

FEI
Fédération Equestre
Internationale



2000
MEMORANDUM

6th Edition, 2000

For Ground Juries, Technical Delegates, Veterinary Delegates
Course Designers, Organisers and Competitors of
International Three Day and One Day Events
Guidelines to the Rules for Eventing

INTERMEDIATE VERSION – ENGLISH ONLY

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Fédération Equestre Internationale
Ave Mon Repos 24, Case Postale 157, 1000 Lausanne 5
Tel. +41-21-310 47 47 - Fax +41-21-310 47 60
Web-site: www.horsesport.org

MEMORANDUM

For Ground Juries, Technical Delegates, Veterinary Delegates,
Course Designers, Organisers and Competitors
of International Three and One Day Events

TABLE OF CONTENTS

	Pages
INTRODUCTION	5
CHAPTER I - ORGANISATION OF INTERNATIONAL EVENTS	6
1. Calendar and Schedule.....	6
2. FEI dues.....	6
3. Appointment of Officials.....	6
4. Appointment of Rider co-ordinator.....	7
5. Invitations and expenses.....	7
6. Timetable.....	7
7. Programme.....	9
8. Instructions to the participants.....	9
9. Stables.....	9
10. Accommodation.....	10
11. Transport.....	10
12. Qualification.....	10
13. Horse numbers.....	10
14. Medication control.....	11
15. Exercising and training areas.....	11
16. First and Third Horse Inspections.....	12
17. Site layout.....	14
18. Press.....	15
CHAPTER II - DRESSAGE TEST	
SECTION 1 TECHNICAL ASPECTS - DRESSAGE TEST	16
1. Ground.....	16
1.1. Lay-out	
1.2. Orientation	
1.3. Quality and Care	

2. Arena.....	16
2.1. Dimensions	
2.2. Enclosure	
2.3. Markers	
3. Officials' boxes.....	17
4. Scoring office and calculation of results.....	17
5. Warm up area.....	17
6. General surroundings.....	18

**SECTION 2 - ADMINISTRATIVE ORGANISATION AND RULES -
DRESSAGE TEST**

18

1. Officials.....	18
2. Documents.....	18
3. Competitor and horse test (guinea pig).....	19
4. Bell & stop watch.....	19
5. Safeguarding the arena.....	19
6. Score boards.....	19
7. Collecting ring steward.....	19
8. Doctor, veterinarian, farrier, ambulance.....	19
9. Dress and saddlery.....	19
10. Publication of results.....	20
11. Starting intervals and timetable.....	20
12. Lamé horses.....	20
13. Errors of test.....	20
14. Communications.....	21

CHAPTER III - CROSS COUNTRY TEST

22

SECTION 1 - TECHNICAL ASPECTS - CROSS COUNTRY TEST

1. Officials information.....	22
2. Technical inspections – General.....	22
3. Technical considerations – phases A and C.....	24
4. Technical considerations - phase B.....	25
5. Technical considerations - phase D.....	26
6. Safety guidelines – cross country obstacles.....	29

**SECTION 2 - ADMINISTRATIVE ORGANISATION -
CHECKS TO BE MADE (CROSS COUNTRY TEST)**

31

1. Officials	31
--------------------	----

2. Documentation.....	32
3. Control and communications.....	32
4. Cross-Country – Fitness of horse and/or rider.....	33
5. Scoring office and secretariat.....	34
6. Publication of the results.....	34
7. Emergency services.....	34
8. Inspection of saddlery.....	36
9. Time keeping.....	36
10. Spectator facilities.....	36
11. Dress rehearsal for the endurance test.....	36
12. Guidelines to the implementation of rules.....	36

CHAPTER IV - JUMPING TEST

SECTION 1 -

AL ASPECTS

TECHNIC

1. Ground.....	40
2. Course.....	40
3. Obstacles.....	40
4. Marking.....	41
5. Spare materials.....	41
6. Jury's box.....	41
7. Inspection of the course.....	41

SECTION 2 - ADMINISTRATIVE ORGANISATION - CHECKS TO BE MADE (JUMPING TEST)

1. Officials.....	42
2. Plan of the course.....	42
3. Inspection of the course.....	42
4. Time keeping.....	42
5. Photography.....	42
6. Bell and stop watch.....	42
7. Entering the ring.....	42
8. Doctor, veterinarian, farrier, human and horse ambulances.....	42
9. Publication & announcement of the results.....	42
10. The Ground Jury.....	43
11. Arena Chief Steward.....	43

12. Order of starting.....	43
13. Guidelines to the implementation of Rules.....	43

CHAPTER V - PRIZE-GIVING

1. Prize distribution.....	44
----------------------------	----

ANNEX I - LAYOUT FOR HORSE INSPECTIONS.....	45
--	-----------

ANNEX II - FEI TD REPORT ON EVENTS.....	46
--	-----------

ANNEX III - COMPETITORS' QUERY OR OBJECTION - PROCEDURE.....	54
---	-----------

ANNEX IV -	GUIDELINE
S FOR GROUND JURIES	-
DISCIPLINARY HEARINGS.....	55

ANNEX V - MEASURES TO BE TAKEN IN ADVERSE CONDITIONS.....	CLIMATIC 57
--	------------------------

ANNEX VI - EXAMPLES OF WORK SHEETS.....	62
--	-----------

ANNEX VII - TECHNICAL DELEGATE AND ORGANISERS - CHECK LIST.....	67
--	-----------

ANNEX VIII - FATAL ACCIDENTS.....	74
--	-----------

ANNEX IX - EVENTING QUICK REFERENCE - CRISIS MANAGEMENT PLAN.....	75
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2000 EVENTING MEMORANDUM

For Ground Juries, Technical Delegates, Veterinary Delegates,
Course Designers, Organisers and Competitors
of International Three Day and One Day Events

INTRODUCTION

This Memorandum is not a Rule-Book; it is issued on the authority of the FEI Eventing Committee with the aim of bringing to Organising Committees, Officials, Responsible Persons and Competitors in International Events, details concerning the organisation and the running of Eventing competitions. It includes some guidance on the interpretation of the Rules. It should be read in conjunction with the Statutes, the General Regulations, the Rules for Eventing and the Veterinary Regulations of the FEI ; The Rules for Jumping and the Rules for Dressage will be needed as well from time to time.

The order of topics covered in this Memorandum follows as closely as possible the order of the Rules for Eventing. Matters that are clearly covered in the Rules are not generally included again in this Memorandum.

Not all cases have been foreseen in the Rules and Regulations; hence, in case of doubt or exceptional circumstances it is the responsibility of the Ground Jury or the Appeal Committee, to take its decisions in all fairness vis-à-vis the competitors, while respecting the spirit of the Rules and Regulations of the FEI.

The organisation of an International Event is complex and requires an expert Organising Committee to provide for all the details required for the smooth running of such an Event.

As far as the FEI Officials are concerned (Ground Jury, Appeal Committee, Veterinary Commission, Technical Delegate, Course Designer, Chief Steward), they all have a precise part to play. However, for the success and regularity of the competitions, it is indispensable that they work together in perfect harmony.

There are minimum standards that must be achieved at all FEI competitions. The Rules must always be strictly observed. In this Memorandum there will be found many recommendations for 'best practice' which are the standards to be aimed at; the FEI recognises that especially new events and/or those at the lower levels will not be able to achieve, whether through cost or lack of experience, all these standards which will be essential at for example 4 Star Events or major Championships. The first consideration for all officials and the OC must always be the safety of the rider and the welfare of the horse, closely followed by the need to ensure fair play in competition.

CHAPTER I

ORGANISATION OF INTERNATIONAL EVENTS

1. CALENDAR AND SCHEDULE

All requests to hold an International Event must be sent to the FEI by the NF of the host country. Such requests must include the date and the Category (i.e. 1,2,3,4 Star, Juniors, Young Riders, etc...) and must be received at the latest by 1st October of the year preceding the proposed event. Earlier applications are strongly encouraged (no calendar fee will be charged by the FEI in respect of events that change their dates or are cancelled prior to 1st November of the year before the event).

Late applications for an International Event will be considered on their merits, but are subject to the agreement of any other NF that might be affected.

On receipt of the request from the NF, the event will be published in the FEI Official Calendar, but its date and category is only confirmed and accepted following the November meeting of the FEI Bureau.

Organising Committees (OCs) through their NF will receive a checklist for their Schedule. This schedule must then be sent to the FEI for approval, no later than 16 weeks before the event is due to take place (but preferably much earlier!)

The Schedule and all notices, instructions and announcements at all International Events must be written or spoken in one or both of the official FEI languages, English or French, in addition to the national language, except in cases where everyone concerned speaks the same other language.

International Three Day Events may never be held under national rules. International One Day Events may in some circumstances be held under National Rules, but see Annex 6 of the Rules for Eventing for guidance.

2. FEI DUES

OCs are liable to pay a Calendar Fee when an event is officially included in the FEI Calendar. In addition, OCs will pay a levy to the FEI calculated according to the prize money offered and in the MCP area a further levy towards the MCP Programme. The current rate of these dues is published every year in the FEI Bulletin and should be available from the NF.

3. APPOINTMENT OF OFFICIALS

The Members of the Ground Jury, the Technical Delegate, the Course Designer, the Veterinary Delegate(s), the Chief Steward and the Appeal Committee must be appointed in accordance with FEI Rules for Eventing.

The requirements for appointments vary according to the star level of the event and also according to its category (Championship, CCIO, CCI, etc...),

OCs should study the current FEI Rules before inviting any officials.

The same combination of three Members of the Ground Jury shall not be appointed by an OC for a second consecutive year.

Technical Delegates shall be appointed to officiate at one event for a maximum of 3 consecutive years.

It is recommended that Course Designers of Three and Four Star competitions (CCI^{***}/^{****}) design for a maximum of 4 consecutive years.

The OC will appoint an assistant TD for all Three and Four Star competitions (CCI^{***}/^{****}), however they will not be responsible for the travel costs.

4. APPOINTMENT OF RIDER CO-ORDINATOR :

OCs are required to appoint an official rider co-ordinator for all categories of events to liaise between the riders and the Ground Jury and Technical Delegate. The rider co-ordinator must be chosen from the Riders list provided to the OC by the FEI on approval of the Schedule, and must be a competitor at the event, unless exceptional circumstances prevent this.

5. INVITATIONS AND EXPENSES

All invitations must be sent to NFs, not individual competitors.

The Rules for Eventing and the General Regulations of the FEI cover invitations and expenses.

The Rules state that all competitors must be offered the same level of expenses, but that OCs may offer 'foreign' competitors, i.e. those who have to travel to a foreign country to compete, a different level from those resident in the host country.

6. TIMETABLE

The Organising Committee, in agreement with the Technical Delegate, will establish a detailed time table for the entire Competition.

- a) The earliest permitted arrival time for horses at the event stables
- b) The first examination of the horses done by the designated Veterinarian, upon the arrival of the horses at the stables.
- c) Inspection of the endurance test course by the Ground Jury accompanied by the Technical Delegate and the Course Designer.(no later than the day before the Official Inspection)
- d) Meeting of the Chefs d'Equipe and competitors, in a room where all instructions and details will be given to them by the Technical Delegate and the Organising Committee. The Ground Jury should be present. Where there is a team competition, the draw for the start order of nations may be done either at this meeting or at one specially arranged for Chefs d'Equipe earlier.
- e) **Official inspection** of all the phases of the Cross Country test by the Chefs d'Equipe and competitors under the direction of the Technical Delegate and the Course Designer. Vehicles should be provided for the inspection of Phase A and C. As soon as possible after the official inspection, the riders should have their meeting with the rider co-ordinator to discuss any matters of interest. The rider co-ordinator should then inform the TD of any relevant issues.
- f) **Opening of the course to the public** - what action to be taken in adverse weather conditions (e.g. very wet ground).
- g) **Meeting of Appeal Committee** (or Ground Jury for 1*/2**) with Vet. Commission to review passports.
- h) **Meeting of Ground Jury** with Veterinairy Commission and TD to establish procedures for the Horse Inspections and to discuss other matters of common interest.
- i) **First inspection of the horses** by the Ground Jury and the Veterinary Delegate. This inspection is considered to be the official opening of the event.

- j) Where there is a team competition - **Declaration of starters** and the composition of the Teams and individual starters by the Organising Committee in the presence of the Ground Jury, the Technical Delegate, the Chefs d'Equipe and the rider coordinator.
- k) **Meeting of the Judges** for a trial of the Dressage test (Guinea Pig).
- l) **The Dressage Test** spread over one or more consecutive days depending on the number of competitors, but not to exceed 48 per day.
- m) A meeting for all riders with the Ground Jury and the Technical Delegate, the evening before the cross-country. The OC should include in the timetable a briefing with all the riders competing in the event. The intention of this briefing is to inform riders if there is any change in the Cross Country phases, due to the weather conditions, or in any other topic of interest that the TD/Ground Jury consider important to tell the competitors before they start the Cross Country Test.
- n) **Start of the Cross Country test** - setting the interval time between the start of each competitor. 4 minutes has proved to work very well; where there are few competitors 5 minute intervals is also excellent. The interval should only be reduced below 4 minutes where there is a very experienced control team.
- o) **Third inspection of the horses** - same composition of Officials who made the first inspection in the same order as for the First Horse Inspection.
- p) **Inspection of Jumping course** by the Ground Jury, accompanied by the Technical Delegate and the Course Designer.
- q) **Official inspection** of the Jumping course by the correctly dressed competitors.
- r) **Start of the Jumping Test.**
- s) **Official announcement of the definite results.**
- t) **Protocol** for the distribution of the prizes

Below is an example provisional timetable for an event including a team competition:

Monday

- 08:00 Stables open
→ First Examination of horses on arrival
- 11:00 TD arrives and inspects courses

Note: *at many events with less experienced OCs and/or Course Designers, it is advisable for the TD to arrive one or two days earlier to allow plenty of time for any alterations to be carried out*

Tuesday

- 12:00 Ground Jury convene, luncheon
- 13:00 - 16:00 Ground Jury course inspection with TD and CD
- 17:00 Meeting of Chefs
(TD, Ground Jury, Chief Steward, Vet Del, OC)
→ Draw for order of countries

Wednesday

- 10:00 Briefing
 - 10:30 Official Course Inspection
-

14:30	Appeal Committee meeting with Veterinary Commission
15:00	Ground Jury meeting with Vet Commission
15:30	First Horse Inspection
17:30	Declaration of Starters. ➔ Teams and individuals

Thursday

08:30	Test Rider (Guinea Pig)
09:00 - 12:45	Dressage Test
14:00 - 17:30	Dressage Test

Friday

09:00 - 12:45	Dressage Test
14:00 - 17:30	Dressage Test
18:00 - 18:30	Riders Briefing

Saturday

09:00 - 17:00	Cross Country Test
18:00	TD Inspection of Jumping course

Sunday

08:00	3 rd Horse Inspection
09:30	Ground Jury inspection of Jumping course
10:30	Competitors inspection of Jumping course
11:00	Jumping Test
15:00	Prizegiving Ceremony

ARTICLE 506.4.

The effect of this rule is that at many Events it is not possible for two or three team members to ride second horses, since they cannot be fitted into the timetable.

7. PROGRAMME

A printed programme will be produced consisting of a short description of the Event, including the test for the Dressage, the distances and speeds, and times for the 4 phases of the Endurance test with a plan of the course and sketches and descriptions of the obstacles on the cross-country course, the number of fences and the speed for the Show Jumping and a brief explanation of the way in which the penalty marks are calculated over the whole Event. The programme will also give the names of the riders and their horses, the competitors' nationality and details concerning the horse that could be of interest to the public (age, colour, sex, breed, nationality at birth, previous successes, origin, etc...)

As the programme will have to be printed in advance, it may not be possible to number the competitors in their starting order where there are both individual competitors and teams entered. It may, therefore, be necessary to issue a photocopied list giving the starting order, immediately before the Event.

8 INSTRUCTIONS TO THE PARTICIPANTS

It is necessary prior to the event to send duplicated instructions to the Chefs d'Equipe and to each competitor, giving essential information concerning accommodation, stabling,

forage, grooms, means of transport, the distance between lodgings, stables, exercising grounds, show grounds, etc. and any other helpful information.

9. STABLES

Stables must be provided, if at all possible on the showground site, for all competing horses – at an international 3-Day Event all competing horses must use the official event stables. Isolation boxes are required, together with boxes for medication control, wash down areas with hoses and space for the storage of tack and equipment.

Stable stewards must be appointed to assist the competitors.

There must be security around the stables according to the star level of the event and fire fighting equipment readily available.

The FEI Veterinary Regulations cover the stabling requirements and should be studied by the OC.

10.....ACCOMMODATION

Accommodation for grooms must be in the immediate vicinity of the stables – at a Championship this accommodation must be provided by the OC; at most CCIs the grooms from the host nation will stay in their own lorries / caravans, but the OC should make accommodation available for grooms from overseas.

Grooms are living on site for a week; showers and toilets should be provided together with the possibility to eat breakfast, midday and evening meals at flexible hours.

Competitors at CCIs are expected normally to make their own accommodation arrangements, but the OC will need to assist foreign competitors. At Championships, the OC is responsible for the competitors accommodation – see details in the FEI rules for Seniors, Young Riders and Juniors.

Officials may be accommodated in private houses or hotels; the OC will be responsible for the rooms and food for the TD, Appeal Committee, Ground Jury, Veterinary Delegates and must make arrangements for Course Designers and all other officials.

11 TRANSPORT

The OC will be responsible for the transport of the TD, Appeal Committee, Ground Jury, Veterinary Delegates and must make arrangements for adequate transport for all other officials.

The Technical Delegate is responsible for checking the arrangements for stabling, accommodation, catering and transport.

12.....QUALIFICATION

ARTICLE 507.7.

The Technical Delegate or his nominee shall check that all horses and riders starting at a CCIO/CCI/CIC are properly certified as qualified by their NF or duly exempted in accordance with this article.

For Senior Continental and World Championships, NFs must send to the FEI a Certificate of Capability including a record of results, proving that their competitor and horse are qualified according to the requirements by the date of the nominated entries.

13.....HORSE NUMBERS

Organisers must issue identification numbers to horses on arrival at the event which thereafter must be displayed on the horse at all times, when outside the stable area and throughout the event. The number may be replaced by the draw number.

At an Event with only an individual classification, the identification and draw numbers should be the same.

Where there is a Team competition, OCs may choose whether or not to issue new numbers after the First Horse Inspection.

The advantage of keeping the identification number throughout is the absence of confusion and the easier identification of a horse throughout the Event.

The advantage of changing the number is that the spectators and officials may find it easier to identify the next horse during the Dressage and Endurance Tests, provided of course that a comprehensive start list is published.

14. MEDICATION CONTROL

- a) OCs, Juries, TDs need to be familiar with the FEI Veterinary Regulations and also with the procedures for medication control.
- b) International Events in Groups I and II of the FEI (essentially western Europe) come into the MCP programme. This means that the FEI will appoint a testing veterinarian (TV), but whether or not he is present at any particular event will be decided at random. The OC must provide facilities for the testing of horses irrespective of whether or not the testing veterinarian comes.
- c) Testing veterinarians should report their presence to and then liaise with the Veterinary and Technical Delegates. The TV will select the horses for random testing in consultation with the President of the Ground Jury; the Ground Jury may also request spot tests on specific horses if they wish. The normal level of testing agreed by the FEI is approximately 5% of the starters.
- d) TVs will not normally test horses on the Cross Country day. In principle, they will be present on the final day of an event if they are coming at all, and may also come for the dressage days or the day of the 1st Inspection.
- e) The OC is required to have testing kits available for use if there is no TV attending. The Ground Jury may request tests in these circumstances, which will have to be carried out by one of the Veterinary Delegates. However, Ground Juries are asked not to request such tests in normal circumstances. It must be borne in mind that at events inside the MCP programme the OC is paying a MCP levy, whether or not a MCP TV is actually present. Additional testing means additional costs for the OC and should therefore be avoided if possible.
- f) Outside the MCP area, testing will be carried out by the relevant national authority. OCs must provide the necessary facilities in accordance with the FEI Vet Regs.

15. EXERCISING AND TRAINING AREAS

The Rules provide that suitable areas must be provided. The availability of extensive exercise areas will naturally vary between events. OCs are asked to remember that Three Day Event horses need to hack and exercise freely as well as school for Dressage and/or Jumping.

The number of practice arenas required varies according to the number of competitors and their length of stay at an event. If an OC can do so, two or three should be provided.

It is not essential for all practice arenas to be fully boarded, provided the corners, letters and centre line are marked.

One practice arena should be as close as possible to the actual Dressage arena; on the day(s) of competition, this should be reserved for the next horse, about to compete.

The OC may have to restrict the times when practice obstacles can be jumped, according to the availability of suitable steward(s). The OC should try to ensure that the times meet the reasonable needs of competitors - e.g. at least twice a day for say one and a half - two hours, before and during the Dressage Test; and from at least one hour before the start of the Jumping Test.

It is also recommended to provide some trotting poles and low cross poles for reasonable "gymnastic" jumping, close to, but separate from the normal adjustable practice obstacles.

The FEI Chief Steward will be responsible for the deployment of stewards.

It is unnecessary to have stewards observing every movement of every horse, especially when hacking, galloping, etc... However, random checks should be undertaken to guard against possible abuses.

ARTICLE 516.2.3.

The Ground Jury is advised to authorise competitors to ride in "forbidden" areas in, for instance, the following circumstances:

- On the Steeple-chase course, if there are no other suitable galloping areas.
- In the Dressage arena if, in unusual circumstances, it is an indoor arena.
- On Phases A & C, if there are no other suitable areas for hacking.
- In the Jumping arena, for a parade of competitors.

In all cases, the Ground Jury should consider the need for all competitors to be treated equally and fairly.

16. FIRST AND THIRD HORSE INSPECTIONS (SEE ANNEX 1)

- a) It is essential to provide one or more stewards to ensure that the horses are presented in the correct order and on time. An announcer should be present, to announce the names and numbers of each horse and rider and to tell the public whether or not a horse has been passed. On average, it takes 1 - 1½ minutes per horse to carry out the inspection, but no detailed timetable should be issued.
- b) In the interest of better public understanding of the horse inspection procedure, it is recommended that the announcer uses the following form of words before the inspection commences : "The objective of this first/third horse inspection is to determine which horses are fit to compete in the competition/show jumping. The Inspection Committee you see here is made up of the three Ground Jury Members plus the FEI Veterinary Delegate. Any horse that the Committee decides not to be fit to compete may be eliminated from the competition or referred to the holding-box for further veterinary examination. The results of this examination have a strong bearing on whether the Committee feel it is in the horses best interest to be allowed to compete/continue in the competition. The President of the Ground Jury would also like to kindly request that spectators refrain from clapping whilst horses are being inspected".
- c) In an individual competition where the Draw has already taken place, horses should be inspected in numerical order. Otherwise, each nation's horses should be inspected in accordance with the order of nations determined at the First Draw.
- d) The actual surface for inspection can vary - tarmac is the best, providing it is not slippery. A very light sprinkling of sand on top of tarmac or, especially, concrete, is

advisable. Grass, sand, etc. are not acceptable. Well rolled crushed stone, such as that forming the base of many jumping arenas, has also proved very satisfactory. The main criteria are that the surface must be hard and level and remain consistent for all horses. The area should be approximately 40 metres in total length and at least 2 metres wide.

- e) The Ground Jury and Veterinary Delegate/Foreign Veterinary Delegate ("the Committee") should position themselves 5-10 metres from the start of the marked run way. Each horse should walk up to them and stand still. The Veterinary Delegate should briefly examine the horse, normally without touching it. The horse should then walk away from the Committee for about 10 metres, trot to the end, turn and then trot back and past the Committee. It is recommended to mark the places where they should change pace or turn - e.g. with flower tubs.
- f) The President of the Ground Jury should then briefly check with all members of the Committee. If all are immediately agreed, the horse should be passed and he should signify this to the Announcer if present or state it himself.
- g) If there is any disagreement among the Committee, or if they are all inclined not to pass the horse, it should be trotted in both directions once more, unless it is seriously lame. The Committee should bear in mind that the test is whether or not the horse is fit to compete, not whether it would pass a soundness examination for a potential purchaser ! Particularly at the Third Inspection, the Committee should allow horses to continue in the competition if they have minor injuries that will be of no long term consequence or interfere with the horse's welfare, provided of course it is not unacceptably lame or in any other way unfit to compete.
- h) If there is no doubt at this point, the horse should be passed or not passed. There is no point in sending a clearly lame or unfit horse to the holding box. Only if there is disagreement, or if there is doubt as whether the horse is fit to compete, should it be sent to the holding box.
- i) A Steward should be appointed to supervise the holding box. This area should be away from the main inspection area. It must be large enough to accommodate 4-6 horses walking, and either in it or nearby there must be a surface similar to that of the inspection for the Examining Veterinarian to have a horse trotted.
- j) Horses in the holding box should not be touched by anyone except the Examining Veterinarian competitor or the groom - i.e. the competitor's own Veterinarian may observe but not examine the horse. The horse may have rugs put on if necessary.
- k) The Examining Veterinarian may carry out whatever routine test he thinks necessary to ascertain the cause of any lameness, while being as non-intrusive as is reasonably practical. He may for example carry out flexion tests - but not immediately before the horse is reinspected by the Committee. The Examining Veterinarian may or may not be able to discover the cause of any apparent irregularity. He should avoid telling the Person Responsible specifically of his opinion, since this could cause embarrassment when the horse is reinspected. The decision is one for the Committee and so the examining veterinarian needs to avoid making the decision for them or appearing to do so. If however he is quite clear that the horse has little or no chance of being passed, because it is consistently lame or clearly unfit to compete, he should tell the Person Responsible so that the horse can be withdrawn if desired.
- l) If there are a lot of horses in the competition, the Committee may decide to re-inspect horses held in the early stages during the inspection, to avoid their having to

wait for too long. The Technical Delegate will supervise the re-inspection timing, liaising with the Committee and the examining veterinarian.

- m) When the Committee is ready to re-inspect, the Examining Veterinarian should report to the whole Committee his findings on each horse. He may advise the Committee but has no vote. The horse may then be trotted again. The rider has the option to withdraw if he so decides. Before a final decision is made by the Committee, the Veterinary Delegate/FVD may if he wishes make his own examination of the horse.
- n) While substantial weight must be given to the professional advice of the Veterinarians, the 4 members of the Committee have an equal vote. In the case of equality, the President has a second and casting vote.
- o) The Committee should always insist on all horses being correctly presented to enable them to be inspected properly - e.g. they must be trotted on a loose rein.
- p) Horses should always be presented in a bridle, not headcollar. The rider may carry a whip if he wishes.

TIMETABLE

- q) The 1st Inspection should be after the First Draw and Competitors' inspection of the course (allowing them plenty of time) but before the Second Draw and nomination of the Team members (if a team competition is being held).
- r) The 3rd Horse Inspection should finish at least 1 hour before the Jumping Test starts.

JURY MEETINGS

- s) It is strongly recommended that the Ground Jury and the Veterinary Commission meet for a brief discussion, with the TD, prior to the 1st Inspection, to agree procedures, etc.

PERSONNEL

- t) For the avoidance of doubt, the same veterinarians must officiate in the same roles at the First and Third Inspections. The Veterinary Delegate must be the member of the Panel while he will also officiate at the Second Inspection (in the 10 minute box); there must only be one examining veterinarian in the holding box who must report his findings direct to the Panel.

At the Second Inspection the same member of the Ground Jury will officiate with the Vet Del throughout the competition.

HORSE DATA FORM

- u) It is recommended that a simple chart be kept for each horse, on which any relevant veterinary facts can be recorded. This chart should be available at all the examinations and inspections and kept up to date by the relevant veterinarian. It may also be viewed by individual riders if requested.

17..... SITE LAYOUT

The layout of a site for an event needs not only consideration of the most suitable areas for the Tests, Stables, Training Areas etc..., but also thought about the movement of horses, pedestrians and vehicles around the site.

Horse 'walks' need to be provided – i.e. channels along which the horses can move from the stables to the training areas, the arenas, the start of Phase A, etc... Spectators and horses do not mix, or should not mix, for reasons of public safety.

It is also necessary to consider access, for e.g. grooms, to the Training Areas, Collecting Rings, Steeple-chase, 10 minutes' box.

In addition, the emergency services (medical, veterinary, fence repair) must be able to have vehicular access to all arenas and to all parts of the Cross Country Test.

18.PRESS

A public relations officer should be appointed to recruit the necessary personnel who will provide information to the Press. Accommodation should be provided for journalists wishing to write their articles and communicate with the best technical means (tel, fax, telex, email etc...). The Press should always be informed of the difference between provisional and final results.

The requirements for the Press at major events are available from the FEI, which has developed a guide in conjunction with the International Alliance of Equestrian Journalists.

Photographers will also require special facilities. They should be issued with an identifying tabard or armband so that the relevant officials can assist them in their work without disrupting the competition or distracting horses or riders.

CHAPTER II

DRESSAGE TEST

SECTION 1 TECHNICAL ASPECTS - DRESSAGE TEST

1. GROUND

1.1. Lay-out

Not too near routes of communication, parking lots, noise, restaurants, etc...

1.2. Orientation

If possible, running North-South with the Ground Jury at the end that does not face the sun.

1.3. Quality and Care

The area of the arena, 60 x 20 m, should be absolutely flat and horizontal. A fine turf, well tended (sown in 15 cm of good soil, regularly watered, rolled and mowed) sufficiently compact, produces the best surface. In most cases, a good pastoral turf will do, provided it is flat and well tended (rolled, mowed and if necessary, watered) before the competition.

Whether the surface is turf or sand, it is essential that in the event of rain the arena does not collect water from the surrounding ground.

The care of the turf during the competition entails replacing and stamping in the divots and removing dung; a sand arena must be raked, especially the diagonals and centre line, after approximately every eighth competitor.

2. ARENA

2.1. Dimensions

The arena of 60 x 20 m should be measured from the inside edge of the enclosure; the prescribed minimum 15 m space between the arena and the public must be measured from the outside edge of the enclosure. In practice, Organisers should attempt to arrange a distance greater than 15m between the arena and the public, especially if there is expected to be a large crowd.

The immediate vicinity of the Dressage Arena will only contain the Judge's boxes and the Scoring Office and possibly a small enclosure for Television.

2.2. Enclosure

The height of the arena enclosure should be approximately 30 cm and the enclosure shall not be vulnerable to the wind.

If there is no fixed enclosure, one can be made of movable parts; 2 m long constructed with light struts and horizontal battens, the whole surface being painted white.

At A (the entrance to the arena) the central section of 2 m can easily be lifted up or be replaced by a movable barrier or cord, opening on the outside.

2.3. Markers

In accordance with the Rules, the letters for the long and short sides must be placed outside the enclosures, but at about 50 cm from it. It is an advantage to have them painted in black on white, on four-sided or triangular frames, so that they can be seen from all angles.

Their feet should be firmly secured in the ground or they should be heavy enough to stand up to wind, being at least as high as the enclosure.

In order that the Judges may see the exact spot on the arena, the point for each letter should be marked by : an adhesive red strip on the inside edge of the enclosure, by red paint, or by a red stake.

The best way of marking the centre line and the points, DLXI and G, is to use a lawnmower for grass and a rake or a small roller for sand (the normal width of a mower or rake). For sand, it is essential to re-mark the centre line after approximately every eight competitors.

3. OFFICIALS' BOXES

The three Judge's Boxes, which should be raised about 50 cm (two steps) above the level of the arena, must be placed along the short side of letter C, 5 m. outside of the enclosure, in order to give the judges a good view of the arena.

The President of the Ground Jury's Box should be placed exactly in the centre of the short side, facing directly down the centre line A & C.

This box should be big enough for the President, his writer and his assistant (this person may work the computer for scoring and/or the timing of disobediences).

The two other boxes, big enough for the Judge, his writer and his assistant, are placed at 2.50 m from, and on the inside of, the prolongation of the long side.

To be checked : each Judge can see the whole arena and the corner opposite the Jury's side from his seat. Lateral windows are recommended or if not possible the side judges boxes can be angled inwards.

4. SCORING OFFICE AND CALCULATION OF RESULTS

The best place for the Scoring Office is about 5 m directly behind the Judges' Boxes; it should in any case be close enough to the Judges to permit quick collection of scoresheets after each horse.

The following is the method of calculation (Marks per movement from 0 to 10)

If marks of Judges	H	C	M		
	127	138	144	=	409

Average of marks: $409 : 3 = 136.33$

Convert into penalty points.

Possible maximum: $250 - 136.33 = 113.67$

The total is then multiplied by 0,60 $\Rightarrow 113.67 \times 0,60 = 68.2$

If one error (2 penalty points) $68.2 + 2 = 70.2$

If two errors (additional 4 penalty points) $68.2 + 6 = 72.2$

If three errors (additional 8 penalty points) $68.2 + 8 = 76.2$

4th error results in elimination

5. WARM UP AREA

A warm up area must be provided at a convenient distance from the arena, so as not to disturb the competitors during their tests.

It must be big enough to allow for several competitors to work their horses. There should be two practice arenas of 60 x 20 m with markers which must be at the disposal of the competitors 2 days before the first day of the Dressage Test. It is not essential that these

practice arenas are fully boarded if material is not available, provided the corners and markers are clear.

On the day(s) of competition, one arena close to the competition arena should be reserved for the next horse to compete.

A qualified Steward must be appointed to control the warm up area.

Before entering the arena, each competitor may ride freely around the outside of the arena for a maximum of two minutes.

6. GENERAL SURROUNDINGS

Check that there is nothing in the immediate vicinity of the arena which can disturb the competitors (i.e. loudspeakers, shrubs, flags, flower-pots, and bunting which could be blown over or moved by the wind). There is no restriction in the Rules as to how close to the arena flowers may be - this will depend on the type and height of display - but they should not be closer than the markers (0.5m)

TV Cameras may be sited closer than 15 metres from the arena if desired, but the Technical Delegate must be satisfied that they are positioned so as not to distract a horse and that the operators understand the need to remain as still as possible during tests.

Any such camera must be in the same position for all competitors.

It is important to try to ensure that conditions during the dressage tests are constant for all competitors. Some OCs have successfully arranged for quiet music to be played over the loudspeakers during the dressage – this can muffle other background noise and be very helpful to the horses.

SECTION 2 -..... ADMINISTRATIVE ORGANISATION AND RULES - DRESSAGE TEST

1. OFFICIALS

The correct number of Officials have to be appointed :

- 1 Steward responsible for the Dressage Test, with as many assistants as he may require, to open and close the barrier at the entrance of the arena and to control the arena.
- 1 secretary for each of the 3 Judges, each secretary clearly able to speak and write the official language of their respective judge.
- 1 Official in charge of calculating the marks with as many assistants as he may require. 2 or 3 runners to collect sheets from the Judges and to take them to the Scoring Office and vice versa.
- 1 Steward to check saddlery.
- 1 Steward for the warm up area. (This steward may also check the tack)
- 1 Public Relations Officer (liaison with Press)
- 1 additional person per judge to work the computer scoring (if computer scoring is used).
- 1 or more Announcers

2. DOCUMENTS

The following must be prepared for each Judge:

- A judging sheet for every competitor, displaying the names of the Judge, the rider, the horse and its number, as well as the nationality of the competitor, in French or English according to the language spoken by the Judge.
- 1 blank judging sheet, in French or English, for the Judge's personal use.
- The papers required by the scorers.

3. COMPETITOR AND HORSE TEST (GUINEA PIG)

Twenty or thirty minutes prior to the competition : a non-competing rider and horse should be presented to perform the test, in front of the Judges - The purpose of this trial test is to get the Judges eye in, compare notes and discuss certain specific points of the test. Ideally, this horse and rider should be regularly competing in Eventing at the same level as the competition – this is not always easy to achieve, but ‘pure’ dressage horses do not normally help the judges since they tend to be of a completely different type to the event horse.

4. BELL & STOP WATCH

Ensure that the bell or a ringing system which is easily heard is at the disposal of the President of the Ground Jury. The President’s assistant should have a stop watch to time disobediences, etc.

5. SAFEGUARDING THE ARENA

Precautions must be taken to ensure that the public, photographers. etc... may not enter the 15 m zone around the arena without permission of the Organising Committee, the Technical Delegate and the Ground Jury.

6. SCORE BOARDS

Provide an information board showing the numbers, the starting order & the scores for each horse. Where ‘computer scoring’ is in place, the scoreboards or other systems (lights) may show the marks for each movement of the test. Where this is the case, such marks must not be visible to the Judges during the tests (although it is quite acceptable for them to be able to see or hear their total good marks and the final penalty score)

7. COLLECTING RING STEWARD

Ensure that some means exist of calling competitors from the warm up area when they are needed in the Dressage arena. The arena will not be opened until the President has had the bell rung and closed again after each competitor leaves the arena. It will remain closed during the test and after the competitor has exited.

8. DOCTOR, VETERINARIAN, FARRIER, AMBULANCE

Check that they have been asked to attend and that they are present at the start of the competition at the place reserved for them, which must be shown on the overall plan of the competition.

9. DRESS AND SADDLERY

Before the entrance of each rider, a steward may check that competitors' dress (gloves, spurs) and the saddlery (especially the bit) of his horse, are in accordance with the Rules of the FEI. The Dressage whip may be used while warming up for the dressage test. While warming up, the competitor may use any saddlery which is permitted for any part of the Event – not just that permitted for dressage. It is essential that the stewards checking saddlery are thoroughly familiar with the Rules. If the competitor so requests, the bridle

and bit may be checked immediately after the test has been completed. The competitor is solely responsible for his correct dress and saddlery.

If there is no Steward, the TD may make random checks. It is clearly desirable that a Steward should be appointed wherever possible.

10..... PUBLICATION OF RESULTS

The results of the dressage tests should be published as soon as possible after each horse has completed its test, by announcement and by posting on the official scoreboard. Results sheets should be produced for the press, public and competitors at regular intervals. These sheets may show the positive total for each judge, any penalties eg for error of course, the final averaged penalty score and overall placing – but not the individual placing by each judge.

11..... STARTING INTERVALS AND TIMETABLE

The recommended starting intervals vary according to the Dressage test to be used.

- 1998 3/4 Star7 ½ or 8 minutes
- 1995 3/4 Star9 minutes
- 1975 3/4 Star9 minutes
- 1998 2 star9 minutes
- 1992 2 star9 minutes
- 1998 1 star7 ½ or 8 minutes
- 1992 1 star9 minutes

For the benefit of the Ground Jury, the best timetable provides for blocks of 7-9 horses, with breaks of 15-20 minutes between each block, plus about one and a quarter hours for a luncheon break.

Ideally, not more than 40 horses should be scheduled per day of dressage. However, if the OC expects say 45 horses to start in the Event, it is quite acceptable to judge them all in one day. In exceptional circumstances, with the agreement of the Ground Jury, a maximum of 48 may be judged in one day.

As the numbers of competitors in some events expands, it may even be necessary to have two and a half or three days of dressage. This is acceptable, but it is to be avoided if possible. Consideration should also be given to dividing the event into two sections of equal number approximately.

12..... LAME HORSES

ARTICLE 528.7

If the President believes a horse to be markedly lame, he should ring the bell to stop the test and then immediately and quickly consult the other members of the Jury. The ultimate decision is the President's.

If it is decided that the horse should be allowed to continue, the competitor should be instructed to resume the test at the beginning of the movement that was interrupted.

If during a test, the Ground Jury is concerned about a horse's soundness, without its being so bad as to warrant instant elimination, they may request the Veterinary Delegate to examine the horse after the Test and report his findings to them.

Article 519.7 permits the Jury to eliminate a horse in such circumstances, if necessary. On the results sheets, it should be recorded as 'eliminated after dressage'.

13..... ERRORS OF TEST

ARTICLE 528.13

If, the President or a member of the Jury has noted an error during the Test, he should inform the other members immediately after the Test has been completed. If all agree, they should ensure that their respective judging sheets all note the error. If they do not agree, none of the sheets should show the error.

14..... COMMUNICATIONS

During the Dressage, it is essential for key officials to have walkie-talkies or some other quick and easy method of communication. Those likely to need them include :

President of Ground Jury; Technical Delegate; Collecting Ring Steward; Scoring Office; Veterinary Delegate; Stable Office; Press Office; Announcer.

SECTION 1 - TECHNICAL ASPECTS - CROSS COUNTRY TEST

1. OFFICIALS INFORMATION

A file should be provided for :

- a) the Technical Delegate
- b) each member of the Ground Jury
- c) for each member of the Appeal Committee
- d) the Chief Steward
- e) the Veterinary Commission
- f) the Chief Medical Officer

This file will include the following:

- an outline plan or map of the entire competition, with particular reference to the location of the general services, medical services and veterinary services
- a detailed map of the steeple-chase (Phase B)
- a detailed map of the cross-country phase (Phase D) including the stopping points
- sketches of the obstacles of the cross-country phase
- map of phases A and C
- numbered location of all the compulsory passages/check points in all the Phases

2. TECHNICAL INSPECTIONS - GENERAL

- a) A first inspection by the Technical Delegate should take place several weeks, or even months, before the Event. The Technical Delegate should advise and approve the plans of the Course Designer, regarding :
 - the track and undulations of the 4 phases
 - the siting of the obstacles
 - the compulsory passages/check points
 - the stopping points
 - the length of each phase
 - the number, dimensions and the construction of obstacles in Phases B and D
 - all special features of the combined and multiple obstacles
 - the quality of the ground
 - the precautions to be taken to keep the public at sufficient distance away from the obstacles and tracks.
- b) A second inspection will take place approx. a month or six weeks before the Event when the construction of all obstacles in Phases B and D has been nearly finalised. The Technical Delegate will then have any modifications made which he deems necessary. The Technical Delegate will make his final inspection on the day before the Ground Jury is due to see the course, at which stage he will expect everything to be completely ready, except perhaps for last minute decoration. At this stage, he will personally do the measurement of Phases A, B, C and D.

- c) An inspection will take place with the Ground Jury at least a day before the official inspection by the competitors. On this occasion, the 4 Phases should be shown in their final state: numbers, letters, and flags in place, compulsory passages, etc...
- d) The Course Designer and the Technical Delegate must first check: that the modifications to the obstacles, etc..., asked for at the earlier inspection, have been carried out.
- the position of flags at the obstacles and at the compulsory turning points
 - the technical details for the start and finish, sign-posting, etc...
 - the marking of the course (arrows, direction flags, Steeple Chase enclosure, etc...)
 - the marking of Phases A and C
- e) Exceptionally, the Technical Delegate or Course Designer may ask the Organisers to provide him with one or two non-competing horsemen, to jump in his presence, elements of the steeple-chase or cross-country.
- f) This final inspection will be made by the Ground Jury accompanied by the Technical Delegate and the Course Designer to give their final agreement or to make any necessary modifications, after consultation with the TD.
- g) The Official inspection is that of the competitors and is attended by the Technical Delegate and the Course Designer. The 4 Phases must be shown in their final state, as for the actual Competition. Nothing further may be changed except in exceptional circumstances. The TD and CD are not expected to walk the Phase D course with the competitors, but should be available to answer any questions.
This inspection must take place prior to the First Horse Inspection.
- h) The inspection of Phases A & C should normally be by vehicle, unless ground conditions do not allow. The Ground Jury may give permission for riders to inspect these Phases on their horses, for example at any time between the briefing and the morning of the Cross Country.
The inspection of Phases B & D will be on foot only.
- i) A meeting of competitors and briefing should be held immediately before this Official Inspection. This briefing should be made in at least one of the two official FEI languages. The Jury and Officials will be presented to the competitors and will have the opportunity to explain any special instructions or arrangements. Sketches of obstacles may be used to illustrate the permitted methods of negotiating particular obstacles and/or the penalties that would be awarded. Competitors will also be informed of the name of the riders co-ordinator for the event.
- j) The Technical Delegate along with the Course Designer and the OC must prepare alternative plans in case of extreme weather/ground conditions that would prevent the implementation of the original plan (see Art. 518.2).
i.e. :This requires that the Course Designer/Technical Delegate should measure in advance which parts in the four phases can be easily shortened to make less difficult for the Ground Jury, the implementation of last minute changes in any phase of the Cross Country. The Organising Committee should prepare in advance different timetables to be ready to copy them for the riders before the riders briefing on Friday evening.
If there is to be any change to the original plan. The competitors will be informed at the meeting on the evening before the cross-country.

3. TECHNICAL CONSIDERATIONS - PHASES A AND C

- a) Are the state of the going and the route such that, in effect, the whole of Phases A and C may be covered at a trot ? If this is not the case, the course must be improved or modified. Two or three brief passages at a walk are admissible (mounted or dismounted, if too stiff for trotting). They should however, be avoided.
- b) When showing Phases A and C to competitors, can the route or track be followed throughout by car or a 4-wheel-drive vehicle ? The Ground Jury can allow competitors to inspect Phase A and C mounted.
- c) Are compulsory turning points clearly marked with numbered red and white signs or boundary flags ? Check that signs or flags are clearly marked A for Phase A and C for Phase C and that they are firmly fixed and cannot be blown down by the wind. Check the above again before the start of the Competition.
- d) Is the general direction clearly marked with orange directional flags, signs or arrows ? If in doubt, increase the number. Check that all arrows point in the correct direction and that all flags and signs are firmly fixed.
- e) Check before the start of the first competitor that all the kilometre markings on Phase A and C comply with the rules, that the numbering is correct and the signposts are firmly fixed.

- f) Start and Finish (roads and tracks)

Phase A

Start : The starting line must be clearly marked by two boards, respectively red on the right, white on the left, or by two flags similarly marked, and a board saying "START A". It is of great convenience to have the start of this phase as close to the stables as possible. A roped enclosure should be provided where the next few horses to start may gather without disruption.

Finish : The finishing line will be marked by two boards on posts with respectively red and white boundary flags and a board saying "FINISH A". It will be positioned in the immediate vicinity of the start of Phase B.

Phase C

Start : The boards or flags will be identical to those of the finish of Phase B and will bear the board saying "START C."

Finish : The finishing line will be marked with boards or flags, red on the right and white on the left and a board saying "FINISH C."

- g) Assistant Area: This is an area early on phase C where competitors are allowed to have assistance for their horses. Ideally should be about 400/600 meters after the start of phase C, the exact point will have to be determined by the practicality of access for grooms, shade, water supplies, etc. In this Area the rider can receive veterinary and farrier assistant, water, ice, etc. but the time is not discount from the total allowed on phase C.
- h) Phase C Compulsory Halt or "C Box": A 10 minutes compulsory halt of the competitor must be located between Km 1 and 3 in phase C. This time will be deducted from Phase C. It is highly recommend to locate this halt as near as possible to km 3 to ensure the horses have already started to recover from phase B. The exact point has to be carefully studied between the OC/TD/CD to ensure a

place big enough to keep 3/5 horses walking, with shade, veterinary assistant, farrier, water, ice, rest room for riders, etc. It is also very important to assure an easy access for the grooms that will have to move between the steeplechase and the D box. It has been proven to work very well, to have in the same place the "Assistance Area" and the "C box". In this case, the "Assistance area" should be situated immediately after the steeplechase (400/600m) and after a loop of approx. 2 to 3 km on phase C and then back to the same place the "C-box". The "C Box" should be an enclosed area with one set of compulsory flags numbered and marked "C-box" at the entrance and a second set of numbered flags on the exit for the re-starting of Phase C. For practical reasons, the two sets of flags may well overlap the same gap of the enclosed area. Stewards should be provided to take the time of each competitor and restart him after the halt and if possible to give the rider the information on the time left to re-start. Depending on weather conditions the GJ/TD may decide to shorten the time of the compulsory halt or in extremely hot conditions eventually decide to have two 10 minute compulsory halts during phase C.

4. TECHNICAL CONSIDERATIONS - PHASE B

a) Course

Phase B should be as flat as possible. It goes without saying that the technical aspect is easy if the steeple-chase can be held over a permanent racecourse. If the course is to be specially built, care must be taken that the straight stretches are not too short (minimum of 350 m), the turns not too tight, and that there is, if possible, one diagonal, and preferably two, so as to allow for a good spread of obstacles and galloping on both reins and to provide better visibility for the public. The width of the track should be not less than 8 m.

In order to achieve reasonable turns, it has been found that the total circumference of the steeple-chase should be not less than 1000m.

Careful checks must be made as to whether it is possible to have two horses on the Steeple-chase course at the same time. The OC/TD should always try to make this possible since it greatly assists the preparation of the timetable and also helps catch up time if there should be an accident.

b) Control of the Ground

On a permanent racecourse there is normally no problem, but an improvised course requires much care : holes must be filled, stones (etc...) removed, tall grass cut, the ground near the obstacles rolled if necessary. If there is heavy rain, it is a good thing to have stacks of sand or gravel near the obstacles, to improve the ground at take off and landing.

c) Obstacles

Verify that they are the steeple-chase type, i.e. that they have a take-off rail or brush and that the fixed part of a bullfinch or of a wall is slightly inclined.

Check that the level of water in any water jump is the same for all competitors. If it has a concrete bottom, the landing side must be edged with matting or rubber fixed to the ground (Note: The only water jump permitted on a steeplechase course is one designed for the horses to jump over, not into). Make sure the obstacles are solid and their dimensions, as well as their fixed parts, are correct. The hedges must be well cut and the bars painted white or orange.

An obstacle must be a minimum of 6 m wide. Where possible, wings must be used. The importance of solid clear ground lines to the safety of these fences can not be stressed enough. No obstacle should be jumped more than twice.

Care should be taken with obstacles which are jumped in both directions (ditch or take off rail).

d) Enclosure/Roping

At permanent racecourses the problem does not arise as the course generally has ropes or rails on both sides. An improvised course should be enclosed where necessary with either railings or rope or white tape, tied around posts at about 1 m high. This enclosure serves a double purpose : to outline the course for the competitors and to keep the public off the course. If necessary, compulsory passages should be provided for.

e) Marking

The obstacles must be clearly numbered.

The boundary flags (red and white) at the obstacles should be placed so that the competitor is forced to jump the whole spread of the obstacle; in certain cases (oxers, open ditches, water) this will necessitate two pairs of flags.

If, for some particular reason, the enclosure of the track is not continuous (as on a diagonal) it will be necessary to put up boundary flags to be numbered and marked B to stop competitors from cutting the corners.

f) Start

It is advisable to provide a small paddock after the finish of A and very close to the start of B, but outside the track of B, where the competitor can wait during the one minute break and prepare for the steeple-chase without interference from the public and where he has access to the start of B without crossing the track and the starting line of the electronic time-keeping.

An enclosure (5 m x 5 m approximate) must be provided for the start. It is recommended that the start box has either an opening in the side to allow the horse to enter and then start without having to come into the enclosure from the front or the start box should have the back rail about 2 meters away from the side rails so there is in each side a 2 meter open space where the horses can come in the box and walk through.

The starting line will be marked by two red and white boards or boundary flags and a board marked "START B."

g) Finish

The finishing posts with boards or flags are identical for the start of C and the finish of B, and will be marked "FINISH B" and "START C." The sign post must be easily read by the competitor.

h) Spare materials

To repair broken obstacles, spare materials must be stored near each obstacle, but off the course.

5. TECHNICAL CONSIDERATIONS - PHASE D

a) Control of the ground

The course must be left in its natural state as far as possible. However, holes should be filled, stones, roots, etc..., removed (if this is not possible they should be painted white) and branches cut which could impede horse or rider. It is a good thing to have stocks of sand or gravel near the obstacles, in case of heavy rain.

b) Obstacles

Vary the obstacles as much as possible : upright, fly fences, spreads, banks, uphill, downhill, open water, ditches (plain and Trakhener), combined obstacles (doubles, trebles, etc...), jumps on a slope, descents. Avoid obstacles which deteriorate after the passage of several competitors or which are changed (made easier or more difficult) by the passage of the preceding competitors. Check the solidity of the obstacles. Check whether the obstacles, which could be obstructed by a fallen horse or in which a horse could be entangled, can be easily dismantled (assembled with nylon ropes that can easily be cut if necessary). Check the dimensions of the obstacles comply with the Rules, bearing in mind the level of the ground in front of the obstacles. Avoid dangerous obstacles (see also Safety guidelines)

Check the distance of the last obstacle from the finishing line (not less than 30 m nor more than 75 m).

Take note of obstacles consisting of several elements (banks, steps, etc...) but forming one test and numbered and marked with the letters A, B, C, etc... as one obstacle, where a competitor whose horse refuses or falls, may re-jump the entire obstacle. This is a matter of marking, numbering, and instructing the jump Judge. Ensure that a competitor in difficulty may easily disentangle himself so that he can attempt the entire obstacle again. The TD must give instructions to the jump Judge to inform the riders, if they require assistance regarding which part of a combination was jumped clear. In corners or narrow fences, if the horse jumps over the flag and it is not clear for the rider whether the horse negotiated the fence or had a run out, the jump Judge has to clarify to the competitor if he has to re-jump or not the fence, to prevent riders from being eliminated for jumping twice the same numbered obstacle.

c) Enclosure/Roping

In order to prevent the public from getting too close to an obstacle or standing in front of or behind it, it is necessary to enclose the track on both sides for a certain distance before and after the jumps (rope, rails, or palings). At places where greater crowds are expected, the enclosure will be longer or will extend continuously from one obstacle to another. The area surrounding the obstacles should be enclosed to give the rider a clear area to complete the obstacle.

Rope or string should only be attached to posts with one turn around the post and should not be tied to or round any fixed object – e.g. a tree, gatepost etc... The reason for this is that if a horse does run into the rope, the rope should pull loose quickly.

d) Marking

The obstacles must be clearly numbered.

The boundary flags (red and white) at the obstacles will be placed so that the competitor is obliged to jump the whole spread of the obstacle: in certain cases (oxers, parallel bars, open ditches, ditches, water, banks, slopes, steps, etc...), this will necessitate two or more pairs of flags, or possibly one pair which must be on the back of the fence.

The compulsory sections must be marked with red and white boundary flags, placed so that they are clearly visible from a distance and numbered in chronological order.

The orange directional arrows or markers must also be clearly visible.

Check that the boundary and directional flags are firmly fixed in the ground.

Start - Inspection of the Horses (10 minutes' "D" box)

A paddock will be established after the finish of C and adjacent to the start of D in the "neutral" area between C and D, where the competitor can wait and prepare for the Cross-country, and the Inspection Panel (composed of a Judge and a Veterinary Delegate or Foreign Veterinary Delegate) can work without being disturbed by the public.

This is where the obligatory halt of 10 minutes and the second Horse Inspection will take place.

The paddock, from which the public is excluded, must be large enough for the competitors, Chefs d'Equipe, grooms and horses and must be spacious enough to allow for their 10 minutes of rest or care. While in normal circumstances there might be expected to be only say 3 horses in this paddock at any one time, allowance must be made for more during a potential hold up on Phase D. The control will have to be made through an access-pass system, checked by a steward.

It must also have a water reserve, ice available in warm weather, and a fence for isolation from the public. An enclosure at the start should be provided (about 5x 5m) with two boards or flags and a board saying "START D" with either an opening in one of the sides, or with the back rail about 2 meters away from the side rails so there is in each side a 2 meter open space where the horses can come in the box and walk through.

The starting line will be marked by two red and white boards or boundary flags and a board marked "START D."

Natural or artificial shade/shelter is of great value. In hot climates it is essential.

e) Finish - Examination of the Horse

The finishing line, will be marked by two sign-posts or flags, red and white, and a board saying "FINISH D."

An area for the horse examination must be provided near but ideally about 100m beyond the finishing line, "FINISH D." This area must not only have space for the veterinarian to check each horse but also for horses to be washed/cooled and to be walked for some time after they have finished i.e. until the veterinarian confirms that they may return to the stables. It must have a water supply, ice in hot weather and a fence to exclude the public.

f) Spare Materials

There must be means whereby fences may be repaired quickly, either by placing the material in the proximity of the fences or at a central depot.

6. SAFETY GUIDELINES – CROSS COUNTRY OBSTACLES

These notes based on from experience from the use of certain types of obstacles on both International and National level, are intended to constitute a guide as to how to design and construct fences to improve safety in the cross-country.

a) **Table Fences**

At all levels up to and including 2 star, tables should be filled in with a sloping front face, with such face sloping away from the horse on the take off side of the fence (this solution being appropriate for traditional tables made of railway sleepers); or, in the case of picnic tables with a bench in front, the top line of the table should have a vertical face of at least 25 cm and the bench in front should also have a vertical face of at least 25 cm.

At all levels, the possibility of a false ground line must be avoided. Thus for instance in the case of a picnic table there should be no bench on the landing side of the obstacle.

It is vital that the horse is able to judge the spread of an obstacle – this may mean it is necessary to make the top of a table slightly ascending or to colour the landing edge if might blend into the background. The back part of the table should be about 5 cm higher than the front part.

b) **Verticals**

True vertical fences should not be sited where it is likely or very possible that riders/horses will approach them at a very fast pace.

Nor should true verticals be used as an element followed by water, steps down, a drop, a ditch or similar hazard.

The precise degree of slope for such fences cannot be specified – this must depend on the particular site and fence, the level of difficulty of the course and the experience of the riders. The importance of solid clear ground lines to the safety of these fences can not be stressed enough.

c) **Spread Fences**

Fences with a serious top spread should not be sited in close proximity to hazards. Consideration should always be given to filling-in such spreads. It is important to ensure that the horse can see the back part, using different materials, colors, flowers, etc...

d) **Triple Bars**

The maximum permitted base spread for each star level should never be used for triple bars, except where the spread is substantially made up of a ditch (e.g. 'elephant traps')

As a guide, three-quarters of the permitted base spread is normally appropriate.

e) **Obstacles with wide spread at the base**

In general, where the maximum base spread is to be used, the highest point of the fence should be at a point between half and three-quarters of the spread, unless brush is used, e.g. at the back of a ditch.

f) **Ditches**

A ditch should not normally be used in front of an obstacle forming the second or subsequent part of a combination, if the distance between the 1st and 2nd part (or 2nd/3rd as relevant) is less than three strides. Consideration must be given to the depth of ditches – a very shallow ditch is not impressive enough for the horse, but if

a ditch is more than 60cm deep care must be taken that a horse can be extracted if it steps or falls into it.

It is also important that the sides and bottom of the ditch can be clearly distinguished from the surrounding ground - the colour of the ground / surface should be different.

g) Brush Fences

Where there is both a solid or fixed part and a soft 'brush' part (for horses to brush through it without causing injury to the horse) to an obstacle, the height of the brush above the solid part should be not less than 20cm and where possible should be more. Fences will jump better if there is 25cm or 30cm of brush above the solid part.

This will usually mean that the solid part of the obstacle should be lower than the maximum permitted. For instance, at 3/4 star events where 1m20 is permitted, the solid part should actually be set at approximately 1m10 – 1m15.

h) Double and Triple Brushes

Triple brushes should normally be 'filled in' between the 2nd and 3rd rows of brush.

In the case of double brushes, the CD/TD should consider whether he would be happy to place an open oxer on the site. If the answer is no, then the double brush should be filled in.

g) Unjumpable fences

Unjumpable parts of a fence or combination of fences must be truly "unjumpable" to improve safety. This means that the CD/TD must be sure they close the places where they do not want the riders to jump in a way that for the horse is impossible to try to jump. These barriers must be at least 1,60 m high.

h) Alternative obstacles

These obstacles, if possible, should be designed as the same type that the direct route, and not interfering with it. Alternative obstacle should not be sited in such a way as to encourage a quick jump following a refusal. Where possible, alternatives should be sited only behind the direct route, in the landing site of obstacles, if this is not practicable (where ground slopes away or water involved) the alternative obstacle must be some distance away ensuring sufficient time and recovering of the impulsion is taken to jump it (about three strides).

i) Bounce fences

Bounce fences must never be uprights/verticals. For safety reasons, bounce fences must not be built down hill at 1 or 2 star events and using different colours for each element is highly recommended. The height of the bounce fences should not be at the maximum for 1 and 2 Star competitions. Double bounce fences are allowed only at 3 and 4 Star events.

The elements of a bounce fence should not consist of true verticals – the face of the element should be sloping.

j) Hole fences

The height of the hole should not be less than 1,80 m, and the surface that can be touched by the horse must always be soft (not susceptible to hurt the horse or the rider). The spread should not be more than 50% of that permitted for the level.

k) Fences with roof

The roof should not be placed at less than 2,20 m from the top of the fence. It is not recommended to use solid roofs at water complexes where the horse has to jump into the roofed area (e.g. where there is a roofed bank in the water)

l) Water fences

Using different shades of colours or clearly differentiated colours is recommended. This makes the horse quickly understand what he has to jump. Avoid optical illusions. Top line of bank out of the water must have be highlighted (very visible) on the top.

SECTION 2 - ADMINISTRATIVE ORGANISATION - CHECKS TO BE MADE (CROSS COUNTRY TEST)

1. OFFICIALS

- 1 steward in charge of the entire Test
- 1 assistant
- 1 clerk of the course responsible for each phase; A, B, C and D respectively (Although responsibility for Phases A & C may often and conveniently be combined)
- 3, 4 or 5 stewards for Phase D (cross-country) each in charge of a part of the course and responsible for certain sections of jumps during the Test
- 3 parties at the start of A, B and D each consisting of the Official in charge and his assistant, the starter and his assistant, 1 team of time keepers, 1 clerk to note the actual time of each individual start, all with the necessary equipment
- 2 parties at the Finish of A and C each consisting of an Official in charge and his assistant, 1 team of time keepers, 1 clerk to record the actual time each competitor passes through, all with the necessary equipment
- 2 parties at the start and finish between phases B and C consisting of an Official in charge, a timekeeper and a clerk to record the time each competitor passes through
- 1 Judge at each jump of phase B, the steeple-chase, and sufficient men to keep the surface in order and the jumps in repair
- At least 1 Judge at each fence of the cross-country course, phase D (depending on the type of obstacle) and sufficient men to keep the ground surface in order and the fence in repair
- Stewards for the multiple obstacles
- 1 Judge and 1 Assistant at each stopping point
- 1 Steward at each compulsory passing point of the 4 phases. In phases A and C the Steward should note the time of day each horse/rider passes through their check point/compulsory passage.

The T.D. must verify at random that these Judges and Officials have been correctly instructed, without forgetting to explain the exceptional cases; stopping a rider, stopping the clock, rider in difficulty.

Officials in charge of liaison, communications, scorers' publications of results, major repairs to obstacles, medical and veterinary services and control of the public will be

appointed on a scale proportionate to the size and needs of any given competition. See below for details of these services.

2. DOCUMENTATION

a) Competitors

A good documentation system for the Cross Country Test consists of : 1 large envelope for each competitor with his name, nationality, name of the competitor's horse, horse's number and the starting times for phases A, B and D. These documents must be given to the competitors as early as possible, although the individual start times for the cross country day may well not be finalised until the afternoon before.

Any other written instructions concerning the competitor, including the fence drawings, plan, map, general directives, meal tickets, badges, etc...

b) Fence Judges

It is essential that the marking sheets for the fence Judges are set out so that the Judge can record the faults incurred at the obstacles with absolute clarity and in the simplest possible way, whether it be the number of falls, refusals, circling, or running out. Space should be left for remarks or a rough sketch, the latter is strongly recommended in all cases where there may be a query. In addition, sketches are very useful in case of complaint by a competitor.

3. CONTROL AND COMMUNICATIONS

Efficient control of the Speed & Endurance Test depends on good communications and well planned deployment of officials and emergency services.

One experienced Official should be designated "Course Controller." His task is to :

- a) Know exactly where every horse is on all the Phases
- b) Decide when the start of any Phase must be held due to a blockage on the course
- c) Decide when horses on any Phase must be held up
- d) Deploy the required emergency services
- e) Liaise with the Ground Jury and Technical Delegate
- f) Adjust timetables if necessary

He will require assistants - for instance to monitor radios, telephones, etc...- and will delegate some tasks, e.g. to a steeple-chase controller.

The siting of the Control Centre will vary according to the layout. It is most often convenient for it to be close to or inside the 10 minutes' Box, but sometimes a location on Phase D where much of that Phase can be seen is preferable.

SECTORS

It is best to divide Phase D into Sectors, each responsible for a designated part of the course and specific obstacles. The number will vary according to the layout - particularly having regard to speed of access to different parts of the course.

Each sector will be staffed by a Doctor, ambulance, Fence Repair Gang and Veterinarian. A Sector Steward to co-ordinate these services and communicate with Control is desirable.

Each sector steward will have the responsibility to report back to the Ground Jury on any dangerous riding.

COMMUNICATIONS

Minimum Provision

1. Links between Control and :
 - Start A
 - Start & Finish B
 - Finish C
 - Start D
2. Ability of Steeple-chase Controller to see every Phase B obstacle or radio/telephone link with every obstacle
3. Ability of every Phase D obstacle to communicate with Control, either directly or via "spotters" and/or Sectors
Ability of Control to communicate with stopping points or a number of fences to be used as stopping points.

Ideal Provision

1. Telephone or Radio link between Control Centre and the Start & Finish of every Phase
2. Direct telephone or radio link between Phases A & C checkpoints and Control Centre
3. Direct telephone or radio link between every Phase D obstacle and Control, and between Sectors and Control
4. Separate medical and veterinary nets - but with a link to Control
5. Administrative net - for instance for Ground Jury, Technical Delegate, Control, etc...
6. Links between Control, Scoring Centre, Secretariat, Press, T.V.
7. Separate administration net for non-competition matters - e.g. spectator control, car parking, electrical contractors

Care must always be taken not to overload any one radio frequency or telephone line.

If all these communications are in place, the public address commentator(s), press, T.V., etc... will easily be able to receive all the information they require.

4. CROSS COUNTRY – FITNESS OF HORSE AND/OR RIDER

The procedure to enable the Ground Jury to decide whether a horse or rider is fit to continue after an incident is as follows :

1. If horse/rider are obviously unhurt - no action
2. If the Official determines that the horse or the rider is not fit to continue:
 - a) Officials at Obstacle hold the competitor and summon medical or veterinary assistance. Record Stop Time. (See Art 533.2.4) i.e. the time during which he is prevented to continue until he is cleared to start will be recorded and deducted from the total time taken to complete the phase.
 - b) Doctor or Veterinarian assesses rider/horse's condition.
 - c) Doctor or Veterinarian reports opinion to Ground Jury at Control Centre.
 - d) Ground Jury acts on medical/veterinary advice.
- d) If competitor is allowed to continue, officials record time held up, which is then deducted from total elapsed time for the Phase.

Any rider who has had a fall is required to get clearance from the Chief Medical Officer before riding a second horse and/or before taking part in the Jumping Test.

5. SCORING OFFICE AND SECRETARIAT

The Scoring Office will recruit the necessary personnel to ensure rapid scores of the results as they come in for each competitor from the Officials responsible for each of the phases. They will prepare the complete list of results showing successively the timing, time taken, faults and eliminations. He will be responsible for passing information to the public address system and the media and keeping the public results board up to date.

6. PUBLICATION OF THE RESULTS

- a) The public address system : results sent in by : the Officials responsible for each phase, the starting and finishing points, the scoring office and/or given out over the loudspeaker are only provisional and not final; they should be announced and posted as soon as possible after each horse finishes.
- b) The results board : only results officially calculated (time, faults, eliminations) may be accepted by the person in charge. The public address system and the results board will each be under the charge of an Official who will recruit his own staff.
The results will not become final until each obstacle form has been checked. The time of their publication must be noted. The TD will verify the processes involved in producing the final scores.
- c) The Official in charge of the Secretary's and Scoring Office will arrange for several typewritten copies to be made of the scores obtained by each competitor in the endurance test for the use of the Director, the Technical Delegate, the Ground Jury, the Press and which may be copied for distribution to the competitors and the public.

7. EMERGENCY SERVICES

At all Three Day Events, there are minimum standards that should be met - these are set by reference to the safety of riders, horses, officials and public; and the necessity to ensure fair judging.

At higher levels of events or at those where large crowds of spectators, press etc... are expected, additional measures must be taken.

MINIMUM PROVISION - EMERGENCY SERVICES

7.1. Throughout the time horses/riders are on the site

- Doctor and Ambulance on call
- Local Veterinarian on call

7.2. Dressage Test

- Doctor, Ambulance and Veterinarian present on the ground

7.3. Cross Country Test

- Doctors, Ambulances, Veterinarians and Horse Ambulances present - the number depending on the layout
- Facilities for removal/disposal of dead horses
- Screens
- Kit and procedure for equine euthanasia
- Fence repair gang(s) with all necessary tools, equipment and transport
- Efficient communication - see above

7.4. Jumping Test

- Doctor, Ambulance, Veterinarian, Horse Ambulance present
- Ideal Emergency Provisions – Cross Country Test

7.5. Medical

7.5.1. Doctors, preferably experienced in dealing with traumatic injury, present at :

- 10 minutes' box
- Medical Centre - for public and/or competitors
- Steeple-chase course
- Phase D Sectors (2-5 depending on layout)

7.5.2. First Aid Teams, preferably trained in dealing with traumatic injury, present at Steeple-chase, Medical Centre and within close reach of every obstacle on Phase D.

7.5.3. Ambulances, capable of being driven "off road," i.e. 4-wheel drive, with trained drivers, present at :

- 10 minutes' box
- Medical Centre - for public and/or competitors
- Steeple-chase course
- Phase D Sectors

7.5.4. Equipment to assist in the immediate care of severely injured rider, e.g. Oxygen, Entonox, neck collars, scoop stretchers.

7.5.5. Arrangements for fast transfer to hospital - e.g. helicopter, if road transport would be lengthy or on very congested roads.

7.6. Veterinary

As the Veterinarians present at end of Phases C and D will not be available to attend to horses on the actual course because of the job they are doing, it is necessary to have :

7.6.1. Veterinarians with fully equipped 4-wheel drive vehicle and means for euthanasing a horse if necessary (injection is strongly recommended) present at:

- 10 minutes' box
- end of Phase D or at the stables
- on the steeple-chase course
- at every sector of Phase D

7.6.2. Horse ambulances on the steeple-chase and at every sector of Phase D for the use of the Veterinarians. The best horse ambulances are specifically made trailers equipped with slings, winches and screens.

7.6.3. It should be remembered that on rare occasions it may be necessary to move a dead horse from the course, although the normal use of a horse ambulance should be to take an injured horse from the course to a treatment centre.

7.7. Fence Repair

Mobile teams of fence repair gangs are required, fully equipped to dismantle and repair all obstacles, the gangs to be positioned at :

- Steeple-chase
- Each Sector on Phase D.

8. INSPECTION OF SADDLERY

At the start of Phases A and D, a steward should check the spurs and the whip of all competitors.

9. TIME KEEPING

The Technical Delegate will check the time keeping arrangements. The Official in charge will recruit his own personnel. The Technical Delegate will check that the time-keepers' instructions on the use of their equipment, conforms with the Regulations. He will also check the organisation at the start of phases A, B and D (starters and assistant-starters). If an electronic eye is used, the starter must cut the beam at "go."

It is essential that there are always manual stop watches available and used as back up to electronic or other sophisticated timing systems.

10. SPECTATOR FACILITIES

- Car Parks
- Toilets
- Organisation of security services - especially at obstacles, course crossings
- First aid stations (Red Cross)
- Sign-posts for the spectators
- The steeple-chase and cross country courses must be open for public inspection after the competitors have completed their Official Inspection. Access will be on foot only. Where a large crowd is expected to look at the courses, steps must be taken to protect the obstacles and especially the take-offs and landings – e.g. a temporary rope or string.
- Information stands for the public, with a programme and results and start lists.
- A knowledgeable announcer/commentator who will educate the public about the sport and keep them fully informed.

Note: The public is absolutely forbidden to enter the course of any of the 4 phases by car or on horseback. Only persons duly authorised by the Organising Committee are permitted.

11. DRESS REHEARSAL FOR THE ENDURANCE TEST

A dress rehearsal covering the complete organisation of the Cross Country test has proved worthwhile in the past, especially at new events. Mark out the 4 phases on a very reduced scale in some large open space and station all Officials and their assistants in their places.

A man on foot, representing a competitor, goes over the entire course. Time keeping liaisons and communications must also be tried out and function correctly. This method has the great advantage of showing everyone, in miniature and at no great cost, the part he will play on the whole and how the system should function. He will find out who to consult and where to send his reports, etc... At the same time, the senior Officials will become acquainted with their staff. The presence of the Technical Delegate is essential.

12. GUIDELINES TO THE IMPLEMENTATION OF RULES

ARTICLE 518.2. – MODIFICATIONS TO COURSE

Modifications should only be made in exceptional circumstances. For instance, ordinarily hot weather is not sufficient for changes to be made - only when heat and humidity together exceed recommended levels should changes be made. (See guidelines).

If an obstacle becomes so dangerous during the Endurance Test that it should be

removed from the course, the Ground Jury and Technical Delegate will have to adjust penalties for any horses that have attempted such obstacle. It is recommended that all jumping penalties already incurred be removed (i.e. falls, refusals, run outs), but that any competitor eliminated or retired should not be reinstated.

In addition, the optimum time may have to be adjusted for all competitors.

ARTICLE 533.1.3. - STARTING

Officials in charge of the Start should be encouraged to use this Rule with common sense - for instance, if a competitor starts a split second earlier, this should be ignored. The intention of the rule is to penalise competitors who either deliberately start early or are not in control of their horse.

ARTICLE 533.1.4.2. – LATE FOR START

In practice, on Phase B, account will have to take of the type of course - for example, a "figure of eight" steeple-chase course will cause more likelihood of interference than a course where the tracks do not cross.

On both Phases B and D, competitors should never be allowed to start within one minute of another competitor.

ARTICLE 533.5. - OVERTAKING

Officials should remember that competitors are often completely unaware of another competitor close behind them.

If two horses are approaching an obstacle, the officials should, if possible, hold the leading competitor to allow the faster competitor through. Great care must be taken not to impede both competitors by over enthusiastic intervention !

A competitor held in this way should have his hold up time recorded, for subsequent deduction from his total time. (See Rule 533.7)

ARTICLE 533.6.3. – COMPETITORS IN DIFFICULTY

It is recommended that the moment of "restarting," for timing purposes, be taken as the moment when the competitor gallops past the stopping point after being given the order to restart.

ARTICLE 534.2.

It is extremely important that, particularly on Phase D, the distance of the course is measured accurately.

It should be measured by taking the average track a horse/competitor would safely take (straight route).

On Phase B, the distance should be measured as on a racecourse, i.e. 2m in from the running rail or rope on the bends.

The only two satisfactory means of measuring courses are :

1. A large wheel approximately 1m circumference with a rubber tyre
or
2. With a tape

The Rules include wordings such as :

- "significant jumping efforts"
- "average horse"
- "expected to attempt to negotiate"

Inevitably such words require subjective judgements to be made, and no absolute, objective criteria can be laid down.

The Technical Delegate is required to make these judgements, after discussion with the Course Designer, and he must rely on his experience and training, bringing a spirit of common sense and above all fair play to his decisions.

For guidance:

"Significant jumping efforts" will include virtually all artificial ditches, steps, banks, etc..., and may include natural hazards. Where a very small step merely assists in both the construction and negotiation of an obstacle, it may not be counted. Steps under 0,60 m high should not normally count as an effort.

"The average horse" means the horse(s) in the middle of the ability/experience range in the competition - i.e. neither the best nor the worst.

"Expected to attempt to negotiate" is a wording intended to allow the Technical Delegate to ignore the unusual, unexpected route that could be taken by a small minority of competitors.

ARTICLE 535.2.2 – OBSTACLES WITH OPTIONS

Where an obstacle may be jumped in one effort, but has options involving two or more efforts, each of these options must be lettered as an element.

Alternative obstacles should normally have only one set of flags, even if they are composed of several fences. The Technical Delegate may authorise a limited number of separately flagged alternatives if he considers that their use will improve the course (competitors must be informed specifically in that case).

All alternatives must be within the permitted dimensions for the relevant level.

ARTICLE 535.3.2. – TYPE OF OBSTACLES

The recommended manner of securing the rails is to tie them tightly to the posts with rope or cord, that can easily be cut.

Great care must be taken especially with spread fences, that the back rail(s) can be removed if a horse is straddled on it. This means that the rail, when the rope is cut, must slide horizontally and drop downwards and must not have to be lifted upwards.

ARTICLE 535.5. – DIMENSIONS OF OBSTACLES

It is essential that all parts of an obstacle are carefully measured.

For avoidance of doubt, this Rule does not mean that everything between the flags must always be within the height limits - simply that all the parts which the Course Designer and Technical Delegate expect competitors to attempt must be.

ARTICLE 535.5.3 – DIMENSIONS OF OBSTACLES INVOLVING WATER

At obstacles involving water crossings, the depth of the water, from the entrance to a fair distance and from a fair distance to the exit may not exceed 35 cm.

This new rule intention is to avoid the horses from having an extra problem for the take off and landing in the water. Ideally all the water crossings where the horse is asked to keep the gallop should not have more than this depth. The minimum length of 9 m before any fence or step out of the water is to assure that always the horse has at least two strides.

ARTICLE 535.5.5. – DIMENSIONS OF OBSTACLES

The word "excessive" in the Rules is important. The Course Designer and Technical Delegate should above all take account of the type of drop included in a proposed course and their relationship to the other obstacles and the course as a whole.

Drops onto sloping ground are much less damaging to a horse than those onto flat ground.

ARTICLE 536.3.1. – ADDITIONAL REASONS FOR ELIMINATION

Where elimination is left to the discretion of the Ground Jury, this discretion is intended to enable the Jury to decide on the relative seriousness of the "offence," i.e. whether the competitor has gained any advantage.

For example, if a competitor's headgear became unfastened just in front of an obstacle, when he was already committed to jumping it, he would be unlikely to be eliminated (provided he stopped after the fence to refasten it).

ARTICLE 537.2. – DEFINITIONS OF FAULTS / RUN OUT

It is important to concentrate on the intention behind this Rule. If a horse, for instance, is originally presented at a particular part of the fence, but ends up jumping another part without any real interruption in the flow, it should not be penalised. But if a horse avoids part of a fence and then the rider has to reorganise and represent him, 20 penalties should result.

The rider is always permitted to change his mind at the very last moment. Fence Judges may have to decide confirm whether it was the horse or the rider which avoided part of an obstacle.

ARTICLE 552.1.4. – DUTIES OF OFFICIALS / GROUND JURY

During the Cross Country Test, the members of the Ground Jury should avoid if possible investigating and taking decisions on, for instance, penalties at obstacles, timing queries, etc... The TD should carry out all initial investigations in order to assemble the evidence for subsequent consideration by the Jury.

Of course, if a member of the Ground Jury has himself seen an incident, he may and indeed should take action, although even then he must remember that he is a witness (probably the most important witness) and may have to give evidence himself to a formal hearing of an objection. He should therefore not change an official's decision except in an emergency.

The Technical Delegate should never act without advising the President of the Ground Jury. When investigating an incident, he may find that the facts are clear and that perhaps there has been a clear misunderstanding of the Rules by either an official or a rider. In such a case, he should advise the President of the Jury who may then authorise a change to the scores if necessary.

The members of the Jury together will hear any formal objection. They must therefore try to avoid being involved in the decision that leads to the objection. On occasion this will not be practical, perhaps for instance due to language problems between the TD and an obstacle judge, in which case the Jury member who has been involved should not be part of the Jury considering the objection, but an expert witness.

SECTION 1 TECHNICAL ASPECTS

1. GROUND

- a) Check that the whole perimeter of the ground is enclosed. A barrier at the entrance of the Jumping arena must be provided for the passage of the competitors; it will be closed immediately after the entry of each competitor and opened at their exit.
- b) Check the type of soil; it should be the same as for an ordinary horse show. Fill in any holes. In the event of heavy rain or in case the ground is very hard, prepare stocks of sand for spreading on the take-off and landing of the obstacles.

2. COURSE

- a) Ask the organisers for a plan of the course.
- b) Check that the track and the position of the obstacles agree with the plan.
- c) Track : Check that the measurement of the length of the course is correct. Compulsory passages are not allowed. Ensure that the track will be winding with changes of direction. Check the time allowed and the time limit. The distance of the course should be measured along the track that an average horse may be expected to take, i.e. neither turning particularly tight into a fence nor making wide, exaggerated turns.
- d) Start and Finish : Must be clearly marked by boards saying "START" or "S" and "FINISH" or "F", and by red and white boundary flags or boards. The starting line may not be more than 25 m nor less than 6 m from the first obstacle. The finishing line may not be less than 15 m nor more than 25 m from the last obstacle.

3. OBSTACLES

- a) Check the number of obstacles (10 to 12), 15 efforts max.
- b) Check that they are standard show jumping obstacles, that is, inviting in their overall shape and appearance, varied and matching their surroundings. Both the obstacles themselves and their constituent parts must be such that they can be knocked down, whilst not being too light that they fall at the slightest touch or so heavy that they may cause horses to fall. The force needed to knock them down should be about the same for all the obstacles in the course.
- c) Check the construction of the obstacles (secured); check that the cups are neither too shallow nor too deep (approximately one third of the pole's circumference). In case of mishap, check that all the obstacles can be repaired without affecting their solidity for the competitors to follow. For the parts of the artificial walls which can be knocked down, it is necessary that they be sufficiently heavy and are tightly packed, in order that they can be put back in the exact place after each fault.
- d) Check the dimensions of the obstacles (height, width, spread, etc...). At least one third shall be of maximum height for the level offered. Note that, in accordance with Rules for Jumping, an obstacle may be up to 5cm higher than the normal maximum specified in the Rules, to allow for uneven ground or the spacing of holes on the uprights. This dispensation should not be used deliberately to build overheight

obstacles – but if for example the alternative at a 3 or 4 Star event is 1m18 or 1m23, it may well be appropriate to set the height at 1m23

- e) Check that the nature of the obstacle conforms with the Rules
- f) Check that the wings, if any, are suitable
- g) Check that any water jump has rails over

4. MARKING

- a) Start and Finish : Two sign-posts of red and white flags on the start and finish lines.
- b) Boundary flags at the obstacles, obliging the competitor to clear the whole spread of the obstacle. In certain cases (oxers, double or triple bars, open ditches, banks, ditches, etc...) two or more pairs of flags will be required
- c) Check the numbering of the obstacles

5. SPARE MATERIALS

Check that there are sufficient reserves of spare material

6. JURY'S BOX

If the jumping competition is held on a permanent show ground there is no problem. If it is held on an improvised ground, check that all the Judges can see each obstacle quite clearly. There should be space for nine people with room to work. It should also be sufficiently elevated and weather proof.

7. INSPECTION OF THE COURSE

In practice, the Endurance Test is likely to be less influential at the lower levels of Three Day Event than at the higher levels. However, it is important that the Jumping test should not be made too difficult when the Endurance Test is relatively straightforward.

It may therefore be necessary to adjust the Jumping Test after the results of the Endurance Test are known. If, for instance, most competitors have jumped clear on the cross-country and time penalties have been few, the Jumping Test must be made easier than if there have been many penalties.

If the jumping ring and the components of the jumps are not being used for other events, it is desirable to build the course several days before the competition. The Technical Delegate will then have time to check the dimensions of the obstacles and the measurement of the course and if necessary, introduce modifications. In any case, the Technical Delegate's first course inspection should take place at least the evening before, if the test is to take place the following morning, or on the same morning, if the test is to take place that afternoon. The last inspection should take place with the Ground Jury at least one hour before the start of the test and at that time the course should look as it will during the competition itself. Nothing should be changed within a 1/2 hour before the start of the Competition as the course will then be declared "open." The course plan must be posted up.

SECTION 2 - ADMINISTRATIVE ORGANISATION - CHECKS TO BE MADE (JUMPING TEST)

1. OFFICIALS

1 Course Designer with assistants

1-2 time keepers

1 writer for the Judges

An arena party to: replace knocked down fences, keep the surface level, repair broken obstacles, and open and close the barrier at the entrance.

1 Official in charge of calculating the marks, and his staff.

2. PLAN OF THE COURSE

There will not be a continuous line, on this plan, but only directional arrows on the obstacles. The start and finish must be clearly shown. The plan must be put up for competitors (normally at the entrance to the arena) at least a 1/2 hour before the start of the Test.

The distances, the time allowed and the time limit must appear on the plan (Article 205.4.)

The Judges, as well as the Technical Delegate, will be provided with a copy of the plan.

3. INSPECTION OF THE COURSE

Chefs d'Equipe and competitors will be allowed to walk the course 1/2 hour prior to the start of the Test, at the latest. They do not have the right to make any changes. Jumping the obstacles on foot is not permitted. Competitors must be correctly dressed as for the Jumping Test.

4. TIME KEEPING

Only the automatic system is allowed (photo-electric cell). Generally to the 10th of a second, but if the material allows it, to 100th of a second .

5. PHOTOGRAPHY

Photographs may only be taken in the competition arena with the authority of the Technical Delegate who should ensure that photographs do not disturb the horses.

6. BELL AND STOP WATCH

Bell or sufficiently audible ringing system and a stop watch available for the Jury. An additional mechanical bell to be provided, should the electronic system break down.

7. ENTERING THE RING

Advise the competitors whether or not to salute the Judges, and if present, a Head of State or other VIPs.

8. DOCTOR, VETERINARIAN, FARRIER, HUMAN AND HORSE AMBULANCES

Check that they have been appointed and are present.

9. PUBLICATION & ANNOUNCEMENT OF THE RESULTS

The result for each competitor should be announced immediately he has completed his round. The result should also be posted on the official scoreboard. At the conclusion of the Jumping Test a results sheet should be prepared showing the results of all competitors at the conclusion of the whole competition (The Final Results)

10..... THE GROUND JURY

The Ground Jury will be responsible for the judging of the Jumping Test. They may be assisted by a qualified Jumping judge or judges. If at least one member of the Jury does not judge jumping regularly, the Jury is well advised to have assistance and to have an expert in charge of the bell and the clock.

There is no need for all three members of the Jury to be in the Judges box. Very often one member may be better employed watching activities in the warm up area.

11..... ARENA CHIEF STEWARD

The Arena Chief Steward and his stewards will check the competitors behaviour in accordance with the Jumping Rules. The height of the obstacles in the training area is limited to a maximum 10 cm above the height allowed in the Jumping Test.

12..... ORDER OF STARTING

Competitors start the show jumping in reverse order of merit from their standings after the cross country test. It is necessary to produce for competitors, officials, the public and the media a start list – this should be done immediately after the Third Horse Inspection.

If two horses to be ridden by the same competitor are classified within 7 places of each other, the recommended procedure is to adjust the starting place of the less well classified horse so that the competitor has 7 other horses between his two.

13..... GUIDELINES TO THE IMPLEMENTATION OF RULES

ARTICLE 538.2

The Cross Country course in modern Eventing has raised its degree of difficulty and technical requirements, especially in combinations with related distance (i.e. narrow fences, curve lines, etc...) and this progress has not been followed by the show jumping phase. Therefore, the intention of the changes in the show jumping rules is to make a shorter and more technical competition, to verify the quality and state of preparation of the competitors.

ARTICLE 540.4

Referring to paragraph 2: as the starting order in the jumping test must follow the reverse order of classification at the end of the Cross-Country, the less best placed riders will always go first into the arena. Therefore, the Ground Jury must take into account this situation and the CD and TD are specifically required to measure all courses to ensure they are of the appropriate distances.

ARTICLE 540.1.1 SHOULD BE TAKEN INTO ACCOUNT

ARTICLE 541.3

Alternative obstacles should normally have only one set of flags, even if they are composed of several fences. The Technical Delegate may authorise a limited number of separately flagged alternatives if he considers that their use will improve the course

All alternatives must be within the permitted dimensions for the relevant level.

1. PRIZE DISTRIBUTION

Competitors are normally mounted, but it is permissible to provide a podium for the top 3 riders/teams. Order of prize giving is normally as follows :

- 1) Team Classification
- 2) Individual Classification

In a CCI, it is recommended that all competitors who complete the Event are in the arena during the prize award ceremony if a memento is distributed to all riders who have completed the event.

It is also recommended that in all individual competitions the owners of at least the top 3 placed horses be invited to participate in the Prize Giving Ceremony.

OCs must provide prizes in individual competitions to at least 25% of the starters; the first prize must not exceed 30% of the total prize fund (FEI Gen. Reg.)