

FEDERATION EQUESTRE INTERNATIONALE



MANUAL  
FOR  
**DRESSAGE**  
**STEWARDS**

Revised  
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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 Dressage 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 Steward 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 an 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 athletes, the services of qualified stewards are essential. Up and coming athletes often imitate the well known experienced athletes, and proper training methods and behaviour are frequently learned by example. The stewards' principal aim is to endeavour to ensure that athletes participating in events do so with the utmost respect for their horses, the officials, the public, their fellow athletes 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 athletes and officials alike.

The welfare of the horse is paramount.

### **3. FEI Code of Conduct**

The Fédération Equestre Internationale (FEI) expects 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.

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, tack, and transportation.

Horses and athletes must be fit, competent and in good health before they are allowed to compete.

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.

Every effort must be made to ensure that horses receive proper attention after they have competed. This covers proper veterinary care, competition injuries and welfare in retirement.

The FEI urges all involved with the sport to attain the highest level 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 FEI 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. Education of stewards**

FEI courses for Stewards must follow the syllabus established by the FEI. The FEI establishes a list of course directors. To be recognised by the FEI a course must be directed by one of the course directors on the FEI list. Courses are organized by the FEI for FEI Course Directors. Each NF or groups of NFs or region organises Level 1 and Level 3 courses directed by one of the FEI course directors for their own Stewards

#### **Level 1**

National stewards that complete successfully a Level 1 course which has been run according to the FEI syllabus are recognised as FEI Level 1 Stewards. This status does not permit a Steward to act as Chief Steward at an international event. All assistant Stewards at international events must at least hold this status.

#### **Level 2**

To be recognized as a FEI Level 2 steward the Steward must have successfully completed a Level 1 course and have obtained experience as steward for at least one year at international events. This status permits a Steward to act as Chief Steward at all international events with the exception of Senior Championships and Games.

#### **Level 3**

To be recognized as a FEI Level 3 Steward the Steward must have successfully completed a Level 3 course. This status permits a Steward to act as Chief Steward at all international events including Senior Championships and Games

The FEI keeps a list of Level 2 and 3 Stewards in the FEI Directory.

Subjects and supporting documents for seminars/courses:

- FEI General Regulations
- FEI Veterinary Regulations (hereinafter the "VRs")
- FEI Code of Conduct
- FEI Dressage Rule Book
- Manual for Stewarding
- Course Syllabus

### **2.3. Organization of stewarding within the FEI (structure and hierarchy)**

### **2.3.1. 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 FEI Executive Director for Sport and to the Bureau.**

### **2.3.2 FEI Honorary Dressage Steward General**

An FEI Honorary Dressage 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 six months;  
Liaise with the Regional Dressage Stewards General;  
Liaise with the Dressage I Committee.
- Together with FEI HQ establish a list of courses each year for the education of Stewards;
- Supervise stewarding activities within Dressage.

### **2.3.3. 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.**

### **2.3.4 FEI Steward General**

The FEI Steward General is proposed to the FEI by his/her NF and is responsible for the stewarding at international events within his/her NF. Prior to his/her appointment as General Steward he/she must be a Level 3 Steward. In addition he/she is required to report to the FEI Regional Steward General to make suggestions for improvement relating to stewarding matters.

The duties of a FEI Steward General are to:

- Act as the contact person between his NF/her and the FEI Regional Steward General and if necessary directly with the FEI Honorary Steward General in matters relating to his/her discipline's stewarding.
- Advise his/her NF on all matters relating to his/her responsibility;
- Be familiar with the organisation of an international event;
- Have a good knowledge of veterinary matters plus FEI Veterinary Regulations and the FEI legal system.
- He/she must be able to speak at least one of the FEI's official languages.
- The Steward General must inform the OCs of international events in his/her country of their responsibilities relating to stewarding and stable security under his/her jurisdiction.

Within smaller NFs, one FEI Steward General may act as Steward General for a number of disciplines providing that he/she is qualified in the disciplines for which he/she has been appointed.

The Steward General must arrange for Level 1 and 3 steward courses to be organized within his/her NF for persons to be appointed to Steward Levels 1, 2 and 3.

### **2.3.5. The FEI Chief Steward**

To be eligible to act in the capacity as FEI 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 must 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 Dressage and have a good knowledge of all FEI Dressage Rules and Regulations for Dressage, the General Regulations and the VRs.

Each OC must appoint a Chief Steward from the list of FEI Stewards. If the event 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 event.

The Chief Steward must be integrated into the Organisation Committee of the event. His/her name must be printed in the event schedule. He/she is 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 he/she considers being in contravention of the rules and regulations relating to his/her responsibilities. He/she must inform the OC, the President of the Ground Jury, the Appeal Committee and the Technical Delegate of any infractions that merit a Yellow Warning Card and/or 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.

During the event the Chief Steward and Assistants must wear, along with the event's Organizing Committee's accreditation, the FEI 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 Dressage Director at FEI HQ, with copies to the President of the Ground Jury, the OC, the Steward General of the NF and the NF where the event has taken place. If necessary, recommendations for improvements should be made in the Chief Steward's report (see [Annex I](#)).

### **2.3.4. The Assistant Steward**

According to the size and type of event, a sufficient number of assistant stewards must be appointed OC. These persons must hold Level 1 Steward status.

### **2.3.5. 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 international events commencing. 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 Program
- 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 Dressage Duties)
- Warming-up
- Checking the saddlery
- Competition (Marshalling)
- Prize-giving
- MCP

#### **2.4. Working place for stewards(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.

#### **2.5. The co-operation between FEI-Officials and athletes (athletes, owners, chefs d'équipe, trainers, grooms)**

Normally there is a good working relationship between Officials and athletes.

It should not be forgotten that athletes have their own interests at heart that may not be in line with the rules and procedures applicable to the event. Athletes may sometimes interpret the rules and instructions to their advantage. This is acceptable providing that they behave fairly and do not break (or bend) the rules.

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.

Contact with an athlete should not be avoided if it is considered necessary. This approach however requires diplomacy, and often leads to criticism.

### **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 stable area. Horses cannot leave the stable area without their ID number.

Where possible lorries, caravans etc should be parked outside the stable area.

Strict stable security is of paramount importance. Access to stables must be controlled. Admission to the stables is limited during an event. The only personnel authorised by the OC to enter the stable area are (See Art. 1005.2.5 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 athlete's private farriers
- The Persons Responsible for their horses
- Not more than two owners per horse
- The Chefs d'Equipe, trainers, grooms
- The Team Veterinarians and veterinarians accompanying individual athletes
- Physical therapists 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
- FEI Representative

It is essential that the OC official responsible for authorizing 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.

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.

No one other than those persons authorised above may enter the stables at anytime during the day or night.

With the permission of the OC individuals such as sponsors, members of the media may be escorted around the stables by a steward.

Upon request grooms will be permitted to sleep in the stable area.

### **3.2. Stewarding of 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 during the entire duration of the event. He may be assisted by additional stewards as deemed necessary. The stewards must regularly patrol the stable area, without establishing any predetermined pattern, 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; this also applies to the use of nebulisers.

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
- Be either permanent or temporary
- Satisfy requirements of local authorities.
- Have clear-kept emergency exits.
- Have appropriate and sufficient fire-fighting equipment
- Have non-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.

Stabling – Minimum Requirements:

- One entrance
- Clean and 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 lorries, cars or motor bikes may be parked in the stable area. Electrically powered bikes and cycles are allowed
- Office for Stewards if possible in the vicinity of the stables, Stable Manager and Treating Veterinarian for assistance
- Information Board
- Pigeon holes for athletes
- Minimum 2 MCP Stables
- Minimum two isolation stables
- Cafeteria - "Meeting corner" in the stables area.
- Accreditation possibility
- One entrance
- There must be hot water

### **3.3. Grooms**

Accommodations for grooms if required must be provided in the vicinity of the stables; only grooms, duly registered with the OC, who wish to remain with their horses during the night, are permitted to do so.

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

### **3.4. Movement throughout showground**

Movement of horses between the stables, practice area, grazing area and main arena must be strictly controlled. The optimum layout for the Dressage discipline is attached. 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 practice areas**

#### **3.5.1. Practice Arena**

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

#### **3.5.2. 10-Minute Arena**

**This is the last practice area before entering the competition arena. A 10-minute Arena is** obligatory for the Olympic Games and Championships and recommended for all other CDIs/CDIOs. The fully equipped arena must have the same footing as the main arena. The athlete may enter the arena following the departure of the athlete as he enters the main arena. There may never be more than one athlete in the 10-minute arena at any one time. It is not obligatory for an athlete to use the 10-minute arena. A steward must be present at all times to supervise. Adjusting of saddlery and normal caring for the horse is allowed.

### **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 clearly displaying their ID number.

## **4. WARNING CARDS**

In accordance with the FEI General Regulations, 23rd edition, effective 1 January 2009 – (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 immediately 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 and the Chief Steward at all international events are in possession of sufficient warning cards.

Presidents of Ground Juries and Chief Stewards are reminded that when issuing a warning card they should pass the "tear-off" section (on the right hand side) to the Person Responsible. They should fully complete the left hand section and forward it to the FEI - Attention Legal Department - where a record is kept of all penalties imposed under the FEI legal system.

## **5. VETERINARY EXAMINATIONS, HORSE INSPECTIONS AND PASSPORT CONTROL**

### **5.1. Definitions**

The term "VETERINARY EXAMINATION" is used to denote a clinical examination carried out by a qualified veterinarian to establish the general health status of a horse about to compete. Veterinary Examinations are also used to ensure safe international movement of competition horses.

The term "HORSE INSPECTION" denotes the procedure used to verify when a horse is fit to participate in an event or competition (i.e. "fit to compete").

Horse Inspections are designed to promote equestrian sports, without compromising the welfare of the participating horses.

The term "PASSPORT CONTROL" is used to denote the process of establishing the identity of the horse and checking that the current vaccination requirements and all other relevant details have been properly entered into the valid FEI passport or National passport approved by the FEI.

The term "VERIFICATION OF IDENTITY" refers to the means of checking the identity markings of the horse against its diagram in the passport at a Veterinary Examination or Horse Inspection.

### **5.2. Veterinary Examinations**

The (Foreign) Veterinary Delegate or a deputy must examine all horses entering the event stables, whether for competition, exhibition or any other reason.

The first Veterinary Examination ("examination upon arrival") should be carried out as soon as possible after arrival, but in all cases before the horse comes into contact with other horses in the event stables.

The object of the Veterinary Examination is to:

- Verify the identity of each horse from its passport.
- Check that the vaccination status of the horse is in accordance with the current VRs.
- Verify that all other details are correctly recorded in the passport.
- Check that the animal has not been in contact with other animals suffering from infections or contagious disease (e.g. strangles, influenza) or has come from an establishment that is not free of such disease (Art 1004.4 VR),
- Check that the official measurement certificate for Ponies (Annex XV.6 VRs) is in order at a FEI event for ponies,
- Carry out a clinical examination to ensure that the horse is not suffering from any infectious or contagious disease. This examination may include the palpation of limbs and body, monitoring heart and respiratory rate, body temperature and any other pertinent clinical parameters necessary. The limbs may be palpated or lifted to examine a suspected abnormality. However, an examination for any lameness

(i.e. flexion tests or a trot-up) is not part of this examination. A record of the clinical findings must be made which should follow the horse through successive examinations and inspections.

If the veterinarian's opinion is that the horse should not be allowed to be in contact with other participants or should not take part in the event, the case must be referred to the Ground Jury and the Veterinary Commission/Delegate for a final decision. Until a decision is taken the horse in question is placed in the isolation stables.

### **5.3. Horse Inspections**

The aim of the standardised Horse Inspection protocol is to ensure the "Fitness to compete" of horses taking part in FEI competitions by providing the same objective protocol for all disciplines.

Horse inspections are not intended to be an equivalent standard to a Veterinary Examination for soundness or a pre-purchase evaluation.

The implementation of the "fitness to compete" principle is essential to the fairness and objectivity of those inspections.

The decisions involved (i.e. accept/not accept or referred to the Holding Box) must be made by a panel of judges and veterinarians (i.e. the Inspection Panel).

### **5.4. Inspection Panel**

The responsibility for accepting or not accepting horses to compete is shared between the Ground Jury and the Veterinary Commission/Delegate, but should be based on the professional opinion of the veterinarians.

The Inspection Panel should act as a committee, consisting of representatives from both the Ground Jury and Veterinary Commission/Delegate. When necessary, discipline rules will provide details of the specific composition of the Panel. The President of the Ground Jury (as Chairman of the Panel) shall have the casting vote, should that be necessary.

The Inspection Panel should meet together with the Technical Delegate or Foreign Judge prior to the Horse Inspection to review the inspection protocol and any specific arrangements that may be required. In addition, the Inspection Panel must approve the surface on which the Horse Inspection is to take place.

### **5.5. Requirements for 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.

#### **5.5.1. 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.

### **5.5.2. 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 lead away afterwards.

### **5.5.3. 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.

### **5.5.4. 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.

### **5.5.5. 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.

## **5.6. 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.

### **5.7. Procedure of the horse inspection**

#### **5.7.1. General Remarks**

- The Person Responsible should 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.

### **5.7.2. Rules for Horse Inspections**

- Horses presented in bridle (snaffle or double) with ID number
- Handlers neatly dressed
- No rugs or bandages
- No dye or paint on horses or hooves
- Whips are not allowed (unless permission is given by the President of the Ground Jury)

### **5.7.3. Schooling – Training**

The timetable for schooling is posted on the notice Board in the stable by the Chief Steward. Horses must always wear their ID number. The schooling area / practice arena is always stewarded when in use.

## **6. PROCEDURE FOR HORSE INSPECTIONS IN FEI COMPETITION**

The veterinarian(s) observe the horse's gait from the centre of the inspection track. The exact location of the Holding Box, entry and exit points for the horses and the public area may vary depending on the competition venue.

### **6.1. Use of the Holding Box**

The Holding Box procedure should be used for horses that are considered "doubtful" as to their fitness to compete.

- If a horse is lame or clearly unfit, the President of the Ground Jury/Inspection Panel should make a decision not to accept it at that point.
- There must be only one Examining Veterinarian in charge of the Holding Box, whose responsibility is to examine all horses referred there.
- The examination in the Holding Box should be carried out in consultation with the team veterinarian or the competition private veterinarian. If in the opinion of the examining veterinarian the horse is found consistently lame or unfit to compete, this should be pointed out to the Person Responsible as they may wish to withdraw the horse rather than have it presented to the Panel again. However, the Examining Veterinarian must avoid making a decision for the Inspection Panel and should therefore not explain the detail of the report to be presented to the Inspection Panel. The Examining Veterinarian should inform the Person Responsible that it is the Inspection Panel that makes the final decision.
- The horse will be examined physically and by palpation if any region of the body is suspected as being abnormal or injured. Hoof testers may be used to evaluate pain in the feet and passive flexion of the distal limb joints may be carried out. The horse will then be walked and trotted in hand. Walking and trotting in a circle is permissible, but not tests involving active flexion. The examination continues until the Examining Veterinarian is satisfied that sufficient clinical information has been collected to enable a report to be made for the Inspection Panel.

### **6.2. Re-inspection**

- After the horse has been examined in the Holding Box and the Examining Veterinarian has reported the findings to the Panel, the horse will be re-inspected

either immediately after the last horse or at a suitable break during the Horse Inspection.

- A re-inspection may also be permitted the morning after the Horse Inspection if circumstances exist which might prejudice the Horse's chances of being accepted (e.g. the horse arrived at the event only a short time before the Inspection). The re-inspection involves walking and trotting the horse once more so that a final decision if the horse may be accepted or not can be made. If the horse is accepted it may be required to undergo medication control testing.

### **6.3. Appeal**

The decision of the Inspection Panel is final and there can be no appeal.

## **7. MEDICATION CONTROLS**

### **7.1. 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 he/she is aware of the correct procedure (FEI website/Veterinary/Medication Control).

The Steward escorts the selected horse to the MCP box.

### **7.2. 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.

## **8. 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

Any person witnessing an act of abuse must report it in form of a protest (Art 167) without delay. 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.

Horses bleeding on the flank(s) or in the mouth or with marks indicating excessive use of the whip 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, the steward will authorize the rinsing or wiping of the mouth and the Ground Jury will allow the Athlete to continue. Any further evidence of blood in the mouth results in disqualification).

#### Hyperflexion

Providing that a horse is fit and well and not suffering from any back or neck injuries or ailments there are no known clinical side effects specifically arising from the use of Hyperflexion. However, there are concerns for the horses' well-being if the technique is not practiced correctly. The FEI does not permit excessive or prolonged Hyperflexion in any equestrian sport.

<b>BE PRO-ACTIVE</b>
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#### **SCHOOLING / EXERCISE AREAS**

The following must be noted:

- The correct ID-number must always be worn
- Rider of horse: same rule as in FEI Dressage Rules
- Groom may ride at walk on long rein
- No auxiliary reins allowed
- 2 - 4 schooling arenas recommended, available when stables are open
- Whip: allowed same rule applies as in FEI Dressage Rules
- Boots, bandages are allowed
- Spurs: same rules as allowed in the competition arena per FEI Dressage Rules.
- Fly hoods are allowed subject to Ground Jury / Technical Delegate approval (FEI Dressage Rules Art. 428)

#### **NOT ALLOWED**

- Any behaviour or training method that could be considered as abusive to the horse:
- Persons in charge of horses showing undue consideration to others causing dangerous situations;
- Working from the ground with exception of lunging.
- Horses bleeding on the flank(s) or bleeding in the mouth or marks indicating excessive use of the whip and 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 authorize 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).
- Any auxiliary reins, except while lunging where side reins are permitted.
- Showing, riding or walking with horse in hand in the main arena, without authorisation.
- Riding in the 10 minute arena, when used without authorisation or before the allowed time.
- Use of unapproved bits (FEI Dressage Rules Art 428.2).

#### **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 schooling areas 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/Steward.

## **9.3. Timetable for exercising areas**

Timetables for the use of exercise areas must be established, posted and adhered to. Changes can be made, but must be announced as soon as possible. Whenever possible, flexibility is required and the dressage schooling areas should be opened outside the established times on receipt of reasonable requests.

## **9.4. Advertising and publicity on competitions 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 cm<sup>2</sup> for clothing and equipment

If the manufacturers of clothing and equipment act as sponsors, the provisions under paragraph 1.2 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' sponsor(s) and/or team sponsor(s) may appear on a surface area not exceeding:

- a. 200cm<sup>2</sup> on each side of the saddle cloth.
- b. 80 cm<sup>2</sup> only once on jacket or top garments at the height of breast pockets for Dressage events.
- c. 16cm<sup>2</sup> on both sides of the shirt collar.

### **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 136.1.2.1.

### **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 cm<sup>2</sup>.

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.

## **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:

- GRs.
- VRs.
- Rules and Memorandum for Dressage.

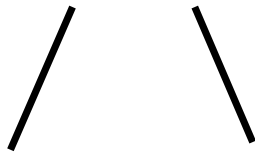
It is of course impossible to know all the rules by heart. Therefore the first priority is to become familiar with the relevant articles, in order to understand how to proceed.

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 and persists in his objection after the decision has been explained to him, the official should clarify the situation, by politely telling him to give his objection in writing. 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 layperson 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 a Chef d'Equipe is not present, by a Person Responsible or a Team Veterinarian responsible for horses taking part in the Event, with the exception of protests for abuse which may be lodged by any person or body.

3. Protests must be lodged with the Ground Jury during its period of jurisdiction for failing to observe the Statutes, GRs or Sport Rules in the organisation or conduct of a Competition, including the matters referred to in paragraph 7 below. Protests for other matters must be lodged with the Appeal Committee during its period of jurisdiction or with the Ground Jury if there is no Appeal Committee.

4. Protests regarding matters which have not occurred during or in direct connection with an International Event or which were not known until after the end of the Event, shall be reported to the Secretary General and dealt with by the FEI Tribunal. A case shall only 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.

5. Protests lodged with the Secretary General for referral to the FEI Tribunal should be received by the Secretary General not later than fourteen (14) days after the end of the Event.

6. Protests must be in writing, signed by the authorised person making the protest, and presented personally to the President of the Ground Jury, to the President of the Appeal Committee or sent to the Secretary General, as the case may be, together with any supporting evidence, names of witnesses and the necessary deposit.

7. Notwithstanding any provision to the contrary, protests against any of the following matters may only be lodged with the Ground Jury and within the following time limits and a Decision by the Ground Jury in these matters is a prerequisite to a right of Appeal to the Appeal Committee:

7.1. Protests concerning the eligibility of an Athlete or Horse or to the conditions of the arena: not later than thirty (30) minutes before the start of the relevant Competition;

7.2. Not applicable to Dressage

Protests concerning irregularities or incidents during a Competition, or the classification of a Competition: not later than thirty (30) minutes after the announcements of the results.

8. 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.

9. Any person making a protest should, if possible, secure witnesses to the incident and any other form of evidence, and either brings them to the body before which the protest is lodged, or obtains written statements from them, duly signed, together with their names and addresses.

10. The Foreign Judge, Technical Delegate, Veterinary Delegate and Foreign Veterinary Delegate must report to the Secretary General all acts or omissions constituting a protest (without a deposit).

#### **10.4. Reports (GR ART 164)**

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

#### **10.5. Appeals (GR ART 165)**

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 through the Secretary General against Decisions by the Appeal Committee or by one member of the FEI Tribunal.

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 Appeal papers.

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. Refer to GRs page 46

3. Appeals to the Appeal Committee must be in writing, signed and accompanied by supporting evidence in writing or the presence of one or more witnesses and must be lodged not 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 the presence of one or more witnesses and must reach the Secretary General not 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 question 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 the presence of one or more witnesses at a designated hearing and must reach the Secretary General within thirty (30) days of the date on which the Secretary General's notification of the earlier decision was sent.

6. 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;

6.1. 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;

6.2. A copy of the statement of Appeal should be sent currently to the Secretary General;

6.3. Appeals reaching the CAS after the time limits as indicated above will not be considered.

7. No new evidence may be presented on Appeal, other than in circumstances where it is shown that such new evidence could not have been obtained, with reasonable diligence, prior to the hearing before the first instance.

#### **10.6. Penalties (GR Art. 169 extract)**

7.1. 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 a yellow card, either by hand or by any other suitable means.

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 paragraph 6 above and to the circumstances of the case.

9. All fines imposed by anybody 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 inadvertently paid to the OC or any other person such fines shall be remitted to the FEI.

## **11. REPORT AND FOLLOW-UP**

### **11.1. After the competition**

Complete the blank report form which you should have received from either the FEI or your 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 your NF's Steward General if the event was held in another country).

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

This paper will help to improve the standard of the event in the following fields:

- Overall interest in equestrian sport.
- Special OC arrangements for officials and staff that help run the event.
- Interest of athletes and fair play.
- Welfare of the horse.

### **11.2. FEI check list for chief stewards**

#### **11.2.1. 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? (General Map or Area, Exercise/Schooling Areas, 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?

#### **11.2.2. Logistics**

Is the following satisfactory:

- Accommodation for grooms (outside stables)?
- Accommodation for your Stewards Assistants?
- Meals for your Assistants?
- 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; what do we need as equipment?)

### **11.2.3. Medical and Veterinary Services**

- Are ambulances, a doctor and a veterinarian provided for training?
- Is a treating Veterinarian available 24 hours/day?
- Are isolation boxes available?
- Is there only one place (e.g. clinic, MCP-boxes ...) for Vet treatments organised and told to the different vets?
- 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 ...)

### **11.2.4. Stables**

- Is there a close co-operation 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)?
- How is the ventilation?
- Will access be monitored day and night?
- Is a night-book 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 smoking areas outside the stables designated?
- Is there a special time and plan for grazing published?
- Is a farrier readily available?
- Is a cafeteria/Meeting point organised?

### **11.2.5. 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 it hard ground?
  - Is it not slippery?
- Are there enough Stewards to help?
- Is the Holding Box area satisfactory?
- Are starting-lists, table, passports, loudspeaker system, whips, manure collector organised?
- Is there enough room for the spectators?
- Are spectators/owners kept away from the inspecting panel?

### **11.2.6. Exercise/Schooling Areas**

- Is there enough schooling space?
- Is lunging on a separate place or at special times?
- Are the best 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?
- Is the lettering OK in every arena?
- Are the Stewards briefed (according to schedules) ?
- Are there shelters for the Stewards on 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
- 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?

**11.2.7. Warming Up**

- Are starting lists available?
- How is the Marshalling 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?