<div style="border: 1px solid black;">

APPENDIX TO JUMPING SCHEDULE
MUST BE DISTRIBUTED TO ALL OFFICIALS, FOR OTHERS AVAILABLE ON REQUEST

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STABLE SECURITY/STEWARDING AT INTERNATIONAL EVENTS

MINIMUM REQUIREMENTS TO ENSURE IMPLEMENTATION OF VRs Art. 1009, 1020 and 1021

1. ACCESS TO STABLE AREA

The stables must be completely enclosed within a suitably restrictive perimeter (stable area) to prevent the entrance of unauthorised persons and the uncontrolled exit of horses.

Access to stables must be limited to those persons indicated in VRs Art. 1009. It is essential that the official issuing authorised access be a responsible person of seniority within the Organising Committee.

It is important that the NFs and OCs of international events liaise closely with the Veterinary Authorities and that the Committee and all officials, particularly the Chief Steward, are aware of the Veterinary Authorities' requirements in respect to access control and separation of horses in the stables and during training.

2. CONTROL OF ACCESS

At each entrance to the stables area, the accreditation of persons entering and leaving must be checked.

A night list must be used to identify all persons entering and leaving the stables at night and their reasons for doing so.

3. STEWARDING OF STABLE AREA

At least one stable steward, directly responsible to the Chief Steward, must be present or in the vicinity of the stable area 24 hours a day during the entire duration of the event. He may be assisted by deputies as required. The steward/deputies must regularly patrol the stable area, without establishing any predetermined pattern, to discourage any rule violations of any nature, especially abuses to horses. Any misdemeanors must be reported immediately to the stable steward who must, in turn, report to the Chief Steward. Stewards may ask for the appropriate Veterinary Form where necessary, if a horse is seen to receive treatment.

The duty of the stewards is therefore to safeguard the welfare of the horses and to prevent any rule violations.

4. GROOMS

We urge Organising Committees to bear in mind when establishing the competition schedule that a groom's work day starts well before the first competition and ends long after the last competition of the day. Every effort should be made to provide equitable working conditions for the grooms throughout the event. First competition should not start before 8 am and last competition should not end after 11pm.

The Person Responsible must ensure that his/her grooms, or any other authorised persons with access to his/her horses, are familiar with the security, stewarding procedures and EADCMRs.

5. MOVEMENT THROUGHOUT EVENT GROUNDS

Movement of horses between the stables, practice, grazing and main arena must be strictly

Controlled by Stewards. The optimum layout for the Jumping discipline is attached. It is appreciated that flexibility will be required depending on the requirements of other disciplines.
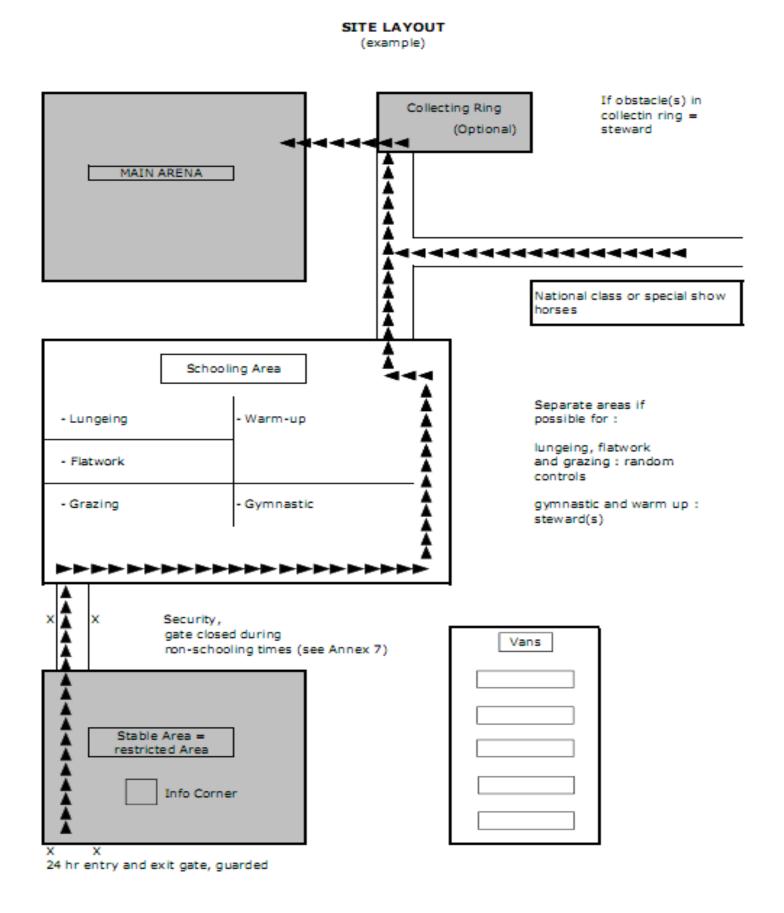
6. STEWARDING OF PRACTICE ARENA

The Chief Steward must ensure that all practice arenas are adequately stewarded at all times when they are officially open. He must also ensure that these arenas are subject to random controls when they are officially closed.

7. GRAZING AREA

It is recommended that a grazing area be provided at all outdoor events, and that this be subject to random control by Stewards. If available, horses must only be grazed or walked in hand within this area.

The Foreign Judge/TD at events will be specifically asked to check that the relevant requirements are met as reasonably as can be expected, depending on the discipline, and to indicate clearly any shortfalls, following which consideration may be given to altering the category of the event in future.

STABLE SECURITY / STEWARDING AT INTERNATIONAL EVENTS
EXAMPLE LAYOUT FOR STABLES AND SHOWGROUND

SITE LAYOUT
(example)

MAIN ARENA

Collecting Ring

(Optional)

If obstacle(s) in collectin ring = steward

National class or special show horses

Schooling Area

- Lungeing

- Warm-up

- Flatwork

- Grazing

- Gymnastic

Separate areas if possible for :

lungeing, flatwork and grazing : random controls

gymnastic and warm up : steward(s)

X   X

Security, gate closed during non-schooling times (see Annex 7)

Vans

Stable Area = restricted Area

Info Corner

X   X

24 hr entry and exit gate, guarded

MEDIA OPERATIONS AT FEI EVENTS

The FEI aims to achieve consistent global promotion of FEI Events, and the FEI Communications Team would like to take this opportunity to reiterate its commitment to working closely with you, the Organiser, and Event Press Officer to achieve this goal.

Increasing the visibility of our sport is a challenging but important objective, and in order to assist you we provide a number of useful tools to ensure optimal media coverage and working conditions for the media in the lead up to and throughout your event:

1. <u>Media Operations at FEI Events – Guidelines & Checklists (see annex)</u>

The FEI has designed a comprehensive document - **"Media Operations at FEI Events - Guidelines & Checklists"** – which can be provided by the FEI on demand.

The document outlines the necessary steps, decisions and actions that need to be taken before, during and after the Event in order to optimise working conditions for media at the Event, and to secure positive media coverage of the Event.

IMPORTANT: If Organisers are working with an appointed Event Press Officer or press office team, the FEI recommends that the **"Media Operations at FEI Events - Guidelines & Checklists**" annex is supplied to them as soon as possible, so that all key guidelines within the document can be incorporated into the design and function of the Event's media operations.

2. <u>FEI online resources for media</u>

In addition, the FEI provides a wide range of online information resources to support media, Organisers and Event Press Officers. These include:

FEI Photos
Free images for editorial use are available from the FEI Photos platform **www.feiphotos.org**

Social Media
The FEI posts news, images and video on all of their social media platforms. For up-to-the-minute information and to watch key highlights, please follow us on:
Facebook (**www.facebook.com/the.fei**),
Twitter (**https://twitter.com/FEI_Global**)
Instagram (**https://www.instagram.com/fei_global/**)
We encourage media, Organisers and Event Press Officers to participate in the social media conversations, use series hashtags and share content.

Athlete biographies
Biographies can be found here: **https://inside.fei.org/bios**

FEI YouTube Channel
Event previews, interviews and behind the scenes footage from many FEI events are available on the FEI's YouTube channel: **www.youtube.com/user/feichannel.** Feel free to share this content.

FEI TV
Live footage from many Events can be viewed on FEI TV (**www.feitv.org**), the FEI's official video channel. To subscribe to FEI TV, please click **here**.

3. Other online resources
FEI rules, results and calendars can be found on **http://inside.fei.org**, as follows:
- Events: **http://inside.fei.org**
- FEI Calendar: **https://data.fei.org/Calendar/Search.aspx**
- Rules are accessed via the Discipline, e.g.: **http://inside.fei.org/fei/regulations/jumping**
- Rankings & Standings: **https://data.fei.org/Ranking/List.aspx**

4. FEI Crisis Management Plan

The FEI Crisis Management Plan is available from the FEI online: **http://inside.fei.org/fei/your-role/organisers/jumping/draft-schedules**

The Event Press Officer must be a member of the Crisis Management Team, as explained within the FEI Crisis Management Plan document.

5. FEI Communications Team - further support

The FEI Communications Team based at FEI Headquarters in Lausanne (SUI) is pleased to support the efforts of you, the Organiser, and the Event Press Officer.

In order to support you effectively, please:

- Include the FEI on your press mailing list (press@fei.org)

- Send us a short text presenting your Event, the logo, images (with caption and credit), press kit, press accreditation and hotel reservation details, so that we can publish these details on the FEI website, on social media, in FEI publications and in the FEI Photo Catalogue.

Should you have any questions regarding the **"Media Operations at FEI Events – Guidelines & Checklists"** document, or would like to discuss any media-related issue relating to your Event, please contact the FEI Communications Team at press@fei.org or team members:

Grania Willis   Shannon Gibbons
Director Communications   Manager, Media Relations & Media Operations
grania.willis@fei.org   shannon.gibbons@fei.org
Tel: +41 78 750 6142   Tel +41 78 750 6146

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