



## Aide Memoire for the President of The Ground Jury

[Up-dated January 2009]

### 1. Before the Event:

- **Remember** to pack any FEI 'paperwork' relevant to the event, which has been forwarded to your home address.
- This includes the 'current' version of the FEI Rules for Eventing, which can be downloaded from the FEI web site: [www.fei.org](http://www.fei.org)
- **You are not expected to 'carry' all the relevant Rule Books which are required for Eventing, but to know how to access them on the web site.**
- **Confirm** that the Event Organisers know of **your exact arrival details**, have arranged for someone to meet you, have your cell phone number, and let you have the number of the person meeting you – in case of any delays, etc!
- It's also quite useful to know, beforehand, if there are any 'official' functions during the event, which will require some 'smart' clothes!
- You may be asked to nominate the 'positions' of the dressage judges around the arena, as some organisers like to publish this information in their programme.
- The President should sit at "C".
- However, each event may have their own particular reasons for placing the other 2 judges at either "M and E" or "H and B" due to availability of 'space' at "E" or "B", spectator seating, strong sun, etc., etc.
- Therefore as President it's probably better to suggest **which** of the Ground Jury members stays on the 'short side' – with the 3<sup>rd</sup> member on the long side!
- This information allows the Event Organiser to prepare the dressage judging sheets beforehand, with "printed labels" which include all the relevant details - including the position of each judge - thus saving time [and energy] for the writers, making for a tidier sheets, etc.
- From 2009, Riders are now known as "Athletes"!!
- Understand Article 549.1.1: Duties of Officials: Ground Jury: The Ground Jury is ultimately responsible for the judging of the event and for settling all problems that may arise during its jurisdiction. If, after consultation with the Technical Delegate, the Ground Jury is not satisfied with the arrangements or courses, it is authorised to modify them

### 2. On arrival at the event:

- **Arrive** in good time for the 'Official Course Inspection' - or try to make it the day before, if you have a 'long-haul' journey. It is **not acceptable** for a member of the Ground Jury to be absent for the 1<sup>st</sup> Course Inspection, nor to leave before the Event has technically finished - so please **do not accept invitations** if you already know that you cannot be at the event for the full period of the competition.
- **Establish** a friendly 'working' relationship with the 'Secretariat', any available members of the Organising Committee, the Event Director and other senior officials, but especially with your other Ground Jury members, the Technical Delegate, the Cross Country Course Designer, the Chief Steward and the Veterinary Delegate / Commission.
- Most events have at least one 'Assistant TD' [and some may indeed have two] who will be of great help to you, as President of the Ground Jury – extra eyes and ears. Remember that this official is 'learning the job', and therefore should not be expected to have all the knowledge of the TD.
- At the **Secretariat** you should be given an 'envelope' with various essential timetables, badges, car passes, invitations, 'paperwork' [some of which will have been given to the riders / grooms in their 'arrival packs] and will help to familiarise you with the 'housekeeping rules' of that particular event. There may also be an official programme, or at least a list of entries.
- If you are provided with tickets for meals and drinks, please make sure that you always have them with you, when required, as this makes life easier for all those involved in running the event.
- Ask the TD if the qualifications of **all** the entries have been checked [by the TD] and are 'correct', or if there are any 'special dispensations'.
- If you have an opportunity to speak with the Veterinary Delegate at this point, ask if he / she can let you know of any horses that have arrived, and that have competed "Internationally" in the weeks **immediately** preceding the event – say in the previous 6 weeks? You can then make a note of any such horse[s], inform your Ground Jury members and any other FEI officials who should know, and quietly observe them during the competition.
- If [as unfortunately does now happen] the horse has competed [and **completed**] in the last 2 / 3 weeks [especially at a CCI] and may also have travelled a considerable distance, then it's advisable to actually speak to the rider, and let them know that you are aware of this situation, and will be keeping a close watch during the competition! At the same time you should suggest to the rider that they have a "**duty of care**" to their horse – and the sport of Eventing – to act **responsibly** and so to retire the horse immediately he shows any sign of being 'below par'!
- Check if the Event Organiser knows which [if any] days the **MCP** will be attending the event, and make sure that he / she will be introduced to you [as President of the Ground Jury] before making any decisions about which horses to test. It's **not** a good idea to test horses on Cross Country day – but it is **really**

**essential** to test at least the winner and possibly the 2<sup>nd</sup> and 3<sup>rd</sup>, **after** the Prize Ceremony.

- Check if there is likely to be Dope Testing of **riders** at the event. If so, this should be announced at the Rider's Briefing.
- Check if there is a room [facility] set aside for the exclusive use of the Ground Jury. It's always good to have a 'secure' place to leave your belongings, relax when not 'on duty' and to hold any 'private' meetings that may be necessary.

### 3. Day of Course Inspection:

- **Arrive on time – as previously arranged with the Event Organiser**
- **Establish** a close 'working' liaison with the **Technical Delegate** and the **Cross Country Course Designer**, and ascertain their feeling about the standard of the course in relation to the star level of the competition i.e. is it at the 'top' of the level, or is it rather towards the bottom of the standard?
- Also get some idea from the TD about **the standard of the Horse / Rider combinations**, and this will help you to get a feel for the suitability of the course as you walk round.
- Always ask the TD for his assurance that **all** the fences are within the correct measurements **for that competition**.
- A fence / combination which may well be **within the correct 'measurements'** but due to the positioning, terrain etc. may not actually be a fair and safe test – must be altered, re-sited, or removed.
- Remember, that at this point in time it could be difficult to make any 'major' changes to the course, but be aware that **safety** is a very high priority, and that some small alterations can often make a big difference e.g. 'take off' lines, etc.
- However, if there is a fence that the **Ground Jury** does not think to be appropriate at the required level of test, then you **MUST** say so, and ask for it to be changed [to your satisfaction] **OR** if this cannot happen, then it must be taken out completely!
- Ensure that your Ground Jury members feel happy, and are indeed 'encouraged', to express their 'opinions and ideas' as they inspect the course[s] and the 'going'. These are the 'new' eyes that can often 'spot' a problem area, which those working regularly on the XC course, may not have noticed.
- **If there is a 'possibility' that the weather may deteriorate - and therefore the 'ground conditions' - as the week progresses, instigate a discussion with the TD and CD, as to 'plan B' with regard to any other changes to distances, fences, time allowed, etc. that may become necessary.**
- At some events the Veterinary Delegate and / or the Chief Medical Officer may ask to accompany you on the 'official' course walk. Make sure that any **other 'extras'** do not walk along with the 'main party' as it's not good to have too many 'unofficial opinions and chat' at this point in time. The course walk is a serious business, and not just an **'afternoon stroll'**.
- **Article 549.1.6 Inspection of the Cross Country and Jumping Courses:** The Ground Jury inspects and approves the Cross Country and Jumping courses, **with** the Technical Delegate and Course Designer As **"President of the Ground Jury"** - **you are in complete charge and, with your Ground Jury members, are responsible for the final "approval" of these courses – also see Article 550.10:**

The Course Designer **MUST** be present for the Cross Country Course Inspection with the Ground Jury, for the course that he has designed.

- **To get a feel for the 'terrain' and the 'roping', it's important to walk the Cross Country Course after it has been fully 'roped', so that you are seeing it in the finished state – and ready for the riders!**
- Unfortunately, on some occasions the 'floral' and other decorations may not be completely finished at the 1<sup>st</sup> course inspection, so it's necessary to be **advised** as to what will be used. It then makes sense to **have a further look** at any fences that you feel may have changed **in any way** since you have given your approval.
- All advertising **'SIGNAGE'** in proximity to the XC fences / course should be in place at the official Course Inspection – and any TV / Camera positions.
- Discuss with the TD [and often the Event Director] a suitable person to be the 'Riders Representative'. Ask the TD to liaise with that rider, and advise you if they are willing to 'act'. If not, keep trying – it's not always a good idea to ask a 'busy' rider, and it's usually better to choose a rider with only one horse, competing. Make sure that the 'chosen rider fully understands how the 'job' works, and therefore their responsibility to the entire competition.
- Arrange, with the TD, a suitable 'daily' time and venue to meet with the 'Riders representative' during the competition, so making absolutely sure that the Rider's representative **understands** that they must let the TD know of any 'queries' that have been made by riders **"well before" [and not at]** the daily Rider's meetings
- If it's a team competition, arrange with the TD for a suitable 'place and time' for a daily meeting with the Chefs d'Equipe, and check the facilities for the 'draw', to be held after the after the 1<sup>st</sup> Horse inspection.
- Discuss the necessity and the provision for the **"Ad Hoc" Committee** [maximum of 5] ref.: "Fatal Accidents", and ask the Event Director and TD to set it up, as per the rules. This committee acts on site.
- Discuss the provision of the "President's Committee" [maximum3] to investigate accidents. This committee only provides **an internal** report for the FEI.
- Liaise with the TD and Scorers, about the **'provisional'** timetable for the Dressage Day[s] – and possibly for the remainder of the competition, especially if there are many entries.
- Finalise the 'placing' of the other Ground Jury members, for the dressage [if not already decided] and inform the TD.

### 4. Day of Competitor's Briefing and the 1<sup>st</sup> Horse Inspection:

- Relevant FEI officials should attend the Competitor's Briefing, and this certainly includes all of the Ground Jury, so that they may be introduced to the riders, and also hear the "house-keeping details" etc. from the Event Director, and any specific information from the TD, Chief Steward, etc.
- It is now usual to conduct these briefings in **English**. However, this may not always be the most suitable for the rider's present, and so please ask the Event Director to provide an 'interpreter'. However, many TD's are multi-lingual, and they can often do that job themselves. It's essential that **everyone** attending this briefing knows exactly what is being said!
- **Advise the Event Director that you [as President of the Ground Jury] wish to 'say a few words' on behalf of the FEI and the Ground Jury, at the end of the Competitor's Briefing.**

- If more than one level of competition is being run, then it's usual that only the "President" of the highest level of class speaks to the riders – on behalf of the other Ground Juries.
- Ensure, with the TD that there's a suitable 'rider / horse combination' for the 'Test Ride', and arrange a definite 'start' time for this ride, preferably not more than **20 minutes** before the first horse in the competition, and remember to say a big "**Thank You**" to the test rider, when they have finished.
- Advise the other Ground Jury members that the 'Test Ride' is only to ensure that 'all event systems' **are in place, and working**, and not necessarily to 'synchronise' their marks, as this can be quite 'daunting' for a less experienced judge who may feel that they have to change their marking system if they are 'different', after the Test Ride.
- As is often the case, you may not have judged before with the other Ground Jury members, so take some time - over a coffee - to **review** the 'specific' test to be judged with them, make sure that you are all looking for the same 'criteria', where each movement starts and finishes [**this is vital where there is computer scoring for the public, which depends on each mark being given immediately that movement has been performed, from each judge – otherwise if one or more is 'late' this completely holds up the marks on the screen, this also applies to the collective marks at the end of the test**] the procedure if a horse appears to be 'lame' in the test, and the interpretation of any new rules e.g. elimination on the **3<sup>rd</sup>** 'Error of Test', Article 521.2 Dressage Test regarding the carrying of a stick around the arena. **Emphasise** that the dressage for Eventing is run basically under the FEI Dressage Rules – unless stated differently in the Eventing Rules.
- If a horse appears to be 'irregular or unlevel' it's usually better to let the rider finish the test, and the President should ask to have the horse 'looked at' in hand, by the Veterinary Delegate, as soon as possible after leaving the arena, by contacting the TD.
- However, if a horse is 'clearly lame' and you are starting to feel sorry for it, then ring the bell, speak sympathetically to the rider, and eliminate it on the spot.
- The Veterinary Delegate should be available to the President of the Ground Jury, throughout the dressage tests.
- The possibility to 'Dope Test' should be available throughout the competition, and not only when the MCP Vet arrives.
- Provision of 'suitable' writers / scribes for the dressage days, checking that there are not likely to be any '**language**' problems, and where possible that the same writer stays with each judge, throughout the dressage days. **The writer needs to be able to "WRITE" in the Judge's language – not just to speak it!**
- Final checks of the dressage arena, to make sure that the letters are in the right place, and that the Judge's box[s] - or vehicles - are [or will be] correctly 'kitted out'.
- Ask the TD if there will be any 'camera' positions near to the dressage arena, and if so make sure that they will not interfere with the riding of the dressage tests, and that the 'operators' are aware of their responsibilities, throughout the dressage phase.
- Arrange to have a '**radio** in each judge's box, to communicate with each other [only if and when necessary] and so that the President can quickly communicate with the TD and / or the Veterinary Delegate during the dressage day[s].

- If necessary, arrange a 'procedure' with the other Ground Jury members, the TD and the Veterinary Delegate, to look at a horse, which is showing some 'irregular' paces in its dressage test, after the test is finished.
- If there are 'electronic' scoreboards, that they are completely out of site of **all** the Ground Jury members, during the dressage.
- Check with the TD, that the Computer and / or Manual scorers are experienced and in place, and that there is an official event scoreboard, with writer[s].
- Liaise with the Veterinary Delegate / Commission, ref. Passport Control
- Liaise with the Appeal Committee [if there is one present]
- Make sure that the Vet. Delegate is available throughout the dressage test.
- Make sure that the facility for 'Dope Testing' is available at anytime.
- Arrange for a meeting with the TD, Veterinary Delegate and Ground Jury, approximately half an hour before the 1<sup>st</sup> Horse Inspection, to make sure that everyone is on the same 'wavelength' about the procedure, use of the 'holding box', etc.
- Make sure that they all know that in **Eventing** this is a "**Horse Inspection**" and **not** a "**Veterinary Inspection**"!!
- As such, there is **NOT** a facility for a further inspection the following day, if a horse is not 'accepted' at the 1<sup>st</sup> inspection.
- A horse that is not accepted at the 1<sup>st</sup> Horse Inspection of a CCI may **NOT** be transferred to a CIC class, at the same event.
- Inspect the 'Trot-Up' area, and the Holding Box facilities.
- Ask the TD to ensure that each Ground Jury member gets daily results as soon as they are finalised, and a full set of results, **immediately after the competition finishes.**
- Have a walk round the stable area, check the security [if it's necessary] and chat to the riders, grooms etc. to make sure that they are all happy with the facilities for the horses and themselves, that they will feel comfortable in relaying any problems through their Rider Representative and / or [if necessary] directly to the Ground Jury.
- **Confirm with the Ground Jury, the 'Dress Code' for the Horse Inspections, Dressage and Jumping tests – No "Jeans" on these days!!**
- **Bowler and Ladies hats should be worn at Championships and 4 star events, and many officials like to wear them at other competitions.**
- **Check the 'proximity' of the nearest toilets to the dressage arena!!!!!!**
- If this is **not** an acceptable distance, bearing in mind that there may well be a limited time at the 'breaks' – then ask the TD to make a "**Portable Loo**" available at a more suitable distance, before the dressage starts!
- **Number of Tests to be judged each day:** Article 524 Test: The Organiser may include a maximum of **50 horses per day** to be judged by one Ground Jury, with an additional flexibility of a maximum of 10%, if agreed by the Technical Delegate and the President of the Ground Jury.

## 5. Dressage Test – 1<sup>st</sup> Day:

- **Arrive at least 15 - 30 minutes ahead of your start time and its usual to go directly to the dressage arena to meet the TD[s], make sure that you are provided with a radio, that it's working correctly so that you can be in touch**

with the TD at all times – preferably on a ‘select’ channel, that will not be overheard by others!

- **“Meet and greet” your writer** / computer scorer [if being used] and discuss the way that you like to give your marks, comments, errors of course, etc. and advise that you will fill in the final 4 ‘collectives’ at the end, so that they can get the next sheet ready.
- Emphasise the importance, to your writer, of using the correct sheet for each horse, and of putting down the **exact mark** and remarks that you give – including any ‘errors of test’! When you are judging large classes, perhaps on very warm days, etc. the writer [whatever about the judge] may appear to tire, and perhaps lose their concentration and accuracy. However, it’s your job to make sure that the very last competitor gets the same attention as the first, so be careful when giving your remarks to be as **‘concise’** as possible, and encourage your writer to use suitable ‘symbols’, etc.
- Check again that all the necessary ‘facilities’ are in the President’s Box, including a **bell** [that’s working **clearly** if electronic, and also a reserve ‘hand bell’], stopwatch etc., and that your GJ members are happy with all their facilities.
- If there are other arenas in use at the same time - and close together - it’s helpful to have different ‘signals’, like a whistle and different sounding bells, car horns, etc.
- It’s usual to have ‘comfortable’ seats for what may often be very long days, some cold drinks, etc. and ‘hospitality’ is usually provided at the ‘breaks’.
- In really cold weather it may be necessary to ask the TD / Event Organiser to provide some ‘rugs’ – and indeed some form of heating!
- Final check that the arena is **still** correctly ‘set up’ – the markers have not been shifted around, etc.
- That the ‘centre line’ has been marked [if being used at all] and will be re-done at certain breaks.
- Check with the TD that there is someone to ‘open and close’ the ‘arena gate’, and that they understand when to open and when to close, in conjunction with your ‘ringing of the bell’ for the rider to start and closing the gate as each rider finishes.
- At some events this just does not happen, and there is no GATE to be opened and closed – just an open entrance at “A”. In this case it’s very important that the President of the Ground Jury is extremely careful as to when the bell is rung.
- So, try to allow each rider to pass **at least once** round the arena - it’s important that the ‘scribe’ can see the rider’s number clearly to ensure that it is the correct horse, for that sheet - and to ring the bell when they have passed the judge’s box at “C” and are going down the long side – approximately as they pass the 1<sup>st</sup> relevant quarter marker [M of H]. This gives the rider the best opportunity to hear the bell, without scaring the horse. Also make sure that the ‘gate opener’ can hear the bell.
- Remember that there is a **45 second** time limit on a rider entering the arena, after the bell has gone, so be sympathetic in the use of the bell, to give the rider the best advantage. The use of this time limit, to eliminate a rider is ‘clearly’ at the discretion of the Ground Jury, and is seldom invoked, but if you feel that the rider has ‘blatantly’ ignored the bell, then it’s your call!! Similarly, with the 20 second rule for a resistance in the arena.
- **Check with the TD about the synchronisation of the watches and clocks. The President of the Ground Jury’s clock / watch should be set at exactly the**

same time as the ‘Official Show Time’ and the clock[s] and watches at the collecting ring.

- **Remember that you – as President of the Ground Jury – are responsible for ‘keeping to the timetable’ on the dressage days. It’s correct that the 1<sup>st</sup> rider of the day should be sent to the competition arena by the stewards “2” minutes before their scheduled ‘start’ time – so that they are actually entering the arena at the ‘published’ time. This equally applies to the 1<sup>st</sup> rider after each break, which does not always happen – so make sure that the relevant stewards are aware of this responsibility!**
- At the conclusion of the dressage, on both days – thank your Ground Jury colleagues, the TD and relevant dressage officials.

## 6. Dressage Test – 2<sup>nd</sup> Day:

**Prior** to the start and during the day, liaise with the TD about:

- Finalising the time and venue for the ‘Rider’s Meeting’ to give the up-to-date Cross Country arrangements.
- Arrange for the ‘Weather Report’ to be available [through the Event Director / TD] for Cross Country day.
- Look carefully at the ‘provisional’ timetable for Cross Country day.
- Arrange the ‘positions’, duties etc., with your Ground Jury members for Cross Country day.
- If there are other Ground Juries at the event, liaise with them so that they can become ‘extra’ XC officials for your class, and act as ‘spotters’ etc. Then you can also assist them when it’s their class!
- Check that the “Crisis Management” procedure is in place, that everyone concerned has received their detailed, written ‘instructions’, cell phone numbers, etc. – and also the President’s Committee - and the ‘whereabouts’ of the designated meeting room[s].
- Check the situation and ‘working’ of **“Control”** and the radio networks, especially for the Ground Jury, as it’s really important that they are in close contact throughout the Cross Country day.
- Check on the **‘essential’ availability** of suitable transport for the ‘roving’ Ground Jury member.
- When the dressage has finished, it’s usual to ask the Technical Delegate to take the Ground Jury [by car] for a final look at the Cross Country Course, to make sure that everything is in order for the next day.

## 7. Day of the Cross Country:

- Collect radios; check that they are working, so that you are immediately in contact with all the necessary officials. **Do not take NO for an answer – you must be in radio control.**
- Establish a close ‘Liaison’ with the TD.
- Check with the TD / Chief of Control that **all Medical and Veterinary** arrangements are in place, prior to the start of the Cross Country and Farriers are available at known points, including the stable area.
- Check Control and the ‘Closed Circuit’ TV – when available.

- Visit the start [and finish] of the XC, and introduce yourself and your Ground Jury members. Observe the starting officials, timekeepers, etc. and ensure that they are 'familiar' with their jobs, **and up-to-date with any NEW rules**. Thank them.
- Arrange a time and venue for the Ground Jury to meet, at the conclusion of the Cross Country.
- Clarify the procedures for objections / complaints
- Make sure that the **"Chief Controller"** is fully aware of **YOUR** responsibilities as President of the Ground Jury, so that he refers to **you** [as well as the TD] when decisions need to be taken.
- As the President is normally situated at 'Control' it's a good idea to make your own notes, as and when the commentator[s] announce the various 'faults, falls and happenings', so that you have something to 'check' if there is a subsequent query about the results.
- If the competition is being principally run in a language other than English [or a language that you don't easily understand] then it's quite normal to expect to be provided with an interpreter, at control.
- Liaise with the Chief Controller, who will keep you informed of any hold-ups on the course, so that you are **'in the circle'** to decide the appropriate 'remedy' to get back on time.
- The TD / Assistant TD should be available to 'investigate' any scoring, or other queries that the President may have during the day, and report back to you, as soon as possible. It is **not correct** for the 'roving' Ground Jury member to make such investigations, as it's very possible that the Ground Jury will eventually have to discuss the problem, and they should start from a completely 'unbiased' base.
- Check the results, provided by the TD – both Provisional and Final - and be available to conduct any enquiries that may be required, chaired by the President – making sure that the rider gets a 'fair' hearing, knows that they can bring along 'friends' and is given an opportunity to 'have their say'.
- Be fully aware of the rule on "Dangerous Riding" which you may need to use. It's under Articles 532.1.3 and 519.6 in the Eventing rules
- Be fully aware of the rule about Warning "Yellow Cards" under General Regulations Article 169.7.2 and Article 520.3 in the Eventing rules
- Be aware of Article 532.1.1 Scoring: Breaking a frangible obstacle / device: **ELIMINATION**, and 531.1.2 Falls: Fall of Athlete and / or horse at an obstacle: **ELIMINATION**
- Arrange a time for inspecting the course for the Jumping Test. This may be on the evening of the Cross Country, or early the following morning.
- Confirm the exact time for the 3<sup>rd</sup> Horse Inspection, and the start of the Jumping Test and Prize Ceremony.

## 8. Final Day:

- **Check with the secretariat, that the arrangements are in place for your travel home!**
- Have a clear 'vision' of the standard that you will set for the 3<sup>rd</sup> Horse Inspection, along with your Ground Jury and the Veterinary Delegate.
- There is usually some 'spare time' between the 3<sup>rd</sup> Horse Inspection and the start of the jumping and this is a good time to make sure that the various FEI Officials

are dealing with the necessary FEI paperwork, and especially to make contact with the Veterinary Delegate, who may well have some forms for you to sign, for various 'potions' administered, and therapies that have been used, during the competition.

- Friendly liaison with the Course Designer of the Jumping Test, during the Course inspection.
- Ask if there is an FEI Show Jumping Judge present, or if the Ground Jury is completely 'in charge'. If there is an FEI Jumping Judge present, ask how they would like to be 'involved' in the Judge's Box.
- Check that **everyone present** is fully aware of the current Eventing rules for Jumping, and specifically for your class [heights, spreads, combinations, etc.] and for judging.
- Then, allocate the Ground Jury's duties for the Jumping Test – it's usual to ask them with which 'job' they are knowledgeable and comfortable.
- Check with the TD that everything is 'in place' in the Judge's box – enough space, personnel, timing equipment, judging sheets etc.
- Check that the **start** and **finish**, and **all** fences are visible from the Judge's box
- If not, then ask the TD to arrange for someone to be placed at the fence, with a flag, to inform the judge's box of a fault.
- **Participate in the 'Awards Ceremony' [when invited] and if not, then ask to be allowed to congratulate the winners, in the arena.**
- **At most FEI Eventing Championships the 'medals' are presented by a representative of the FEI, who has previously been advise of this duty, and not usually by the Ground Jury.**

## 9. At the conclusion of the event:

**Thank the Organising Committee [when available], the Event Director, The Secretary, The Technical Delegate, Chief Steward and your Ground Jury Colleagues.**

**Remember: "Successful" Events are run by**

**"Successful"**

**TEAMS**

**So you must be a "Team Player"**

*Good Luck, from  
Jean S Mitchell MBE*