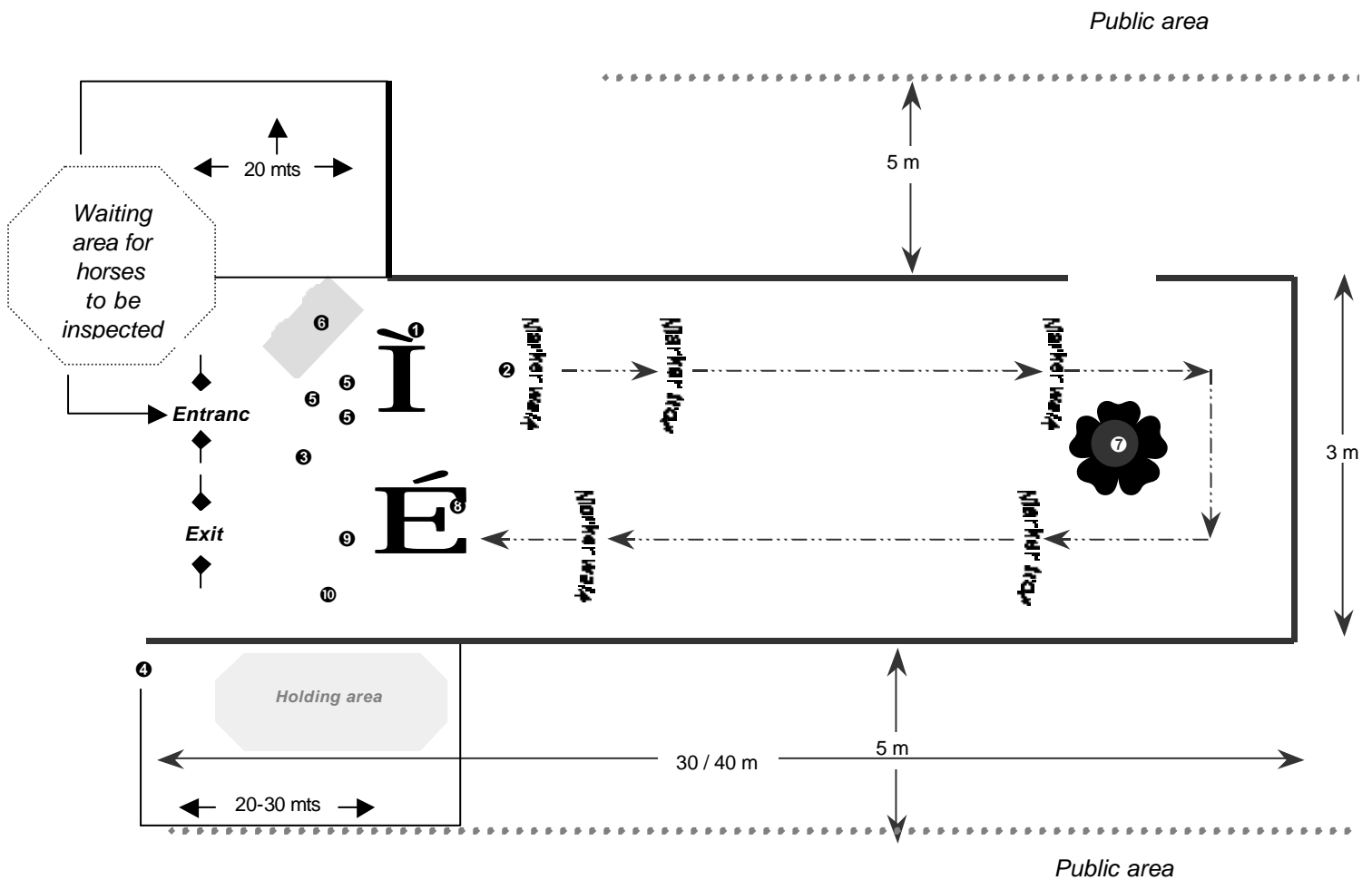


# ANNEX I - LAYOUT FOR HORSE INSPECTIONS

## LAYOUT FOR HORSE INSPECTIONS

The Technical Delegate is responsible for the correct layout and organisation of the (re)inspection and gives all necessary orders to the Chief Steward, Chef d'Equipes and competitors.

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>❶ Horse stands on all 4 legs ready for inspection.</li> <li>❷ Competitors stands in front of horse, holding it with both hands.</li> <li>❸ Veterinary Delegate.</li> <li>❹ Associate Veterinary Delegate (closed Holding Area)</li> <li>❺ Ground Jury.</li> </ul> | <ul style="list-style-type: none"> <li>❻ Table for secretary/ commentator (speaker with loudspeaker).</li> <li>❼ Turning point (flowers).</li> <li>❽ Horse stands to finish inspection.</li> <li>❾ Competitor stands in front of horse and hears the decision of the Ground Jury / Veterinary.</li> <li>❿ Chef(s) d'Equipe</li> </ul> |
|--|---|



## ANNEX II - FEI TD Report on Events

### FEI TD REPORT ON EVENTS (THREE DAY & ONE DAY EVENT)

Event & Category

Dates

Director \_\_\_\_\_

Telephone \_\_\_\_\_

Telefax \_\_\_\_\_

E-mail \_\_\_\_\_

This report is sent to the **Technical Delegate** of the event **who is responsible for returning the completed Report *in its entirety* to the FEI**. All information must be collected on site by the TD and **sent back to the FEI within 14 days of the Event's conclusion**. A copy of this report shall be sent to the Director of the Event by the FEI to help the organiser improve any possible future editions. A programme and **full results** must be attached.

This report should fulfil a threefold objective:

- To check the set up of the technical, administrative and media arrangements and to serve as a guide for the Organiser to improve the quality of the event.
- To inform the FEI about the running of each International Event.
- To collect the statistics concerning the number of participants, the evaluation of the test results and all information referring to any accident or form of abuse of horses.

The report consists of the following sections to be completed as follows:

1. Data regarding the event, compiled by the Director of the Event
2. An evaluation of the Event, completed by the Technical Delegate
3. Detailed comments (courses, general impressions & recommendations written by Technical Delegate after discussion with other officials
4. Decisions taken regarding passport irregularities, complaints, appeals, objections, warnings, penalties, disqualifications and instances of abuse of horses, completed by the President of the Ground Jury, the President of the Appeal Committee or the FEI Chief Steward, as appropriate
5. A report on accidents, completed by the Medical Officer or the Veterinary Delegate, as appropriate
6. Any further information, including any confidential remarks, a report for the *FEI Bulletin* and photographs, if the Event is an FEI Championship, shall be attached to this report. (See page 4 of this report.)

# 1. FEI REPORT FORM - EVENTING - DATA

(to be completed by the FEI)

**Officials** - please confirm the names of officials (note if a change from the schedule):

GROUND JURY: President	
Member	
Member	
TECHNICAL DELEGATE	
COURSE DESIGNER	
CHIEF STEWARD	
VETERINARY COMM. President (Ch only)	
Veterinary Delegate (Foreign if CH)	
Associate Veterinarian	
APPEAL COMMITTEE: President	
(for Champ. & CCI*** upward only) Member	
Member	
EVENT DIRECTOR	

**Prize Money** - please indicate the total amount of prize money distributed: \_\_\_\_\_

**Attendance** - please indicate the number of spectators:

dressage days \_\_\_\_\_  
 cross-country day \_\_\_\_\_  
 jumping day \_\_\_\_\_

**Statistics** - please indicate the number of horses (not covered in the results):

	Previous year	2000 Event
Horses Entered		
Accepted 1 <sup>st</sup> Horse Inspection		
Not accepted 1 <sup>st</sup> Horse Inspection		
Starters Dressage Test		
Not accepted 2 <sup>nd</sup> Horse Inspection		
Starters Phase D		
Completed Phase D without penalties and within the time		
Not Accepted 3 <sup>rd</sup> Horse Inspection		
Withdrawn before Jumping Test		
Starters Jumping Test		
Number of horses having completed the event		

**Press/Media Coverage:**

TV coverage - Broadcaster(s): \_\_\_\_\_  
 - Duration: \_\_\_\_\_

Number of journalists present: (Please indicate the type and number of journalists in attendance)

---

## 2. FEI REPORT FORM - EVENTING - EVALUATION OF EVENT

**Completed by the TD.** Please rate the following and provide as much detail as possible, particularly concerning areas in need of improvement. Attach additional page(s) if more space and further comments are required. (Marks: 1 – very weak; 5 – sufficient; 10 – excellent)

Area	Directives	Marks 1-10	Comments
<b>Dressage</b> Technical Aspects	Ground, arena, marking, jury's facilities, separation from public		
<b>Dressage</b> Administrative Organisation	Officials, documents, test ride, inspection of tack		
<b>Cross-Country</b> Technical Aspects Phases A & C	Route, ground, marking, measurement, plan		
<b>Cross-Country</b> Technical Aspects Phase B	Course, ground, obstacles, marking, separation from public, measurement, plan		
<b>Cross-Country</b> Ten-minute Box	Area, ground, separation from public, facilities for horses (water, farrier, etc.)		
<b>Cross-Country</b> Technical Aspects Phase D	Course, ground, obstacles, marking, separation from public, measurement, plan		
<b>Cross-Country</b> Administrative Organisation	Officials, documents, timing, maintenance of footing & obstacles		
<b>Jumping</b> Technical Aspects	Course, ground, obstacles, marking, separation from public, measurement, plan		
<b>Jumping</b> Administrative Organisation	Officials, documents, timing, maintenance of footing & obstacles		
<b>Horse Inspections</b> 1 <sup>st</sup> & 3 <sup>rd</sup>	Ground, separation from public, collecting & holding areas, officials, documents		
<b>Stabling</b>	Stalls, wash areas, services, office, security		
<b>Training &amp; Exercising</b>	General exercise, galloping, jumping & warm up areas		
<b>Communications &amp; Control</b>	Daily communications, cross-country control centre		
<b>Medical Services</b>	Daily services, emergency response		
<b>Veterinary Services</b>	Daily services, emergency response		
<b>Scoring</b>	Personnel, production of results, public score boards		
<b>Press</b>	Press & media centre, press officer, personnel		
<b>Public</b>	Traffic, parking, facilities, attractions, announcing, programme, information		
<b>Event Office</b>	Personnel, facility, competitor/public info.		

### 3. FEI REPORT FORM - EVENTING – Detailed Comments of TD

**Report on the Cross-Country Courses should cover the following:**

- design of the obstacles
- construction of the obstacles
- suitability of the course for the participants
- comment particularly on any obstacle where there was an accident (attach sketch if helpful)

#### 3.1. Report on the Courses

#### 3.2. General Impressions

#### 3.3. Recommendations

**3.4. For Championships** – Please attach a four-paragraph report for publication in the **FEI Bulletin** and submit **photographs** if they are available. The report should include the medal winners, general impressions and details of the Championship.

**Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_



**4. FEI REPORT FORM - EVENTING – DECISIONS TAKEN (cont'd)**

*Completed and signed by the President of the Appeal Committee or the President of the Ground Jury and returned to Technical Delegate.*

**4.3.Warning, Penalties, Disqualifications (Annex a separate, detailed report)**

NF	Horse	Name of Rider	Incident	Action Taken

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

**4.4. Abuse of Horse (Annex a separate, detailed report)**

NF	Horse	Name of Rider	Type of abuse	Action Taken

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

## 5. FEI REPORT FORM - EVENTING - ACCIDENTS

*Completed and signed by the Veterinary Delegate and returned to the Technical Delegate.*

### 5.1. Accidents involving Horses (Annex a separate, detailed report)

<b>NF</b>	<b>Horse</b>	<i>Name of Rider</i>	<b>Incident</b> location of accident, type of injury	<b>Action Taken</b>

**Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

## 5. FEI REPORT FORM - EVENTING - ACCIDENTS (cont'd)

Completed and signed by the Chief Medical Officer and returned to Technical Delegate.

### 5.2 Accidents involving Riders (Annex a separate, detailed report)

NF	Horse	Name of Rider	Incident location of accident, type of injury	Action Taken

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

### 5.3 Accidents involving Others: Report the name, involvement (groom, spectator, timer, etc.), location of accident, type of injury, action taken.

To be completed and signed by the Chief Medical Officer and returned to Technical Delegate.

Name	Involvement	Incident location of accident, type of injury	Action Taken

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

## ANNEX III – COMPETITORS’ QUERY OR OBJECTION

### **PROCEDURE**

1. Report Query at **Secretary’s Office**, or other location as directed by the OC, to **Competition Secretary**.
2. **Competition Secretary** to follow through the following procedures:
3. Check facts at Scorers.
4. Inform **Technical Delegate** who will investigate query and explain to Competitor.
5. **If competitor not** satisfied with explanation.
6. **Official Objection - Deposit - Written Statement**.
7. Follow FEI rules.
8. **Technical Delegate** liaise with **Competition Secretary** to convene Meeting of **Ground Jury** - notifying interested parties - Competitor, Fence Judge, Technical Delegate, Convenor/Steward as liaison for phase of competition.
9. An **Appeal** is not admissible:
  - against the decision of the Ground Jury where the question for decision was what in fact happened during a competition or where marks are awarded for performance; Examples: (which is not exhaustive): whether an obstacle was knocked down, whether a horse was disobedient, whether a horse refused at an obstacle or knocked it down while jumping, whether a rider or horse has fallen, whether a horse circled in a combination or refused or ran out, what was the time taken for the round, or whether an obstacle was jumped within the time; whether, according to the Rules, the particular track followed by a competitor has caused him to incur a penalty. Contrast questions involving interpretation of the Rules, which can be the subject of appeal.
  - elimination of a horse for veterinary reasons
  - against the decision of the Ground Jury by the Appeal Committee.
10. An **Appeal** is admissible in some cases resulting from organisational procedure or starting rights.

#### **NOTE:**

1. Ground Jury and Appeal Committee to report to Competition Secretary at end of each phase of the competition and remain available (on the ground) for 1 hour afterwards.
2. Fence judges and Stewards, Timekeeper, Scorer, etc. to remain in vicinity of the Secretary’s Office as above, after cross country phase only

## Annex IV - GUIDELINES DISCIPLINARY HEARING

### **GUIDELINES FOR GROUND JURIES DISCIPLINARY HEARINGS - EVENTING**

1. It is essential that when any rider is being considered for a disciplinary sanction he is given a fair hearing. This does not of course apply to the rare situation where any one member of the Ground Jury disqualifies a rider on the spot because of serious abuse of a horse, exhaustion etc.
2. In all other cases, the Jury having received a complaint or acting from its own observations should inform the rider that they wish to interview him. A suitable quiet place must be found for this to be done with as little delay as possible. The rider should be told why the Jury wish to see him – e.g. ‘with regard to a complaint about misuse of the whip’.
3. Frequently it will be most convenient for the Technical Delegate to find the suitable place, inform the rider etc. The TD must not express any opinion to the rider as to the likely outcome or penalty.
4. The rider should be told that he may be accompanied by his chef d’equipe if there is one or by any one other person he wishes. He should also be told that if he has any evidence he wishes to put forward or any witnesses then he must bring it/them with him.
5. The TD should arrange for the complainant and any witnesses if relevant to attend.
6. The Jury should listen to the complaint in the presence of the rider or if the hearing is as a result of something one of them has personally seen the Jury should explain the detailed reason for the hearing. Any witnesses on either side should then be heard.
7. The rider should then be asked if he has anything to add.
8. The whole hearing should be conducted as informally as possible but in such a way that it is clear that the Jury is trying to discover the truth.
9. The Ground Jury should then ask the rider to leave while they consider their verdict and any punishment. The TD may remain to advise the Jury but must not act though he is part of the panel taking the decision. Any other official, e.g. Vet, Chief Steward, must not discuss or advise on penalties.
10. Finally the Jury should recall the rider and inform him of the decision, which must then be recorded in writing, signed by the President and sent with the official reports to the FEI.

#### **YELLOW CARDS**

If the infringement is of a relatively minor nature a yellow card is provided for in the FEI Regulations. A useful guide to what might be covered by this may be obtained by quickly considering whether, if found guilty, the rider would be likely to be disqualified from the competition. If so, the offence is not minor.

A yellow warning card can be delivered for following 2 offences, if considered less serious instead of instituting the procedures foreseen in the legal system:

- Abuse of horse in any form
- Incorrect behaviour towards event Officials or any other party connected with the event.

If a yellow card is being considered, it is not necessary to hold a hearing as described above. The rider should be summoned to see the President of the Ground Jury and told that he is reported to have committed an offence as a result of which he is to be given a yellow card, which he can either accept or reject. If he accepts it, the fact is recorded but this is not a punishment as such. If he does not wish to accept, then a hearing as above is convened, he is found guilty or not guilty and then given the appropriate penalty.

A hearing may, if the rider is found guilty, result in an official warning as one possible sanction. This is not the same as a yellow card.

## **GUIDE TO SANCTIONS**

There are 4 different sanction situations:

### **1. Unofficial Warnings**

These should never be used. If the Jury feels that it should warn a rider at all, then either a yellow card should be issued or a hearing held. The whole point of yellow cards is to put a rider on notice that he must not repeat the incorrect conduct which of itself is relatively minor.

In addition, it is extremely important that all incorrect conduct is recorded, even if it is relatively minor. If this is not done, it is impossible for Juries to take into account previous offences.

### **2. Official warnings (Gen. Regs. Art. 163.3.1 and 164.4.1)**

### **3. Yellow cards (Gen. Regs. Art. 174.8.1 and 8.2)**

### **4. Disqualification in severe cases of abuse of horses or dangerous riding (Gen. Regs. Art. 143 and Rules for Eventing Art. 521.1 and 2)**

There can be no hard and fast rules as to the appropriate penalty for particular offences, because they will always vary in gravity. In general, all cases of abuse of the horse must be regarded seriously. Unintentional minor 'abuse', for example spur marks where the injury is very slight (rubbed hair should not be considered as a spur mark), might only attract a yellow card, but other cases should be penalised. If the horse has not already been eliminated or retired, disqualification is a major penalty. If it is already out of the competition, then a fine may be necessary. Very serious cases involving premeditated abuse &/or serious abuse through a loss of temper should be referred to the Secretary General of the FEI.

Offences such as incivility to officials, failure to observe rules, etc. that do not involve cheating or danger to others, should be acted upon but not regarded as seriously as abuse.

## ANNEX V - MEASURES ADVERSE CLIMATIC CONDITIONS

### **GUIDELINES OF MEASURES TO BE TAKEN IN ADVERSE CLIMATIC CONDITIONS**

#### **I. GUIDELINES FOR RIDERS FOR COPING WITH CONDITIONS OF EXCESSIVE HEAT AND HUMIDITY (UPDATED FEBRUARY 1999)**

The following recommendations are made as a result of the research and experience in the period up to and including the Atlanta Olympic Games 1996.

##### GENERAL:

1. A period not less than seven days should be allowed for acclimatisation.
2. Personal fitness improves the ability to acclimatise.
3. A medical examination should be undertaken to identify the presence or likelihood of any health problem well ahead of the departure date.
4. It is known that dehydration will impair performance and may prove dangerous. Consequently, riders in consultation with their team doctor and Chef d'Equipe, are advised to establish their anticipated individual fluid requirements, both in and out of competition. Such fluids must be readily available, appropriate and enjoyable.
5. It should be noted that thirst is not a good indicator of hydration status and that it is best monitored by accurate weighing before and after exercise. The carrying of personal water bottles is recommended as is developing the ability to drink both before and during exercise whenever possible.
6. It is cautioned that participation whilst suffering from an illness, particularly causing a fever or dehydration, may be very dangerous and should not be attempted.
7. The suitability of allowable medications for treatment should be ascertained as some drugs may adversely affect heat regulation.
8. Dehydration may be caused by alcohol and caffeine drinks, such as coffee and cola, and their use should be a matter of discretion.
9. Direct exposure to the sun should be limited and use made of shade, broad-brimmed hats, sun glasses and sunscreen skin preparations. Clothing should be light-coloured, loose-fitting, lightweight and of a material capable of absorbing moisture.
10. The early symptoms of heat-related illness can include cramps, fatigue, weakness, headache and nausea. Concentration and judgement become impaired.

##### IN COMPETITION:

1. Protective Head-Gear: The most effective currently available protective head-gear, offering ventilation and moisture absorption, should be worn. In order to reduce the absorption of heat, the shell of the helmet should be of white or light colour, and silks, if

worn, should also be of a light colour and not impede ventilation. When it is considered safe to do so it is considered appropriate for helmets to be removed after the rider has dismounted.

2. Body Protectors: Body protectors, if worn, should not impede movement and be of such design as to reduce the retention of body heat to a minimum.

### ***Guidelines For the Use of An Environmental Index for Horses Competing in Hot/Humid Climatic Conditions.***

#### **The Wet Bulb Globe Temperature Index**

In order to assess how severe the environmental conditions are at equestrian competitions, particularly the Speed and Endurance Phase of Three Day Events, the International Equestrian Federation (FEI) has previously used a 'Comfort Index'. The Comfort Index is calculated by adding the shade temperature in degrees Fahrenheit to the percent relative humidity (also measured in the shade). This index has worked reasonably well, but can lead to an underestimation of the severity of conditions.

The main problem with the Comfort Index is that it does not take into account the cooling effect of wind or the heating effect of the sun (or radiation reflected from the ground which will depend on the surface; grass will essentially feel cooler than dirt).

The Wet Bulb Globe Temperature (WBGT) Index has been introduced for use in equestrian competitions and has the advantage that it weighs up the effect of air temperature, humidity, wind and sun into one number. The WBGT Index is calculated by measuring the Wet Bulb temperature in the shade (usually inside a white, ventilated wooden screen at a height of 1.5 metres from the ground - commonly referred to as a Stevenson Screen). The Globe temperature is measured as the temperature inside a 15 cm matt black copper globe. The globe is heated by the sun or radiation from the ground and cooled by the wind. Therefore the Globe temperature gives a balance between solar radiation and wind.

Both the Wet Bulb temperature and the Globe temperature can be measured with ordinary mercury dry and wet bulb thermometers. Mercury wet bulb thermometers must be used very carefully in order to provide a reliable reading. The wick must not be allowed to dry out, only distilled water should be used and the bulb of thermometer must be kept clean. However, there are now a wide range of relatively inexpensive electronic sensors (for measurements of both globe and wet bulb temperature) which are more reliable and robust. These have the added advantage in that they can be used with an interface which will provide a direct reading of the index (e.g. Pico Technology, Cambridge, UK).

The WBGT Index is calculated as follows:

WBGT Index = 0.7 x Wet Bulb Temperature (°C, shade) + 0.3 x Black Globe temperature (°C, unshaded).

Example

Wet Bulb = 30°C, Globe = 45°C  
 30°C x 0.7 = 21  
 45°C x 0.3 = 13.5  
 WBGT = 21 + 13.5 = 34.5

Although the units for the temperature are both in degrees centigrade (°C), the WBGT Index does not have units, i.e. it is just a number and not a temperature.

The screen to hold the wet bulb thermometer and the black globe can be mounted together on a post which should be away from trees and any cars or buildings at a height of around 1.5 metres (similar to the height of the horse and rider above ground). An accurate assessment of the change in conditions throughout the day can be obtained by calculating the WBGT Index every 15 - 20 minutes and plotting this on a piece of graph paper.

Recommendations for the use of the WBGT Index during the Speed & Endurance Phase of a Three Day Event have been produced and these are shown in table 1. These recommendations may need to be modified for different levels of competition and for different disciplines.

In order to help with appreciation of the severity of different levels of competition, table 2 shows the WBGT Index determined at a number of Three Day Event competitions.

For further information concerning technical aspects relating to the WBGT Index please contact the FEI.

**Table 1 Recommendations for different levels of the WBGT Index for the Speed & Endurance Phase of a Three Day Event**

<b>WBGT Reading</b>	<b>Recommendations</b>
<b>Less than 28</b>	<i>No changes to the FEI recommended format for the Three Day Event competitions should be necessary.</i>
<b>28-30</b>	<p><i>Some precautions to reduce heat load on horses will be necessary.</i></p> <p>These should probably include:</p> <ul style="list-style-type: none"> <li>• Some reduction of Phases B (Steeple Chase) and Phase C (second Roads and Tracks)</li> <li>• the addition of a 10 minute cooling halt in Phase C</li> <li>• extension of the 10 minute box to 15 minutes with provision of adequate shade and ice/water for effective cooling</li> <li>• provision for cooling after Phase D (Cross-country).</li> </ul>
<b>30-32</b>	<p><i>Additional precautions to those above to limit overheating of horses will be necessary.</i></p> <p>These should include some or all of the following:</p>

	<ul style="list-style-type: none"> <li>• Reduction of Phase B</li> <li>• efforts to ensure Phase C is a recovery phase by reducing the distance and incorporating two 10 minute cooling halts</li> <li>• a 15 minute halt after Phase C with adequate shade and provision of ice/water for effective cooling</li> <li>• a reduction in the length and number of jumping efforts in Phase D</li> <li>• provision for cooling after Phase D.</li> </ul>
<b>32-33</b>	<p><i>These are hazardous climatic conditions for horses to compete in and will require further modifications to the competition.</i></p> <ul style="list-style-type: none"> <li>• Further reductions to Phases B, C and D</li> <li>• strict veterinary monitoring at all halts</li> <li>• compulsory provision of shade on Phase D for horses held up on the course.</li> </ul>
<b>Above 33</b>	<p><i>These environmental conditions are probably <u>not</u> compatible with safe competition.</i></p> <ul style="list-style-type: none"> <li>• Further veterinary advice will be required before continuing.</li> </ul>

**Table 2 Environmental Conditions and Calculated WBGT Index during the Speed & Endurance Phase at Major Three Day Event Competitions**

	Shade Temperature (C°)	Relative Humidity (%)	Wet Bulb Temperature (C°)	Globe Temperature (C°)	WBGT Index
World Championships, Kentucky, USA 1978	29.4	70	25	-41.9	30.1
Barcelona Olympics, Spain 1992	29.0	46	20.3	-45.0	27.7
World Games, The Hague Holland 1994	32.2	38	21.5	-45.0	28.6
Badminton, England 1995	28.1	39	20.5	37.0	25.5
Young Riders, Wadsworth, USA 1995	32.7	71	28.2	50.0	34.7
Atlanta Olympics, USA 1996 (Team)	30.1	59	23.8	41.2	29.0

### III Thermometer scale of Degrees Fahrenheit/Centigrade:

CENTIGRADE

-20 -15 -10 -5 0 5 10 15 20 25 30 35 40 45 50

---

---

-4 5 14 23 32 41 50 59 68 77 86 95 104 113 122

FAHRENHEIT

# ANNEX VI – EXAMPLES OF WORK SHEETS

## 1. HORSE DATA FORM

A form should be kept for each horse including all its data from the first veterinary examination until the end of the event. This form should also state the heat and humidity figures of the day. (See annex).

During the event these forms are to be available to anyone. Following the event, copies of all forms are to be sent to the FEI for its research programme.

**EVENT:** ..... **DATE:** .....

### I. General Information

Passport Nr.	Name of Horse	NF	Name of Rider	ID-Number

### II. First Examination (Article 520)

OK ? Yes  No  Comments:.....

### III. First Inspection Date:..... Time: .....T: .....Humidity: .....

Pass	Hold	Fail	Reason
Comments:			

### IV. Second Inspection Date:..... Time: .....T: .....Humidity: .....

Pass  Fail  Reason:.....

Time in:	Pulse	RR	Temp	Comments
Time out:				

### V. Second Examination.....Comments: .....

### VI. Third Inspection Date:..... Time: .....T: .....Humidity: .....

Pass	Hold	Fail	Reason
Comments:			

### VII. Medication Control Date:.....Time:.....

Urine  Blood

## 2. TIME SHEETS

N°:

Time In: \_\_\_\_\_

Time Out: \_\_\_\_\_

Elapsed Time: \_\_\_\_\_

Course Time: \_\_\_\_\_

X

Penalties: \_\_\_\_\_

\_\_\_\_\_

N°:

Time In: \_\_\_\_\_

Time Out: \_\_\_\_\_

Elapsed Time: \_\_\_\_\_

Course Time: \_\_\_\_\_

X

Penalties: \_\_\_\_\_

\_\_\_\_\_

N°:

Time In: \_\_\_\_\_

Time Out: \_\_\_\_\_

Elapsed Time: \_\_\_\_\_

Course Time: \_\_\_\_\_

X

Penalties: \_\_\_\_\_

\_\_\_\_\_

N°:

Time In: \_\_\_\_\_

Time Out: \_\_\_\_\_

Elapsed Time: \_\_\_\_\_

Course Time: \_\_\_\_\_

X

Penalties: \_\_\_\_\_

\_\_\_\_\_

N°:

Time In: \_\_\_\_\_

Time Out: \_\_\_\_\_

Elapsed Time: \_\_\_\_\_

Course Time: \_\_\_\_\_

X

Penalties: \_\_\_\_\_

\_\_\_\_\_

N°:

Time In: \_\_\_\_\_

Time Out: \_\_\_\_\_

Elapsed Time: \_\_\_\_\_

Course Time: \_\_\_\_\_

X

Penalties: \_\_\_\_\_

\_\_\_\_\_







**ANNEX VII - TECHNICAL DELEGATE AND ORGANISERS CHECK LIST**

**TECHNICAL DELEGATE AND ORGANISERS CHECK LIST**

**OFFICIALS**

- \* Will the following officials being convened by letter indicating the date, place and time of the inspection of the courses by the Ground Jury?
  - The Ground Jury in its entirety?
  - The Technical Delegate?
  - The Course Designer?
  - The Course Builder?

YES	NO

**PHASE A**

- \* Will inspections of spurs and whips be carried out?
- \* Is Phase A correctly numbered and marked on both the ground and the official map?
- \* Are the kilometres correctly marked?
- \* Is the ground satisfactory for this Phase?
- \* Is there a small roped area at the end of Phase A close to start of B
- \* Is the siting of Phase A satisfactory?
- \* Are the distances in accordance with the Schedule of conditions and the Rules?
- \* Will there be a chief steward for phase A ?
- \* If there are "Check Points", will they be stewarded?
- \* Does the steward(s) have immediate access to the Radio Network?


**PHASE B**

- \* Is there a chief steward for Phase B?
- \* Is the distance checked and re-checked?
- \* Will Phase B be inspected on foot?
- \* Is there a Veterinarian and Horse Ambulance available at phase B throughout the endurance test?
- \* Is the start and finish in accordance with the Rules?
- \* Is the whole of the track roped off?
- \* Is the ground suitable for this phase?


- \* Does the number of obstacles correspond to the Rules?
- \* Is the whole of Phase B going to be completely finished before the Ground Jury's inspection (flags,...) ?
- \* Is the track allowing for two competitors on Phase B at the same time?
- \* Is the steeple-chase obstacles according to the rules?
- \* Does the assistance area on phase C have the following:
  - A farrier?
  - A supply of water?
- \* Is transportation provided for the evacuation of horses?


PHASE C

- \* Will inspections of spurs and whips be carried out?
- \* Is Phase C correctly numbered and marked on both the ground and the official map ?
- \* Are the kilometres correctly marked ?
- \* Is the ground satisfactory for this Phase ?
- \* Is there a small roped area at the end of Phase C close to start of D ?
- \* Is the siting of Phase C satisfactory?
- \* Are the distances in accordance with the Schedule of conditions and the Rules?
- \* Will there be a chief steward for Phase C ?
- \* If there are "Check Points", will they be stewarded?
- \* Does the steward(s) have immediate access to the Radio Network?
- \* Is the "C-halt" included between 1<sup>st</sup> and 3<sup>rd</sup> km ?
- \* Is the "C-halt" of 10 minutes ?
- \* Is the "C-halt" monitored by Vets ?


PHASE D

- \* Will the inspection of spurs and whips be carried out?
- \* Will Phase D be inspected on foot?
- \* Is there a chief steward for Phase D?
- \* Does the number of efforts correspond to the Rules?
- \* Does the number of drops correspond to the Rules?

YES	NO





- \* Are the starting and finishing lines according to the Rules?
- \* Are the practice obstacles within the height limits set by the Rules?
- \* Are the flags in place?
- \* Will an inspection be made of spurs and whips?
- \* Will there be stewards in attendance?
- \* Are the obstacles measured by the Technical Delegate ?


**PRIZE GIVING**

- \* Are the prize money and prizes in kind distributed according to the Rules and the schedule to the competitors?

TOTAL :


**HORSE INSPECTIONS** - The Area for the Horse Inspection

- \* Is it flat?
- \* Is it hard?
- \* Is it satisfactory (not slippery)?
- \* Is it decorated with flowers?
- \* Is it visible to the public?
- \* Are there sufficient stands for the spectators?
- \* Is it some distance away from the public?
- \* Is the holding box area satisfactory?
- \* Will the Veterinarian in the holding box be suitably qualified as per the Rules?

YES	NO

**STABLES**

- \* Are they sufficiently large?
- \* Will access be monitored day and night?
- \* Does the stables have sufficient fire-fighting equipment?
- \* Is the infirmary boxes sufficiently isolated?
- \* Are the boxes for anti-doping control isolated?
- \* Is the accommodation for grooms outside the enclosure of the stables?
- \* Will the trucks and vans be outside the stable enclosure?


- \* is the water supply points and showers sufficient?
- \* Is an information board provided for at the stable secretariat?
- \* Is the information given in English and / or French?


**EXERCISE AREAS**

- \* Are they large enough for:
  - Dressage training?
  - Jumping training?
  - Fast work (gallop)?
  - Hacking?
- \* Is there red and white flags on the obstacles?
- \* Will sufficient stewards be provided?


**LOGISTICS:**

- \* Is the following satisfactory:
  - Accommodations for competitors and grooms?
  - Accommodations for officials?
  - Meals for competitors and team officials?
  - Meals for event officials
- \* Are vehicles provided for all those who needed them ?
- \* Is there someone responsible for the officials?
- \* Are walkie-talkies provided for:
  - The Technical Delegate?
  - The Ground Jury?
  - The Veterinary Commission?
  - The Chief Steward?
  - The Course Designer?
  - The Course Builder?


YES	NO

ADMINISTRATION

- \* Will the draw for the starting order take place in accordance with the Rules?
- \* Will all schedules, notices, instructions and announcements addressed to the public in either writing or spoken in one of the official FEI languages (English and/or French) ?
- \* In the area of the Secretariat, will the information board give instructions in English and/or in French ?
- \* Will distinctive badges and access passes be distributed according to the Rules?
- \* Will the passes for the stables and the 10 minute box be delivered according to the rules?
- \* Will the reimbursement of officials' expenses be made either during or at the conclusion of the event?

YES	NO

PRESS AND MEDIA

- \* Is the Press tent in a suitable location?
- \* Does the Press tent have:
  - Sufficient typewriters?
  - Sufficient telephones?
  - Sufficient telefax machines?
- \* Is the person responsible for the Press a professional?
- \* Will journalists be adequately welcomed (room, chairs, tables, armchairs, drinks, meals, etc.)?

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## ANNEX VIII – FATAL ACCIDENTS

### **FATAL ACCIDENTS**

It is very important that a standard and correct procedure is followed if there should be a fatal accident to either a horse or a rider at any FEI event.

The President of the Ground Jury is asked to nominate and preside over a small ad-hoc committee of 3 – 5 members, to study within 24 hours the information available at the event. Such information will include veterinary and/or medical reports, type and dimensions of any obstacles involved, evidence from eyewitnesses, TV or video, the state of the ground and any other factors that might explain the reason for the accident and for its severity.

The membership of the ad-hoc committee will be at the discretion of the President. However, it should not include anyone directly involved with the organisation of the event. The Technical Delegate will not be a member but will assist and advise the committee. Potential members will include an experienced rider, course designer, judge, technical delegate, veterinarian, doctor, trainer or Chef d'Equipes.

The President should report the findings to the FEI, together with a note of any further investigations that are being undertaken.

The FEI Eventing Committee will consider all such reports as quickly as possible, in case any general advice should be issued to NFs/OCs/Officials as a result.

## ANNEX IX - FEI Crisis Management Plan

### **EVENTING - QUICK REFERENCE CRISIS MANAGEMENT PLAN**

#### Introduction

This document is intended for “instant action” when a Crisis, such as a serious injury or death of either rider or horse, occurs at your event. It is designed as a quick reference to setting up your Team before the competition starts, a guide to procedures and to help with issuing initial statements and logging detail.

It is intended to supplement any national procedures. There may be varying national requirements to report injuries/fatalities that are not covered in this document.

#### Telephone Numbers

It is essential that the OC prepares a list of all required telephone numbers to be attached to Crisis Management Plan distributed to all concerned.

(List should include numbers of:

- Event and Secretary’s Office
- Press Officer & Press Centre (fax & Tel)
- Stable Manager
- Hospital Liaison
- Local Police
- Landowner/host
- NF
- Insurance company
- Stable office
- Accident & Emergency Dept at hospital
- Health & Safety Dept or similar
- local Coroner’s Office)

#### Action At A Fence

1. Screens around accident while any treatment is taking place ; fence repair has screens.
2. Take rider into ambulance as soon as possible and get the course cleared so that the competition can resume.
3. Fence repair to find water/shavings/dust to put on ground if necessary.
4. Fence judges to be replaced and taken to events operation centre where they will be required to write independent statements. If there are a couple of experienced equestrian people who witnessed the accident, have them come to make statements as well.
5. The fence judges may need counselling or assistance following a serious accident, even some months later.
6. The public address announcer should inform the public that there is a hold up on the course due to an accident, but not go into any details. If an accident does not prove to be as serious as at first thought, the announcer must tell the public that the horse &/or rider are for instance going back to the stables.

#### Committee of Enquiry

President of Ground Jury (specifically representing the FEI) to nominate a Committee to investigate circumstances and report to FEI.

### Crisis Management Team (CMT)

1. Head of team - to co-ordinate crisis management. Ideally a person with specific knowledge of the event. If this is the event organiser, then appoint a deputy to continue running the event. Either the Head of team or the Assistant Head ideally should have legal expertise of the national laws or an additional person should be appointed
2. Chief Medical Officer of the event
3. Chief FEI Veterinary Delegate
4. Assistant head - to support head and help obtain information. Preferably a senior person with (wider knowledge of the sport, if appropriate).
5. Press officer\*\* to liaise and advise on all statements to the media
6. Secretary/typist
7. runner plus, possibly, additional staff to man telephones – Hospital liaison
8. a liaison person in the stable area to answer all questions relating to an accident.
9. Hospital/event liaison person
10. TD as soon as he/she can be available

NB: The CMT can only include those who can be spared from the direct running of the event in order to manage the situation.

\*\* if not in the operations centre at all times, the press officer should be on call. All statements to the press should be made either by

- 1) Head of Team
- 2) Press Officer...and no one else.

### Equipment

The following should be available or easily accessed:

- telephones and note pads
- file, for notes of all telephone calls, copies of press releases (including drafts)
- list of international telephone numbers
- list of emergency telephone numbers
- radios x 5 - on separate net to normal traffic (this may not always be practical)
- word processor or typewriter
- photocopier
- fax machine
- tape recorder and tapes
- other general office equipment
- TV monitor and video recorder
- press release paper
- list of accredited press
- copies of the programme
- relevant rider and/or horse biographies (if not available, a copy of entry form)
- up-to-date list of scores, including fence analysis
- previous year's results
- history of event, including numbers of previous fatalities
- general facts and figures
- tea and coffee making facilities

NB1: microphone and speakers may be required in the venue selected for the Press Conference

NB2: Rider information and contact names and numbers – this is the most difficult information to obtain, particularly contact number for foreign riders. OC must obtain Information from the entry form or ask the rider to complete of a form on arrival ( either NFs of Chef d'Equipes as appropriate should be made responsible for providing this information).

## Operations Centre

Find a private location, preferably close to the press office and one where it is impossible to be overheard. Telephone landlines necessary. If necessary, post security on the door. Use the list headed "Equipment" as a guide to the equipment and paperwork you need on hand.

NB: keep a record of all events, including telephone calls and questions and answers in the press conference. Use telephones only; switch radios off as these can be overheard.

## Immediate Response

1. The press officer should:

- issue a holding statement, approved by the parties mentioned above (see Media Draft A). Use only this holding statement in dealing with telephone enquiries; avoid being drawn into long telephone conversations, but offer to "fax the full press statement once it is prepared.
- announce press conference on the press room notice board and by word of mouth. The press conference will normally take place after the last horse has finished the cross country test.
- secure relevant rider/horse biography and photocopy for distribution to CMT
- in the case of a horse fatality, establish if rider, owner, Chef d'Equipe are willing/able to meet the press, but only if they are going to be positive

**NB:** avoid being too optimistic over start time for press conference.

In case of human fatality:

2. The Police should be notified immediately by the CMT

- they will contact next of kin (see above note two of "Equipment" above in regard contact numbers) and confirm this to CMT
- they will compile witness statements
- if they wish to inspect the fence, a senior event official must accompany them

**NB:** brief them not to charge around with sirens blaring and lights flashing

3. The CMT should alert any essential contacts to crisis (eg: landowner, FEI officials, NF officials)

4. the CMT should dispatch a representative (with mobile phone) to hospital to:

- be a direct link with CMT. It is rare for a person to be pronounced dead before arrival at hospital, and CMT will need this information as soon as possible
- arrange help with the immediate problems of the rider's family and/or team/friends and/or horse owner, such as looking after the horse, driving the lorry and so forth

5. gather information and establish the facts. Use **Form A** as the basis for your research

## Prepare Press Statement

Follow **Media Draft B** wherever possible, filling in the information relevant to your case. Once drafted:

- read it most carefully, in particular to check that you have not inadvertently made any admission of liability
- obtain approval from senior internal personnel (eg: sponsor, landowner, vet etc.) but resist the temptation to make wholesale changes to the basic format. Keep it short:
- ensure all other essential contacts (see earlier) are aware of its contents
- ensure spokesperson's name and contact number appear at the bottom.

Again, avoid being drawn into long telephone conversations; offer to "fax the statement".

### Hold Press Conference

Assemble the media in the press office or another secure environment; if necessary, post security on the door. Arrange a podium (however informal) and microphone if necessary to ensure that you will be heard. The media must be addressed by the head of the CMT, but arrange for additional personnel able to answer technical questions - eg: doctor, vet, course builder, technical delegate, steward - to be near the front. Make it as brief as possible, outlining this format at the outset:

- the statement will be read
- questions will be taken
- personal interviews will be arranged (preference to be given to equestrian media).

While the press conference is under way, note names of journalists attending.

### Distribute Press Statement

In addition to its distribution at the press conference, the statement should also go to:

- non-attending equestrian press
- news editors of national and relevant regional daily newspapers
- editors of relevant regional weekly newspapers
- news editors of national and relevant regional radio and TV stations
- local police and emergency services
- the event's legal and insurance advisers
- the event venue and sponsor
- local authorities
- animal and welfare organisations

### De-Brief

Before dispersing, the CMT should hold an internal de-brief to confirm in everyone's minds precisely what happened and to arrange how to progress. Agree a spokesperson to deal with the FEI, plus any other subsequent enquiries, and prepare a complete dossier for the FEI, including all relevant paperwork.

## Form A - Information to be established

### 1. Rider or public fatality/serious injury

Mr/Mrs/Miss \_\_\_\_\_ Name \_\_\_\_\_

First name \_\_\_\_\_ Age \_\_\_\_\_ Nationality \_\_\_\_\_

From where? \_\_\_\_\_

Based where? \_\_\_\_\_

married? Yes \_\_\_\_\_ No \_\_\_\_\_

children? Yes \_\_\_\_\_ No \_\_\_\_\_ if Yes, how many? \_\_\_\_\_

### 2. Horse

Name \_\_\_\_\_ Age \_\_\_\_\_ gelding - mare - stallion

Owner \_\_\_\_\_

### 3. Additional information

Vet attending \_\_\_\_\_

Doctor(s) attending \_\_\_\_\_

Fence judge(s) \_\_\_\_\_

### 4. Nature of incident

time occurred \_\_\_\_\_

fence number/area (eg: grandstand) \_\_\_\_\_

what happened? (fact, not hearsay) \_\_\_\_\_

how many injured? \_\_\_\_\_

### 5. Injuries

rider \_\_\_\_\_

horse \_\_\_\_\_

member of public \_\_\_\_\_

### 6. How is incident being handled?

hospital name \_\_\_\_\_

### 7. Have witness statements been taken? \_\_\_\_\_

### 8. Background

how many horses had cleared fence prior to incident? \_\_\_\_\_

had this rider cleared the fence earlier on another horse? \_\_\_\_\_

how many completed the course? \_\_\_\_\_

how many first timers had completed the course prior to the incident? \_\_\_\_\_

how many riders had retired? \_\_\_\_\_

**9. Other consequences - NB: not for media publication**

cause \_\_\_\_\_

\_\_\_\_\_

-

whose fault \_\_\_\_\_

any breach of safety? \_\_\_\_\_

check whether the rider has won any prizes on another horse - it could prevent embarrassment at the prize-giving

**j) prognosis**

if injuries, what is result? \_\_\_\_\_

## Media draft A - Initial response or holding statement

- **written**

The organisers are investigating the facts surrounding the incident. As soon as these are available, a full statement will be issued and a press conference held.

- **verbal**

I/we do not have the full detail of the circumstances surrounding the incident. As soon as these are available, a full statement will be issued.

- **on the death of a rider**

A rider has suffered fatal injuries and has been taken to hospital. Further information will follow. The next of kin must be informed before any statement.

NB: Replies, either written or verbal, should be:

- calm
- objective
- clear and factual
- brief
- responsible and concerned

Media draft B - **Press statement and subsequent press releases to be structured as follows:**

**1. Public or rider fatality**

It is with the deepest regret that we announce that Mr/Mrs/Miss (first and last names) suffered a fatal accident while competing/spectating at \_\_\_\_\_ Horse Trials in \_\_\_\_\_(country) at \_\_\_\_\_ am/pm on \_\_\_\_\_(date). \_\_\_\_\_(first name), aged \_\_\_\_\_-from \_\_\_\_\_(home town) was/was not married, with \_\_\_\_\_ children. \_\_\_\_\_'s (first name) horse \_\_\_\_\_, owned by \_\_\_\_\_, a \_\_\_\_\_-year-old gelding/mare/stallion \_\_\_\_\_(description of incident, eg: stumbled and fell over the rails at fence 15). \_\_\_\_\_(first name) eg: was thrown off the horse which, in falling, struck the rider's head, causing fatal injuries).

2. the press may ask about the dimensions of the fence at which the accident happened. This information should not be divulged. A member of the press may measure the fence incorrectly and dispute your measurements. A suggested reply to avoid this is:

- All fences on the course are within the dimensions specified in the rules and no details will be discussed before the Coroner's Inquest.
- Try to avoid saying how many horses had successfully jumped the fence before the accident (it smacks of a whitewash) but be prepared for a question and work out how many.

3. **A standard paragraph** should be included, along the lines of one of these:

"At every FEI event, the maximum consideration is given to the safety and welfare of horses and competitors.

- "Mr/Mrs/Miss \_\_\_\_\_(President of the Ground Jury) said: On behalf of the whole sport, I would like to extend our deepest sympathy to \_\_\_\_\_'s (first name) family."

OR

- "On the extremely rare occasions a rider suffers a fatal accident at a Horse Trial; it is a tragic loss. The thoughts and prayers of eventing people all over the world are with her/his family at this sad time."

**4. Horse fatality**

It is with great sadness that we announce that \_\_\_\_\_(horse's name), ridden by \_\_\_\_\_ and owned by \_\_\_\_\_ was humanely destroyed/put down as a result of a fatal accident while competing at \_\_\_\_\_ Event in \_\_\_\_\_(country) at \_\_\_\_\_ am/pm , on \_\_\_\_\_(date). \_\_\_\_\_(horse's name), a \_\_\_\_\_-year-old gelding/mare/stallion \_\_\_\_\_(description of incident and injury, eg: stumbled and fell over the rails at fence 15 and suffered a broken back.)

Again, do not mention the dimensions of the fence.

## OFFICIAL Event Organiser's PAPER

### Draft Example

Issued by XYZ Event Organiser at (time)

It is with deepest regret that we announce that (rider) suffered a fatal accident whilst competing at (the XYZ) Three Day Event in (country) on (day, date). (rider name) (age) from (town, county, country) was single/married.

(name) was riding (owner's) (horse), (age), (gelding/stallion/mare). The incident occurred at fence (number). There was a doctor in attendance at the time of the fall and a full paramedic team was present within moments (or similar information.) (name) was taken to the (name of hospital, (town) where he was declared dead on arrival.

The (landowner), the Organisers of the XYZ Event and (title of sponsor if they wish) would like to extend their deepest sympathy to (full name) family.

ENDS

(date)

For further information contact: telephone number(s)

## Sample questions and answers

### 1. Cruelty

**Q** - There is a gathering opinion that these events are cruel to horses. Do you agree?

**A** - At every FEI event, the maximum consideration is given to the safety and welfare of both horse and rider.

### 2. Bad weather

**Q** - Do you think the event should have been stopped (sooner) because of the weather?

**A** - Conditions are constantly monitored by the Ground Jury\*, a panel of internationally recognised judges. Had the members of the Ground Jury considered that the conditions were not safe, they would have made the decision to halt the event with the utmost speed.

\*Steward & Technical Advisor at smaller events

### 3. Money

**Q** - Isn't it fair to say you are more interested in the gate receipts than the animals' welfare?

**A** - No, it isn't fair to say that - extensive insurance policies taken out before the event cover all aspects of income, including gate receipts.

### 4. Danger

**Q** - Doesn't this incident prove that the sport is too dangerous?

**A** - Eventing is a challenge to the combined skills of both the horse and rider. To meet those challenges successfully requires the same input of patience and talent that is needed in any other walk of life.

**Q** - Aren't the obstacles too dangerous? isn't it time they were made less severe?

**A** - The obstacles are designed to present a fair challenge of skills. Experience course designers set out to ask realistic questions of horse and rider.

### 5. Request for detail

**Q** - What exactly happened out there? What caused the incident?

**A** - I don't have the full details. You will need to take to the event director/organiser, who I understand will make a full statement soon.

### 6. Briefing of riders

At the riders' briefing, they should be told simply how to cope with approaches by the media in adverse situations. A suggested response might be:

I cannot comment at the moment, but I understand all the facts are being gathered for a for a press statement by the event director/organiser.