



Fédération  
Equestre  
Internationale



## MANUAL FOR EVENTING STEWARDS

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## **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 Eventing Competition.

The Manual for Eventing Stewards constitutes a specific provision of the FEI Rules and Regulations, and should be read in conjunction with the Statutes, the General Regulations, the Eventing Rules and the Veterinary Regulations. In addition, the Rules for Jumping and the Rules for Dressage will be needed from time to time.

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 for three and four star Events or major Championships.

The FEI recognises that new Events and/or those at the lower star levels will not always be able to achieve all of these (perhaps due to cost or other limitations).

The first consideration for all Officials and the Organising Committees 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 to make a decision in a sporting spirit and to approach as nearly as possible the intention of the Eventing Rules and the General Regulations.

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

For the sake of brevity these regulations use singular masculine forms; this is to be interpreted to include both genders as well as plural forms.

## FEI CODE OF CONDUCT

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

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

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

## 1. THE IDEA OF FEI STEWARDING AND ITS PURPOSE

### 1.1 Stewarding motto

"Help, prevent, intervene"

### 1.2 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.

The terms 'Steward' and 'Stewarding' (and the included responsibilities) can have different interpretations and therefore need to be clearly defined (to distinguish from e.g. Dressage Steward, Cross-country Steward, etc.).

The Steward is called upon to make quick, informed judgments and to intervene in situations that require an official, authoritative but fair reaction. In line with most activities of equestrian Officials, knowledge of accepted behavior 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, the services of qualified Stewards are essential. The Steward's principal aim is to ensure that competitors participating in events do so with the utmost respect for their Horses, Officials, Organiser, public, fellow competitors and all those involved in the sport.

While no two events are alike, Stewards should always make fair and considered decisions in line with the FEI Rules and Regulations.

### 1.3 The aim of Stewarding

The purpose of Stewarding is to:

- Help Athletes and all involved with reasonable training and to respect the rules
- Protect the welfare of the Horse
- Ensure fair play
- Support the Organising Committee in the successful running of the Event

### 1.4 Cooperation and responsibility

Every effort should be made to have a good working relationship with Athletes, FEI Officials, owners, chefs d'équipe, trainers and grooms, Organising Committee.

It is much better to prevent a rule being broken rather than having to react afterwards. In order to be able to intervene at the correct time, a good knowledge of the Rules and Regulations is necessary.

The Athlete alone is anyway responsible for his own respect for the Rules. Whilst a Steward may, when asked, give advice he never takes this responsibility away from the athlete.

## **2. GENERAL BEHAVIOR OF THE FEI STEWARD**

### **2.1 How to behave**

The primary role of the Stewarding service is to assist riders respect the rules and to prevent possible abuse of Horses.

Athletes, trainers, coaches, owners, etc. are all subject to more or less stress as they prepare for their test and whilst fulfilling his own duties, the Steward should certainly respect their concentration.

When the FEI Steward is well identifiable (badge/hat/armband/badge in vehicle) the simple physical presence of a Steward will often have the desired effect of discouraging potential abuse or misbehaviour.

Thus the comportment of the Steward should be generally unobtrusive yet firm, calm and objective, even when intervening in a situation.

Always remember that when schooling or competing, athletes are usually focused and may be under a degree of stress. Consequently, they may react aggressively to an over-officious approach by a Steward.

### **2.2 What to look for**

#### **2.2.1 Material things**

Horse number, tack, dress, medical cards, advertising and publicity and so on, appropriate to the particular work being done.

These are all defined in the Eventing Rules Art. 538 and 539 and summarised in Annex IX of this Manual.

#### **2.2.2 Abusive actions to a Horse**

No person may abuse a Horse during an event or at any other time (Eventing Rules Art. 526, FEI Rules for Jumping Art. 243 and General Regulations Art. 142).

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:

- Rapping;
- Riding an exhausted Horse;
- Excessive pressing of a tired Horse;
- Riding an obviously lame Horse;
- Excessive use of whip, bit and/or spurs;
- Horses bleeding on the flank(s) or back indicating excessive use of the whip and/or spurs;
- Excessive repetitive exercise in an unnatural posture (such as too much over-bending, lunging for a long time on a tight circle, etc.) as explained in Annex X+ of this Manual.

If abuse is witnessed during an event, it should be reported as a protest to an Official. If an abuse is witnessed at any other time it should be reported as a protest to the FEI Secretary General for referral to the FEI Tribunal (FEI General Regulations Art. 167). With all items in this segment, there is a great element of subjectivity in the judgment of the Steward and intervention should be determined with care.

### 2.2.3 Inappropriate behaviour towards officials

Generally any behaviour that might bring the sport into disrepute must be reported to the Technical Delegate and/or President of the Ground Jury.

## 2.3 How to deal with those contravening the rules

For minor offenses, the athlete should have his attention drawn to the problem in an unobtrusive but firm way. This might be considered as a friendly warning.

For more serious infringements, or repeat offenses, a formal reaction is required. Two options are available to the FEI Chief Steward:

### 2.3.1 Report the matter to the Technical Delegate

Such a report verbally or in writing according to the severity of the case should clearly state the essential details of what has occurred including who, when, where, any witnesses, etc. (see 2.4 later). Such a report must be made promptly. The procedure that the Technical Delegate and Ground Jury will follow is covered in Annex IV of the Eventing Memorandum.

### 2.3.2 Issue a Yellow Warning Card

In accordance with the FEI General Regulations, 23rd edition, effective 1 January 2009, updates effective 1st January 2016 (Art. 169), in cases of offences mentioned in paragraphs 169.6.2 (abuse of Horses) and 169.6.3 (incorrect behavior 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 his own authority it would be prudent to discuss this first with the Technical Delegate or President of the Ground Jury as appropriate.

## 2.4 Evidence

In handling an infringement, and deciding a possible sanction, the GJ needs information, and in the first instance it is the TD's responsibility to assemble it. If a Steward is involved in the case he can be of great help to the TD in this by acting responsibly and with common sense. Some tips:

- As soon as possible and while the incident is still fresh in your mind, write down everything that happened with times.
- Try to find possible witnesses and their coordinates.
- If there is any material evidence take charge of it or photograph it, making sure that you have witness and issue a receipt.

A detailed document on collecting evidence is available on the [FEI Clean Sport website](#).

In any case, when a Yellow Warning Card is issued, a fully completed copy of the Yellow Warning Card signed by the Official and the Person Responsible must be given to the Technical Delegate who in return sends it to the FEI Eventing department. A record of all penalties imposed for Eventing is kept and published on the FEI website by the FEI Eventing Department.

Stewards should be aware that it is not only the athletes that come under the jurisdiction of the rules. The Steward's responsibilities also extend to the observation of any person involved at the event, be that athlete, coach, trainer, team official, owner, etc. in general, any person that may be held responsible.

## 3. ORGANISATION OF STEWARDING WITHIN THE FEI

### 3.1 FEI Director Stewarding

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

- Coordinate all matters relating to Stewarding for each discipline;
- Liaise between the FEI Honorary Steward General for each discipline;
- Report to the Bureau.

### 3.2 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:

- Supervise Stewarding activities within eventing;
- Liaise with the FEI Director Stewarding and produce an annual report on Stewarding;
- Liaise with the Eventing Department Director;
- Liaise with the FEI NF Stewards General or with the Regional Stewards General if appointed.

The FEI Honorary Steward General in conjunction with the FEI Eventing Department and the FEI Education and Standards Department will establish a list of courses each year for the education of Stewards.

### **3.3 FEI Regional Steward General**

FEI Regional Stewards General may be appointed by the FEI Honorary Steward General in consultation with the FEI Director of Stewarding for designated regions. The FEI Regional Steward General duties are to:

- Supervise Stewarding activities within his Region;
- Liaise with the FEI Honorary Steward General;
- Liaise with the FEI NF Stewards General.

### **3.4 FEI NF Steward General**

The FEI NF Steward General is proposed to the FEI by his NF and is responsible for the Stewarding at International Events within his NF.

Prior to his appointment as FEI NF Steward General, he will preferably be a Level 3 Steward. He must be able to speak English as one of the FEI official languages. He must also have a good knowledge of veterinary matters plus FEI Veterinary Regulations and the FEI Legal System and be familiar with the organisation of an International Event. The FEI NF Steward General duties are to:

- Act as the contact person between his NF and the FEI Honorary Steward General in matters relating to Stewarding and make suggestions for improvements;
- Advise his NF on all matters relating to his responsibility;
- Inform the Organising Committees of International Events in his country of their responsibilities relating to Stewarding and stable security under his jurisdiction.

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

The FEI NF Steward General must arrange for Level 1 and 2 Steward courses to be organised within his NF for persons to be appointed to Steward Levels 1 and 2.

The number of FEI Stewards in any country should be in proportion to the number of International Events held there.

### **3.5 FEI Stewards**

#### **3.5.1 Level 1 FEI Stewards**

National Stewards who successfully complete a Level 1 course that has been run according to the FEI syllabus are promoted to Level 1.

This status permits a Steward to act as Chief Steward at one and two star International Events.

### **3.5.2 Level 2 FEI Stewards**

Level 1 FEI Stewards who successfully complete a Level 2 course that has been run according to the FEI syllabus are promoted to Level 2.

This status permits a Steward to act as Chief Steward at one, two, three and 4\* International Events excluding World Cup Finals, Senior Championships and Games.

### **3.5.3 Level 3 FEI Stewards**

Level 2 FEI Stewards may be promoted by the FEI to Level 3 status following proposal by their FEI NF Stewards General via their National Federations.

In order to be proposed, they must have been a Level 2 FEI Steward for at least 3 years, and must have acted as Chief Steward in at least 6 International Events. Only the participants who successfully attended a course that was held entirely in English can become eligible for promotion to Level 3. All Level 3 Stewards must have a good understanding of English.

This status permits a Steward to act as Chief Steward at all International Events including World Cup Finals, Senior Championships (World, Continental and Regional) and Games (Olympic, World and Regional).

## **4. THE STEWARDING TEAM**

### **4.1 FEI Chief Steward**

For each event a Chief Steward must be chosen from the FEI list of Stewards and appointed by the Organising Committee to be responsible for all Stewarding matters related to that event. He is a key member of the team of Officials working with the Organising Committee.

To be eligible to act as Chief Steward at an International Event the Chief Steward must be included on the FEI list of Stewards. According to the type and level of event he will need to be Level 1, 2 or 3 FEI Steward.

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.

Ref. Art.155 of FEI General Regulations and Annex II of this Manual.

### **4.2 Assistant Stewards**

According to the size and type of event, a sufficient number of assistant Stewards must be appointed by the Organising Committee in consultation with the Chief Steward.

All Assistant Stewards at International Events should preferably hold at least a Level 1 status. If this is not the case they must have received formal instruction from the Chief Steward. At 3\* and 4\* International Events all Assistant Stewards to whom important tasks such as warm-up arenas, boot and bandage control, stable duties are allocated, must hold at least a Level 1 status.

## 5. CHIEF STEWARD RESPONSIBILITIES

### 5.1 Before the Event

The Chief Steward prepares a Stewarding Plan appropriate to the specific needs of the particular event and ensures that the Technical Delegate is aware of any issue that may be of concern.

The Chief Steward together with the Organising Committee selects the members of the Stewarding Team and ensures that the Organising Committee provides appropriate resources, accommodation, meals, transportation, etc. for the Stewarding Team. See Annex III of this Manual for an example site plan.

### 5.2 During the Event

The Chief Steward is responsible for Stewarding and for the organisation of the Stewarding Team during the entire event. He must be integrated into the Organising Committee of the event and his name must be printed in the event schedule.

He is under the authority of the Technical Delegate and President of the Ground Jury and must always be in close contact with the Organising Committee (Event Director) and ensure at all times efficient communication channels with all Officials.

Stewarding for Eventing requires good preparation. Timetables may change for many reasons so considerable flexibility is required. A daily briefing of Stewards is compulsory and an evening debriefing is also suggested.

Eventing is a multi-discipline sport; and therefore it is desirable to have the key Stewards trained in the various disciplines as practiced in Eventing.

The Chief Steward has a duty, as Manager to his team, to:

- Ensure that the individual members of his team are adequately trained for the specific tasks at hand;
- Schedule the work timetables;
- Provide information (technical and administrative);
- Arrange for food, drink and accommodation for his team;
- Ensure access passes, transport if necessary and shelter in bad weather.

The Chief Steward must also ensure that a reliable communication system exists between his team. The Organising Committee is responsible to supply the entire team with radios or another suitable form of communication.

The Chief Steward must make sure that Stewards are easily identifiable and a list of the Stewards, their telephone numbers, together with their work timetables, is available at the stables and the show office.

The Chief Steward must report to the Technical Delegate and/or the President of the Ground Jury as appropriate (GRs Art.155.5) any act by anyone that he considers being in contravention of the rules and regulations relating to his responsibilities. In particular he must inform the Technical Delegate of any infractions that merit a Yellow Warning Card and/or additional action.

### **5.3 After the Event**

The Technical Delegate is responsible for collecting all Officials' reports and forwarding them to the FEI Eventing Director at the conclusion of the Event. Events Matters giving rise to protests, sanctions, irregular incidents and Yellow Warning Cards must be included in such reports.

Following each event, the Chief Steward must provide a written report to the Technical Delegate and send a copy to the FEI NF Steward General. If required, recommendations for improvements should be included in the Chief Steward's report.

The Technical Delegate will send the Chief Steward's report to the FEI Eventing Director together with the other reports.

The FEI Eventing Director, if necessary, sends copies to the FEI Honorary Steward General, the Organising Committee and the host National Federation where the event has taken place.

Ref. Annex I of this Manual for the Chief Steward report.

## **6. GENERAL STEWARDING AND COMPETITION FLOW**

### **6.1 General**

During the event, the work of the Stewarding Team covers all areas where Horses may be found and this for 24 hours a day. Thus, the FEI Chief Steward and/or his Assistants must be readily accessible at all times throughout the event.

The Chief Steward and all Assistant Stewards must wear at all times during the Competition, along with the event's Organising Committee's accreditation, the FEI Steward badge in a clearly visible manner.

The Stewarding Team will be involved in the following areas:

- Arrival of Horses;
- Stabling;
- Horse inspections;
- Competition flow;
- Practice areas;
- Other exercise areas;
- Warm-up areas;
- General surveillance;
- Medication control of Horses (MCP);
- Medication control of Athletes (WADA).
- Checking Advertising and Publicity on Athletes and Horses

Information concerning the work required from the Stewarding Team in each of these areas is given in subsequent sections.

### **6.2 Working facilities for Stewards**

The Organising Committee 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.

All Stewards officiating at an International Event 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 Organising Committee.

### **6.3 Briefing**

A briefing meeting must be held by the Chief Steward with the Stewarding Team prior to the start of the event and if necessary on a daily basis.

In addition, all Stewards should be provided with a list of written instructions.

The following topics will be covered:

- Correct behaviour towards athletes, grooms and trainers;
- Timely intervention to prevent abuse;
- Procedure for reporting incidents;
- Areas of responsibilities;
- Stewarding groups;
- Work timetable;
- Assistance at the arrival of Horses;
- Stable duties -supervision and security of the stables;
- Assistance at Horse inspections;
- Assistance to the Competition flow;
- Assistance and control of schooling areas;
- Assistance and control of schooling in relation to activities that are not permitted;
- Assistance and control of cantering and lunging areas;
- Assistance and control of cross-country warm up and finishing area;
- Patrolling of the event restricted areas;
- Checking of tack and saddler;
- Assistance to the MCP.

### **6.4 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 must only be grazed or walked in hand within this area and their ID number must be clearly displayed.

### **6.5 Movement throughout the show-ground**

Movement of Horses between the stables, grazing area, practice area, cantering area, warm up area, Competition area, etc. must be randomly controlled by Stewards.

### **6.6 Veterinary examinations, passport control and Horse inspections**

The Organising Committee must consider and discuss with the Technical Delegate and Veterinary Delegate all necessary requirements for the veterinary examinations, passport control and Horse inspections.

He will also discuss well in advance the protocol for the Horse inspections with the Technical Delegate who in turn will brief the Chief Steward.

Special care is necessary at Horse inspections where there are a large number of Horses in the collecting area as they can create a significant safety risk.

Ref. Art. 524 of the FEI Eventing Rules and to Art. 1024 of the FEI Veterinary Rules for complete details.

## **6.7 Practice and warm-up areas timetable**

Timetables for the use of practice and warm-up areas must be established, posted on the notice board in the stable and adhered to.

However flexibility is required and when possible the practice and warm up areas should be opened outside the established times on receipt of reasonable requests. It is often helpful to consult riders in this respect to avoid Stewards unnecessarily supervising an area at a time when nobody wishes to use it.

Please refer to Annex IV for sample information.

## **6.8 Stewarding of the practice areas**

The practice areas refer to all areas used for training (dressage, cross country, jumping) and any other exercise areas (cantering, etc.).

The Chief Steward must ensure that the practice areas for dressage, cross country and jumping are adequately stewarded at all times when officially open.

They must be stewarded by persons sufficiently instructed by the Chief Steward that must compulsory be level 1 Stewards for higher level events.

The Chief Steward must also ensure that all practice areas are subject to random control when they are officially closed.

## **6.9 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.

# **7. STEWARDING OF DRESSAGE**

## **7.1 Familiarisation with the Competition area**

At most events, access to the area around the ring is allowed for familiarisation purposes the evening or morning prior to the Competition.

In order to familiarize the Horse with the Competition arena prior to the Dressage Test, Athletes and Grooms may be allowed when practical at a time decided by the

Organising Committee to walk and lead the Horse on a long rein outside the boards of the Competition arena.

In the case of all-weather surfaces the Organising Committee and the TD may also allow schooling inside (with Athletes only) and/or outside the boards.

This activity must be supervised by a Steward.

## **7.2 Dressage practice area**

The dressage practice areas must be stewarded at all times when open with special attention being paid to:

- Horses ID number;
- Protective headgear;
- Restrictions on tack;
- Forbidden use of any type of draw reins;
- Restrictions on whip, spurs;
- Trainer/coach remaining outside the arena;
- Any kind of abuse of Horse including but not limited to any hyperflexion of the head and/or neck;

As this practice area will often be on grass, it may be necessary for footing reasons to move the Dressage boards from time-to-time.

Ref. Art. 539 of the FEI Eventing Rules and Annex IX of this Manual for complete details on saddlery.

Ref. Art. 538 of the FEI Eventing Rules and Annex IX of this Manual for complete detail on protective headgear, whip and spurs.

Ref. Annex A1 and A2 of the FEI Eventing Rules for complete details on permitted bits and permitted nosebands for the Dressage test.

Ref. Art. 526 of the FEI Eventing Rules for complete details on abuse of Horse.

Ref. Annex X† of this Manual for complete details on pre and post Competition training techniques -position of the Horse's head-stretching.

Please refer also to Eventing Guidelines for Use of Tack, Equipment and Dress (FAQ) posted on FEI website.

## **8. STEWARDING OF CROSS-COUNTRY**

### **8.1 Cantering area**

If a dedicated cantering area is available cantering can be authorised at certain times with Stewarding being organised on an intermittent basis.



## 8.2 Cross country practice area

The Cross country practice area must be Stewarded at all times when open for Jumping. The Steward must be aware of all scheduled medical support arrangements and know how to avail of them immediately (radio, mobile phone, etc.).

The welfare of the Horse is paramount thus any action which contravenes the Horse's welfare must be dealt with appropriately.

Stewards must be positioned in or adjacent to the jumping practice area in order to be able to react as required and to quickly intervene if necessary.

If the Cross country practice area contains fixed jumps and jumping obstacles the same rules as per the jumping practice areas apply for the Jumping obstacles.

Ref. Art. 539 of the FEI Eventing Rules and Annex IX of this Manual for complete details on saddlery.

Ref. Art. 538 of the FEI Eventing Rules and Annex IX of this Manual for complete detail on protective headgear, whip and spurs.

Ref. Art. 526 of the FEI Eventing Rules for complete details on abuse of Horse.

Ref. Annex X† of this Manual for complete details on pre and post Competition training techniques-position of the Horse's head-stretching.

## 8.3 Cross country warm-up area

If riders wish to canter their Horse before starting the cross country test the cantering area needs to be open before cross country test starts and Stewarded accordingly to Art. 8.1 of this manual. Tack and dress control according to the Eventing Rules is best be carried out upon arrival of the Horse in the Cross country warm-up area.

Remember to check tack, dress, medical cards, advertising and publicity as early as possible. Camera: Please refer to the General Regulations Art.140. For FEI Name-Events, request for use of cameras on Athletes or equipment (such as on Protective Headgear, head covering or carriage) must be approved by FEI HQ; request for approval for other Events must be reviewed by the Technical Delegate in consultation with the Organiser. An Athlete's decision to wear a camera while competing shall always be voluntary and at the Athlete's own risk."

The Stewards for the Cross country warm-up area will also often be asked to help the starter for Cross country test.

A board should be available and clearly visible for all riders It should be used to record any delays in the scheduled times after a hold on the Cross country.

Same references as for Art. 8.2 of this manual (Cross-country practice areas).

## 8.4 Cross country finishing area

The role of the FEI Steward in the finishing area of Cross country test is to assist the veterinarian doing the examination at the end of the Cross country test and generally to ensure smooth operation of this area.

## **9. STEWARDING OF JUMPING**

### **9.1 Jumping practice area**

The Jumping practice area must be Stewarded at all times when open for Jumping. The Steward must be aware of all scheduled medical support arrangements and know how to avail of them immediately (radio, mobile phone, etc.).

The welfare of the Horse is paramount thus any action which contravenes the Horse's welfare must be dealt with appropriately.

Stewards must be positioned in or adjacent to the Jumping practice area in order to be able to react as required and to quickly intervene if necessary.

Obstacles must always be flagged, taped at the maximum height and built in accordance with Annex VII of this Manual.

Athletes are permitted to conduct gymnastic exercises during these sessions.

#### **9.1.1 Trotting Poles and Spacing Poles**

Athletes may train their Horses in gymnastic exercises using trotting poles on the ground and spacing poles, but obstacles used for this purpose may not exceed 1.30m in height and one 1.40m in spread. Athletes using such obstacles must not offend the rules against rapping.

#### **9.1.2 Gymnastic Poles**

If there is enough space trotting poles may be used and placed not closer than 2.50m to a vertical obstacle not exceeding 1.30m in height. A trotting pole not closer than 2.50m when the obstacle is jumped at the trot, or 3.00m if at the canter on the landing side may be used.

Ref. Annex VII of this Manual for complete details on the correct use of the practice and warm-up Jumping areas.

Ref. Art. 539 of the FEI Eventing Rules and Annex IX of this Manual for complete details on saddlery.

Ref. Art. 538 of the FEI Eventing Rules and Annex IX of this Manual for complete details on protective headgear, whip and spurs.

Ref. Art. 526 of the FEI Eventing Rules and Art. 243 of the FEI Rules for Jumping for complete details on abuse of Horse.

Ref. Annex X of this Manual for complete details on pre and post Competition training techniques-position of the Horse's head-stretching.

### **9.2 Jumping warm-up area**

Obstacles must always be properly flagged, taped at the maximum height and built in accordance with Annex VII of this Manual.

Tack and dress control according to the Eventing Rules is best be carried out upon arrival of the Horse in the Jumping warm-up area. See also Annex VI for the Jumping Stewards Manual.

Remember to check tack, dress, advertising and publicity as early as possible.

Procedures to be followed for bandage control are defined in Annex VIII of this Manual.

## 10. STABLING

All stabling at all International Events must conform to the FEI Eventing Rules and must be approved by the Technical Delegate.

Stabling should be if possible on the show ground and the following minimum requirements must be respected.

Stabling must be:

- Checked for safety and solidity;
- Checked for requirements of local authorities;
- Cleaned and disinfected prior to the Horses' arrival;
- Numbered, labelled and allocated to the athletes by the Organising Committee.

Stables must have:

- Adequate ventilation, water and bedding;
- Adequate manure disposal;
- An area for storing fodder and bedding;
- A passageway of a minimum of 2m, although minimum 3m is highly recommended;
- Clear-kept emergency exits item appropriate and sufficient fire-fighting equipment;
- No-smoking signs;
- Sufficient washing facilities for Horses;
- Hot water;
- Sufficient electricity and power points,
- Space for tack and equipment;
- Sufficient number of showers and toilets for grooms;
- No cars or motor bikes parked in the stable area however, push bikes and electrically powered bikes may be allowed at the discretion of the Organising Committee;
- An office for Stewards if possible in the vicinity of the stables;
- An office for Stable Manager and Treating Veterinarians;
- Information board;
- Minimum 2 MCP stables;
- Minimum 2 isolation stable;
- Outdoor stables must have proper protection for the Horse against the weather -wind, rain or even sun!

### 10.1 Stable security

Stable security is mandatory for Continental/Regional Games, FEI Eventing Championships, World Cup Finals, World Cup Qualifiers, CCI4\*/3\* events (higher level events).

Stable security is not mandatory for CCI1\*/2\* and CIC1\*/2\*/3\* (lower level events).

### 10.1.1 Access to the stable area

For a high level of stable security, the stables must be completely enclosed by a fence or wall. Access to the stable area must be controlled and restricted.

This serves both as a deterrent to the entry of unauthorised persons and uncontrolled exit of Horses. The area must be sufficiently large to allow Horses to be evacuated from the stables in an emergency.

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

Admission to the stables is limited during an event. The only persons authorised by the Organising Committee to enter the stable area are: (See Art. 1005.2.5 VRs):

- Athletes plus one accompanying person;
- Technical Delegate;
- Members of the ground jury and Appeal Committee;
- Chief Steward and Assistant Stewards;
- Veterinary Delegate and Veterinary Commission;
- Treating Veterinarians;
- Medication control program Officials;
- Official farrier, team farriers and individual athlete's private farriers;
- Persons Responsible for their Horses;
- Not more than two owners per Horse as per those registered within the Horse's passport;
- Chefs d'équipe, trainers, grooms;
- 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 Organising Committee.

It is essential that the Person Responsible for authorising access to the stable area is a senior person within the Organising Committee.

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.

### 10.1.2 Stewarding of the Stable Area

1. 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.

2. The Stewards must patrol the Stable area at irregular intervals and should ensure that the stable management staff is alert to irregular practices.

3. Any medication or treatment of Horses must be accompanied by appropriate paperwork authorisation (Medication Form) signed by the FEI Veterinarian according

to the Vet Rules; Stewards should always ask to see this authorisation whenever they see a Horse being treated even with a nebuliser.

4. Any offence whatever (missing authorisation for treatment, cruelty or abuse, etc.) 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 Technical Delegate.

5. 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 security personnel or the Steward on duty. The person(s) in question must be in possession of the required accreditation. They must sign in on the "Night Control in Stables" form (ref. Annex XI of the Steward's Manual). The "Night Control in Stables" form must then be submitted to the Chief Steward each morning.

6. Any persons found within the secured stable areas during the hours of closure without the required authorisation must be escorted outside the secured area and a report made to Technical Delegate together with any evidence etc. The Technical Delegate and Ground Jury will determine appropriate sanction which may include withdrawal of accreditation for the remainder of the event. At the discretion of the Ground Jury, the rider of the concerned groom may in addition possibly be disqualified from the remainder of the event.

### **10.1.3 Grooms**

Accommodation for grooms if required must be provided in the vicinity of the stables; only under exceptional circumstances may a groom remain in the stables overnight, i.e. ill Horse etc.

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

## **11. MEDICATION CONTROL**

### **11.1 Equine Anti-Doping and Controlled Medication Testing**

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

The Steward escorts the selected Horse to the MCP box.

### **11.2 Medication control of athletes (WADA)**

Testing of Athletes, if carried out at a FEI event, is done under the rules of WADA (World Anti Doping Agency). This means that WADA Officials will carry out the Testing instead of

FEI Officials. However, just as in Testing of Horses, the assistance of Stewards may be requested.

## 12. MISCELLANEOUS

Please refer to Eventing Guidelines for Use of Tack, Equipment and Dress (FAQ) posted on FEI website.

### 12.1 Hindleg Boots

The FEI Jumping Committee has decided, on Horse welfare grounds, that hind boots – with solid, unyielding pressure points, e.g hard plastic blocks under the lining as per attached photos - are not permitted to be used anywhere on the show grounds.

The use of such boots leads to disqualification of the Athlete. Please refer to Protocol detailed in Annex IX,



Hind boots with pressure points made of gel, neoprene, cork or other substance that is firm but not solid and unyielding are allowed:



If a Steward notices at any time that a boot is improperly positioned on the Horse's leg (e.g a fetlock boot that is positioned entirely on the cannon bone between the fetlock joint and the hock) or if a

Steward is of the opinion that a boot is excessively tight, the Steward is to instruct the Athlete/groom to remove the boot and reposition it so that it fits properly and comfortably on the Horse's leg. *[Note to the Steward: it is normal for a Horse's gait to be somewhat affected immediately after boots have been removed and re-placed]*

If the Athlete/groom refuses to reposition the boot, a Yellow Warning Card will be issued.

**Correct positioning**  
**(rounded part placed**  
**around the inside of fetlock)**



**Incorrect positioning (the boot is placed between**  
**the fetlock joint and the hock)**



## 13. CHECK LIST FOR CHIEF STEWARDS

### 13.1 Administration

- Are you aware of the names of the other officials?
- Do you have, if required, 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 of the venue, practice and exercise areas, timetable, important telephone numbers, starting lists, results lists, attribution of boxes;
- Are distinctive stable badges and access passes distributed?
- Are telephones available?
- Are letter boxes (pigeon holes) for athletes and chefs d'équipe installed?
- Is there a list of all Horses entered available?
- Are id numbers ready to deliver to the grooms at the arrival examination of Horses?

### 13.2 Logistics

- Is accommodation for grooms available (outside stables)?
- Is accommodation for Stewards available?
- Are meals for Stewards available?
- Is drinking water for the Stewards available?
- Are radios, walkie-talkies, or telephones provided for the chief Steward and assistant Stewards?
- Is there a Steward's office (near to the entrance, exit; what do we need as equipment)?

### 13.3 Medical and veterinary services

- Are ambulances, a doctor and a veterinarian provided for training?
- Is a treating veterinarian available 24 hours/day?
- Are isolation boxes available?
- Is there only one place (e.g. clinic, MCP) for vet treatment organised and have the Vets been informed?
- Are there two separate boxes prepared for MCP (in a quiet corner)?
- Is there a Steward in attendance for MCP?
- Are the MCP facilities ready (office, freezer, table, chair)?

### 13.4 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 of (restricted area)?
- Are the boxes sufficiently large and safe?
- Is there a list of Horses stabled (boxes numbered Master List)?
- Are the boxes labelled accordingly (stall information card with emergency contact details – See Annex IV)?
- How is the ventilation?
- Will access be monitored day and night?
- Is a night book available?
- Are the water supply points and showers sufficient?
- Is the electricity working?
- Do the stables have sufficient electricity power points?
- 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?
- Was the passageway sufficiently wide?
- Were the stables equipped with lights and were they working?

### **13.5 Practice areas**

- Is there enough schooling space?
- Is lunging on a separate place or at special times?
- Are the best qualified 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? Screens? Sled? Halter and lead ropes?
- If something goes wrong, is there a plan?
- Who is in charge?
- Has there been a rehearsal?
- Who will organise setting up the screen?
- Human ambulance and doctor?

### **13.6 Warm up**

- Are starting lists and course plans available before the start of the Competition?
- How is the Competition flow being organised? Should the Stewards help? if yes, are there still enough Stewards?
- Are the lunging/flat areas separated?
- Is a farrier readily available next to the warm up?
- Is ground maintenance organised?
- Is there contact between the Technical Delegate and the Chief Steward?
- Has the Technical Delegate/Organising Committee informed the Chief Steward on the protocol for the prize giving?

### **13.7 Advertising & Publicity on Athletes and Horses**

- Identification of a Non-Sponsor Manufacturer
- Identification of a Sponsor
- Use at FEI Championships
- OC Sponsor
- Athlete's National Identification
- Athlete's Name
- National Federation Logo
- Advertising in Field of Play