



2009 FEI GUIDELINES
FOR DRIVING EVENTS
ORGANISERS & OFFICIALS

GUIDELINES FOR DRIVING EVENTS ORGANISERS & OFFICIALS

INTRODUCTION

These guidelines are **not** rules: but are issued with the aim of assisting organising committees, technical delegates, all officials and competitors, in international driving events and championships, with operational details concerning the organisation and the running of these events together with practical logistical guidance.

It should be read in conjunction with the current Statutes, the General Regulations, the Rules for Driving Events, Manual for Stewarding and the Veterinary Regulations of the FEI, and these should be followed in every detail, unless extraordinary circumstances exist.

Not all cases can be foreseen in the Rules and Regulations: hence, in case of doubt or exceptional circumstances, it is the responsibility of the Ground Jury in consultation with the Technical Delegate, to make its decisions with fairness to the competitors and horses (and ponies) always in mind, while respecting the spirit of the Rules and Regulations of the FEI.

The organisation of an international driving event is complex and requires that an expert organising committee has considered all details to ensure the smooth running of such an event.

The Organising Committee and the event Officials which include the Ground Jury, Appeal Committee, Veterinary Commission, Technical Delegate, Course Designer, Chief Steward, etc all have a precise part to play in the organisation and management of an event. However for any event to be a success it is imperative that the Organising Committee and all officials act as a member of a team.

The competitors must not overlook the fact that it is for their benefit that all have worked and cooperated; that they are lucky ... or unlucky and that everyone involved consider that the interest of the horse is paramount.

To ensure there is a continuing improvement and development of the organisation of FEI international driving events, officials are invited to submit suggestions for inclusion or deletion in this publication to the FEI Driving Committee: ian.williams@fei.org.

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CHAPTER 1: GENERAL ORGANISATION AND MANAGEMENT

A. ADMINISTRATION AND OFFICIALS

A.1. The Organising Committee

- 1.1 The organising committee should include members who are each responsible for specific sections of the event. An event general secretary and a competition secretary (as an assistant to the event secretary) should be appointed as early as possible.
- 1.2 It is recommended that the O.C. fix dates, prepare budgets, arrange sponsors and prepare a draft schedule for submission to the F.E.I, *well in advance* of the 16 weeks timetable laid out in the FEI Driving Rules. The Technical Delegate (and Assistant Technical Delegate if appropriate) and Course Designer should be invited as soon as possible.
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- 1.3 The appointment of the President of the Jury, the Technical Delegate, the Course Designer, the Ground Jury, the Appeal Committee, the FEI Chief Steward, the Veterinary Delegate and Veterinary Commission are laid out in the FEI Driving Rules.
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- 1.4.1 The Reserve judge may attend the event and is official except for objections and protests.
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A.2. Administration Accommodation

- 2.1 **The show office** should be centrally situated and easily accessible. It is recommended that the reception area should be kept separate from the working office areas. There should be a large notice board space in the reception area. The processing and distribution of all documentation, including scores, must take place through the show office and be posted on the official notice boards. A separate accreditation office is advisable to reduce the workload at the beginning of the event. A pigeon hole system for Chefs d'équipe and officials in which to leave papers etc is essential.
- 2.2 **The press office/centre** is required for all matters concerning the media and should be equipped with telephone, fax, internet and e- mail facilities

together with photocopying, computer equipment and networking. Suitable space should be available for interviews and press conferences.

- 2.3 The scorer's office** should be located to allow easy access for the score collectors but situated in a quiet area with access restricted to scoring staff, the Ground Jury and Technical Delegate.
- 2.4 The Technical Delegate's meeting room** should provide adequate space for Chefs.d'équipe and other official meetings. It should be equipped with conference room facilities.
- 2.5 The Ground Jury and Appeals Committee** should be provided with a quiet room for their meetings.
- 2.6 A communications/control centre** should be provided for all communication, radio and control equipment and personnel.

A.3. The Event secretary's duties.

- 3.1 Before the event** the secretariat should, in close cooperation with the Technical Delegate, send out schedules, collate entries, prepare programmes, invite judges (in collaboration with the FEI when appropriate)
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- 3.2** Invite other officials and stewards including veterinarians and medical teams and arrange for their accommodation. Entry tickets, car passes, provisional timetables etc. need to be posted out well ahead of the event to National Federations for their competitors and team officials.
- 3.3** Check Definite Entries meet qualification criteria, in collaboration with the FEI and the Technical Delegate.
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- 3.4** Arrange accreditation facilities for competitors plus judges, officials, press, stewards and other helpers etc. Correspondence with National Federations regarding entries, withdrawals and or declarations must be well maintained to enable the official programme to be published accurately.
- 3.5 After the closing of withdrawals & declarations** The Secretariat should prepare daily, (that is the evening), the starting order and timetables for the following day's competition(s), taking into account declarations and substitutions
922
- 3.6 The starting order** for Competition A is decided by a draw made by the Technical Delegate as determined in the FEI Driving Regulations.
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- 3.7 Starting lists** should be circulated to all officials involved including judges (and writers for dressage), stewards, scorers, chefs d'équipe, competitors, press, veterinary, black smith, commentary and medical team officials. For Competition B, the lists should also go to obstacle observers and timekeepers.

Sufficient copies should be prepared for distribution to the public.

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- 3.8 Biographical** details of competitors and horses should be supplied before the start of the event for the commentator and the press.

3.9 In preparation for the Dressage.

- a) It is recommended that judge's writers should be drawn from the list of National Judges or alternatively are well experienced driving dressage writers. A spare writer should always be available.
- b) The Judges' writers should be provided with timetables, copies of the dressage test, writing materials, and the President of the Jury's box with a stopwatch and bell or whistle and radio communication to a veterinarian.
- c) Writers should be allocated to judges taking into account his/her language.
- d) Refreshments and meals should be arranged for judges, writers and stewards
- e) Score sheet collectors must be made available and should be briefed by the chief scorer.
- f) Arrange equipment for dressage booths, particularly if computer scoring to be used, chairs etc.
- g) If required make arrangements for a suitable dressage guinea pig to be driven 30 minutes before the first test.
- h) At CAI and Championships a treating veterinarian must be made available during the dressage should the President of the Jury require an opinion on a suspected lame horse.

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3.10 In preparation for the Marathon

- a) It is recommended that only well experienced time keepers, obstacle observers, ground observers and stewards are appointed for Championships.
- b) Course maps, starting lists and instruction sheets should be prepared for time keepers, obstacle observers, ground observers plus timing equipment etc., in conjunction with the chief steward and the distribution of judges' and steward's refreshments should be arranged if appropriate.

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- c) Maps and transport (if required) should be available for the medical and veterinary officers.

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- d) Score collectors must be made available and briefed by the chief scorer or Technical Delegate on the route to use. The most efficient system for score collection is to have a collector on an ATV, motorbikes, picking up score sheets after every 5th horse on the course, delivering the sheets to the scorer's box.

- e) Drivers with disabilities must have dispensation from the Organising Committee to take a motorised vehicle on the marathon course and to inspect obstacles and display a special card giving this authority.

3.11 In preparation for the Obstacle Driving Competition:

- a) The judge's box should be equipped with obstacle course plans, judging cards, lists of starters (reflecting any withdrawals), stop watch, starting bell, radio and electronic timing equipment, plus information for the commentary. Numbers should be available should a drive off draw be required.

958.3

- b) The course designer, arena party, and stewards must also have an up to date starting list. A plan of the course must be posted one hour before the commencement of the class in the collecting ring.

952.6

- c) Refreshments should be available in the judge's box.

3.12 At the completion of all Competitions

- a) The secretary should ensure that all prizes (money and prizes in kind); special awards and commemorative gifts are available for the prize giving.
- b) Details of the sponsor's representatives or officials presenting awards should be available for the commentary and press.
- c) The national flag and the national anthem of the individual gold medallist and the gold team winners must be available.

A.4. The Technical Delegate's duties.

- 4.1 As soon as appointed, the Technical Delegate should contact the organisers and request a copy of the draft schedule and details of any arrangements made to date. The schedule should be checked for technical errors i.e. contravention of the FEI Rules, and a provisional timetable agreed with the Organising Committee for the Technical Delegate to visit the competition site.

- 4.2 The duties of the Technical Delegate and Assistant Technical Delegate are laid out in FEI Driving Rules.

907.3

- 4.3.1 Eventualities may make it essential that the Technical Delegate makes more than two visits to the event site before the competition starts. Circumstances will dictate the number of visits required.

B. PRE-EVENT DOCUMENTATION

B.1. Pre-Event Timetable –

A guideline for pre-event activities and deadlines for Championships and CAIO'S

1 st Stage	Eligibility requirements for competitors for FEI Championships are published 18 months before the event on the FEI Website; if practical.	905.3
2 nd Stage	After consultation with the Technical Delegate, the Draft Schedule must arrive at the FEI Offices no later than 16 weeks before the event for FEI Approval and sent via the Organising Committee's National Federation. If any particular conditions are to be imposed these must be included in the draft schedule for FEI approval	905.1 See GR
3 rd Stage	After approval of the draft schedule by the FEI the O.C. must then send the Schedule and invitation to National Federations. (Not to individuals). National Federations then Advise their competitors.	905.2
4 th Stage	Entries in Principle from the NF's should reach the event on a date set by the OC at least 8 to 10 weeks before the event. NF's should state their intention to send a National Team and or individual entries. <i>A team shall consist of 3 competitors; if 3 are not available then 2 competitors constitute a team. 1 competitor will be treated as an individual.</i> <i>In Combined Pony Championships; a team is between 3 and 6, but must have one competitor from each of the 3 Classes i.e. 1 Single, 1 Pair, 1 Four in Hand.</i>	See GR
5 th Stage	A copy of the Definite Schedule must be sent to the FEI not less than 4 weeks before the event is to take place.	905.2
6 th Stage	Nominated Entries must reach the OC on a date specified in the Schedule, at least 4 weeks before the event. The number of Nominated entries is defined in the Rules. The host nation may enter up to 3 individual entries. Certificates of Capability and the Records of Results, must accompany all Entry Forms. [See Annex A: Entry Forms] All horse details must accompany the entry. All horse must be at least six years old. Unless a driver and a horse are on their National Federations Nominated Entry List, they cannot compete at the event.	See GR 905.4 905.5 905.6 905.7 905.10 905.3.1 - to 5 905.3.3 See GR
7 th Stage	Additional Individual Nominated Entry – if a second Nominated Entry date has been specified in the schedule, the OC will advise the number of	905.11

	additional individual entries acceptable and specify the deadline.	
	Additional Certificates of Capability, Records of Results must accompany any entries not included with the original Nominated Entry	
8 th Stage	Additional Individual Definite Entries must reach the OC by the date specified in the Schedule, at least 4 days before the start of the event.	See GR
9 th Stage	Substitutions of horses(from Nominated entries only) with Vets Certificate and/or driver(from Nominated entries only) with Doctors Certificate are allowed only with OCs approval one hour before the scheduled start of the First Inspection.	921.1 921.1 903.1

C. RECEPTION, ACCOMMODATION, STABLING AND VETERINARY PROCEDURES

The organisers must arrange for the reception of chefs d'équipes, team vets, competitors and grooms and their transport. The stabling of horses and the supply of fodder Arrangements must also be made for the availability of translators, transport if appropriate, stable management, veterinary services medical services and farriers.

Important note: *It is essential that one member of the veterinary commission is made responsible for the security of the passports throughout the event.*

C.1 Reception of Competitors and Horses

1.1 Horses and competitors arriving for an event may have travelled long distances and it is most important that they are directed to their stabling and accommodation with the least possible delay at whatever time of the day or night they arrive.

1.2 On arrival and in conjunction with the FEI Chief Steward, the chef d'Equipe or the team veterinarian, a veterinary official must check vaccination certificates and the identity of the horses against their passports and carry out the clinical examination, (i.e. the First Examination).

924.1

1.3 As soon as possible on arrival, the chefs d'Equipe should be made aware of the location of the secretary's and the stable manager's offices and they should be given all the relevant documents for their team members. These must include:

- a)** A copy of the official programme together with a list of the principal event personnel.
- b)** Lists of the class starting times for driven dressage and the marathon and the obstacle cone competition; the locations and the times of horse examinations; and, where appropriate, meetings, plus accreditation details.
- c)** A schedule for opening and closing ceremonies, (appropriate at Championships and CAIO's) award ceremonies and press conferences.
- d)** A plan of the event area showing stabling, exercise areas, arenas, secretary's office, collecting rings and routes.
- e)** A map showing the marathon course and plans of the obstacles and the times when the course is open for inspection and/or official course walks are scheduled.
- f)** Information about catering facilities and invitations to any social functions or events.
- g)** Motor vehicle passes and information regarding the number and location of vehicles available for the inspection of the marathon course.

- h) The time and place at which the vehicles may be measured and weighed on the official scales.
918.1
- i) Details of medical, shopping, telephone, banking, farriers, veterinary and other services.
- j) Information about official event time.
- k) Any local regulations that competitors need to be made aware of.

C.2 Stables

- 2.1. Stabling should comply with FEI Veterinary regulations, and include additional boxes for use by competitors as harness rooms, one extra box for each team of horses, one extra per two pairs and one extra for every three singles. (Preferable size 9 square metres each)
- 2.2. Fire precautions should be implemented to meet local regulations.
- 2.3. The security of the stable area is vitally important. It is essential to ensure that members of the public are prevented from entering the stable area and that only authorised persons are allowed access. A CCTV system is beneficial.
909 and Vet. Regulations.
- 2.4. A system of coloured plastic wrist straps for personnel as identification is recommended.
- 2.5. Adequate lighting, water (with good pressure) and toilet facilities are essential.
- 2.6. A horse feed and bedding store should be situated close to the stabling area and opening times displayed. A variety of bedding may be requested by competitors.
- 2.7. A notice board should be placed at the stable manager's office and adequate "*No Smoking*" notices must be arranged.
- 2.8. Event stable rules should be prepared in conjunction with the FEI Chief Steward and the Stable Manager for display on the notice board and for chef d'Equipe information.
- 2.9. Offices for the stable manager, security, vets and stewards should be located as close to the main stable entrance as possible and equipped with telephone and radio links. There should be access to refreshments.
- 2.10. It is recommended that covered storage accommodation for vehicles is placed inside the stable security area with ample space available to allow horses to be put to their vehicles.
- 2.11. Facilities should be available for washing down vehicles and horses with good water pressure.

- 2.12. Suitable areas should be designated for manure heaps that will enable regular removal to be carried out.
- 2.13. A suitable PA system is recommended to cover the stable and parking areas.

C.3 Horse Box and Caravan Parking Areas

- 3.1. Competitors arrive with large horseboxes and trailers. In many cases these include portable stables. Competitors also bring caravans for their own accommodation and in some cases there is accommodation in the horseboxes.
Ideally a team will need an area 25m x 18m per competitor and these should be marked out in the park place and indicated with the nation's flag.
- 3.2. If the organising committee provides stabling then provision should be made for adequate horsebox parking next to the stabling area as competitor's equipment and harness and may be stored in the horsebox.
- 3.3. Adequate water supply, lavatories, showers and refuse collection should be arranged.
- 3.4. Lighting and electric points should be arranged in the parking areas.
- 3.5. The availability of farm tractors for towing in and out in wet weather should be arranged.

C.4 The Horse Examinations and Inspections

Passports, health certificates and travel documentation should be collected at the gate and checked on the arrival of the horses by a treating veterinarian.

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4.1 FIRST EXAMINATION

- a) This takes place upon arrival of the horses at the event and before the horses enter the stabling and should be completed as quickly as possible see C1.
924.1
- b) The examination should be performed by the Veterinary Delegate or Treating Veterinarians of the host nation. The purpose is to establish the horses' identity by checking the passport and any other documents; and to establish its general state of health. Any doubtful cases must be reported to the Veterinary Delegate immediately.

- c) Bridle numbers should be allocated for each horse using the competitor's number plus A, B, C etc for each horse entered from a prepared list.
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- d) The horses' passports are held during the event under the control of the Veterinary Commission

4.2 FIRST INSPECTION

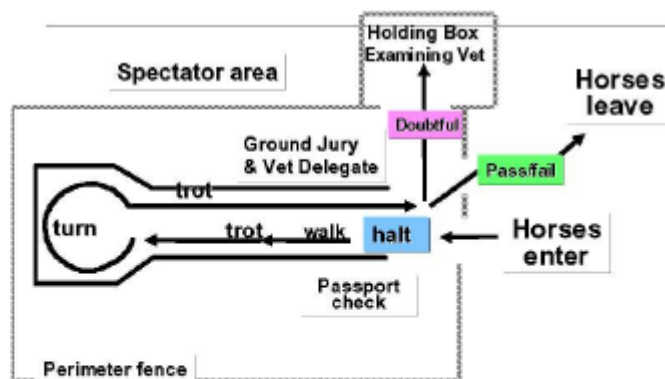
- a) It is essential that the Technical Delegate liaises with the Veterinary Delegate and the FEI Chief Steward before the inspection to ensure the smooth running of the Inspection.
924.2

- b) This takes place before Competition A, preferably on the previous day, and is performed under the direction of the President of the Jury, together with another member of the Jury and the Veterinary Delegate, and/or the President of the Veterinary Commission.

The inspection consists initially of an observation of the horse/pony standing. A veterinarian may be allowed to handle a limb or other parts of the body. The horse must be walked/trotted past and then towards the Inspecting Committee. A veterinarian has no authority to eliminate a horse/pony and can only advise the Ground Jury.

The veterinarian may not perform any other clinical tests (i.e. flex a limb, walk or trot the horse in a circle).

924.2



Walk 10 meters

Trot on loose rein 35 meters

Turn to the right (counter clockwise)

Trot back on loose rein 45 meters

This distances can be less for the inspection of ponies.

- c) The run up should be on firm ground or track whenever possible and must not be slippery. A small tent should be available so that passports are under cover.
- d) A collection area that allows a good one way system for the movement of horses coming and going away from the inspection is recommended. A holding area must be provided for horses that need to be re inspected. Refer to 924.2.11 for re-inspection procedure

- e) Experience has shown that in order to complete the inspection within a reasonable time it is recommended that the inspection takes place using two lines of inspection.
- f) A timetable should be drawn up allowing 5 minutes per team of horses (4+spare); 3 minutes for pairs (2+spare); and 1.5 minutes for singles. Allow break periods.
- g) Horses that are to be re inspected the following day must be dope tested before the competition starts.

4.3 SECOND INSPECTION

- a) This takes place during and at the place of the compulsory 10 minute rest after Section D during the marathon. One member of the Ground Jury and a veterinarian are responsible for this inspection, chairs should be provided for the judge and veterinarian and toilet facilities must be provided. The inspection must be performed carefully but rapidly in order to allow the competitor time to care for his horses.

941.2

Extra time travelling time, depending on the distance from the halt area to the start of the next section, should be added to the mandatory 10 minute rest time to allow an ample period for the competitor to reach the start.

941.1.4 and 941.2

- b) As the veterinarian and judge need to observe the horses in trot, a section of approximately 50m of straight track or road after the end of D and before the rest area is most suitable. This should be indicated by a TROT sign.
- c) The horses' heart rate, respiratory rate and temperature may be taken which must be recorded so in view of the limited time available stewards to assist the veterinarian should be arranged.

924.3.2

4.4 SECOND EXAMINATION

This takes place in a designated area at the end of section E in Competition B, in case any horse needs immediate veterinary treatment.

924.4

4.5 FINAL OBSERVATION BEFORE COMPETITION C

- a) This takes place in the collecting ring/warm up area before Competition C in an area about 40 metres x 20 metres marked with cones approximately an hour before the competitor is due in the ring. This gives the competitor time to substitute a horse should it not pass the observation. The horses are harnessed to the vehicle.

Competitors should be instructed to execute a figure of eight at the trot in the marked area in front of the Veterinary Delegate or the Veterinary Commission and a member of the Ground Jury.

924.5

- b) Horses/ponies may wear bandages for observation; however they must be removed if requested by Veterinary Delegate or Ground Jury member. Over-reach boots are permitted.

924.5

- c) Chairs should be provided for the judge and veterinarian.

The Ground Jury may eliminate any horse during the event if in its opinion it is unfit to continue the competition. No appeal can be made against this decision.

906.3.2 and 924.5.3

Except in CAI-B the above examinations and inspections are obligatory see 924.5.4.

CHAPTER 2: PRE-EVENT PREPARATIONS

A. TECHNICAL DELEGATE'S FIRST VISIT

*The following should take place at **twelve to six months** before the event and will take the Technical Delegate approximately **two days** at the event location.*

The following should be the basis of an agenda for the Organising Committee.

A checklist/report for this visit may be found in Annex B-1.

1. **Meeting with Organising Committee** and key personnel to establish budgets, a logistical programme of the event and identification of any influence that the local culture, police, landowners, etc may have that will affect the running of the event. Schedule content and availability.
2. **General layout of the site:** facilities or proposals for stabling, accommodation for officials, catering facilities, toilets, water, lighting and electrical supply for competitors, spectators and sponsor facilities, press and conference facilities, and layout design including parking and traffic flows and proposed marathon course.

3. **Safety:** Police, fire protection, traffic control, parking and any relevant local regulations.
4. **Medical and veterinary arrangements:** proposals for medical and veterinary teams. Hospital and veterinary hospital accessibility.
5. **Administrative arrangements and personnel:** office space, copy, fax, radio and telephone service, personnel requirements including translators and security arrangements.
6. **Sites:** stabling, driven dressage arena and obstacle cone driving arena, training and exercise areas seating, crowd control and public address, catering and trade stand areas.
7. **Marathon :** including proposed start and finish for each section, compulsory rest areas, sites for obstacles and proposed design ideas and accessibility.

B. TECHNICAL DELEGATE'S SECOND VISIT

*The following action should be implemented **at least two months before** the event and will take approximately **two days**. A checklist/report for this visit may be found in Annex B-2*

1. **Review** progress after first visit
2. **Equipment and signs:** confirm availability of timing equipment, communications equipment, course markers, cones, balls and numbers, awards and ribbons, competitor and bridle numbers, bulletin boards, score boards, signs for parking competitions and spectators, fencing for crowd control, accreditation facilities, weighbridge. Progress of competition paperwork.
3. **Marathon route** agree route, rest areas taking into account possible changes in the going, local traffic, local regulations and other possible local activities scheduled at the same time.
4. **Marathon obstacle** building in progress and materials available for completion on site. The designs are horse friendly and conform to FEI rules.
5. **Personnel** availability confirmed including scorers and provisions for assembling and instructing stewards, ground observers, timekeepers, obstacle observers, veterinarians, doctors, farriers, traffic control, communication personnel and volunteers are arranged.

6. **Horse inspections.** Agree positioning and surface for the area to be used for the inspections and lay out of the area. Confirm the handling and care of passports, vaccination and health certificates.
7. **Training and collecting ring** The training area should be reasonably close to the main arena but the public should be excluded. Ideally it should not be less than about 100m x 100m. A practice driven dressage arena must be provided and set of cones for practising obstacle driving (Competition C) should be provided.
The collecting ring needs to be big enough to allow 1 to 3 competitors (four-in-hands of horses) to move around freely, and should be adjacent to the main arena.
8. **Exercise and Training Areas.** Some drivers prefer to exercise by practising dressage movements, while others prefer to use the time available to get

their horses acclimatised to the type of country expected on the marathon course. It is therefore desirable to provide a large area for the former and either a circuit or an area of roads or tracks. (liaison with the FEI Chief Steward regarding monitoring). At least 5kms of tracks is advisable.

9. **Dressage arena and obstacle driving course.** Confirm that the arena, collecting and warming up areas are in accordance with the FEI Rules and are well prepared. Establish other activities that will be taking place in the main arena that could affect the going. The area should be at least 60m wide by 130m long so that the dressage ring measuring 100m x 40m can be fitted into it plus an extra 10m space on both the sides and one end, and 20m at the other end (entry end at A) between the dressage ring and the public. There should be sufficient space for a straight entrance by a four-in- hand of horses at A.
10. **Opening and Closing ceremony.** Finalise plans and arrange podiums and stewarding for opening and closing ceremonies (maximum an hour) and/or prize giving and other displays to be included.
Check that medals, rosettes etc are available and correct.
11. **TV and the Media.** Discuss possible coverage and arrangements.
Facilities for the press.
12. **Organising Committee.** Register any uncertain or unsatisfactory situations with the Organising Committee, including financial elements.

C. TECHNICAL DELEGATE'S THIRD & FINAL VISIT

*The following action should be completed **at least a week** before the arrival of any competitors at the event and will take **approximately two days**. A checklist/report for this visit may be found in Annex B-3.*

1. **Review** the progress from the last visit.
2. **Approve marathon course**, clarity of marking, measurement of the sections, placement of kilometre markers, and dimensions and construction of obstacles.
If alterations are required, instigate these immediately.
3. **Finalise course inspection** times for escorting competitors and transport.
4. **Ensure personnel arrangements** are sufficient and notified.
5. **Confirm transport arrangements** for Ground Jury and officials.
6. **Check dressage arena marking**, dimensions and placement of judges' boxes and that they are weatherproof and will be adequately equipped.
7. **Meet or contact the FEI Chief Steward** and check training and exercise and collecting rings with him.
8. **Check details of opening and closing ceremonies.**
9. **Check the progress of stabling facilities** and availability of fodder, site of isolation stable and NCP boxes, wash down facilities and security arrangements.
10. **Check that the weighbridge** will be available for test weighing.
11. **Meet or contact the veterinary team** and confirm veterinary matters.
12. **Meet or contact the event medical team** and confirm emergency procedures.
13. **Check the on goings plans for obstacle diagrams and maps** for distribution to chef d'équipes for competitors, including exercise routes plus any other paperwork including details of social functions.
14. **Check availability of all materials and equipment for Competition C**, and construction of multiples.
15. **Check back-up routes** to compulsory halts, including availability of water/ice at the rests.
16. **Check accommodation for officials** and catering facilities, if applicable.
17. **Check scoring office** accommodation.

18. **Check arrangements for the draw and chef d'equipe meetings.**
19. **Check event materials:** paperwork, stopwatches, etc are available.
20. **Attend technical and administrative meetings.**
21. **Check media facilities** for press, media and commentary
22. **Check all public facilities.**
23. **Check timetables and briefing arrangements** for Obstacle Observers, Ground Observers, Section Timers, Score Collectors, Timekeepers and chef d'equipe meetings.

D. PRESIDENT OF THE JURY'S INSPECTION

The Technical Delegate and the Course Designer/Builder accompany the President on his inspection of the marathon course as soon as is convenient after he arrives at the event.

1. Once the President has accepted the marathon course, it may be opened for inspection as per the timetable . The competitors course inspection **must** be before the draw and at least 48 hours prior to the marathon.
2. Once the Technical Delegate and the President of the Jury have passed the course it may not be altered except in exceptional circumstances with both the Technical Delegate and the President of the Jury's agreement, when all competitors **must** be notified.
3. The Technical Delegate and the Course Designer should be available at an appointed time following the inspection by the competitors to answer any queries, this could be at the first Chef d'Equipes meeting.

E. FIRST CHEF D'EQUIPE MEETING AT CAIO & CHAMPIONSHIPS

A suitable room should have sufficient chairs to accommodate the chefs d'Equipe, team trainers, officials and (if invited) the press. The meeting is chaired by the Technical Delegate.

1. Meeting Agenda

The Agenda must include the following items.

- 1) A welcome by the President of the Organising Committee.
- 2) The introduction of the Ground Jury and Officials.
- 3) Introduction or roll call of the Chef d'Equipes.
- 4) General information and timetables dealing with:
 - a) Domestic and social matters.
 - b) Competition information including further course inspections, horse inspections, etc

- 5) Any other announcements.
- 6) Venue and time of next Chef d'Equipe meeting.

F. COMPETITION DUTIES

The following should be checked by the Technical Delegate before indicating to the President of the Jury that everything is in order. Checklists are available in Annex B.

1. Pre-Competition A-Driven Dressage and/or Presentation

- 1.1** That the exercise and dressage areas are roped/fenced off safely from the public and pedestrian crossings marked.
- 1.2** After consultation with the President of the Jury that the dressage arena is laid out for the appropriate tests and lettered correctly 933.1.
 - a) *Letters set 1 meter from the boards*
 - b) *The judge's boxes set back 5 metres from the boards with tables and chairs and the President's box has a radio and bell.*
 - c) *That X, G and D, be suitably marked if required with spare marking material available, and a similar marking made in the Practice Arena.*
- 3.** That sufficient stewards are available to call up the competitors, supervise the training area, measure track widths and check bits.
- 4.** That running orders/time sheets are available.
- 5.** That judge's writers are ready with their paper work.
- 6.** That the scoring office is operational.
- 7.** That score sheet collectors are ready.
- 8.** That the public scoreboard can be kept up to date.
- 9.** That a doctor, veterinarian and farrier are all available and in radio contact.
- 10.** That commentary arrangements and back ground music are appropriate.
- 11.** That refreshments are available for the ground jury.
- 12** That sawdust/shavings are available to refresh the X etc in the arena.

2. Pre-Competition B - Marathon

1. If any changes have had to be made to the course check that it is marked and measured correctly.
2. That any information or amendments relevant to the course should be given to the chefs d'équipe and/or competitors, and posted at the start and on the official notice board.
3. That timetables for the marathon are ready and indicate any competitors withdrawals.
4. That crowd barriers are in position.
5. That time clocks have been synchronised.
6. That timekeepers, referees, ground observers, and obstacle observers are in place with adequate paperwork and are instructed to remain after the marathon to until released by the President of the Jury,
7. That weighing facilities are provided at the end of the marathon with a steward briefed.
8. That stewards are in place at the start, the rest areas and road crossings.
9. That four-wheel-drive transport is available if appropriate for judges, officials, medical and veterinary staff, VIP's ,OC and sponsors.
10. That veterinary surgeons, doctors and farriers are in position and their location and radio call known by all officials.
11. That water/ice is available at the rest areas, (40 litres of water per horse as a guide in hot weather).
12. That the back-up route for vehicles to the rest areas are signed.
13. That the scoring office and the score collectors are ready and briefed on the correct route to use to and from the scorer's office.
14. That a judge's rota has been prepared if the "red dot" scoring system is to be used and that radio's are available.

3. During and Post-Competition B-Marathon

The Technical Delegate continues to supervise the technical conduct of the competition during the marathon on behalf of the President of the Jury including:

1. If circumstances require, because of an accident or course repair, the Technical Delegate should instruct the timekeeper to hold up a competitor

at the start of any section. If a long delay is likely of more than 10 minutes then it may be best to hold the competitor at the start of A as well as E.

2. Regular checks should be made in the scoring office to make certain scores are being collected quickly and for any queries, this will ensure the speedy issue of competitor's results. Class results should be completed within 30 minutes of the last competitor finishing. It may be appropriate to use the 'red dot' system.
 3. Continue to supervise the course repairer's team, weighing of vehicles etc.
 4. Keep in close radio contact with the President to report controversial scoring queries etc.
 5. After the last competitor has finished assist the ground jury to deal with any unresolved scoring queries to ensure that results are posted on the official notice board within 20 minutes of the finish of the marathon.
 6. Ensure that the President signs the scores sheet immediately they are posted.
 7. Assist the Appeals Committee if this is required.
 8. If appropriate complete any accident report forms that may be required to comply with local regulations.
 9. As soon as the President is satisfied that all queries have been dealt with, release the stewards, timekeepers, obstacle judges, referees and ground observers, thanking them for their assistance.
 10. After the marathon and before Competition C the Technical Delegate and Course Designer walk the cones arena and establish the distance of the track and the cone width (Annex B-5), agree the course and the paperwork.
 11. As soon as convenient the Technical Delegate should show the President of the Jury the course for his acceptance.
 12. The course may then be open for Competitors to walk the course as detailed in the timetable.
- 4. Pre-Competition C – Obstacle-Cones Competition:**
1. That a plan of the course and drive off course if appropriate indicating the length, speed and time allowed for each class is available for all competitors, judges, stewards etc 2 hours before each class.
 2. This plan should be posted on the notice board and in the collecting ring at least one hour before the start of the competition.

3. That arrangements are satisfactory for the final veterinary observation before Competition C and a member of the Ground Jury has been allocated to officiate.
4. That an FEI steward is available for the bit inspection and vehicle measurement.
5. That the whole arena is fenced off for crowd control. Advertising material, national flags, bunting and all decorations in the arena are securely fixed against the wind.
6. That the course is set up correctly and exactly in accordance with the plan, and that the right hand cone in single gates and all cones in a zig zag are marked on the ground.
7. That all markers are in the correct position and that the start and finish are marked with signs and red and white flags. 953.5.1
8. Check the measurements of the multiple obstacles are correct and ensure that the gates are correctly lettered. (NB No multiples allowed in a drive off Article 958.2)
9. That the arena party and stewards on the course have been correctly instructed in setting the distance between the cones and elements of the multiples according to the specifications for each class.
10. That the arena party and stewards are provided with measuring sticks and the dimensions for each class and starting orders.
11. That the time-keeping equipment is in place and functioning, and that the judges' box is equipped with a bell and a stopwatch, and that backup/spare watches are available.
12. A separate radio channel is available for the sole use of the President of the Jury and Jury member/s in the arena.
13. That the commentator is briefed and the microphone and loudspeakers are working, including the communications in the training area.
14. That judges and the commentator have a starting order indicating the penalty points of each competitor to date, course plan and speeds and times.
15. That the collecting ring stewards have a starting order and are briefed when to allow competitors into the arena and if and where competitors should salute the Jury.
16. That the prize giving is organised with national flags and anthem tapes available. Commentator and personnel who are presenting awards are briefed and the competitors made aware of the format of the awards presentation and that awards are available with a well briefed steward.

5. During and Post-Obstacle-Cones Competition.

1. During Competition C the Technical Delegate continues to supervise the technical conduct of the competition, including monitoring of the Course Builder and the arena party, the scoring and the operation of the collecting ring to maintain the timetable, including the measuring of the vehicles.
2. If a drive off is required the new course must be inspected and agreed by the Technical Delegate. (Competitors are not allowed to walk the course again)
3. On completion of the competition the Technical Delegate in conjunction with the Organising Committee and Chief Steward supervisor the Closing Ceremony and prize giving.
4. The Technical delegate should ensure that the full results are available for competitors, spectators, press and the FEI Foreign Judge.
5. Ensure that any appropriate travel and horse health documents are available for chefs d'équipe and that any financial items due are collected from competitors before their departure.
6. The Technical Delegate should check that the conditions of the schedule were fulfilled and the FEI Foreign Judge has all the information needed to complete and return FEI reports, National Federation or accident report forms etc if required.

CHAPTER 3: THE COMPETITIONS

A. COMPETITION A – DRIVEN DRESSAGE

A.1. Optional Presentation (judged as a separate competition)

- 1.1 The procedure for judging the Presentation is as follows: The first three entries (if five judges, five entries) enter the arena in their Competition A starting order, each halting in front of one of the judges for one minute when a steward blows a whistle and each competitor moves onto the next judge until each judge has inspected each entry. The whole group leaves the arena and the next group enters. Starting times for competitors should be calculated with a 12 minute gap for each group if there are 5 judges

and an 8 minute gap if there are 3 judges. *(No rules are included in the current Rule Book but a Presentation score sheet)*

- 1.2 If there are more than 24 entries, the Presentation may either be judged on the day before the dressage or by a separate judging panel in another arena.
- 1.3 Unless the Presentation has been judged on the previous day, the entries should be scheduled to drive their dressage one hour after the Presentation and in the same order.

A.2. Driven Dressage (Competition A)

- 2.1 There should be one well dressed steward responsible for opening and closing the arena and replacing the letter A once the competitors have entered the arena. There should be sufficient room (about 10 metres) at A to allow a Four-in-hand a straight entrance into the arena. The steward should have radio contact.
- 2.2 The maximum number of competitors to be judged in a day is 45. If the judging is spread over 2 days the split will be as per the draw. The starting times should allow 10 minutes between competitors for Test No 8,9, and 10; and 11 minutes for Test No 6a and No 7a.
906.3.5
- 2.3 It is recommended that a 10/15 minute refreshment break for judges be included in the timetable after approximately every 10 competitors.
- 2.4 Each judge has a writer. Ideally, Judges' sheets should be collected immediately after each test and passed to the scorers so that the score can be announced after the next competitor and posted on the scoreboard. If a computer display system for scores is available this is preferable.
- 2.5 There should be a minimum area roped off of 3 meters between the judges' box and the spectators. Competitors should not drive around the area before or after their test.
- 2.6 Continuous white boards (not chain or rope) should mark the sides and ends of the ring with marker letters positioned 1 metre from the board. A centre line is not required but points X, D and G should be marked with sawdust and renewed during every break. If the ring is to be decorated with small trees or flowers, they should be placed at least one metre from the boards.
- 2.7 Judges boxes designed with weather protection, providing sufficient room for three people to be seated with space for tables and chairs and a computer system (if appropriate), should be placed 5 metres from the arena boards and with a raised floor.

Spectators should not be able to overlook judges.

- 2.8** The President of the Jury sits at C and the other judges normally at R, S, V and P. If there are only three judges, they will normally sit at C, B and E. For Test 8a and 8b only, judges would sit B and E and on the short side either side of the President 5 metres in from the arena corner. Annex 4 in the Rule Book
- 2.9** The President of the Jury should be provided with a bell or electronic sound and have radio contact with the T.D., Veterinarian, collecting ring steward and stewards at A.
- 3.0** A demonstration driven dressage test may be driven. **931.3.**

B. COMPETITION B – MARATHON

B.1. General

- 1.1** Parts of the course should be closed to motor vehicles if there is any danger of damage to the track. Motor vehicles, motor bikes and bicycles are not allowed inside obstacle zones. **943.3.2**
- 1.2** On occasions it may be appropriate for the O.C. to grant a dispensation to drivers with disabilities who need to use ATV motorbikes. The O.C. should issue a special card in these circumstances. **943.3.5**
- 1.3** The whole course should be checked immediately before the start of the marathon by the course designer reporting to the Technical Delegate.
- 1.4** At the finish of E, a weighbridge should be available to weigh the vehicles. The President of the Jury in conjunction with the Technical Delegate will determine whether all competitors' vehicles are to be weighed or only a sample chosen at random. The steward to be briefed by the Technical Delegate. **918.1.3**
- 1.5.** The President of the Jury will allocate duties to members of the jury for the marathon. **947**
- 1.6** All ground jury members must have radios.
- 1.7** Score collecting needs to be organised by the Technical Delegate in conjunction with the Chief Scorer. The most efficient system is to have at least 2 collectors on ATV quad motor bikes who pick up the obstacle score sheets plus the green cards from the end of Section E by following every 5th competitor.

If appropriate, ground observer's cards also need to be either collected immediately after each class, or their observations obtained by radio or mobile telephone.

1.8.1 A marathon score board should be sited near the course.

B.2. Layout of the Course

2.1 The course where possible should be varied in character including, roads, tracks, hills, water crossing, woods and open fields. Distances between sections should be at least 50 metres

941.3.2

2.2 A 50 metre trot track should be provided before entering the rest areas..

2.3 Rest areas need to be accessible by back up crew without having to use any section of the course. Toilet facilities, water, ice if appropriate, and a farrier should be arranged.

The areas should provide some shade and be large enough to accommodate at least three horse four-in-hands plus the additional motor vehicles used by back up crews

941.2

2.4 The walk Sections B (and D if included) should be on reasonably flat surfaces and without sharp corners. A firm surface is preferable but grass is acceptable provided that it is not too soft. If there is no flat area available a slight incline is the preferred option.

2.5 Section E should be arranged that the obstacles are accessible to spectators without too much crossing of the course. The obstacles themselves should whenever possible make use of natural features.

The distance between the last obstacle and the end of E should be 500 metres. It is beneficial if this part of the track can be enclosed by rope and that it is possible for the judge at the end of E to observe this area of the course.

941.5

2.6 In exceptional circumstances the Technical Delegate may reduce the distance from the last obstacle to the end of E from 500m to not less than 300m.

He may also authorise a greater length than 500m in which case a sign must be placed 500m from the end of E to indicate that competitors must either walk or trot and not deviate from the track.

941.5

2.7 A suitable sized area, with water facilities, supervised by the treating veterinarians, should be available adjacent to the finish for walking horses around to cool down and the second examination.

924.4.1

B.3. Marking the Course

- 3.1** It is the responsibility of the Course Designer to mark the course with red and white compulsory turning flags (CTF,s) so that competitors cannot cut any

significant corners whilst still allowing them, where appropriate, to have some choice of route.

941.4

- 3.2** The course markers must be numbered consecutively for each section. Directorial yellow arrows placed on the right hand side of the course must also be used to clarify the track.

941.3.3

- 3.3** Caution signs should be placed where appropriate.

- 3.4** The kilometre white markers should be placed in sections A, (C if appropriate) & E.

If the end of a kilometre is reached inside an obstacle the distance marker should be placed just beyond the exit of the obstacle.

941.3.4

- 3.5** Any other event directional markers should be marked with black letters on white markers.

B.4. Measuring the Course (Annex 6 for 5 section marathons)

- 4.1** The total length of the course must not exceed 18km in all classes at Championships, CAIOs and CAI-As.

941.1.2

- 4.2** Each section of the course must be accurately measured. When measuring Section E, the distances inside the obstacle, taking the shortest 2.5m route, should be included in the overall measurement.

4.3

The Walk Section B or D must be measured particularly carefully. The course Designer should walk the track with a measuring wheel.

B.5. The Obstacles

- 5.1** The number of obstacles should equate approximately to one per km of Section E with a maximum of 8 and a minimum of 6. For Championships there must be at least 8 obstacles.

942.1.2 and 1.3

- 5.2** The principle to be adopted in the construction of all obstacles is that there should always be an alternative route or an easier but longer way round any tight turns.
942.3
- 5.3** All 'gates' must be at least 2.5m wide and 1.30 m high. There should be at least one route to all gates that is at least 2.5m wide preferably 3 metres.
942.4
- 5.4** Up to six gates are allowed per obstacle, lettered in sequence, marked with red and white letters so that competitors drive them in alphabetical order.
942.4.1
- 5.5** It is an advantage for both competitors, obstacle observers and spectators to have the letters on the gates marked on the reverse side (in lower case) and marked all round posts or trees.
- 5.6** Any number of dislodgeable elements, of any design approved by the Technical Delegate, may be used.
942.5
- 5.8** The entrance and exit of obstacle are marked with red and white flags and the number of the obstacle is placed on the red flag at the entrance. The spectators should be kept at least 20m away from any 'gate' within the obstacle by barriers. Exceptions are allowed subject to the approval of the Technical Delegate.
942.3.2
- 5.9** Entry and exit gates, ideally using the same gate for in and out, should be placed at least 20m from the nearest lettered gate.
942.3.2
- 5.10** It is important that the construction of the obstacles is horse friendly.
- 5.11** Bridges should have a slatted floor for grip that will be safe for the horses in all weather conditions. Bridges should have a wooden running board fixed at the base of the sides.
- 5.12** Electronic timing is recommended for the obstacles, and a visual display unit at each obstacle should be used at Championships.
944.3.1
- 5.13** Constructed water obstacles should have a depth of not more than 30 cms. Natural water obstacles should have a depth of not more than 50 cms. A substantial fence must surround water deeper than 50 cms.
942.3.9

C. COMPETITION C - OBSTACLE CONE DRIVING

C.1. Factors affecting the design of the course

- 1.1.** The course should make full use of the whole arena so that all spectators get a reasonably close view of the competitors.
- 1.2** The track should be built to avoid any damaged ground and the start and finish should be in line with the judges box.
- 1.3** Not more than three multiple obstacles excluding including water and bridges are allowed. The sight line of the cones from the judges' boxes should not be obstructed.
953.2.6
- 1.4** Electronic timing is recommended but must be used in Championships.
956.9.2
- 1.5** The Start should not be more than 40m and not less than 20m from the first obstacle. The Finish must not be less than 20m and not more than 40m from the last obstacle. The last obstacle and the finish should not be in a direct line with the exit.
953.1.3
- 1.6** A finish that allows competitors to gallop across the line is entertaining for the public, provided that there is plenty of room and a clear exit to the collecting ring.
- 1.7** The positions of the right hand cone must be marked on the ground to ensure that should it be displaced it can be replaced exactly as before and at the same angle. In zig zags all cone must be marked.
- 1.8** A pair of flags (red on the right and white on the left) must be placed no more than 15 cm outside the elements, which form either single, or multiple obstacles. If practical obstacle numbers should be placed so that they can be seen as competitors leave the previous obstacle.
953.5.1 and 5.6
- 1.9** Red and white markers and obstacle numbers may be combined on the same board or post.
953.5.6
- 1.10** Particular attention should be paid to objects, such as flapping screens or unexpected bits of equipment that are liable to cause horses to spook.

- 1.11** The course should be measured taking into account the track which a competitor would reasonably be expected to follow depending if the class is for singles or multiples.
- 1.12** If a double box is included in the course it is likely that up to 30 secs needs to be added to the time allowed.
- 1.13** Where practical the course design should be such that the direction of the finish allows the next competitor to be entering the arena while the previous is finishing.

C.2. Plan of the Course

- 2.1** The plan of the course must be published at least one hour before the competition both on the notice board and in the collecting ring at the entrance to the arena. The plan should also be available to competitors not less than 2 hours prior to the competition.

953.6.

C.4. Multiple Obstacles

- 4.1** Multiple obstacles must be constructed for each class according to the dimensions in the Rules .
Annex 7 and 8
- 4.2** The course may not contain more than three multiple obstacles excluding water and bridge,.
953.2.6
- 4.3** For all classes water obstacles must be at least 3m wide with sloping sides and a water depth of between 20cm and 40cm. Entrance and exit must be flagged A and B.
- 4.3** For all classes bridge obstacles, not more than 20cm above the ground, should have an entrance and exit ramp of 2m each, and the overall length should not exceed 10m. The width must be at least 3m. Open or closed railings are permitted and fan-shaped wings at the entrance are recommended. Slipping slates and side boards should be fitted. Before construction commences the design should be approved by the Technical Delegate.
If the bridge is of a permanent structure may grant an exception.
Annex 9 and 953.4.3
- 4.5** Show-jumping supports are not recommended.
- 4.6** The elements of a multiple should not touch another element and be between 40 and 60 cms in height.
Annex 7 and 953.2.2



Guidelines for Organizers and Officials

Annex B – Checklists / Reports

The following checklists/reports may be removed or reproduced for use at any event.

These have been proven in the field and satisfy the required recording of information for their intended purpose.

Once completed, the Technical Delegate shall provide copies to the Organizing Committee, President of Jury and FEI. Subsequent meetings shall first review outstanding items for progress.

The following checklist/reports are included for your convenience:

1. Technical Delegate's First Visit.....	30
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3. Technical Delegate's Third & Final Visit	34
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7. During and Post- Competition C – Obstacle-Cones Checklist.....	42

TECHNICAL DELEGATE'S FIRST VISIT:

	Action Item	Comments	Person Responsible	Date or Deadline
1	Meeting with OC -Budget -Logistical programme -Schedule			
2	General layout of site -Stabling -Accommodation -Catering -Toilets -Water -Lighting & Electrical -Spectator/Sponsor facilities -Press & Conference facilities -Parking / traffic flows			
3	Safety -Police - Fire protection -Traffic control -Parking -Local regulation			
4	Medical/Veterinary -Medical team proposals -Veterinary team proposals -Hospital accessibility			
5	Administrative Services -Office space -Office personnel -Copy service -Phone/Fax connections -Internet connections -Translators			
	Site planning -Competitor parking -Stabling -Warm-up areas -Dressage Arena -Obstacle-Cone arena -Public parking -Crowd control -Spectator viewing tribunes -VIP reception, access -Public address systems -Catering- Competitor/public Trade stand areas			
7	Marathon -Start/finish for each section			

	<ul style="list-style-type: none">-Compulsory rest areas-Sites for Obstacles-Proposed designs-Accessibility			
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TECHNICAL DELEGATE'S SECOND VISIT:

	Action Item	Comments	Person Responsible	Date or Deadline
1	Review progress of prior visit - - -			
2	Equipment and signs -Timing equipment -Communications equipment -Course markers -Cones, balls , numbers			
3	Marathon route -Course -Rest areas -			
4	Marathon obstacles -Construction progress -Completion material on site -			
5	Personnel -Named and confirmed -Translators -Computers, printers, supplies			
6	Horse Inspections -Designated areas and layout -Footing for First Inspection -Security for passports -Handling paperwork			
7	Training & collecting rings -Location, size -Letters for Dressage practice -Cones for practice			
8	Exercise areas -Marathon exercise track -Large open area			
9	Dressage arena & Obstacle -Confirm with FEI Rules -Check other activities -Entrance clearances			

10	Opening and Closing -Finalise plans & stewarding -Prize giving ceremonies Awards available & correct			
11	TV & Media -Facilities for Press -Broadcast coverage -Winner interviews			
12	Organising Committee -Financial arrangements -Areas of concern			

TECHNICAL DELEGATES THIRD & FINAL VISIT:

	Action Item	Comments	Person Responsible	Date or Deadline
1	Review progress of prior visit - - -			
2	Approve Marathon course -Clear course markings -Confirm measurements -Note alterations required			
3	Finalise course inspection and transportation required -Timetable for Jury -Timetable for Chefs d'Equipe -Timetable for Competitors			
4	Ensure personnel arrangement -Availability and confirmation -			
5	Check transportation arranged -Ground Jury -Volunteers			
6	Check Dressage arena marking -Arena dimensions -Judges boxes weatherproof -Required equipment			
7	Meeting with FEI Steward -Check collecting rings -Exercise & ward-up rings -Ceremonies			
8	Check Opening and Closing Ceremony details - -			
9	Check stabling facilities -Stable Manager -Availability of fodder -Isolation stable location -Washing facilities -Security arrangements			
	Check weighbridge -Schedule for test			

10	weighing - -			
11	Meet the Veterinary team -Confirm Veterinary matters - -			
12	Meet the Medical team -Confirm emergency procedures -			
13	Information distribution to Chefs d'Equipe -Routes to exercise area -Obstacle diagrams -Course maps Social functions			
14	Approve Obstacle-Cones plan -Availability of materials -Measurements for each class -Map for distribution			
15	Rest areas - Accessibility for grooms -Water/ice availability -Parking for grooms			
16	Check Officials accommodations -Catering facilities -			
17	Check scoring Office -Accommodation -Access for score runners -			
18	Chef d'Equipe meetings -Arrangements for Draw -Printed materials -Schedule			
19	Check event materials -Mailboxes -Paperwork -Stopwatches			
20	Attend technical and administrative meetings - - -			

21	Check media facilities <ul style="list-style-type: none">-Press room/ Internet-TV media/photo access-Competitor interviews			
22	Check all public facilities <ul style="list-style-type: none">-Obstacle safety barriers-Access to tribunes-Toilets-Catering			
23	Check timetables and briefing arrangements <ul style="list-style-type: none">-Obstacle Observers-Ground Observers-Section Timers-Score Collectors-Timekeepers-Chef d'Equipe meetings			

CHECKLIST PRIOR TO COMPETITION A:

#	Action item	Ready	Corrective action Required/Taken
1	Exercise and Dressage Arena access -Pedestrian crossings marked -Safety fencing in place		
2	Dressage arena -Letters in place, 50cm from boards -Judges box back 5 metres -Table and chairs in boxes -Radio, bell in box at C -X and G suitably marked -Spare marking material available		
3	Stewards in place -Supervise warm-up areas -Collecting ring -Checking bits -Measuring wheels		
4	Orders of Go -Available with revisions noted		
5	Judge's writers -Briefed -Transportation -Paperwork		
6	Scoring Office -Operational		
7	Score Collectors -Briefed -Transportation		
8	Public scoreboard -Ready for updating		
9	Communications -Medical team -Veterinarian -Farrier		
10	Public address -Commentary ready -Background music		
11	Refreshments -Ground Jury -Stewards		

CHECKLIST PRIOR TO COMPETITION B – MARATHON:

#	Action item	Ready	Corrective action Required/Taken
1	Course check -Confirm required changes completed -Confirm marking and measurements		
2	Timetables -Withdrawals are noted		
3	Crowd barriers -In position		
4	Time clocks -Synchronised		
5	Timekeepers, Ground Observers, Obstacle Judges -Briefed and given paperwork -In place and ready		
6	Weighing facilities -In place at end of Section E -Stewards briefing		
7	Stewards -In place at start, rest areas, crossings		
8	Four-wheel drive transportation for: -Ground Jury -Medical team -Veterinarian staff -VIP, OC and Sponsors		
9	Emergency in position/ communications -Medical team -Veterinarians -Farriers		
10	Water / ice available -In rest area -At end of Section E		
11	Rest Areas -Vehicles available -Access on off-track routes		
12	Score Runners -Briefing on access routes Vehicles		

13	Route amendments if necessary -Posted on Notice Board -Posted at Start of Marathon -Chefs d'Equipe notified		
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CHECKLIST PRIOR TO COMPETITION C –

#	Action item	Ready	Corrective Required/Taken	action
1	Information -Map, distance, time allowed checked -Distribute to Officials, Stewards -Post on Notice Board & collecting ring			
2	Drive-off -Course, speeds and widths confirmed			
3	Final Veterinary Observation -Confirm arrangements -Member of Ground Jury to be present			
4	FEI Stewards -Available for bit inspection			
5	Crowd and safety barriers -In place			
6	Cones positions - Checked in accordance with map -Each cone position is spray painted			
7	Flags and markers -In correct positions			
8	Multiples -Correctly measured and lettered			
9	Stewards and arena party -Briefed with orders of start			
10	Measuring equipment -Checked			
11	Timekeeping equipment -Checked with backup stopwatches			
12	Advertising material -secure from unexpected wind gusts			
13	Announcer -Available in public & warm-up areas -Equipment check			
14	Current standings -Available to Jury and Announcer			
15	Collecting ring Stewards -Briefing with orders of start			

	-Radio communication		
16	Prize giving ceremony -National flags and anthem tapes -Presenters briefed -Presentation plan posted		



DURING AND POST-COMPETITION C – OBSTACLE-CONES CHECKLIST:

(Refer to Chapter 2 Section F-5 for details)

#	Action item	Ready	Corrective Required/Taken	action
1	Continuing supervision -Monitoring arena party -Monitor collecting ring operation -Monitor scoring -Monitor Vehicle measuring			
2	Drive-off(if required) -Inspect and approve revised course			
3	Closing ceremony -Overall supervision			
4	Final results-ensure availability for: -Competitors -Spectators -Press -FEI			
5	Equine documentation -FEI Passports 7 clearance papers -Event financial obligations settled			
6	Schedule -Confirm conditions were fulfilled -Complete and return FEI Reports -File NF reports as required			