Public

Any announcement relating to the progress of the inspection (i.e. horse being presented and its competition number) should be made by public address. The decision as to whether the horse has been accepted, not accepted or sent to the Holding Box should be given out immediately.

5.1.5 Safety of horses and handlers

Special care is necessary with strict stewarding at Inspections where there are a large number of horses in the collecting area. The same applies if there are stallions present for the Inspection, as they can create a significant safety risk.

5.2 Horse Inspection protocol according to the Rules

The Horse Inspection should be held not more than 24 hours prior to the start of the first competition.

5.3 Procedure of the Horse Inspection

5.3.1 General Remarks

- The Person Responsible must present the horse for inspection, unless prior permission to have a substitute lead the horse has been granted by the Inspection Panel (through Chief Steward/OC).
- The Veterinarian will walk around the horse to carry out a brief visual inspection of the horse. Palpation of a limb or other part of the body will only be carried out if deemed necessary. However, other clinical tests may not be performed at this time (i.e. active flexion tests or walk the horse in a circle).
- After the visual inspection, the horse will be walked for a short distance (10 paces) and then trotted on a loose rein (for 30 - 40 m) with the handler on the left side of the horse.
- The veterinarian watches the horse's gait from the centre of the inspection track.
- Walk before turning to the right and trot back.
- The inspection panel then makes a decision, taking into account the opinion of the FEI Veterinary official, to accept, not accept or refer the horse to the Holding Box

5.3.2 Rules for Horse Inspections

- Horses presented in bridle with a bit and with ID number clearly displayed, no other tack or equipment may be worn
- Handlers neatly dressed
- No rugs
- No dye or paint on horses or hooves
- Whips are not allowed (unless permission is given by the President of the Ground Jury)

6. MEDICATION CONTROLS

6.1 Medication control of horses (MCP)

At any event where testing is to take place, the Testing Official (MCP Testing Veterinarian or Veterinary Delegate) will require the assistance of stewards with testing. In most cases, the Steward will be asked to notify the athlete (at the moment of leaving the arena) that the horse will be tested and accompany the horse thereafter until the sample(s) has/have been collected. It is essential not to let the horse out of sight until collection takes place. The Steward appointed to Testing should be familiar with the procedure, so that they are aware of the correct procedure (FEI website / Veterinary / Medication Control).

The Steward escorts the selected horse to the MCP box.

6.2 Medication control of athletes (WADA)

Testing of Athletes, if carried out at a FEI event, is done under the rules of WADA (World Anti Doping Agency). This means that WADA Officials will carry out the Testing instead of FEI Officials. However, just as in Testing of Horses, the assistance of Stewards may be requested.

7. ABUSE OF HORSES

No person may abuse a horse during an event or at any other time.

ABUSE is defined as acting in a way which may cause pain or discomfort to a horse. It means an action or omission which causes or is likely to cause pain or discomfort to a horse. This includes, but is not limited to, any of the following:

- Excessive or inappropriate use of hand/leg and/or whip
- To subject a horse to any kind of electric shock device
- To exhaust or exercise an exhausted, lame or injured horse
- Excessive or prolonged use of any training method or movement
- To sensitise or desensitise any part of a horse
- To leave a horse without adequate food, drink, bedding or movement/exercise
- To use any device that causes pain to the horse

If abuse is witnessed during an event, it should be reported as a protest (Art 167) to an Official. If an Abuse is witnessed at any other time it should be reported as a protest (Art 167) to the FEI Secretary General for referral to the Judicial Committee.

8. BE PRO-ACTIVE

SITUATIONS NOT ALLOWED BUT NOT LIMITED TO...

- Any behaviour or training method that could be considered as abusive to the horse;
- Persons in charge of horses causing dangerous situations due to a lack of consideration to others;
- Horses bleeding in the mouth/nose or indeed anywhere, or marks indicating excessive use of the whip and/or spurs anywhere on the horse (in minor cases of blood in the mouth, such as where a horse appears to have bitten its tongue or lip, officials will authorise the rinsing or wiping of the mouth and allow the athlete to continue; any further evidence of blood in the mouth would result in disqualification);
- Riding or walking with horse in hand in the main arena, without authorisation;
- Riding in the Practice Arena when used without authorisation or outside the allowed time.

9. MISCELLANEOUS

9.1 Public

For safety reasons, the public must be separated and kept away from the areas where horses transit and exercise. The entire event area should be patrolled randomly.

9.2 Footing

The footing of all exercise areas is of great importance. Horses spend much more time in Practice Arenas than in the competition arena. The OC must be prepared to improve the footing (watering, sand, shavings, etc) and even move to another area if this is available should the footing of the designated areas become or be considered inadequate by the Foreign Judge/Technical Delegate/Chief Steward.

9.3 Practice Arena(s) Timetables

Timetables for the use of Practice Arenas must be established, posted on the notice board in the stable and adhered to. Whenever possible, flexibility is required and the Practice Arenas should be opened outside the established times on receipt of reasonable requests. Horses must always wear their ID number. The Practice Arenas must always be stewarded when in use.

9.4 Advertising and publicity on athletes and horses (GRs Art. 135)

At all events, except Regional and Olympic Games under the patronage of the IOC (see Special Regulations for Olympic Games), athletes may wear the identification (name and/or logo) of the manufacturer of clothing and equipment or as an alternative that of a sponsor as outlined below:

9.4.1 Identification of the Manufacturer

While present in the competition area and during the prize-giving ceremonies the identification of the manufacturer of the clothing and equipment may appear only once per item and may appear on a surface area not exceeding:

- 3 cm² for clothing and equipment
- 75cm² for fly hood

If the manufacturers of clothing and equipment act as sponsors, the provisions under paragraph 9.4.2 of this article apply.

9.4.2 Identification of Sponsors

While present in the competition area and during the prize-giving ceremonies the name and/or logo of the individual's sponsor(s) and/or team sponsor(s) may appear on a surface area not exceeding:

- a. 200cm² on each side of the saddle cloth.
- b. 80 cm² only once on jacket or top garments at the height of breast pockets for Jumping events.
- c. 16cm² on both sides of the shirt collar.
- d. 75cm² for fly hood

9.4.3 Team Sponsor Logo

OCs of Championships or CIOs may state in the schedule that such logos are not permitted in Nations Cup Classes, with the exception of the names and logos of the team sponsors under the limitations of 135.1.2.1.

9.4.4 Competition / Event Logo / Advertising

1. The OC may display the name and/or logo of a competition and/or event sponsor(s) on members of the area party and on the numbers worn by athletes and on stable rugs while present in the competition area and during the prize-giving ceremonies at all FEI events. The size of name and/or logo on the athlete's number shall not exceed 100 cm².
2. Advertising may appear on the outsides of the arena provided the TV agreement allows for it.
3. For the purposes of this article, the competition area shall include all areas where the athlete is being judged or his horse is undergoing a horse/veterinary inspection.

Any athlete in direct contravention of the rules concerning advertising should not be allowed to enter the arena. They may also be subject to a yellow warning card issued by the Ground Jury. Please refer to Art. 240 of the FEI Jumping Rules:

Article 240 Fines and Yellow Warning Cards

1. *The President of the Ground Jury, the President of the Appeal Committee and the Chief Steward are authorised to issue a yellow warning card in accordance with GRs Art. 169.7:*
 - 1.9 *to an Athlete who violates the advertising rules (see also GRs Art. 135) or does not comply with the rules set forth under JRs Art. 256.1.7*

10. LEGAL PROCEDURE AND SANCTIONS

10.1 The Legal Base

The following rule books and regulations describe the basic tasks, responsibilities and organisation of the FEI. Officials and the Chief Steward must be in possession of these rule books and know the rules which cover their responsibilities.

The Chief Steward should have the following:

- General Regulations (GRs)
- Veterinary Regulations (VRs)
- Appropriate Rules for the relevant Jumping Event

It is of course impossible to know all the rules by heart. Therefore the first priority is to become familiar with the relevant articles, in order to understand how to proceed.

The First Principles are:

HELP

PREVENT

INTERVENE

In accordance with the maxim that prevention is better than cure, the first principle of Officials is to ensure that everything is organised according to the rules.

Athletes for their part, have a duty to ensure that they observe the rules with regard to their horses and within relation to their own preparation for and participation in the event.

The legal system is fairly complex even for a professional lawyer. Therefore those concerned with applying it, while they must know what rule to look for and where to find it, ought not to try to learn the system by heart. When a difficulty arises, it is wise even for the well-informed to read the relevant articles carefully before tackling the problem.

If someone objects informally to a decision by an official, the official should inform him of the correct procedure and refer him to Articles 163 and 165 of the GRs. If the objector is not the appropriate person, this should be pointed out.

10.2 Some practical advice

The facts of a case, if not already agreed, must first be established. A decision must then be reached on the agreed or proven facts. Witnesses to prove alleged facts are of great importance.

If an objection (including an informal objection) is clearly correct, thank the objector, apologise and correct the mistake, however caution is needed on two points - think carefully before you change your decision: the official may have been right.

Except when making a quick decision, a quiet place should be found where the proceedings will not be overheard. A courtroom atmosphere should be avoided, but order must be maintained and interruptions discouraged. Each interested party must receive a fair hearing and be allowed to state his/her case regarding the facts and, where necessary, the law.

Judges, other officials and stewards, who were in the arena or the restricted area, may be able to give relevant evidence. Where severe cruelty is alleged, see the horse as soon as possible and enlist the help of the veterinary official. If the horse shows signs of having been ill-treated, point out any marks to the person accused.

Even if the act of cruelty has been seen by you, ask the accused person for his comments before reaching a decision.

If an incident has to be reported, do not forget the officials will need written statements from those involved and witnesses (impartial!). These papers must be signed and dated (with the time noted, if possible).

Finally while a lay person cannot expect to be a qualified legal expert, it is important to be fair and patient, to give each party an opportunity to state his/her own case and ask each question of the witnesses, to weigh the evidence (where it is disputed) and reach an impartial decision in a sporting spirit.

Who must have a good knowledge of the rules?

- The President of the Ground Jury
- The Foreign Judge/Technical Delegate
- The President of the Appeal Committee
- The Chief Steward
- The Veterinary Delegate/President of the Veterinary Commission

10.3 Protests (GR Art. 163)

1. Protests may be lodged against any person or body involved in any capacity in an International Event or otherwise subject to the jurisdiction of the FEI including for failure to observe the Statutes, GRs or Sport Rules or violation of the common principles of behaviour, fairness, or accepted standards of sportsmanship, whether occurring during or in connection with an international event or at any other time.
2. Protests may only be lodged by Presidents of NFs, Officials, Chefs d'Equipe or, if there is no Chef d'Equipe, by a Person Responsible or a Team Veterinarian responsible for horses taking part in the Event. Protests for abuse of Horses may be lodged by any person or body.
3. Unless otherwise specified, Protests must be lodged before the end of the period of jurisdiction of the body that has the competence to hear the relevant Protest. This is true even if the person or body lodging the Protest is not present at the Event. The relevant body does not have jurisdiction to hear the Protest prior to any required deposit being paid.
4. Protests in the following matters can only be lodged with the Ground Jury:
 - a. Protests concerning the eligibility of an Athlete or Horse for a specific Event or concerning the conditions of the arena. Such Protests must be filed not later than thirty (30) minutes before the start of the relevant Competition.
 - b. Protests concerning an obstacle, of the plan or length of the course for a Jumping Competition(...). Such Protests must be lodged no later than fifteen (15) minutes before the start of the Competition.
 - c. Protests concerning irregularities or incidents during a Competition, of the results of a Competition. Such Protests must be filed no later than thirty (30) minutes after the announcement of the results of the relevant Competition.
 - d. Protests challenging the procedures followed in the application or implementation of an FEI rule. Such Protests must be filed no later than thirty (30) minutes after the notification of the application or implementation of such rule.
 - e. Lodging a Protest before the Ground Jury within the relevant time limit in matters listed above is a prerequisite to a right of Appeal to the Appeal Committee.
5. Protests for matters not listed under Art. 163.4 of the GRs must be lodged with the Appeal Committee or with the Ground Jury if there is no Appeal Committee.
6. Protests regarding matters which have not occurred during or in direct connection with an International Event and which were not known until after the end of the Event, shall be lodged with the FEI Tribunal through the FEI Secretary General. Such Protests shall be filed no later than fourteen (14) days after the end of the relevant Event. A case shall be deemed to occur in direct connection with an event if it occurs during the journey towards the Event or, after arrival, including during the period of quarantine, training or acclimatisation.

7. All Protests must be in writing, signed by an authorised person within the meaning of Art. 163.2 of the GRs and be accompanied, as the case may be, by any supporting evidence, including names of witnesses.
8. Protests to the Ground Jury and to the Appeal Committee shall be presented within the applicable time limit to the President of the Ground Jury or to the President of the Appeal Committee, as the case may be, together with the necessary deposit. Protests to the FEI Tribunal shall be sent within the applicable time limit to the FEI Tribunal together with proof of payment of the necessary deposit.
9. Notwithstanding anything to the contrary, the Secretary General may, in special circumstances which - in his sole discretion - warrant a Decision, refer to the FEI Tribunal a Protest against any person or body made by any person or body or on his own initiative, at any time, in regard to any matter and even without the payment of a deposit.
10. Any person lodging a Protest should, if possible, secure witnesses to the incident and any other form of evidence, and either bring them to the body before whom the Protest is lodged, or obtain written statements from them, duly signed, together with their names and addresses. Before the FEI Tribunal, these requirements are set out specifically in the Internal Regulations of the FEI Tribunal.
11. The Foreign Judge, Technical Delegate, Veterinary Delegate and Foreign Veterinary Delegate must report to the Secretary General all acts or omissions constituting a Protest.

10.4 Appeals (GR Art. 165 Extract)

1. An Appeal may be lodged by any person or body with a legitimate interest against any Decision made by any person or body authorised under the Statutes, GRs or Sport Rules, provided it is admissible (see paragraph 2 below):
 - 1.1. With the Appeal Committee (or with the FEI Tribunal if there is no Appeal Committee) against Decisions by the Ground Jury.
 - 1.2. With the FEI Tribunal against Decisions of the Appeal Committee or any other person or body.
 - 1.3. With the CAS against Decision by the FEI Tribunal. The person or body lodging such Appeal shall inform the Secretary General and provide him with copies of the Statement of Appeal.
2. An Appeal is NOT admissible:
 - 2.1. Against Decisions by the Ground Jury in cases covered by Art. 159.6.1-4 (or in cases in relation to the arena, an obstacle or the course if there is no Appeal Committee);
 - 2.2. Against decisions of the Appeal Committee on Appeals arising from Decisions made by the Ground Jury.
 - 2.3. If there is no Appeal Committee, against Decisions made by the FEI Tribunal on Appeals arising from Decisions made by the Ground Jury.
3. Appeals to the Appeal Committee must be in writing, signed and accompanied by supporting evidence in writing or by the presence of one or more witnesses and must be lodged no later than one (1) hour after the Decision of the Ground Jury.

4. If there is no Appeal Committee, Appeals to the FEI Tribunal must be in writing, signed and accompanied by supporting evidence in writing or by the presence of one or more witnesses and must reach the FEI Tribunal no later than fourteen (14) days after the end of the Event. So far as Competitions are concerned, the right of Appeal is limited to questions of eligibility of an Athlete or Horse and questions involving the interpretation of the Sport Rules.
5. Appeals to the FEI Tribunal must be despatched to the Secretary General and signed by the appellant or his authorised agent and accompanied by supporting evidence in writing or by the presence of one or more witnesses at a designated hearing and must reach the FEI Tribunal within thirty (30) days of the date on which the Secretary General's notification of the earlier decision was sent.
 - 6.1. Appeals to the CAS together with supporting documents must be despatched to the CAS Secretariat pursuant to the Procedural Rules of the CAS Code of Sports-related Arbitration;
 - 6.2. So as to reach the CAS within thirty (30) days of the date on which the Secretary General's notification of the FEI Tribunal Decision was received by the National Federation of the Person Responsible;
 - 6.3. A copy of the statement of Appeal should be sent concurrently to the Secretary General;

10.5 Penalties (GR Art. 169 Extract)

- 7.1. The President of the Ground Jury, the President of the Appeal Committee and the Chief Steward must notify the Person Responsible during the Period of the Event that he will receive a Yellow Warning Card, which will be delivered either by hand or by any other suitable means. If after reasonable efforts the Athlete cannot be notified during the Period of the Event that he has received a Yellow Warning Card, the Athlete must be notified in writing within fourteen (14) days of the Event.
8. The penalty imposed in any given case can consist of a combination of fine, Suspension and Disqualification. The amount of a fine and the duration of a suspension shall be decided according to the guidelines mentioned in Article 169.6 and to the circumstances of the case.
9. All fines imposed under the Legal System are due to the FEI. They must not be paid to the OC or any other body but must be paid to the FEI on receipt of a demand. Any person who has not paid a fine within 30 days of receiving a demand for payment will be automatically suspended until the fine is paid. If fines are not paid within 90 days from the date of issue, interest will automatically be charged at the end of each month at the rate of 10% p.a. If fines are inadvertently paid to the OC or any other person such fines shall be remitted to the FEI.

11. REPORT AND FOLLOW-UP

a. Reports (GR Art. 164)

1. Officials are required to send Reports to the FEI Secretary General (via the FEI Sport Director) at the conclusion of Events, in accordance with the GRs and the applicable Sport Rules. Matters giving rise to Protests or Appeals must be included in such reports.

2. Failure to return the Report(s) to the FEI shall be sanctioned by the FEI, first with a Warning and then by a Suspension until the outstanding Report(s) has been provided to the FEI.

b. After the Competition

The Chief Steward should complete the blank report form which they should have received from either the FEI or NF (Steward General) or downloaded from the FEI website and send it to the FEI as soon as possible after the event, with copy to the event's OC, NF, Regional Steward General and Steward General (and their own NF's Steward General if the event was held in another country). A copy of the report may be found under Annex I of this manual.

Communicate to the OC any points which need improving for the following year.

c. FEI Checklist for Chief Stewards

i. Administration

- Do you have the names of the other Officials?
- Do you have an Information Leaflet for the athletes?
- Will the Information/Message Board give instructions in English or French and in the language of the host country? (General Map or Area, Practice Arenas, Time-Schedules, Important Telephone numbers, Starting Lists, Results, Attribution of Boxes).
- Are distinctive Stable Badges and Access Passes distributed?
- Are telephone lists available?
- Are letter boxes (pigeon holes) for Chefs d'Equipe installed?
- Is there a list of all horses entered available (Master-list)?
- Are ID Numbers ready to deliver to the grooms at the Arrival Examination?

ii. Logistics

Is the following satisfactory:

- Accommodation for grooms (outside stables)?
- Accommodation for your Assistant Stewards?
- Meals for your Assistant Stewards?
- Is drinking water for the Stewards available?
- Are radios, walkie-talkies, or telephones provided for you and your Assistants?
- Is there a Steward's Office (near to the entrance/exit of the stables; fully equipped)?

iii. Medical and Veterinary Services

- Are ambulances, a doctor and a veterinarian available during training?
- Is a treating Veterinarian available 24 hours/day?
- Are isolation boxes available?
- Is there a specific place (e.g. clinic, MCP-boxes ...) organised for Vet treatments; have the Vets been informed of the location?
- Are there two separate boxes prepared for MCP (in a quiet corner)?
- Is there a trained Steward in attendance for MCP?
- Are the MCP-facilities ready (office, freezer, table, chair ...)

iv. Stables

- Is there a close cooperation with the stable manager?
- Are the trucks, lorries and vans outside the stables enclosure?
- Is the Stable Area properly fenced-off (Restricted Area)?
- Are the boxes sufficiently large and safe?
- Is there a list of stabled horses (Boxes numbered - Master-list)?
- Are the boxes labelled accordingly (Stall Information Card)?
- Well ventilated?
- 24 hour security organised?
- Is the 'Night Control in Stables form (Ann. VIII) available?
- Are the water supply points and showers sufficient?
- Is the electricity working?
- Is a Horse Watch service for the night organised?
- Do the stables have enough fire-fighting equipment?
- Are there designated smoking areas outside the stables?
- Is there a special time and plan for grazing published?
- Is a farrier readily available?
- Is a cafeteria/meeting point organised?
- IS the passageway sufficiently wide?
- Are the stables equipped with lights and are they working, do they provide enough light?
- Is the electric cabling out of the reach of horses?

v. Horse Examinations and Inspections

- Was the Arrival (identification and examination) of horses organised with Stewards and one Veterinarian?
- Are the ID-numbers (head-numbers) readily available?
- The site for the Horse Inspection:
 - Is it flat?
 - Is the ground firm?
 - Is it a non slippery surface?
- Are there enough Stewards to help?
- Is the Holding Box area satisfactory?
- Are starting-lists, table, passports, loudspeaker system, manure collector organised?
 - Is there enough room for the spectators?
 - Are spectators/owners kept away from the inspecting panel?

vi. Practice Arenas

- Is there enough schooling space?
- Is lunging on a separate place or at special times?
- Are sufficient Stewards available for the daily schooling?
- Is there a timetable for schooling?
- Is the ground maintained?
- Is it similar to the competition ground?
- Are the arenas numbered?
- Are the Stewards briefed (according to schedules) ?
- Are there shelters for the Stewards in adverse weather conditions?
- Horse Ambulance:
 - Is it functional?
 - Is it connected to a vehicle?
 - Is it easily accessible?
 - Where is the key?
 - Does it have proper equipment?
 - Screen?
 - Sled?

- Halter and Lead Ropes?
- Is the arena entrance wide enough for the ambulance to pass easily?
- If something goes wrong, is there a plan?
 - Who is in charge?
 - Has there been a rehearsal?
 - Who will organise setting up the screen?
- Human Ambulance and Doctor?

vii. Warming Up

- Are starting lists and course plans available before the start of the competition?
- How is the competition flow being organised? Should the Stewards help?
(if YES, are there still enough Stewards?)
- Are the lunging/flat areas separated?
- Is a farrier readily available next to the warm-up?
- Is ground-maintenance organised?
- Is there contact between the GJ and the Chief Steward?
- Is the prize-giving organised with GJ and OC?