
FEI STEWARDS MANUAL



ENDURANCE

Revised December 2021

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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 Endurance have been removed, and some of the provisions printed below may need to be interpreted in the context of other provisions of the Statutes, General Regulations (hereinafter the "GRs"), Internal Regulations or Sports Rules.
- Please note that in the event of conflict between this Stewards Manual and the Statutes, the General Regulations, Internal Regulations or Sport Rules, the Statutes shall prevail.
- Should there be any conflict between this Stewards Manual and the GRs and/or other Sport Rules, the GRs shall prevail, unless specified otherwise in the Sport Rules.

INTRODUCTION

1. FEI Stewarding Motto

"Help, Prevent, Intervene"

2. Fairness by means of a good FEI Stewarding Programme

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

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

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

3. FEI Code of Conduct

THE FEI CODE OF CONDUCT FOR THE WELFARE OF THE HORSE

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.

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

1. THE IDEA OF FEI STEWARDING AND ITS PURPOSE

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

1.1 What is stewarding?

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

2. STEWARDING

2.1 The aim of FEI stewarding

The purpose of Stewarding is:

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

2.1.1 The Chief Steward

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

A Chief Steward should be able to speak English as one of the FEI's official languages and must be a person experienced in equestrian sports, particularly in the Discipline of Endurance and have a good knowledge of all up to date FEI Rules and Regulations for Endurance, 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. The Chief Steward must work closely with the Technical Delegate prior to and during the event. The Chief Steward must be invited to all technical and other relevant meetings.

The Chief Steward must report immediately to the President of the Ground Jury any type of sanctions that have been issued according GRs Art. 164.

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

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

2.1.2 The Steward(s)

According to Annex VI of the Endurance Rules, one Steward per 20 entries must be appointed by the OC.

2.1.3 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 Stewards prior to the start of the International Event. The following topics must be covered:

- Arrival of the Horses
- Supervision and security of the stables
- Stable Duties
- Control of training areas/tracks
- Control of the warm-up area
- Patrolling of the event restricted area(s)
- Vet Gate procedure and organisation
- Veterinary assistance (passports etc.) and Medical Control Programme
- The initial veterinary examination
- The first veterinary inspection prior to the start of the competition
- Prize-giving
- Opening/Closing ceremonies (if applicable)
- Rider weigh-in
- Checking the saddlery
- Timely intervention to prevent abuse
- Procedure for reporting incidents
- Correct behaviour towards Athletes, Grooms and Trainers
- Areas of responsibilities
- Stewarding Groups
 - Work timetable
 - Meals
 - Accommodation

2.2 Working place for Steward(s)

As the Stewarding Team frequently has to work outdoors for the entire day, and sometimes on through the night, the OC must provide the Stewards with adequate working facilities. An undercover area or trailer should be available with chairs, beverages and a table so that they have a place to rest. Sufficient food should also be available at all times. For purposes of communication, the entire team must be equipped with radios (or equivalent).

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, vetting areas, vet gate hold areas, and all other areas under control of the OC.

2.3 The cooperation between FEI Officials and athletes (Athletes, Owners, Chefs d'Equipe, Trainers and Grooms)

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

3. STABLES (HIGHER LEVEL EVENTS OR MULTI-DAY EVENTS)

3.1 Stable Security

Stable security, as described below, is required at all Events, with the following exceptions: CEI1* and CEI2*.

All Horses participating in an Event that requires stable security must be stabled within a completely restricted stables area, consisting of the following minimum requirements:

- a) 24 hour security system;
- b) a system to check the entry and exit of all Horses and the accreditation required by all personnel entering the stables;
- c) a system using a suitable "sign in" sheet to record the entry and exit of persons into the stables outside of stated working hours (e.g. overnight).

The restrictive perimeter around the stable area must prevent the entrance of unauthorised persons and the uncontrolled exit of Horses.

Whenever possible the stables area must include only stables, testing boxes and treatment boxes. Lorries, caravans, and other vehicles must not be permitted within the stables area.

A CCTV system may be deployed by the FEI at some Events.

Athletes and/or NFs are permitted to install and use their own camera monitoring systems within the Event stables area for the sole purpose of monitoring their Horse(s), provided that they have submitted their request to the FEI for approval. Any such use of camera monitoring systems must comply with the FEI's protocol.

Failure of the OC to provide adequate stable security shall not be a defence to any violation brought under the EADCMRs.

3.2 Access to Restricted Areas

Accreditation is provided by the OC for admission to all restricted areas, including all stables areas, training areas, paddocks, collecting rings and arenas during an Event.

Provision of accreditation to restricted areas must be specific, in accordance with the GRs Art. 132, limited and only provided to those persons directly involved in the competition, including support personnel (Grooms, PTVs, Coaches etc.), NHVs, all appointed Veterinary Officials, Testing Technicians and essential FEI Headquarters staff.

Any person accepting accreditation to enter the stables area will by virtue of that acceptance agree to abide by all applicable FEI rules and regulations.

Any other person requesting access to restricted areas may be authorised by the VC/ VD, OC or FEI Veterinary Department and must be under supervision when present within these areas.

3.3 Stewarding of the Stable Area

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

During the time that the stables are officially closed nobody has the right to stay in the stables. Any persons requiring access to the stables during the hours of closure must report to the

Steward on duty. They must be in possession of the required accreditation. They must sign in on the 'Night Control in Stables' form (ref. Annex VI of this Manual) and they must be escorted by an FEI Steward at all times during their visit until they have left the secured stabling area. The 'Night Control in Stables' form must then be submitted to the Chief Steward each morning.

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

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

Stabling must:

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

Stabling – Minimum Requirements:

- Cleaned and disinfected prior to Horses' arrival
- Be a restricted area (Security)
- Sufficient number of showers and toilets for Grooms as necessary
- 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 stables of at least 3x3m labelled as 'Testing Boxes' must be provided in a safe and quiet area (see VRs Art. 1008)
- Minimum two isolation stables provided, and one additional Isolation Stable for every 100 Horses. Isolation Stables must not be used for any other purposes.
- There must be hot water
- Stables must have a roof over hang
- The stables must adhere to biosecurity requirements as describe in VRs Art. 1029 and including the following:
 - adequate lighting, safe electrical points throughout the stables;
 - adequate ventilation

- fresh, dust-free straw, wood shavings and/or paper bedding;
- good quality, clean water and feed;
- fire precautions and a stables evacuation plan;
- sufficient number of Horse wash down facilities, so that Horses do not wait more than 10 minutes to be washed; and
- space between stables for Horse/ Athlete equipment and to allow the safe movement of Horses around the stable areas

4. GROOMS

Accommodation for Grooms, if required, must be provided in the vicinity of the stables. Only Grooms, with permission of the OC and 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.

5. PRIOR THE COMPETITION

5.1 Arrival of the Horses

Upon arrival, the reception of Horses and Horse transporters must be strictly and efficiently organised so that Horses can be stabled and made comfortable as soon as possible. Parking facilities, loading and unloading areas need to be clearly defined and indicated. Stewards should be available to help the Veterinary Official during the initial Veterinary Examination of all Horses arriving onsite. In addition, assistance may be required to accompany any Horses requiring special attention such as treatment or isolation in the appropriate areas.

Additionally, the Chief Steward must assist the FEI Veterinary Delegate in the organisation and management of the passports and health papers for all Horses arriving onsite.

5.2 Movement throughout the Venue

Movement of Horses between the stables, training area/tracks, grazing area and vetting area must be strictly controlled by Stewards. It is understood that flexibility will be required depending on the requirements of other disciplines and/or layout of the venue.

5.3 Training areas / tracks and Warm-up area

The training areas/tracks refer to the trail or part of a trail open specifically for the purpose of training the Horses prior to the start of the event. The training areas/tracks must comprise an area suitable for fast work, canter tracks or similar. The Horses and Athletes must be properly identified when using the training areas/tracks and must wear protective headgear and clothing (Annex XI – Permitted saddlery and dress) at all times. This area/tracks must be regularly supervised by the Stewards. Horses may only be trained in areas provided by the OC.

The Warm-up area refers to the area adjacent to the start line of the competition where Horses perform their warm-up prior to the start. Tack and equipment checks may be carried out here by the Ground Jury, and helped by the Stewards as required (Annex XI – Permitted saddlery and dress).

5.4 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 may be corralled or grazed/walked in hand within this area. The Horses must be properly identified at all times with their bridle number and/or the number marked directly on the Horse.

5.5 Ceremonies (opening/closing, prize giving)

The Chief Steward must take the initiative to implement the plans for the Opening and Closing Ceremonies and additionally the prize giving ceremony in line with FEI Protocol.

6. DURING THE COMPETITION

6.1 Vet Gates

Stewards may be required to ensure the smooth passage of Horses from the crewing areas through to the Vet Gates and on to the Veterinary Inspection lanes. They may also be required to manage the distribution of the individual Vet Cards to the presenting Athletes. It is important to remember that no gamesmanship can be tolerated in terms of delaying or interfering with a fair presentation. Stewards should use good judgement as there is no exhaustive list of specifically prohibited behaviours. However, it is important that Horses remain in constant forward motion when moving from the time-in line to the Veterinary Inspection lanes – no stopping or delaying is tolerated. Additionally it is not acceptable for any Athlete/Crew to interfere with a Horse whilst the Horse's heart rate is being taken with the specific aim of lowering the Horse's heart rate.

6.2 Crew points

The Event schedule will specify where assistance is allowed on course during an event. Stewards should ensure that assistance is not given anywhere outside of an authorised crewing area.

6.3 Road crossings

Stewards may be required to assist Athletes at certain road crossings. The Stewards should be familiar with the laws of the country where the event is taking place. In many countries, it is not permitted for members of the public (nor Stewards) to stop any motor vehicle on a public road in order to allow the passage of Horses. However, the Stewards may inform the Athletes when it is clear for them to cross the road.

6.4 Supervision of the Phases

Whenever a short cut is possible on the course, a Steward must be placed in order to control that the obligatory passage is respected. It is also important that a general inspection of the course is made throughout the competition and any incidents of outside assistance reported to the Ground Jury.

Sometimes Stewards may be used to note and record the start and finish time for each timed phase for each Competitor – Stewards should ensure that they are familiar with the process and the protocol prior to the start of the competition.

6.5 Rider weigh-in

The Chief Steward must assist in the organisation of the weighing of the Riders prior to the start and at the finish, as well as at random during the event. They should also ensure that members of their Stewarding Team are available to assist as necessary. The weighing of every Athlete prior to the start and at the finish of the competition must take place in the presence of a Member of the Ground Jury.

7. WARNING CARDS

7.1 Yellow Warning Card (FEI Endurance Regulations Art. 865.1)

The President of the Ground Jury, the Chief Steward or the Technical Delegate may issue an Endurance Yellow Warning Card to a Person Responsible for offences relating to Horse Abuse, failure to comply with the protective headgear requirements, or otherwise where specified in these Endurance Rules.

7.2 Incorrect Behaviour Card (FEI Endurance Regulations Art. 865.2)

The President of the Ground Jury, the Chief Steward or the Technical Delegate may issue an Incorrect Behaviour Card to an Athlete or Trainer for Incorrect Behaviour. An Incorrect Behaviour Card will result in 100 penalty points, Disqualification, and a suspension of two-months.

NFs and OCs must ensure that the President of the Ground Jury, Chief Steward and Technical Delegate at all international events are in possession of sufficient yellow warning cards and incorrect behaviour cards.

(https://inside.fei.org/system/files/2022_Incorrect_Behaviour_Endurance_Interactive_web.pdf)

Notification: The person receiving a warning card must be notified during the period of the Event that this person will receive an Endurance Yellow Warning Card or Incorrect Behaviour Card, which will be delivered either by hand or by any other suitable means. If after reasonable efforts the person cannot be notified during the period of the Event, the person must be notified in writing within 14 days of the Event. An Endurance Yellow Warning Card or Incorrect Behaviour Card may be issued in addition to any other sanction(s) issued in accordance with these Endurance Rules, FEI General Regulations, or other applicable Rules and Regulations.

Technical Delegates and Chief Stewards are reminded that, when issuing a warning card, they must submit a copy of the Yellow Warning Card or Incorrect Behaviour Card in annex to their report, with a full explanation. The FEI keeps a record of all penalties imposed under the FEI legal system and an up to date list of Athletes in possession of a Yellow Warning Card and Incorrect Behaviour Card.

8. VETERINARY INSPECTIONS AND EXAMINATIONS OF HORSES

Please refer to the FEI Endurance Rules Annex 5 and to the FEI Veterinary Regulations Articles 1010, 1034 to 1042 for the Horse inspections, examinations and control of medication.

9. ANTI-DOPING TESTING FOR ATHLETES AND HORSES

9.1 Equine Anti-Doping And Controlled Medication Testing (EADCMP)

Following a request from the Testing Veterinarians the Chief Steward may allocate the following tasks to a member of the Stewarding Team:

- a) Notify the PR that the Horse is to be tested;
- b) Chaperone the Horse to the Testing Box.

9.2 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 (Art. 22.3 of the ADRHA). The FEI makes all necessary arrangements with the Organiser and the President of the Ground Jury 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 (<https://inside.fei.org/fei/cleansport/humans/prohibited-list>).

The ADRHA are published on the FEI's website and can be found here: <https://inside.fei.org/content/anti-doping-rules>.

10. ABUSE OF HORSES (GRs Art. 142)

1. No person may abuse a Horse during an Event or at any other time. "Abuse" means an action or omission which causes or is likely to cause pain or unnecessary discomfort to a Horse, including, but not limited to:
 - (i) To whip or beat a Horse excessively;
 - (ii) To subject a Horse to any kind of electric shock device;
 - (iii) To use spurs excessively or persistently;
 - (iv) To jab the Horse in the mouth with the bit or any other device;
 - (v) To compete using an exhausted, lame or injured Horse;
 - (vi) To "rap" a Horse,
 - (vii) To abnormally sensitise or desensitise any part of a Horse;
 - (viii) To leave a Horse without adequate food, drink or exercise;
 - (ix) To use any device or equipment which causes excessive pain to the Horse upon knocking down an obstacle.
2. Any person witnessing an Abuse must report it in the form of a Protest (GRs Art. 161) without delay. If an Abuse is witnessed during or in direct connection with an Event, it should be reported as a Protest (GRs Art. 161) to an Official. If the Abuse is witnessed at any other time it should be reported as a Protest (GRs Art. 161) to the Secretary General who, following a review of the Protest, shall take a Decision as to whether or not to refer the matter to the FEI Tribunal.

11. BE PRO-ACTIVE

SITUATIONS NOT ALLOWED BUT NOT LIMITED TO...

- Any behaviour or training method that could be considered as abusive to the Horse;
- Persons in charge of Horses causing dangerous situations due to a lack of consideration to others;
- Horses bleeding in the mouth/nose or indeed anywhere (in minor cases of blood, such as where a Horse appears to have bitten itself or inflicted a minor injury, it can be authorised

- to rinse or wipe the affected area and, at the discretion of an Official Veterinarian, allow the horse to continue);
- Riding or walking with Horse in hand in any unauthorised areas;
 - Removing the Horse from the field of play during the whole duration of the competition.

12. MISCELLANEOUS

12.1 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.

12.2 Training Timetables

Timetables for the use of the training areas/tracks must be established, posted on the notice board in the stable and adhered to. Horses must be properly identified at all times. At events where active quarantine is in place, this must be taken in to consideration when creating the training timetables.

12.3 Advertising on Athletes and Horses and Promotion (GRs Art. 135)

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) which identifies the manufacturer, the Athlete's sponsor(s), the Athlete's team sponsor(s), the NF's sponsor(s), the Athlete's nation, and/or the Athlete themselves, but only under the specific conditions set forth below.

12.3.1 Identification of a Non-Sponsor Manufacturer (GRs Art. 135.2.1)

While present in the Competition area and during the prize-giving ceremonies, names or logos identifying a non-sponsoring manufacturer of the clothing / equipment may appear only once per item of clothing / equipment and solely on a surface area not exceeding 3 cm² (maximum 1 cm high, maximum 3 cm wide) for clothing and equipment.

12.3.2 Identification of Sponsors (GRs Art. 135.2.2)

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

- 200 cm² on each side of saddle cloth;
- 16 cm² on both sides of the shirt collar and of the Hunting stock or centrally in the middle part of the collar on the ladies' blouses;
- Either 200 cm² on one arm of jackets or top garment or 100 cm² on each arm of jackets or top garment;
- 125 cm² (maximum 25 cm long, maximum 5 cm wide) vertically in the middle part of the hard hat;

Unless stated otherwise in the Sport Rules, Athletes shall wear the official clothing of their NF throughout all stages of competition (team and individual) during the FEI Championships and/or CIOs.

Should a NF not have an official clothing, the Athlete(s) of such NF shall be entitled to wear their own clothing, subject to the relevant Discipline Rules and requirements of this Article.

The OC may display the name and/or logo of a Competition and/or Event sponsor(s) on members of the OC crew present in the competition area and on numbers present on front and back of the bibs worn by Athletes, as well as on stable rugs when they are in the Competition area and during the prize-giving ceremonies at all FEI Events. The size of name and/or logo on Athlete's number shall not exceed 100 cm².

12.3.3 Athlete's National identification (GRs Art. 135.2.3)

While present in the Competition area and during the prize-giving ceremonies the name or logo of the Athlete's nation, its national symbol and/or its national flag, and/or the Athlete's NF logo or name may appear on a surface area not exceeding:

- 200 cm² on each side of saddle cloth;
- Either 200 cm² on one arm of jackets or top garment or 100 cm² on each arm of jackets or top garment;
- Vertically in the middle part of the protective head gear. National colours may appear on the entire surface of such protective headgear;
- 80 cm² (maximum 20 cm long, maximum 4 cm wide) only once lengthwise on the left leg of the riding breeches;

The Athlete's national identification can be combined in the same surface area with the name and/or logo of the Athlete's sponsor(s), their team sponsor(s) and/or the NF's sponsor(s) as long as their presence and visibility comply with the surface areas mentioned above.

In addition, each Discipline may specify in its relevant Sport Rules that the name or logo of the Athlete's nation, its national symbol and/or its national flag, and/or the Athlete's NF logo or name may appear on another part of the clothing, equipment and/or vehicles (GRs Art. 135.2.3.1 (xii)).

12.3.4 Athlete's Name (GRs Art. 135.2.4)

While present in the Competition area and during the prize-giving ceremonies the Athlete's name may appear on a surface area not exceeding:

- 80 cm² (maximum 20 cm long, maximum 4 cm wide) only once lengthwise on the left leg of the riding breeches.

13. LEGAL PROCEDURE AND SANCTIONS

13.1 The Legal Base

The following rulebooks and regulations describe the basic tasks, responsibilities and organisation of the FEI.

The Chief Steward should have access to the following:

- FEI General Regulations (GRs)
- FEI Veterinary Regulations (VRs)
- FEI Endurance Rules
- FEI Stewards Manual for Endurance

It is of course impossible to know all the rules by heart. You can download the FEI Rule App and don't be shy to take a moment to check the relevant rules when in doubt.

The Principles are:

- ✓ HELP
- ✓ PREVENT
- ✓ INTERVENE

The first thing you can do is to ensure that everything is organised according to the rules. Sometimes OCs need a little help and guidance. You should refer them to the relevant rules and provide guidance when needed.

13.2 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.

Members of the Ground Jury, other Officials and Stewards, who were in the vicinity of the incident, 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 FEI Veterinary Delegate. 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 impartial witnesses. 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.

The following Officials at an event are expected to have 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

13.3 Protests

13.3.1 Who can file a Protest?

Protests may only be lodged by:

- the FEI,
- Presidents or Secretary Generals 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.

Abuse of Horse may be lodged by any person or body.

All protests must be signed and in writing, and must be given to the President of the Ground Jury or Group Jury member along with the required fee.

13.3.2 Protest Procedure

All Protests must be in **writing, signed** by an authorised person and be accompanied by any supporting evidence, including the names of witnesses (if any).

All Protests must be presented within the **applicable time limit** to the **President of the Ground Jury** or to any **member** of the Ground Jury if the President is not available

Deposit (CHF 150 (or local currency equivalent)).

- No deposit for Horse abuse protests

Time Limits: If the protest is submitted too late, it is not valid.

Protest Concerning:	Applicable Deadline (i.e. no later than)
The eligibility of an Athlete or Horse for a specific Competition or Event	Thirty (30) minutes before the start of the relevant Competition
The condition of the Arena	Thirty (30) minutes before the start of the relevant Competition
An obstacle, or the plan or length of the course for a Jumping Competition or the obstacle Phase of a Driving Competition	Fifteen (15) minutes before the start of the Competition
The cross-country obstacles or courses in Eventing or marathon course or obstacles in Driving, or the course in Endurance	18:00 (local time) on the day before the relevant Competition
Irregularities or incidents during a Competition	Thirty (30) minutes after the announcement of the results of the relevant Competition
The results of a Competition	Thirty (30) minutes after the announcement of the results of the relevant Competition
A Challenge to the procedures followed in the application or implementation of any FEI Rule.	Thirty (30) minutes after the notification of the application or implementation of such rule

No protest against decisions of the GJ arising from the FOP that are binding and final, such as:

- where the Decision is based on a **factual observation** of performance during a Competition or the awarding of marks for performance;
- whether an Athlete or Horse has **fallen**;
- whether, the **particular track followed** by an Athlete caused him/her to incur a penalty under the applicable Sport Rules.
- **Elimination or DSQ** of a Horse for **veterinary reasons**, including **non-acceptance of a Horse at a Horse Inspection** (unless otherwise specified)
- The **Elimination or Disqualification** of an **Athlete** for **medical reasons/fitness to compete**;
- The imposition of a **Warning** without additional sanctions or of a **Yellow Warning Card** or an **Incorrect Behaviour Card**.

Protest Review by Ground Jury - GRs Art. 161.11

"Before reaching a Decision on any Protest , the Ground Jury must :

- *Consider if it has jurisdiction or not;*
- *examine the **available evidence**, whether written or oral;*
- ***hear all the parties** concerned where appropriate under the rules (provided they are available); and*
- *take into account all relevant material, in every case trying to reach a **fair and equitable Decision**."*

Jurisdiction – GRs Art. 161.14

"Where one party asserts that the Ground Jury **does not have jurisdiction** and/or the Ground Jury itself questions its jurisdiction, the Ground Jury must **consider the arguments for and against jurisdiction** and render a **Decision on jurisdiction prior** to considering the **merits** of the dispute. If the Ground Jury decides that it does not have jurisdiction, it shall not proceed to consider or comment on the merits of the Protest."

Any decision can only come after the GJ has **examined/listened to the initial evidence** and has **heard the relevant parties even if you initially believe** that there is no Protest is allowed, or that there is **no jurisdiction**.

If there is an **informal objection/protest** to a decision made by an Official, the Official should **provide** relevant **information** on the **correct procedure** and refer to the relevant provisions of the General Regulations (art. 161 GRs).

If the person objecting is not the appropriate one, this should be pointed out.

Communication of Decision – GRs Art. 161.18

Where possible, Decisions must be notified in **writing** to the parties concerned.

Template Forms:

- Protest Forms are available on the FEI website (at <http://fei.org/fei/your-role/officials>) and printed copies are also available at the Sport Info Desk.
- The FEI Legal Department has prepared Template Forms for Ground Jury Decisions.
- Will be emailed to all Ground Jury members prior to Championships.
- FEI Legal Department can help with this on site.

14. REPORT AND FOLLOW-UP

14.1 Reports, Recording Protests and Penalties (GRs Art, 166)

14.1.2 Officials' Reports (GRs Art. 166.1 & Art. 166.2)

Officials are required to send Reports to the relevant Sports Department, or Veterinary Department in the case of veterinary reports, 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.

Where an Official has failed to return the Report within the designated time and without a valid reason, the Official shall be sanctioned by the FEI, first with a Warning (with a copy to the Official's NF) and then by a Suspension until the outstanding Report(s) has been provided to the FEI or such other Sanction as the FEI deems appropriate in the circumstances.

15. AFTER THE COMPETITION

The Chief Steward should complete the blank report form which they should have received from either the FEI or NF (Steward General) or downloaded from the FEI website and send it to the FEI within fifteen (15) days after the event. A copy of the report may be found in Annex I of this manual. The Chief Steward report can also be found on the Inside FEI website, following this link: <https://inside.fei.org/fei/your-role/officials/endurance/forms>.

Chief Steward should communicate to the OC any points which need improving for the following year.

16. FEI CHECKLIST FOR CHIEF STEWARDS

1. Administration

- Do you have the names of the other Officials?
- Do you have an Information Leaflet for the Athletes if applicable?
- Will the Information/Message Board give instructions in English or French and in the language of the host country? (General Map of Area, Time-Schedules, Important Telephone numbers, Starting Lists, Results, distribution of Boxes).
- Are distinctive Stable Badges and Access Passes distributed?
- Are telephone number lists and email lists available?

- Is there a list of all Horses entered available (Master-list)?
- Are ID Numbers ready to deliver to the Grooms at the Arrival Examination if applicable?

2. Logistics

Is the following satisfactory?

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

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

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 the boxes labelled accordingly (Stable Information Card)?
- Well ventilated?
- 24 hour security organised?
- Is the 'Night Control in Stables' form (Annex V) 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?
- Is a farrier readily available?
- 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?

5. Horse Examinations and Inspections

- Was the Arrival (identification and examination) of Horses organised with Stewards and the Veterinarian(s)?
- Are the ID-numbers (bridle numbers or markers) readily available?
- The site for the Horse Inspection:
 - o Is it flat?

- Is the ground firm?
 - Is it a non-slippery surface?
- Are there enough Stewards to help?
- 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?

6. Training areas/tracks

- Is there enough space?
- Is there an area for lunging if requested?
- Are sufficient Stewards available for the daily patrolling or the areas/tracks?
- Is the ground suitable?
- Is it similar to the competition ground?
- Are the Stewards briefed (according to schedules)?

7. Warming Up

- Is there enough space?
- If the start is in the dark is there sufficient light available at the start?
- How is the competition flow being organised? Should the Stewards help?
 - (If YES, are there still enough Stewards?)
- Is there contact between the GJ and the Chief Steward?

8. During the competition

- Is a farrier readily available and is their telephone number easily available?
- Are all the check points sufficiently manned?
- Are there Stewards present on any possible short cuts?
- Is the vet hold area going to be patrolled?
- Is there someone supervising an exits where Horses may be removed from sight or the field of play?
- Are there suitable areas reserved for the Stewards, especially in the case of 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 driver fully briefed on track access?
- 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?