

# **FEI STEWARDS MANUAL**



## **PARA DRESSAGE**

**Edition June 2016  
Update July 2019**

<b>INTRODUCTION.....</b>	<b>5</b>
<b>THE IDEA OF FEI STEWARDING AND ITS PURPOSE.....</b>	<b>8</b>
1.1    WHAT IS STEWARDING?.....	8
<b>2.    STEWARDING.....</b>	<b>8</b>
2.1    THE AIM OF FEI STEWARDING .....	8
2.2    ORGANIZATION OF STEWARDING WITHIN THE FEI (STRUCTURE AND HIERARCHY).....	8
2.3    WORKING PLACE FOR STEWARD(S) .....	11
2.4    THE COOPERATION BETWEEN FEI OFFICIALS AND ATHLETES .....	11
<b>3.    STABLES.....</b>	<b>11</b>
3.1    ACCESS TO THE STABLE AREA.....	11
3.2    STEWARDING OF THE STABLE AREA .....	12
3.3    GROOMS .....	14
3.4    MOVEMENT THROUGHOUT THE SHOWGROUND .....	14
3.5    STEWARDING OF THE PRACTICE ARENAS .....	14
3.6    GRAZING AREA .....	14
<b>4.    WARNING CARDS.....</b>	<b>15</b>
<b>5.    VETERINARY EXAMINATIONS, HORSE INSPECTIONS AND PASSPORT CONTROL.....</b>	<b>15</b>
5.1    REQUIREMENTS FOR THE HORSE INSPECTION .....	15
5.2    HORSE INSPECTION PROTOCOL ACCORDING TO THE RULES.....	16
5.3    PROCEDURE OF THE HORSE INSPECTION.....	16
<b>6.    ANTI-DOPING TESTING FOR ATHLETES AND HORSES .....</b>	<b>17</b>
6.1    EQUINE ANTI-DOPING AND CONTROLLED MEDICATION TESTING (EADCMP) .....	17
6.2    ATHLETES TESTING.....	17
<b>7    ABUSE OF HORSES .....</b>	<b>18</b>
<b>8    BE PRO-ACTIVE .....</b>	<b>18</b>
<b>9    MISCELLANEOUS.....</b>	<b>18</b>
9.1PUBLIC .....	18
9.2    FOOTING .....	18
9.3    PRACTICE ARENA(S) TIMETABLES.....	19
9.4    STIRRUPS .....	19
9.5    ADVERTISING AND PUBLICITY ON ATHLETES AND HORSES (GRS ART. 135) .....	19
<b>10    LEGAL PROCEDURE AND SANCTIONS .....</b>	<b>20</b>
10.1    THE LEGAL BASE.....	20
10.2    SOME PRACTICAL ADVICE.....	21
10.3    PROTESTS (GR ART. 163).....	22
10.4    APPEALS (GR ART. 165) .....	23
10.5    PENALTIES (GR ART. 169 EXTRACT) .....	24
<b>11    REPORT AND FOLLOW-UP.....</b>	<b>24</b>
11.2    REPORTS (GR ART. 164).....	24
11.3    AFTER THE COMPETITION.....	24
11.4    FEI CHECKLIST FOR CHIEF STEWARDS .....	24
<b>ANNEXES.....</b>	<b>28</b>
ANNEX I – THE CHIEF STEWARD REPORT.....	29

ANNEX II – THE HORSE INSPECTION .....	30
ANNEX III – STABLE CARD INFORMATION .....	31
ANNEX IV – NIGHT CONTROL IN THE STABLES.....	32
ANNEX V – TACK CONTROL DURING FEI EVENTS.....	33
ANNEX VI – SADDLERY REFERENCE .....	35
ANNEX VII – DRESSAGE ARENAS.....	38
ANNEX VIII – GUIDELINES FOR STEWARDING.....	39
ANNEX IX – DRESSAGE FOR ATHLETES WITH IMPAIRMENTS.....	42
ANNEX X – ASSISTANCE FOR ATHLETES WITH VISUAL IMPAIRMENTS .....	43
ANNEX XI – STEWARDS TRAINING RECORD.....	44
ANNEX XII – STEWARDS NOTES.....	45
ANNEX XIII – NEW. PRE AND POST COMPETITION TRAINING TECHNIQUES .....	46
ANNEX XIV – SITE LAYOUT .....	48

## **PREAMBLE**

International equestrian Competitions have developed rapidly in recent years and Stewarding must therefore be developed to the highest standards.

This Manual is intended to provide guidance to anybody concerned as an FEI Steward at an International Para Dressage Competition.

The FEI Stewards Manual for Para Dressage constitutes a specific provision of the FEI Rules and Regulations, and should be read in conjunction with the Statutes, the General Regulations, the FEI Para Dressage Rules and the Veterinary Regulations.

The rules must always be strictly observed and there are minimum standards that must be achieved at all FEI Competitions. This Manual includes many recommendations for 'best practice' which are the standards to be aimed at and are essential.

The first consideration for all Officials and Organisers must always be the safety of the Athlete and the welfare of the Horse, closely followed by the need to ensure fair play in Competition.

Every eventuality cannot be provided for in this Manual. In any unforeseen or exceptional circumstances, it is the duty of the Ground Jury in consultation with the Technical Delegate (when present) to make a decision in a sporting spirit and to approach as nearly as possible the intention of the FEI Para Dressage Rules and the FEI General Regulations.

In the event of conflict between the FEI Stewards Manual for Para Dressage and the FEI Para Dressage Rules, the FEI Para Dressage Rules shall prevail. The FEI Para Dressage Rules are not repeated in this Manual, but only referenced as they may change from time to time.

## 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, often 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 for the Welfare of the Horse

The FEI requires all those involved in international equestrian sport to adhere to the FEI Code of Conduct for the Welfare of the Horse and to acknowledge and accept that at all times the welfare of the Horse must be paramount. Welfare of the horse must never be subordinated to competitive or commercial influences. The following points must be particularly adhered to:

#### 1. General Welfare:

##### a) Good Horse management

Stabling and feeding must be compatible with the best Horse management practices. Clean and good quality forage, feed and water must always be available.

##### b) Training methods

Horses must only undergo training that matches their physical capabilities and level of maturity for their respective disciplines. They must not be subjected to methods which are abusive or cause fear.

##### c) Farriery and tack

Foot care and shoeing must be of a high standard. Tack must be designed and fitted to avoid the risk of pain or injury.

d) Transport

During transportation, Horses must be fully protected against injuries and other health risks. Vehicles must be safe, well ventilated, maintained to a high standard, disinfected regularly and driven by competent personnel. Competent handlers must always be available to manage the Horses.

e) Transit

All journeys must be planned carefully, and Horses allowed regular rest periods with access to food and water in line with current FEI guidelines.

2. Fitness to compete:

a) Fitness and competence

Participation in Competition must be restricted to fit Horses and Athletes of proven competence. Horses must be allowed suitable rest period between training and competitions; additional rest periods should be allowed following travelling.

b) Health status

No Horse deemed unfit to compete may compete or continue to compete, veterinary advice must be sought whenever there is any doubt.

c) Doping and Medication

Any action or intent of doping and illicit use of medication constitutes a serious welfare issue and will not be tolerated. After any veterinary treatment, sufficient time must be allowed for full recovery before Competition.

d) Surgical procedures

Any surgical procedures that threaten a competing Horse's welfare or the safety of other Horses and/or Athletes must not be allowed.

e) Pregnant/recently foaled mares

Mares must not compete after their fourth month of pregnancy or with foal at foot.

f) Misuse of aids

Abuse of a Horse using natural riding aids or artificial aids (e.g. whips, spurs, etc.) will not be tolerated.

3. Events must not prejudice Horse welfare:

a) Competition areas

Horses must be trained and compete on suitable and safe surfaces. All obstacles and competition conditions must be designed with the safety of the Horse in mind.

b) Ground surfaces

All ground surfaces on which Horses walk, train or compete must be designed and maintained to reduce factors that could lead to injury.

c) Extreme weather

Competitions must not take place in extreme weather conditions that may compromise welfare or safety of the Horse. Provision must be made for cooling conditions and equipment for Horses after competing.

d) Stabling at Events

Stables must be safe, hygienic, comfortable, well ventilated and of sufficient size for the type and disposition of the Horse. Washing-down areas and water must always be available.

#### 4. Humane treatment of horses:

##### a) Veterinary treatment

Veterinary expertise must always be available at an Event. If a Horse is injured or exhausted during a Competition, the Athlete must stop competing and a veterinary evaluation must be performed.

##### b) Referral centres

Wherever necessary, Horses should be collected by ambulance and transported to the nearest relevant treatment centre for further assessment and therapy. Injured Horses must be given full supportive treatment before being transported.

##### c) Competition injuries

The incidence of injuries sustained in Competition should be monitored. Ground surface conditions, frequency of Competitions and any other risk factors should be examined carefully to indicate ways to minimise injuries.

##### d) Euthanasia

If injuries are sufficiently severe, a Horse may need to be euthanased on humane grounds by a veterinarian as soon as possible, with the sole aim of minimising suffering.

##### e) Retirement

Horses must be treated sympathetically and humanely when they retire from Competition.

#### 5. Education:

The FEI urges all those involved in equestrian sport to attain the highest possible levels of education in areas of expertise relevant to the care and management of the Competition Horse.

This Code of Conduct for the Welfare of the Horse may be modified from time to time and the views of all are welcomed. Particular attention will be paid to new research findings and the FEI encourages further funding and support for welfare studies.

## 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 Organization 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 six months;
- Liaise with the Regional Stewards General;
- Liaise with the Para Equestrian Technical Committee.
- Together with FEI HQ establish a list of courses each year for the education of Stewards;
- Supervise stewarding activities within Para Dressage.

#### 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 their 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 and the FEI legal system.
- be able to speak at least one of the FEI's official languages.
- 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 organized 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' Level 2 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 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. 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 (where appointed) and the Technical Delegate of any infractions that merit a Yellow Warning Card and 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 Organizing 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 Para Dressage 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. These persons must preferably 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, as per the FEI Para Dressage Rules. Briefing sessions must be organised every day by the Chief Steward.. Stewards must attend a Refresher Seminar every 3 years to stay on the list of FEI Stewards.

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 and competition 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 Dressage Duties)
- Warming-up

- Checking the saddlery and compensating aids and Athlete's profiles against the FEI Classification Master List
- Competition Flow
- Prize-giving
- Location of screens in case of a horse injury/fatality
- New pair of gloves to be used for each individual tack check
- Checks to be completed for the tack check

Each steward must have a copy of the FEI Classification Master List of compensating aids.

Compensating aids must be checked against the FEI Classification Master List. This check **MUST** be undertaken whilst the athlete is mounted if possible.

It is advisable to have two stewards working in each area (where numbers allow). This is especially important during the timed training of Grades I, II and III, where trainers are riding the athlete's horse. Trainers may only ride an athlete's horse for a maximum of 30 minutes a day. Trainers must be dismounted 15 minutes before the athlete's competition time. On no account may any horse in Grade IV and Grade V be ridden by a trainer. Horses may be lunged without an Athlete, by the Athlete/Trainer or their designated representative, but **NOT** during the 15 minutes before entering the competition arena.

### **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 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.

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 at Championships and Games, 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 official designated 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 Art. 1009 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
- 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 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. 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. They may be assisted by additional stewards as deemed necessary.

See stable security requirements Veterinary Regulations Part I (Facilities & Stables).

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) 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 Athlete 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/e-cigarettes 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
- 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 two MCP Stables
- Minimum two isolation stables
- Cafeteria - "Meeting corner" in the stables area.
- There must be hot water, kettle or water heater to be available
- 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 may be found in Annex XIV 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

#### 3.5.1 Practice Arenas

The practice arenas refer to all arenas used for warming-up, training practice etc. 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.

There should be the capacity to change a 20mx60m arena into a 20mx40m arena for Grades I, II and Grade III.

Arenas should be randomly checked when closed.

Boots, bandages and fly hoods are allowed during training and warm up.

#### 3.5.2 10/15 Minute Arena

This is the last practice area before entering the competition arena. A 10/15minute Arena is obligatory for the Paralympic Games and Championships and recommended for all other CPEDIs. 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 they enter the main arena. It is not obligatory for an athlete to use the 10/15 -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 and their ID number must be clearly displayed.

#### **4. WARNING CARDS**

In accordance with the FEI General Regulations, Current Edition (Art. 169), in cases of offences mentioned in paragraphs 169.6.2 (abuse of Horses) and 169.6.3 (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.

In the case of a Yellow Warning Card being issued, after the decision of the Ground Jury, a notice stating the name of the Athlete and the reason of the warning must be posted on the Official notice board.

Notwithstanding anything to the contrary in the General Regulations, should the same Person Responsible receive one more Yellow Warning Card at the same or any other international Event within one year of the delivery of the first Yellow Warning Card for the same offence, the Person Responsible shall automatically be suspended for a period of two months after official notification from the FEI Secretary General.

National Federations and Organising Committees 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.

In case the Chief Steward wants to issue a Yellow Warning Card out of their own authority it would be prudent to discuss this first with the Technical Delegate or President of the Ground Jury as appropriate.

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/fei/your-role/athletes/warning-cards>

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

Please refer to Chapter IV “Veterinary Control at FEI Events” 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 a minimum of 30 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, if 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.

### **5.1.2 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, and large enough to trot the horse in hand.

### **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 must be 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
- Handlers may carry a whip of up to 120cm only, if necessary, as per the Vet Regulations.

## 6. ANTI-DOPING TESTING FOR ATHLETES AND HORSES

### 6.1 Equine Anti-Doping and Controlled Medication testing (EADCMP)

At any event where testing is to take place, the Testing Official (EADCMR 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 EADCMR testing box.

### 6.2 Athletes Testing

In accordance with the FEIs' Anti-doping Rules for Human Athletes (ADRHA), FEI athletes (riders, drivers, vaulters, lungers) can be tested at any FEI Event, by the FEI or by other Anti-Doping Organisations with Testing jurisdiction (Anti-Doping Organisations who wish to conduct athlete testing at FEI events must first obtain the FEI's permission).

Where FEI Testing is planned, Organisers have the responsibility to provide facilities and staff/volunteers if requested by the FEI (article 22.3 of the ADRHA). The FEI makes all necessary arrangements with the Organiser and the TD or Foreign Judge. Stewards may be asked to provide assistance if necessary.

If a Steward receives a query on human anti-doping, they should direct the person:

- to a medical person with knowledge in anti-doping, or
- to the FEI, or
- to the local National/Regional Anti-Doping Organisation.

Additional information and contact details can be found in the "[Clean Sport Humans](#)" section of the FEI's website.

The ADRHA are published on the [FEI's website](#)

## 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;
- 
- 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.
- For situations of bleeding please see Article 8430.11.4 of the FEI Para Dressage Rules.

## 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 in an appropriate area with athlete access, 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 Stirrups**

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

### **9.5 Advertising and publicity on athletes and horses (GRs Art. 135)**

Athletes participating in an Event agree to be filmed, televised, photographed, identified, interviewed and otherwise recorded during the Event for the purposes of the media coverage of the Event (by means of all and any media throughout the world in perpetuity) and the promotion of the sport. Athletes therefore assign with full title guarantee in perpetuity to the FEI all rights of any nature in any such recordings. Athletes agree that their name and image and any photographs and moving images taken of them at an Event may be used by the FEI and/or OC for the purposes of publicising the Event and promoting the sport.

At all Events, except Regional and Olympic Games under the patronage of the IOC, Athletes may wear clothing and use equipment (including, but not limited to, riding equipment and vaulting back pads) and vehicles which identify the manufacturer, the Athlete's sponsor(s), as per the FEI General Regulations, Current Edition.

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.

#### **9.5.1 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
- 75cm<sup>2</sup> for fly hood

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

#### **9.5.2 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. 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
- c. 16cm<sup>2</sup> on both sides of the shirt collar.
- d. 75cm<sup>2</sup> for fly hood

### **9.5.3 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 Art. 135 of the General Regulations.

### **9.5.4 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 their 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.

## **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:

- FEI General Regulations (GRs).
- FEI Veterinary Regulations (VRs).
- Appropriate Rules for the relevant Para Dressage 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 them of the correct procedure and refer them to Articles 163 and 165 of the General Regulations. 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 their 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 their 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 their 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 the FEI, 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:
  - 4.1. 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;
  - 4.2. Protests concerning an obstacle, or the plan or length of the course for a Jumping Competition or the obstacle Phase of a Driving Competition. Such Protests must be filed no later than fifteen (15) minutes before the start of the Competition;
  - 4.3. Protests concerning the cross-country obstacles or courses in Eventing or marathon course or obstacles in Driving, or the course in Endurance. Such Protests must be filed no later than 18:00 on the day before the relevant Competition;
  - 4.4. Protests concerning irregularities or incidents during a Competition, or 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.
  - 4.5. Protests challenging the procedures followed in the application or implementation of any FEI rule. Such Protests must be filed no later than thirty (30) minutes after the notification of the application or implementation of such rule.
  - 4.6. Lodging a Protest before the Ground Jury within the relevant time limit in matters listed in the previous paragraphs is a prerequisite to a right of Appeal to the Appeal Committee.
5. Protests for matters not listed in Article 163.4 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 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 Article 163.2 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 General Regulations, 23rd edition, 1 January 2009, updates effective 1 January 2017 40 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, Protests may be lodged by the FEI, at its sole discretion, in the event that conduct brings equestrian sport, and the FEI in particular, into disrepute and/or in the case of match fixing, betting, bribery and/or corruption 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.

12. There is a statute of limitation on prosecution by the FEI, which is time-barred after:

- (i) one (1) year for offences committed on the field of play or in its immediate vicinity;
- (ii) five (5) years for all other offences;
- (iii) ten (10) years for doping offences;
- (iv) Match-fixing, bribery and corruption shall not be subject to a statute of limitations.

#### **10.4 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 against Decisions of the Appeal Committee or any other person or body.

1.3. With the CAS against Decisions by the FEI Tribunal. The person or body lodging such Appeal shall inform the Secretary General and provide them 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 Article 159.7.1–4 (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 the eligibility of an Athlete or Horse and questions involving the interpretation of the Sport Rules.

5. Appeals to the FEI Tribunal must be dispatched to the Secretary General and signed by the appellant or their 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.

- 6.1. Appeals to the CAS together with supporting documents must be dispatched 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 twenty-one (21) 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, the Chief Steward and the Technical Delegate must notify the Person Responsible during the Period of the Event that they 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 they have 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 ninety (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**

### **11.2 Reports (GR Art. 164)**

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

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.

### **11.3 After the Competition**

The Chief Steward should complete the blank report form which they 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.

### **11.4 FEI Checklist for Chief Stewards**



### 11.4.1 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 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?
- Do the ID numbers reflect the Grade e.g. Grade I number begins with a 1; Grade II begins with a 2; Grade III begins with a 3 etc.

### 11.4.2 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)?
- Are there accessible toilets available?
- Are all access doors and gates accessible for athletes with an impairment (ramps, toilets with wheelchair access)?

### 11.4.3 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, EADCMR-boxes ...) organised for Vet treatments; have the Vets been informed of the location?
- Are there two separate boxes prepared for EADCMR (in a quiet corner)?
- Is there a trained Steward in attendance for EADCMR?
- Are the EADCMR-facilities ready (office, freezer, table, chair ...)

### 11.4.4 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 there separate areas for CPEDI and CDI horses?
- Are stallions placed in suitable stables (not in the stable next to a mare)?
- Are the boxes labelled accordingly (Stall Information Card)?
- Well ventilated?
- 24 hour security organised (for Championships and Games)?

- 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?

#### **11.4.5 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 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?

#### **11.4.6 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?
- Is there a mounting block with wheelchair access?
- Is there adequate time and people to change the arena from 20x60m to 20x40m?
- Are there any blind riders?

#### **11.4.7 Warming Up**

- Are starting lists 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?
- Chief Steward to help with the gathering of Athletes and Horses for the prize-giving

## **ANNEXES**

- ANNEX I – THE CHIEF STEWARD REPORT**
- ANNEX II – THE HORSE INSPECTION**
- ANNEX III – STABLE CARD INFORMATION**
- ANNEX IV – NIGHT CONTROL IN THE STABLES**
- ANNEX V – TACK CONTROL DURING FEI EVENTS**
- ANNEX VI – SADDLERY REFERENCE**
- ANNEX VII – DRESSAGE ARENAS**
- ANNEX VIII – GUIDELINES FOR STEWARDING**
- ANNEX IX – DRESSAGE FOR ATHLETES WITH IMPAIRMENTS**
- ANNEX X – ASSISTANCE FOR ATHLETES WITH VISUAL IMPAIRMENTS**
- ANNEX XI – STEWARDS TRAINING RECORD**
- ANNEX XII – STEWARDS NOTES**
- ANNEX XIII – NEW. PRE AND POST COMPETITION TRAINING TECHNIQUES**
- ANNEX XIV – SITE LAYOUT**

## **ANNEX I – THE CHIEF STEWARD REPORT**

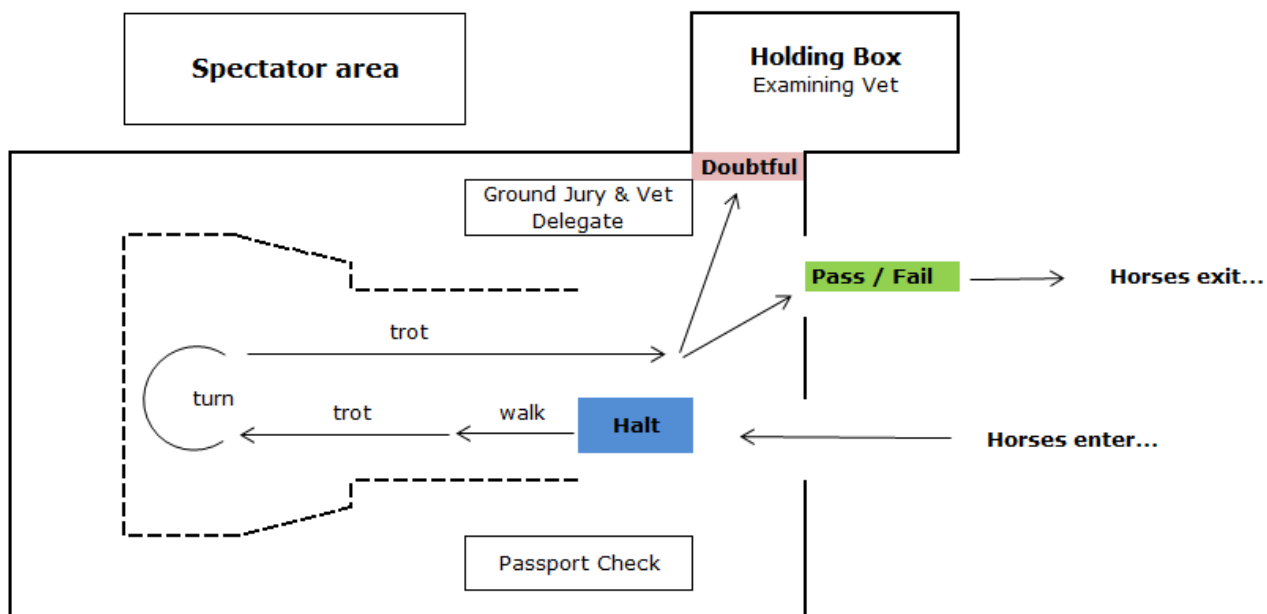
The latest version of the Chief Steward Report can be found and downloaded on the FEI website using the following link:

<https://inside.fei.org/fei/your-role/officials/dressage/forms>

## ANNEX II – THE HORSE INSPECTION

Please refer to the Veterinary Regulations, Chapter “Horse Inspections”

Figure 1: Illustration of the Horse Inspection procedure



**ANNEX III – STABLE CARD INFORMATION**

**STABLE INFORMATION CARD**

**Name of Horse :**

.....

**ID # of Horse :**

.....

**Gender of Horse :**

.....

**Name of Person Responsible :**

.....

**Telephone Number :**

.....

**Name of Groom :**

.....

**Telephone Number :**

.....

**Name of Chef d'Equipe :**

.....

**Telephone Number:**

.....





## ANNEX V – TACK CONTROL DURING FEI EVENTS

Officials must use at least one disposable glove when checking boots or bandages, and horses' legs, flanks, mouth and nose for the presence of blood. Officials MUST use a fresh pair of disposable gloves for each tack check. The mouth, nose and Horse's flanks must be checked for any signs of blood.

To be able to check the presence of ear plugs, the ear hoods have to be removed after the test, when the bits and spurs are checked. The steward has to witness this. If a measurement of a bit is required the steward should accompany the horse and rider back to the stable when the bridle can be removed and the bit measured. The Steward should request that the horse's noseband and curb chain are unfastened prior to undertaking the bit check.

(VRs 1035, see also VRs 1025.VI)

1. In addition to these Veterinary Regulations, the prohibitions and requirements regarding specific types of tack are also regulated according to the various Sport Rules.
2. Examination (control) of horse's tack material may be carried out by Stewards and/or Official Veterinarians at any time during the Period of the Event.
3. The President of the Ground Jury must be notified of any scheduled or unannounced examination/control that is to take place; the (Foreign) Veterinary Delegate should be informed and be available for consultation.
4. For controls carried out during the finals of major Events (Championships, Games, World Cups, etc.), a member of the Veterinary Commission should attend the control procedure.
5. If a problem is suspected, the horse and all examined items must be kept under strict surveillance until further examination by the (Foreign) Veterinary Delegate (FVD/ VD).
6. The FVD/ VD must verify the identification of the horse against the outline diagram in the passport and record the name and FEI Passport number of the horse and the Person Responsible.
7. For tack concerns the FVD/ VD may be required to provide advice on welfare or health implications.
8. The FVD/ VD must include the name and FEI Passport number of the horse, the Person Responsible and details of every examination in the FEI Veterinary Report completed at the end of the Event.
9. If the examination results in the finding of suspicious material, irritation, skin damage or blood, the President of the Ground Jury must be informed immediately.
10. Noseband control protocol:  
It is the Chief Steward's responsibility to ensure that the tightness of horses' nosebands is checked at each FEI Dressage event.

Therefore the Chief Steward will brief all their assistant stewards on the correct conduct of the noseband check and will highlight the importance of horsemanship when performing the task.

The noseband check is part of the tack control when the horse is leaving the competition arena after having finished the test. One and the same steward must conduct the noseband check for all horses entered in the same competition. The tightness check must be done with the steward's index finger between the horse's cheek and the noseband. The steward must wear gloves during this check.

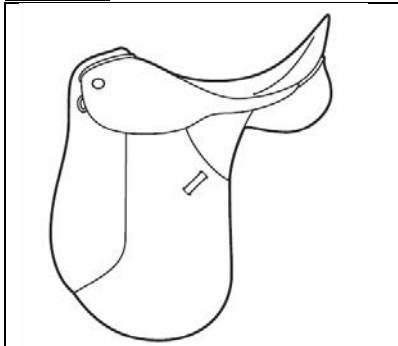
Ideally the finger size of stewards appointed for the noseband check at different competitions throughout the event shall be of similar size.

In case of an apparent overtightened noseband during the horse's warm-up, the appointed tack control steward is entitled to conduct the check also during the warm-up and, in case of the noseband being overtightened, ask the athlete to loosen the noseband. The noseband of the horse will be checked again by the same steward after the horse has finished the test. If the noseband is still too tight after the second check, the Chief Steward will give a Yellow Warning Card to the athlete.

**ANNEX VI – SADDLERY REFERENCE**

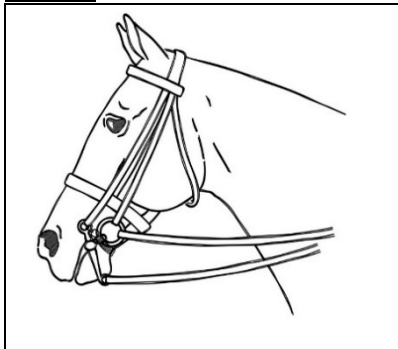
This annex is to be used as a reference to the FEI Para Dressage Rules Article 8428, and must only be used in conjunction with the written rules which take precedence over this annex. The images below are examples only, and similar equipment which produce the same effect on the horse are also allowed if they adhere to the written rules.

**Saddles**

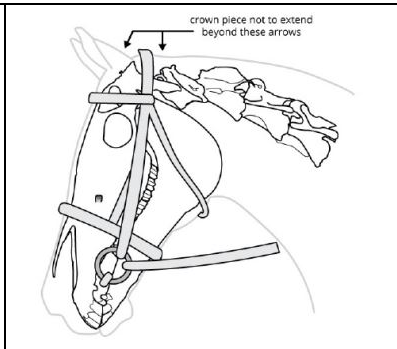


Example of Dressage saddle

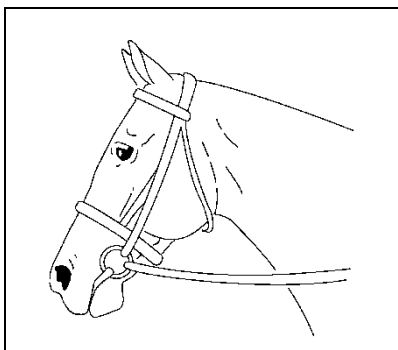
**Bridles**



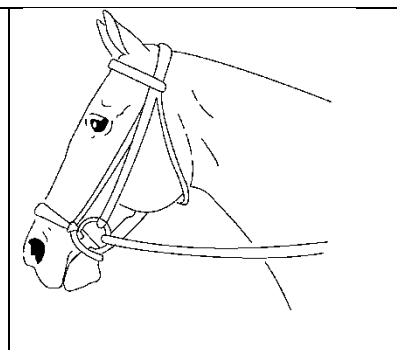
Ex. of Double Bridle, used with cavesson noseband, throat lash, bridoon and curb bits, and curb chain



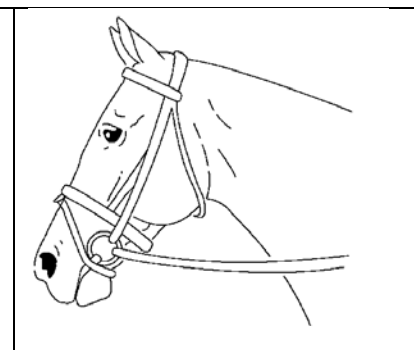
Crown piece may not extend beyond the two arrows



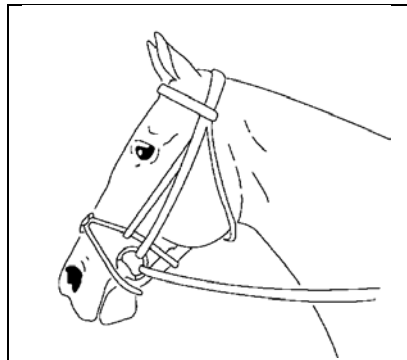
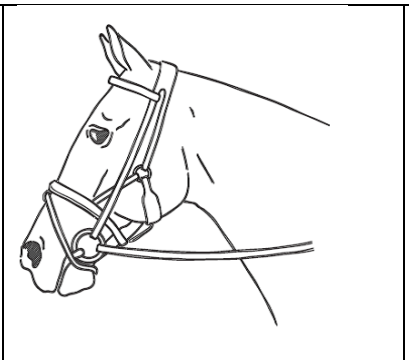
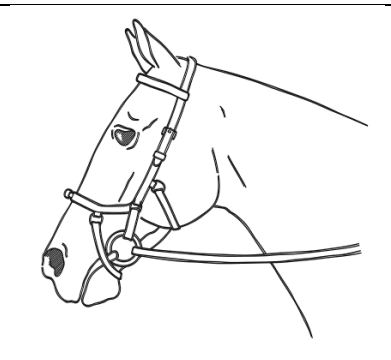
Ex. of Cavesson noseband



Ex. of dropped noseband

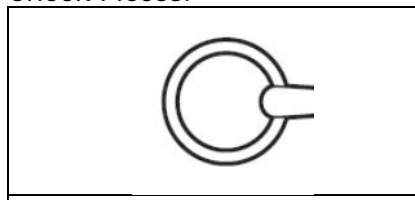
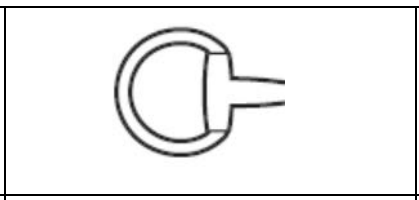
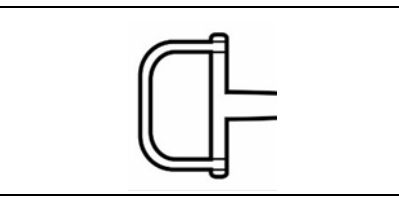
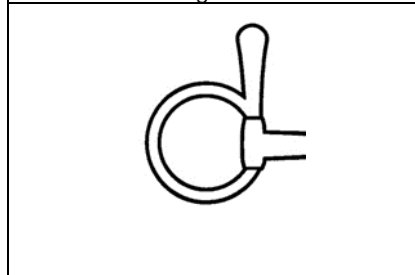
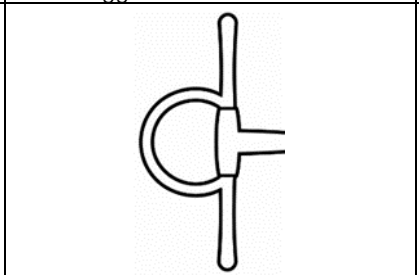
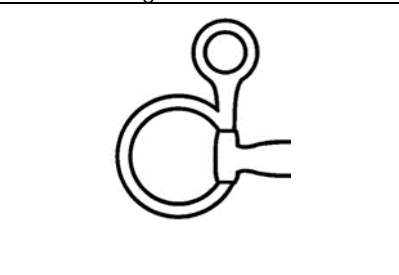
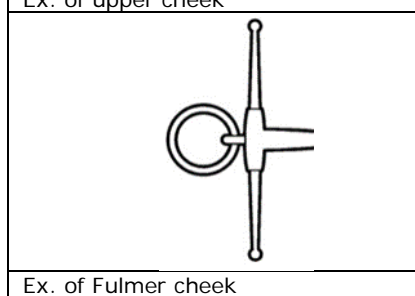


Ex. of flash strap

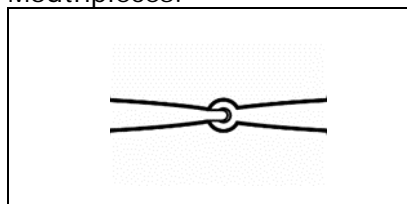
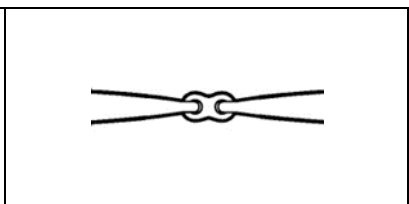
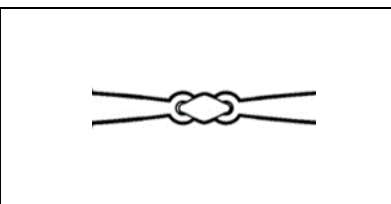
		
Ex. of crossed/mexican/grackle noseband	Ex. of combined noseband – no throatlash necessary	Ex. of Micklem style bridle – no throatlash necessary

**Bits**

Cheek Pieces:

		
Ex. of Loose Ring cheek	Ex. of Eggbutt cheek	Ex. of D-Ring cheek
		
Ex. of upper cheek	Ex. of full cheek	Ex. of hanging cheek
		
Ex. of Fulmer cheek		

Mouthpieces:

		
Ex. of single jointed mouthpiece	Ex. of double jointed mouthpiece	Ex. of double jointed mouthpiece

Ex. of unjointed mouthpiece	Ex. of barrel joint	Ex. of ball joint
Ex. of double ball joint	Ex. of centrepiece with a roller	Port deviation measurements

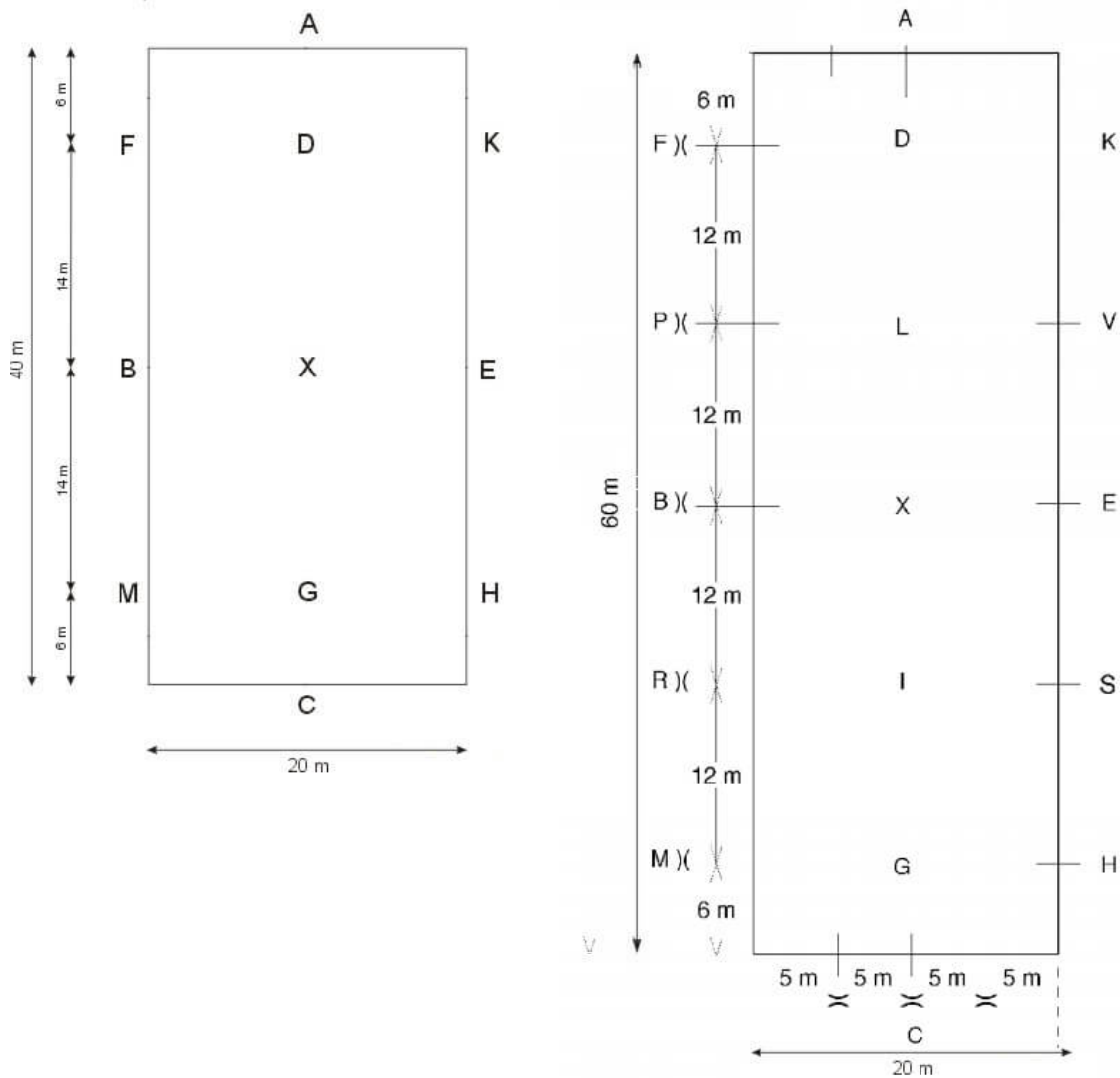
Curb Bits:

Ex. of curb with straight cheeks	Ex. of curb with port and sliding mouthpiece (rotating arms also allowed)	Ex. of curb with S cheeks

Maximum size of lever arm

Ex. of Curb chain	Ex. of Leather cover for curb chain
Ex. of lip strap	Ex. of cover for curb chain

**ANNEX VII – DRESSAGE ARENAS**



Points to note:

The width of the entrance must be at least two meters (2m).

Letters should be placed about 0.5m from the fence (see FEI Para Dressage Rules Article 8429).

## ANNEX VIII – GUIDELINES FOR STEWARDING

### 1. **Be friendly, do not disturb the riders**

Impartiality: same way of stewarding for all disciplines

No politics: no influence from external factors (Press, Gossip...)

A neutral, keen, watchful eye

Presence more important than intervention

Discretion in case of intervention

Explain to the riders instead of negative remarks

Police manner to be avoided

In case of intervention: as soon as possible a psychological approach (do not wait until the rider has to go into the main arena)

### 2. **All Depends on the way you intervene**

It is impossible to make exact rules in relation to what can be accepted and what cannot be accepted.

To deal with the tension of competition as well as trainers and competitors (and owners) the intervention has to be done with diplomacy, with a kind eye towards the horses.

All depends on:

\* The behaviour of a rider, on a specific day, in specific weather and footing conditions?

\* Knowledge of the rules by the rider/trainer?

\* Do they know they are violating rules?

\* Do they violate the rules on purpose?

\* What will be the reaction when you intervene:

- Do they agree with the remark you made?

- Do they want some more explanation?

- Do they not accept? Do they protest? Are they rude?

### 3. **In case of abuse or maltreat: no excuse**

Where there is an abuse or ill-treatment of horse: act immediately with discretion and tact;

Immediately put a stop to the abuse and explain to the rider the reason for the intervention;

Inform the President of the Ground Jury of the incident and of the action taken;

Draw the attention of the Treating Veterinarian (define exactly the circumstances) to the incident (injuries, irregular breathing, excessive sweating, general health problems);

Carry out the decision of the President of the Ground Jury.

The Steward must understand the difference between "abuse" and "correction".

The Steward must be able to go into the schooling area and stop rough riding, rough and discourteous behaviour.

Always immediately act in cases of exaggerated sweating, irregular breathing (take into account the weather conditions).

Always immediately act in case of overriding, signs of exhaustion (if necessary ask the assistance of the Treating Veterinarian).

Long, deep and round riding is accepted, unless used excessively or prolonged (hyper-flexion of the neck). There is a danger when copied by unskilled riders. There is a fine line between training and overtraining!

Stewards must be vigilant in the stables, reporting to the FEI Veterinarian/ Ground Jury items with which they feel uncomfortable, such as the use of poultice on a horse's lip to reduce swelling and pain.

Trainers are not permitted to ride horses at events in the back arena using prohibited tack etc...

It is not permitted to return to the schooling arena following a poor performance in the competitions arena and school the horse abusively.

The Steward should intervene if the whip is used three times.

What are injuries:

- Blood on the spur(s)/ flank(s)
- Blood in the bit/ mouth
- Swelling on the flank(s) (spurs)
- Burn behind the ears (from sweating/ scouring)
- Swelling on the flanks/ hind quarters (use of the whip)
- Burn at the girth (from sweating/ scouring)
- Wounds on the leg/ feet/ hoofs
- Blood coming from the nose

#### 4. **Team spirit**

- Cooperate with athlete/ trainers
- Cooperate with other Officials
- Cooperate with Organisation Committee

Each member, within their own responsibilities, has to try to work together with the others with only one idea in mind:

To participate in an event, where everybody wants to help each other, and where horses and sportsmanship are more important than personal profit.

We must understand that we also represent the rights of the riders to ensure fair competition for all.

#### 5. **The athlete should understand that Stewards are there to help/ assist**

General information

Starting order (call up)

Paddock schedule

Stable security

Help in solving personal problems

Help with contacts (names, telephone numbers, addresses...)

Intermediary to help and solve problems between riders-organizers-Ground Jury

Help with information concerning the Rules (FEI Dressage Regulations, FEI General Regulations, FEI Dressage Stewarding Manual...)

#### 6. **A Steward has an educational role**

Making the athletes apply the Rules minding the spirit behind those Rules;

Strict but human;

Impartiality;

Give them the benefit of the doubt;

Never discuss when feelings start running high;

Keep in mind that athletes/ trainers are under a lot of pressure and that they don't need much to overreact.

Your behaviour will be crucial here!!! (control yourself).

Avoid a quarrel that will end up in having a blazing row.

If you have to make a remark:

- Be polite
- Be discrete
- Not in public

#### 7. **External factors in stewarding**

Third party (family, fans, friends): Partiality

Press and television: Sensation

Other athletes/ trainers: Jealousy



Contradiction in communication: Be Clear and unanimous

Organizer: Conflict regulations – Rules

EADCMR control: Apply the Rules

Extreme weather conditions:

In close consultation with the President of the Ground Jury and the Organizer, we can make propositions (very early warming up, change of training areas, longer training sessions in the main arena...).

Epidemics:

Guidelines from the Health Department through the Treating Vet.

## 8. **Conclusion**

Do not forget you are at the event to help.

## **ANNEX IX – DRESSAGE FOR ATHLETES WITH IMPAIRMENTS**

### **Grade I Para Dressage**

Athletes in Grade I have severe Impairments affecting all limbs and trunk. The Athlete usually requires the use of a wheelchair. They may be able to walk with an unsteady gait. Trunk and balance are severely impaired.

Profiles: 1, 2, 3, 5, 7, 12a, 13

### **Grade II Para Dressage**

Athletes in Grade II have either a severe Impairment of the trunk and minimal Impairment of the upper limbs or moderate Impairment of the trunk, upper and lower limbs. Most Athletes in this Grade use a wheelchair in daily life.

Profiles: 4, 6, 9, 10a, 11a, 12b, 31a

### **Grade III Para Dressage**

Athletes in Grade III have severe Impairments in both lower limbs with minimal or no Impairment of the trunk or moderate Impairment of the upper and lower limbs and trunk. Some Athletes in this Grade may use a wheelchair in daily life.

Profiles: 8, 10b, 11b, 14, 17a, 18a, 27, 31b, 32

### **Grade IV Para Dressage**

Athletes in Grade IV have a severe Impairment or deficiency of both upper limbs or a moderate Impairment of all four limbs or short stature. Athletes in Grade IV are able to walk and generally do not require a wheelchair in daily life. Grade IV also includes Athletes having a visual Impairment equivalent to B1 with very low visual acuity and/or no light perception.

Profiles: 15, 17b, 18b, 19a, 21, 25, 26a, 28, 36

### **Grade V Para Dressage**

Athletes in Grade V have a mild Impairment of movement or muscle strength or a deficiency of one limb or mild deficiency of two limbs. Grade V also includes Athletes with visual Impairment equivalent to B2 with a higher visual acuity than visually impaired Athletes competing in Grade IV and/or a visual field of less than 5 degrees radius.

Profiles: 16, 19b, 20, 22, 23, 24, 26b, 37a

### **Not Eligible**

Profiles: 29, 30, 37b, 38, 42, 48, 39

## **ANNEX X – ASSISTANCE FOR ATHLETES WITH VISUAL IMPAIRMENTS**

1. Riders with visual impairment may have callers or beepers at the letters. Such callers/beepers are classified as profile-specific compensating aids and must be supplied by the rider or the rider's nation, and listed on the FEI Classification Masterlist.
2. No other tests may be called in the immediate area that could disturb a rider with visual impairment relying on callers or beepers whilst competing.
3. Only one caller may be inside the arena. All other callers must be positioned outside the arena boards and may move from one marker to another, provided they do not restrict the vision of any of the judges.
4. There shall be no more than thirteen callers. Visually impaired riders are encouraged to use the least possible number of callers, one only if possible. If more than one caller is used, there must be a lead caller, who should be identified to the Judge at C.
5. Arena familiarisation for blind riders. Before beginning the test, riders with functional profile 36 may choose to ride one circuit of the arena in both directions with one change of rein. If the starting signal has not been sounded after the familiarisation process has been completed, the rider may wait at the halt, continue inside the arena at any pace, or go round the outside of the arena. The rider may start the test from inside or outside the arena.
6. Any other outside assistance may result in elimination, at the discretion of the Judge at C.
7. An arm band, provided by the Athlete, in a distinctive colour must be worn at all times by Grade IV and V Athletes with visual impairment while mounted outside of the Competition.
8. Provision must be made for Athletes with visual impairment to train alone and warm up alone if the Athlete requests it.
9. All Athletes with visual impairment may start the Test from within the arena.



## ANNEX XII – STEWARDS NOTES

PLEASE ensure you read the Steward's Training Record during any change of stewards to ensure you are aware of the state of play at the time of the takeover (there may not always be time for you to be fully briefed by the leaving steward).

Whip length to be checked a maximum of 1.2m.

Tack checks to be made using the FEI Classification Master List.

Horses for Grade I, II and Grade III may be ridden for up to **30 mins** (per day) by the Trainer/Coach or another Athlete designated by the competing Athletes NF. (Note: this may be divided into more than one session during the day.). The trainer must be off the horse **15mins** before the athlete's starting time in the competition. Is there a time sheet on the clip board to record relevant times? **This time sheet is to be given to the Chief Steward at the end of the day.**

## **ANNEX XIII – NEW. PRE AND POST COMPETITION TRAINING TECHNIQUES**

### **1 .Background**

The purpose of the warm-up period is to prepare the horse and rider both mentally and physically to enable their best possible performance in the competition arena. This should be done in as sympathetic way as possible with the welfare of the horse respected in all cases.

It is recognized that the competition environment presents special and sometimes unpredictable circumstances in contrast to a normal training situation. The Steward must be aware of the uniqueness of every competition and be able to react accordingly.

### **2. Permitted Training**

The use of correctly executed stretching techniques both before and after training and competition is recognized as an important and long-established practice in almost every sport. In equestrian sport it is used to maintain the suppleness and health of the equine athletes.

In most cases, the warm-up will consist of alternating periods of stretching and contracting the horse's muscles; periods of relaxation and periods of heightened physical effort. Stretching and contracting involves the lengthening and/or shortening of the horse's topline and can be done at the halt (statically) or in motion (dynamically).

Athletes should aim to warm up all the relevant muscle groups within the horse. A cool-down period after the performance is critical to the horse's well-being. This consists of a decrease of exercise intensity allowing the horse to relax mentally, to restore normal heart rate, respiration rate and fluid and electrolyte balance. Post-competition training of exercises following the performance is permitted but must be kept to a minimum. In any case a relaxation period after post-competitions training is mandatory.

### **3. Aggressive Riding**

In addition to the FEI Dressage Stewarding manual, the following points must be considered in assessing aggressive riding for dressage:

- All head/neck postures must be achieved as sensitively as possible. A resisting hand must be followed by a release immediately at the moment the horse responds.
- All corrections should be done as tactfully as possible. Inappropriate or disproportionate corrections are not allowed
- Excessive use of any aid including spurs, whip and bit are forbidden.
- Excessive repetition of any specific exercise is not allowed
- The Steward must intervene and ask the competitor to immediately ride in a non-aggressive way in cases when the competitor's stress appears to have overcome their judgement

### **4. Variation of Exercises**

Continuous variation of exercises and head/neck posture is essential. Aggressive riding will be stopped immediately. Variation constitutes a period of relaxation and lengthening or a movement which involves stretching the head and neck.

## **5. Maximum Duration Of Pre-Competition Warm-Up And Post-Competition Cooldown Periods**

Only in exceptional circumstances and with the permission of the Chief-Steward, may a warm-up session exceed one hour. The warm-up session must include a number of relaxation periods. Walking in hand or riding the horse at walk whether prior to or following the warm-up session is not considered to be part of the one hour period. There should be at least one hour break between any training and/or warm-up periods. Corrective riding including the cool-down following a competitor's performance may not exceed ten minutes.

## **6. Training Arena**

All training sessions, including pre-competition warm-up may only be performed in the official training arena and under the supervision of stewards. Training outside the official training period and/or in an unsupervised arena must lead to the competitor's disqualification.

During preparation periods and the competition itself, the Chief Steward must be present in the training arena or be in a position to observe the training arena at events where there are multiple training arenas. If the Chief Steward is unable to be present it is their responsibility to ensure that a Steward with the required experience and knowledge is appointed to supervise the training arena.

## **7. Surveillance of Training Arenas**

Video cameras covering all training sessions and arenas will be recommended to be installed for the major FEI Championships, Games and Finals from 2016, and mandatory from 2018. Access to the video footage will be available to all relevant parties on request.

## **8. Revision**

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

## **9. Animation**

Click [here](#) for an animation showing allowed and not permitted neck positions.

**ANNEX XIV – SITE LAYOUT**

**SITE LAYOUT**  
(example)

