

FEI

FEDERATION EQUESTRE INTERNATIONALE



**MANUAL FOR
DRIVING STEWARDS**

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"The following constitute specific provisions of the FEI General Regulations reprinted for ease of reference. Provisions not relevant to driving have been removed, and some of the provisions printed below may need to be interpreted in the context of other provisions of the General Regulations or Statutes. Please note that in the event of conflict between the text of this Stewards Manual and that of the General Regulations, the latter will prevail".

INTRODUCTION

FEI Stewarding Motto : "Help, Prevent, Intervene"

"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 driving 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. Customs differ from country to country and what is accepted in one might be considered unacceptable in another. 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.

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.

a) Good horse management

Stabling, feeding and training must be compatible with good horse management and must not compromise welfare. Any practices which could cause physical or mental suffering, in or out of competition, will not be tolerated.

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 any training methods which are abusive or cause fear or for which they have not been properly prepared.

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

a) Fitness and competence

Participation in competition must be restricted to fit horses and competitors of proven competence.

b) Health status

No horse showing symptoms of disease, lameness or other significant ailments or pre-existing clinical conditions should compete or continue to compete when to do so would compromise its welfare. Veterinary advice must be sought whenever there is any doubt.

c) Medication

Abuse of medication is 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 competitors 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 only be trained and compete on suitable and safe surfaces. All obstacles 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 injuries. Particular attention must be paid to the reparation, composition and upkeep of surfaces.

c) Extreme weather

Competitions must not take place in extreme weather conditions if the welfare or safety of the horse may be compromised. Provision must be made for cooling horses quickly after competing in hot or humid conditions.

d) Stabling at events

Stables must be safe, hygienic, comfortable, well ventilated and of sufficient size for the type and disposition of the horse. Clean, good quality and appropriate feed and bedding, fresh drinking water, and washing-down water must always be available.

e) Fitness to travel

After competition, a horse must be fit to travel in accordance with the FEI's guidelines.

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.

a) Veterinary treatment

Veterinary expertise must always be available at an event. If a horse is injured or exhausted during a competition, the competitor must dismount and a veterinarian must check the horse.

b) Referral centres

Wherever necessary, the horse 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 transport.

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 the horse may need to be euthanased by a veterinarian as soon as possible on humane grounds and with the sole aim of minimising suffering.

e) Retirement

Every effort should be made to ensure that horses are treated sympathetically and humanely when they retire from competition.

f) The FEI urges all those involved in equestrian sport to attain the highest possible levels of education in their 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.

1. PURPOSE & DEFINITION OF STEWARDING

The purpose of Stewarding at an event is to protect the welfare of the horse and to ensure that safe and fair conditions are provided for competitors and horses. Consequently, the following points must be taken into consideration:

- Horses must be protected against abuse;
- Unauthorised veterinary treatment and doping practices are prohibited;
- Correct stable and working conditions, as well as good stable management, must be provided, including the availability of a treating veterinarian and a farrier;
- Treatment and conditions must be equally fair for all competitors, thereby ensuring that the principles of good sportsmanship are respected;
- Organising Committees (OCs) must do their utmost to provide a well run, safe event in order to minimize the risk of accidents and opportunities for infractions of the rules and regulations.

Stewarding is an organised control service provided by specific persons appointed and trained to supervise the conduct of those involved in the care and preparation of horses for competitions during an event. Those contravening the rules and regulations must be reported to either the President of the Ground Jury or the Appeal Committee or sanctioned by the Chief Steward in person.

Stewarding must be organised to complement the discipline taking into consideration the logistics, terrain and infrastructure specific to the event in question.

Stewards must be in possession of, or have access to, all current relevant FEI Rules and Regulations (FEI General Regulations, FEI Veterinary Regulations, as well as the Rules and Memorandum of their discipline) and must be familiar with the rules covering their areas of responsibilities. The rule books may be downloaded from the FEI web site.

It is, of course, impossible to know all the rules by heart, and is therefore essential to become familiar with the relevant articles and procedures relating to stewarding. The most important rules and regulations for stewarding at an event are included in this booklet; however, keep in mind that the rules and regulations are revised more frequently than the “Manual for Stewarding”! Therefore stay informed!

2. SYSTEM OF STEWARDING

2.1 FEI Honorary Steward General

The 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 Regional Groups and the Technical Committees;
- Direct seminars for Stewards General;
- Establish course programmes for FEI Stewards;
- Supervise stewarding activities within the FEI in general;
- Cooperate with the FEI Secretariat.

2.2 Steward General

The Steward General is appointed by his NF and is responsible for the stewarding in his discipline at international events within his NF, as well as for the training of stewards under his authority. Prior to his appointment as Steward General he must attend a seminar for FEI Stewards General and subsequent seminars when requested. In addition he is required to keep in constant contact with the FEI Honorary Steward General to make suggestions for improvement relating to stewarding matters.

The Steward General is the contact person between his NF and the FEI concerning matters on stewarding. He is required to advise his NF on all FEI matters relating to his responsibility. The Steward General is required to be a specialist in his specific discipline and have a good knowledge of all FEI Rules and Regulations.

In addition, he must be familiar with the organisation of an international event and have a good knowledge of veterinary matters and the FEI legal system. He must be able to speak at least one of the FEI's official languages. The Steward General must inform the OCs of international events under his jurisdiction of their responsibilities relating to stewarding and stable security.

Within large NFs, more than one Steward General may be appointed. Each Steward General may be responsible for a discipline or a geographical area within a country. However, in this case, the NF must designate one Steward General as the contact person with the FEI, who is responsible for the overall co-ordination of stewarding within the NF. Under certain circumstances Stewards General other than the contact Steward General may contact the FEI directly, providing that his NF is in agreement and providing that they remain in close contact with the contact Steward General.

The Steward General must organise courses within his NF for persons to be appointed at international events as FEI Chief Stewards. Following such courses the Steward General nominates through his NF those to be included on the FEI list of Stewards.

2.3 Chief Steward

FEI Stewards must have successfully completed a FEI Stewards course and have been nominated to the FEI through their NF by their Steward General for inclusion in the list of FEI Stewards. The number of FEI Stewards in any country should be in proportion to the number of international events held there. Only Stewards on the FEI list may act as Chief Stewards at international events.

FEI Stewards must be able to speak at least one of the FEI's official languages. The Chief Steward is required to be a specialist in his specific discipline and have a good knowledge of all FEI Rules and Regulations for DRIVING, the General Regulations and the Veterinary Regulations.

An official list of FEI Stewards will be kept by the FEI and published in the FEI Directory to indicate the names and relative disciplines of those qualified to act as Chief Steward.

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 should be integrated into the Organising Committee of the event. His name must be printed in the event schedule. He is responsible for organising the stewarding at the event and is under the authority of the President of the Ground Jury. If a Technical Delegate is appointed they must work together closely prior to and during the event (Annex I).

The Chief Steward must report immediately to the President of the Ground Jury any act by anyone that he considers to be in contravention of the rules and regulations relating to his responsibilities. He must inform the Presidents of the Ground Jury and Appeal Committee and the Technical Delegate of any infractions that merit a Yellow Warning Card and/or additional action. The Chief Steward may issue Yellow Warning Cards to competitors in accordance with General Regulations Art 174.8.1-2, for reasons including, but not limited to, abuse of horses and incorrect behaviour towards officials.

During the event the Chief Steward must wear a distinctive badge or arm band.

After any event at which he officiates, the Chief Steward must send a written report to the FEI, with copies to the President of the Ground Jury, the OC, the Steward General of the NF where the event took place and the NF where the event took place. Where appropriate, recommendations for improvement should be made (Annex V).

2.4 Assistant Steward

According to the size and type of event, a sufficient number of assistant stewards must be chosen and instructed by the Chief Steward. These persons (e.g. national judges, stewards, instructors or course designers) should have some knowledge of the discipline in question and be well informed of their duties and any relevant rules and regulations.

2.5 Stewarding Team

The OC must provide the Chief Steward with the means to choose and instruct the number of assistants necessary to perform all required duties. Together with the OC, he is 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.

It is recommended that the Chief Steward organises his stewarding team utilising daily work schedules which will help to keep all members of the team clearly informed of their duties. During certain events, daily meetings and debriefing sessions may also be appropriate.

Tasks should be clearly assigned and communicated on a daily basis. Depending on the size of the event, groups of assistant stewards with appointed leaders may be organised to perform certain tasks.

2.6 Working Place for Steward(s)

The OC must provide the stewards with adequate working facilities. A room or trailer should be available 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 competitors. It is also important to provide the stewards with good equipment. For purposes of communication the entire team should be equipped with radios.

3 GENERAL DEFINITIONS

3.1 Schooling Area

The schooling or exercise area is comprised of all clearly defined areas provided for the exercising and training of horses participating in the event. These include areas for lungeing, flatwork and driving. Such areas must be supervised when in use.

These separate areas must be clearly defined, and surrounded by fencing. A detailed plan of the layout of the various areas should also be posted and made available to interested parties (e.g. drivers, Chefs d'Equipe). In addition to the specific areas required a grazing area should also be provided.

3.2 Warm-up Area

At many events the schooling and warm-up areas may be the same. If not, this area is defined as the area where the competitors can warm-up and prepare the horses starting in the competition. Its characteristics should be appropriate to the discipline and sufficiently large to accommodate all horses due to start within 50 minutes. When open, this area requires priority stewarding control.

For dressage this area must have minimum the corners marked and the letters placed.

For obstacle driving cones must be present. The OC can decide to have only their cones in this area, when announced in the schedule of the competition.

3.3 Collecting Ring

The collecting ring is an area where horses perform final warm-up preparations immediately prior to their entry into the competition arena. Tack, equipment or vehicle checks may also be carried out there.

In this ring there is a limit of drivers present. For example : Dressage; the last (2) competitor(s) before entering is (are) present. Obstacle driving; the last 4 competitors.

After entering the collecting ring, the competitor is not allowed to leave these area, before finishing the dressage test without permission of the stewards.

For dressage this area must have minimum the corners marked and it is preferable that the ring is closed and the letters are placed.

For obstacle driving cones must be present. The OC can decide to have only their cones in this area, when announced in the schedule of the competition.

3.4 Championships

The schooling and warm-up areas are different and separated areas. The warm-up area and collecting ring must be of the same footing as the official competition arena. (Grass or sand)

4. STEWARDING AT INTERNATIONAL EVENTS

In driving you have “Guidelines for organisers and officials”. These guidelines are very useful for chief stewards.

4.1 Prior to the Event

Prior to the event the Chief Steward should meet with the OC to establish the number and qualifications of the members of the steward-team a budget, to ascertain and ensure the availability of communication equipment (e.g. walkie talkie radio's) and to organise the facilities, such as stabling, on-site accommodation and sanitation facilities for grooms.

The OC must give him a copy of the event schedule, and inform him of any special arrangements or requirements.

If possible the Chief Steward should visit the event site to discuss plans for the layout of the relevant infrastructure.

4.2 During the Event

Throughout the event, all areas to which horses have access on the show grounds must be supervised by the stewarding team. All restricted areas designated for use by competitors, grooms and horses, as well as exercise areas when in use, must be controlled.

The position of the Chief Steward at an event is of great importance. He ensures that the rules and regulations are respected, especially those concerning the welfare of the horse, fairness in competition and correct behaviour towards others. He is responsible for keeping up to date with all rules and regulations.

The OC must regard the Chief Steward as an important official and provide the appropriate support to all Stewards and assist them at all times in the performance of their duties. The OC must keep the Chief Steward informed at all times of any information relevant to his duties, and invite him to all technical and other relevant meetings.

The following matters should be addressed and agreed upon by the Chief Steward and the OC:

- Establishment of an efficient stewarding team with well-defined tasks;
- Stable management and security;
- Treatment, isolation and Medical Control Program stables;
- If required, an area with WC for the testing of riders for prohibited substances;
- Clear instructions for all security personnel;
- Establishment of a timetable for schooling and warm-up areas;
- Identification system for access to the restricted areas under the control of the Chief Steward.
- Identification system of horses (head/bridle numbers) and competitors (event numbers)

4.3 Arrival of Horses

Upon arrival, the reception of horses and horse transporters must be strictly and efficiently organized 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. If an examination has been scheduled, the examining Veterinarians may need assistance in the collection of horse passports or to accompany horses requiring special attention such as treatment or isolation to the appropriate areas.

4.4 Stables and Stable Security

Prior to arrival of the horses, the Chief Steward must ensure that stabling facilities are prepared with stables designated by country or driver, and that sufficient bedding and fodder is available. He must also ensure that wash and manure areas are suitably located and easy to find.

Round the clock stable security must be provided at all DRIVING events in accordance with relevant FEI Regulations. The access of all persons to the stables must be strictly controlled and only those wearing the proper accreditation may enter the stable area. The OC must supply each horse at all international events with a head/bridle number upon their arrival so that it can be identified at all times when outside of its stable.

The OC must establish a clear identification system to enable stewards and security personnel to easily distinguish those authorised to enter the stable and any other restricted areas. Stewards are required to perform random patrols of the stables on a regular basis, to ensure that the safety and well being of the horses is maintained. **(VR 1005.2.5.2)**. If authorized by the Chief Steward, or upon the request of the OC, visitors may enter restricted areas but they must be accompanied at all times by a steward.

One steward and one treating veterinarian must be available 24 hours a day.

Stables should be officially closed at night and the security team or stewards on duty should keep a list of all authorized people entering during this period, noting times of entry and exit and reason for visiting. A signature should be obtained from those entering the stable during this period (Annex IV - Night control of stables). It is recommended that all such persons entering the stables during this time are escorted by a member of the security team or by a steward.

A list of names and contact details of the grooms, competitors, Chefs d'Equipe and/or Persons Responsible should be obtained for each horse. Forms with this information should be printed and posted on each stable, and the stable manager, the stewards and the security team should be in possession of this information.

A list of any individuals entering the stables at night should be maintained.

A notice/information board must be set up near the stable manager's office or other appropriate location such as the entrance to the stables. Time schedules, maps, emergency contact numbers and other important information should be posted there.

4.5 Organisation of Horse Inspection - (Annex III & Annex VII)

The first inspection should take place on the day before the first competition. This and any reinspection must take place before the horse is allowed to compete.

A timetable must be prepared for teams/individuals, which should be posted and distributed to Chefs d'Equipe and persons responsible. The inspection area must be prepared in cooperation with the TD and the (Foreign) Veterinary Delegate.

Horses must be presented in a bridle. Rugs, boots, bandages, etc. are not permitted.

Ideally one steward should be in the stable area to ensure horses leave on time for the inspection. A second steward should be in the waiting area to ensure horses are inspected in the correct order. A third should assist in the holding area. A fourth should assist the veterinarian with the passports. A fifth is present with a whip. He is the only person who may assist if a horse refuses to trot. Handlers may not carry a whip while showing the horse. The use of a short whip for restraint of stallions and difficult horses may be allowed by the Inspection Panel upon request.

Make sure that the presence of several stallions in the waiting area does not create a safety risk.

4.6 Event Officials - (Annex I)

The Chief Steward must establish direct contact with the:

- Event Director
- Event Secretary
- Ground Jury President
- Foreign Judge

- Appeal Committee President
- Technical Delegate
- Veterinary Commission President
- Veterinary Delegate
- Treating Veterinarian
- Testing Veterinarian (MCP Vet)
- Course Designer
- Medical Service
- Safety and Security personnel
- Farrier

If not provided by the OC, he should draw up a list of contact numbers for these people.

4.7. Medication Control of Horses (MCP)

At any event where testing is to take place, the Testing Official (MCP Testing Veterinarian or the Veterinary Delegate) will require the assistance of stewards with testing. In most cases, the Steward will be asked to notify the driver (at the moment of leaving the arena) that the horse will be tested and accompany the horse thereafter until the sample has been collected.

It is essential to not let the horse out of sight until collection took place. Please keep in mind that the cooperation of all involved is required to create a smooth procedure; for example, testing horses between competition rounds is normally not done, as it creates adverse reactions by the drivers.

It is most helpful if the Steward allocated to Testing is familiar with the procedure, so that testing can be as efficient and smooth as possible. It is most informative to read the Manual for Testing, to be fully aware of what the correct procedure is (FEI website/Veterinary/Medication Control) Detail information of cooperation is needed.

4.8. Medication Control of riders (WADA)

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

5. MISCELLANEOUS

5.1 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.

5.2 Footing

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

In championships the warm-up area and collecting ring must be of the same footing as the official competition arena. (Grass or sand)

5.3 Timetable for exercising areas

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

5.4 Training areas

During the training it is preferable to have always a groom on the carriage. When not possible - sully - a groom in the training area is preferable. In the regulations a groom must be 14 to compete, the same condition can be used when controlling the training area.

The use of the identification number :

- Horse

Each horse must be issued with an identification number on arrival at an Event. This number must be attached to the horse at all times during the event when it is outside its box so that it can be identified by officials and stewards.

- Competitor

Each Competitor will be allocated an Event Number on arrival at an Event and will retain that number throughout the Event. The number must be displayed on any vehicle used during the competitions and also while schooling or exercising, so that Competitors can be identified by officials and stewards.

For safety reasons it is forbidden to have children, (-14 years), on the carriage without grooms on the carriage.

6. GENERAL REGULATIONS

The following are excerpts from some of the more important articles in the General Regulations which apply to stewarding:

- Art. 136 - Advertising and Publicity on Competitors and Horses
- Art. 143 - Abuse of Horse
- Art. 144 - Stewards
- Art. 167 - Protests
- Art. 169 – Reports
- Art. 170 - Appeals
- Art. 174 - Penalties (see below for warning cards)

6.1 Advertising and Publicity on Competitors and Horses (See GR Article 136 – Driving Rules Art.936.2, 947.3 and 960.4. - Annex X)

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

6.1.1.1 Identification of the Manufacturer

6.1.1.1.1. 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:

- a) 3 cm² for clothing and equipment;
- b) 50 cm² on each side of carriages.

6.1.1.1.2. If the manufacturers of clothing and equipment act as sponsors, the provisions under paragraph 1.2 of this article apply.

6.1.1.2. Identification of Sponsors

6.1.1.2.1. 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) 400 cm² on each side of carriages and vaulting back pads;
- b) 200 cm² on each side of the saddle cloth;
- c) 80 cm² only once on jackets or top garments at the height of breast pockets except during the endurance test of Eventing and Endurance events;
- d) 80 cm² on each of the two sides of jackets or top garments at the height of breast pockets for DRIVING events.
- e) 100 cm² only once on Vaulting outfits; General Regulations, 21st edition
- f) 16 cm² on both sides of the shirt collar;
- g) 200 cm² on arm of top garment for the endurance tests of Eventing and Endurance events.

6.1.1.2.1.1. OCs of Championships or CIOs may state in the schedule that such logos are not permitted in Nations Cup classes, with the exception of the names and logos of the team sponsors under the limitations of 136.1.2.1.

6.1.1.2.2. Only in the marathon phase of Driving events, the surface area of the name and/or logo of the individual's and/or team's sponsor(s) appearing on the dash board and both sides – driving rules : each side - of the carriage may not exceed 2520 cm²; on the backs of the competitor and of the grooms they may not exceed 1260 cm².

6.1.1.2.3. The OC may display the name and/or logo of a competition and/or event sponsor(s) on members of the arena party and on the numbers worn by competitors 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 competitor's number shall not exceed 100 cm².

6.1.2. No advertisement or publicity other than logos defined in paragraph 1 above may be displayed on any competitor, official, horse or carriage while present in any competition arena or during the

performance. However, competitors inspecting the course may wear the logo of their sponsor within a frame not exceeding 400 cm² on the front and back of their top garments and within a frame not exceeding 50 cm² on head gear.

6.1.3. Advertising may appear on obstacles and on the sides of the arena provided the TV agreement allows for it. Specifications for sponsored obstacles are covered in the rules for the relevant discipline.

6.1.4. For the purposes of this article, the competition area shall include all areas where the competitor is being judged or his horse is undergoing a horse/veterinary inspection. It shall not include collecting rings, the "10 minute box" in Eventing, the holds at the veterinary gates in an Endurance event or the compulsory rests in a Driving event.

6.2 Abuse of Horses (GR Article 143)

6.2.1. 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 without limitation any of the following:

- 6.2.1.1 To whip or beat a horse excessively;
- 6.2.1.2 To subject a horse to any kind of electric shock device;
- 6.2.1.3 To use spurs excessively or persistently;
- 6.2.1.4 To jab the horse in the mouth with the bit or any other device;
- 6.2.1.5 To compete using an exhausted, lame or injured horse;
- 6.2.1.6 To "rap" a horse.
- 6.2.1.7 To abnormally sensitise or desensitise any part of a horse;
- 6.2.1.8 To leave a horse without adequate food, drink or exercise;
- 6.2.1.9 To use any device or equipment which cause excessive pain to the horse upon knocking down an obstacle.

6.2.2. Any person witnessing an Abuse must report it in the form of a protest (Art 167) without delay. If an Abuse is witnessed during an event, it should be reported as a protest (Art 167) to an Official. If the Abuse is witnessed at any other time it should be reported as a protest (Art 167) to the Secretary General for referral to the Judicial Committee.

6.3 Stewards (GR Article 144)

6.3.1. Organising Committees of all international events must appoint a Chief Steward and an appropriate number of Stewards under his authority, wearing distinctive badges or arm bands, with complete freedom of access to all areas mentioned in paragraph 3 below.

6.3.2. Organising Committees are responsible for all administrative matters relating to the appointment of the Chief Steward and the Stewards.

6.3.3. During the whole event in every part of the stables, in exercise and schooling areas, collecting rings and all other areas under control of the Organising Committee, the Chief Steward and the Stewards officiating with him he at the event shall:

- 6.3.3.1 assist the competitors in conducting reasonable training;
- 6.3.3.2 intervene in time in order to prevent any Abuse of horse by riders, grooms, owners or any other person;
- 6.3.3.3 intervene in order to prevent any contravention of the Statutes, Regulations or Rules or of the common principles of behaviour, fairness and accepted standards of sportsmanship;
- 6.3.3.4 be familiar and assist with medication control procedures.

6.4 Protests (GR Article 167)

6.4.1. *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, Regulations or 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.*

6.4.2. *Protests may only be lodged by Presidents of NFs, Officials, Chefs d'Equipe or, if a Chef d'Equipe is not present, by a Person Responsible or a Team Veterinarian responsible for horses taking part in the event, with the exception of protests for abuse which may be lodged by any person or body.*

6.4.3. *Protests must be lodged with the Ground Jury during its period of jurisdiction for failing to observe the Statutes, Regulations or Rules in the organisation or conduct of a competition, including the matters referred to in paragraph 7 below. Protests for other matters must be lodged with the Appeal Committee during its period of jurisdiction.*

6.4.4. *Protests regarding matters which have not occurred during or in direct connection with an international event or which were not known until after the end of the event, shall be reported to the Secretary General and dealt with by the Judicial Committee. A case shall only be deemed to occur in direct connection with an event if it occurs during the journey towards the event or, after arrival, including during the period of quarantine, training or acclimatisation.*

6.4.5. *Protests lodged with the Secretary General for referral to the Judicial Committee should be received by the Secretary General not later than 14 days after the end of the event.*

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

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

6.4.7.1. *Protests concerning the eligibility of a competitor or horse or to the conditions of the arena: not later than 30 minutes before the start of the relevant competition;*

6.4.7.2. *Protests concerning an obstacle, or the plan or length of the course for a DRIVING competition or the obstacle phase of a driving competition: not later than 15 minutes before the start of the competition;*

6.4.7.3. *Protests concerning the steeplechase or cross-country obstacles or courses in Eventing or marathon course or obstacles in Driving, or the course in Endurance not later than 18h00 hours on the day before the relevant competition;*

6.4.7.4. *Protests concerning irregularities or incidents during a competition, or the classification of a competition: not later than 30 minutes after the announcement of the results.*

6.4.8. *Notwithstanding anything to the contrary, the Secretary General may, in special circumstances which – in his sole discretion – warrant a decision, refer to the Judicial Committee a protest against any person or body made by any person or body or on his own initiative, at any time, in regard to any matter and even without the payment of a deposit.*

6.4.9. *Any person making 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.*

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

6.5 Reports (GR Article 169)

6.5.1. *Officials are required to send reports to the Secretary General at the conclusion of events, in accordance with these General Regulations and the applicable Veterinary Regulations, Rules and Special Regulations. Matters giving rise to Protests must be included in such reports.*

6.6 Appeals (GR Article 170)

6.6.1. *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, Regulations or Rules, provided it is admissible (see paragraph 2 below):*

6.6.1.1. *With the Appeal Committee against decisions by the Ground Jury.*

6.6.1.2. *With the Judicial Committee through the Secretary General against decisions by the Appeal Committee or by one member of the Judicial Committee (Art. 165.5);*

6.6.1.3. *With the CAS through the Secretary General against decisions by the Judicial Committee.*

6.6.2. *An Appeal is NOT admissible:*

- *Against decisions by the Ground Jury in cases covered by Art. 163.5.1 - 4;*
- *Against decisions by the Appeal Committee of appeals from decisions by the Ground Jury.*

6.6.3. *Appeals to the Appeal Committee must be in writing, signed and accompanied by supporting evidence in writing or the presence of one or more witnesses and must be lodged not later than 1 hour after the decision of the Ground Jury.*

6.6.4. *Appeals to the Judicial Committee must be despatched to the Secretary General and signed by the appellant or his authorised agent and accompanied by supporting evidence in writing or the presence of one or more witnesses at a designated hearing and must reach the Secretary General within 30 days of the date on which the Secretary General's notification of the earlier decision was sent.*

6.6.5. *Appeals to the CAS together with supporting documents must be despatched to the Secretary General and signed by the appellant or his authorised agent:*

6.6.5.1. *In case of an appeal against decisions of an Appeal Committee so as to reach the Secretary General not later than 14 days after the end of the event;*

6.6.5.2. *In case of an appeal against decisions of the Judicial Committee so as to reach the Secretary General within 30 days of the date on which the Secretary General's notification was sent according to Art. 172.2;*

6.6.5.3. *Appeals reaching the Secretary General after the time limits as indicated above will not be considered.*

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

6.7 Penalties (GR Article 174)

6.7.1. *The President of the Ground Jury, the President of the Appeal Committee and the Chief Steward, instead of instituting the procedures foreseen in the legal system, may deliver to the Person Responsible a yellow warning card, either by hand or by any other suitable means. The acceptance of a warning card suspends any penalty until new offences take place.*

6.7.2. *The Person Responsible may or may not accept the warning card. If the PR does not accept a card which was delivered or presented during or after the event, the event officials may take any action within their capacities deemed necessary and shall report the case to the Secretary General for any further action deemed necessary. Should the same Person Responsible receive one more warning card at the same or any other international event within one year of the delivery of the first card, the case shall be submitted to the Judicial Committee.*

6.7.3. Where a warning card has been accepted, the offence for which it was delivered shall be taken into consideration when deciding the penalty to be imposed for a similar offence committed within the next twenty-four months.

6.7.4. The penalty imposed in any given case can consist of a combination of fine, suspension and disqualification. The amount of a fine and the duration of a suspension shall be decided according to the guidelines mentioned in paragraph 6 above and to the circumstances of the case.

6.7.5. All fines imposed by anybody under the Legal System are due to the FEI. They must not be paid to the OC or any other body but must be paid to the FEI on receipt of a demand. Any person who has not paid a fine within 30 days of receiving a demand for payment will be automatically suspended until the fine is paid. If fines are inadvertently paid to the OC or any other person such fines shall be remitted to the FEI.