



MANUAL FOR STEWARDS

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ESNZ CODE OF CONDUCT

Equestrian Sports NZ expects all those involved in equestrian sport to adhere to ESNZ's Code of Conduct and to acknowledge and accept that at all times the welfare of the horse must be paramount and must never be subordinated to competitive or commercial influences.

1. At all stages during the preparation and training of competition horses, welfare must take precedence over all other demands. This includes good horse management, training methods, farriery and tack, and transportation.
2. Horses and competitors must be fit, competent and in good health before they are allowed to compete. This encompasses medication use, surgical procedures that threaten welfare or safety, pregnancy in mares and the misuse of aids.
3. Events must not prejudice horse welfare. This involves paying careful attention to the competition areas, ground surfaces, weather conditions, stabling, site safety and fitness of the horse for onward travel after the event.
4. Every effort must be made to ensure that horses receive proper attention after they have competed and that they are treated humanely when their competition careers are over. This covers proper veterinary care, competition injuries, euthanasia and retirement.
5. ESNZ urges all involved with the sport to attain the highest levels of education in their areas of expertise.

THE IDEA OF STEWARDING AND ITS PURPOSE

The terms Stewarding and Steward (and the included responsibilities) need clear definitions, because they can have different interpretations.

1.1 WHAT IS STEWARDING?

It is a world-wide practice of and specialised organisation to prevent HORSE ABUSE and INCORRECT BEHAVIOUR of COMPETITORS/GROOMS/INDIVIDUALS at national and international events.

1.2 WHY DOES STEWARDING EXIST?

- Fast growing horse-sport
- more and more complex
- more sophisticated
- technical fairness

THE PURPOSE OF STEWARDING

2.1 THE AIM OF STEWARDING?

The purpose of FEI Stewarding is to prevent dangers and irregularities in equestrian sports through proper measures and supervision.

This implies that:

- to avoid criticism from Animal Protection Associations and any other parties, WELFARE = Ensuring FAIR SPORT for ALL,
- equestrian sport is kept fair for all competitors, and sportsmanship is guaranteed,
- the best possible conditions for running an event are provided by OCs, thereby avoiding infractions of ESNZ rules and regulations by competitors, grooms and other individuals,
- the fair and well-behaved competitor is protected,
- horses are protected against abuse, cruelty and irregular medication. (doping),
- correct stabling and feeding are provided,
- assure that adequate technical facilities are provided.

2.2 FEI STEWARDING MOTTO :

- HELP
- PREVENT
- INTERVENE

Stewarding Basics:

- ESNZ General Regulations
- FEI Veterinary Regulations
- ESNZ Discipline Rule Books
- Ethics (not written Rules)
- Manual for Stewarding

ESNZ Steward General

The ESNZ Steward General is appointed by the ESNZ Board to manage communication of the Discipline Steward Liaison's and liaise with the FEI regarding matters pertaining to stewarding in each discipline.

The ESNZ Steward General's duties are to:

- Liaise with the Discipline Steward Generals.
- Establish course programmes for ESNZ Stewards.
- Supervise stewarding activities within ESNZ in general.
- Cooperate with the FEI Secretariat.
- Manage the MCP programme

Discipline Steward General

The Discipline Steward General is appointed by his/her Discipline and is responsible for the stewarding at national and international events within his/her Discipline, as well as for the training of stewards under their authority. In addition he/she is required to keep in contact with the ESNZ Steward General to make suggestions for improvement relating to stewarding matters.

The Discipline Steward General is the contact person between their Discipline and the ESNZ concerning matters on stewarding. They are required to advise ESNZ on all matters relating to their responsibility. The Discipline Steward General is required to be a specialist in their specific discipline and have a good knowledge of all ESNZ and FEI Rules and Regulations.

In addition, they must be familiar with the organisation of a national and international event and have a good knowledge of veterinary matters and the ESNZ and FEI legal system. The Discipline Steward General must inform the OC's of national and international events under their jurisdiction of their responsibilities relating to stewarding and stable security.

The Discipline Steward General must organise courses within their disciplines for persons to be appointed at national and international events as Chief Stewards. Following such courses the Discipline Steward General nominates through ESNZ those to be included on the FEI list of Stewards, and those to be included on the ESNZ list of Stewards.

The Chief Steward at a National or International Event

FEI Stewards must have successfully completed an FEI Stewards course and have been nominated to the FEI through their NF by their Steward General for inclusion in the list of FEI Stewards. The number of FEI Stewards in any country should be in proportion to the number of international events held there. Only Stewards on the FEI list may act as Chief Stewards at international events. ESNZ Stewards must have been nominated to ESNZ through their Discipline Steward General for inclusion in the list of ESNZ Stewards. Only Stewards on the ESNZ list may act as Chief Stewards at National events.

The Chief Steward should be integrated into the Organisation Committee of the event. His/her name must be printed in the event schedule. He/she is responsible for organising the stewarding at the event and is under the authority of the President of the Ground Jury. If a Technical Delegate is appointed they must work together closely prior to and during the event.

The Chief Steward must report immediately, to the President of the Ground jury, any act by anyone that he/she considers to be in contravention of the rules and regulations relating to his responsibilities. He/she must inform the President of the Ground Jury and the Appeal Committee

and the Technical Delegate of any infractions that merit a Yellow Warning Card and/or additional action. The Chief Steward may issue Yellow Warning Cards to competitors, in accordance with General Regulations Art 174.7, for reasons including, but not limited to, abuse of horses and incorrect behaviour towards Officials.

After any event at which he/she officiates, the Chief Steward must send a written report to ESNZ, where appropriate, recommendations for improvements should be made (Chief Stewards Report).

2.4 STEWARDING APPOINTMENT FRAMEWORK

FEI Steward

FEI Stewards must have successfully completed a FEI Stewards course and have been nominated to the FEI through ESNZ by their Discipline Steward Liaison in consultation with the ESNZ Steward General for inclusion in the list of FEI Stewards. The number of FEI Stewards in any country should be in proportion to the number of international events held there. Only Stewards on the FEI list may act as Chief Stewards at international events.

FEI Stewards must be able to speak at least one of the FEI's official languages. The Chief Steward is required to be a specialist in his specific discipline and have a good knowledge of all FEI Rules and Regulations for Jumping, the General Regulations and the Veterinary Regulations.

An official list of FEI Stewards will be kept by the FEI and published in the FEI Directory to indicate the names and relative disciplines of those qualified to act as Chief Steward.

National Steward

National Stewards must have successfully worked within a team at National or FEI events as a Candidate National Steward. National Stewards must have successfully led a team of Stewards at Local or Regional events. National Stewards have been nominated from the Candidate National Steward list to ESNZ through their discipline by their Discipline Steward Liaison for inclusion in the list of ESNZ Stewards.

National Stewards must:

- Demonstrate initiative and a readiness to lead a team at National level.
- Have an excellent understanding of National rules for specific disciplines, National General Regulations and the National Veterinary Regulations. Must be familiar with FEI rules for specific disciplines, FEI General Regulations, Legal System and the FEI Veterinary Regulations.
- Be physically fit
- Complete tasks assigned by the chief steward and be able to take orders.
- Have interpersonal skills

Responsibilities may include:

- Taking on Leadership roles as Chief Steward at National events
- Assist Testing Official
- Issuing Yellow Warning Cards
- Completing Chief Steward report

Candidate National Steward

Candidate National Stewards must have successfully worked within a team at National, Local or Regional events. Candidate National Stewards are nominated to ESNZ through their discipline by their Discipline Steward Liaison for inclusion in the list of ESNZ Stewards once they have attended a discipline Steward Seminar.

Candidate National Stewards must:

- Demonstrate initiative and a readiness to lead a team at local or regional level.
- Be developing a good understanding of National rules for specific disciplines, National General Regulations and the National Veterinary Regulations.
- Have the ability to work as part of a team
- Be physically fit
- Complete tasks assigned by the chief steward and be able to take orders.
- Have interpersonal skills
- Adhere to the code of conduct

Responsibilities may include:

- Observing and reporting issues to the Chief Steward
- Taking on Leadership roles as Chief Steward at regional or local events

2.5 ADDITIONAL STEWARDING ROLES

Assistant Stewards

According to the size and type of event, a sufficient number of assistant stewards must be chosen and instructed by the Chief Steward. These persons (e.g. national judges, stewards, instructors, or course designers) should have some knowledge of the discipline in question and be well informed of their duties and any relevant rules and regulations.

Stewarding Teams

The OC must provide the Chief Steward with means to choose and instruct the number of assistants necessary to perform all required duties. Together with the OC, they are responsible for the selection of a competent stewarding team capable of providing the appropriate stewarding service during the event. Briefing sessions must be organised every day.

Stewards at national and international events (assistants to the Chief Steward) must be trained by the Chief Steward. The following topics must be covered:

- supervision and security of the stables;
- control of schooling areas;
- patrolling of event area;
- dealing with requests of the different disciplines to avoid abuse of horses;
- veterinary assistance with regards to facilities as well as precautions against doping;
- early intervention to prevent abuse to horses, grooms, trainers or any other person;
- ensuring correct behaviour towards horses and officials.

2.6 OVERALL RESPONSIBILITIES OF A STEWARD

- To protect the welfare of the horse, thereby ensuring fair play for all.
- To ensure that the principles of good sportsmanship are respected.
- To ensure that the best possible conditions of running an event are provided by the OCs, so that infractions of ESNZ Rules and Regulations are prevented.
- To prevent abuse of horses and irregular behaviour in equestrian sports at international levels.
- To ensure horses are protected against abuse, cruelty and the administration of unauthorised medication.
- To ensure correct stabling is provided.
- Correctly identify horses using the Identification Page in the Horse/Pony Identification Paper.

2.7 STEWARD QUALIFICATIONS

- Horsemanship
- Experience in the specific discipline
- Knowledge of rules of the discipline
- Prepared to work
- Perceptiveness
- Diplomatic skills
- Reasonable level of physical fitness

2.8 PRINCIPAL REQUIREMENTS

- Knowledge of theoretical and practical aspects of correct Horsemanship.
- Ability to interact with all event participants using a diplomatic approach.
- Sound knowledge of the Discipline rules FROM THE STEWARDING POINT OF VIEW.

2.9 STEWARDING GROUPS

- Arrival
- Stable Duties
- Schooling (specific Dressage Duties)
- Warming-up
- Horse Inspection
- Checking the saddlery
- Competition (Marshalling)
- Prize-giving
- MCP

2.10 THE CO-OPERATION BETWEEN OFFICIALS AND PARTICIPANTS (Riders, Owners, Chef d' Equipe, Trainers, Grooms)

Normally there is a good working relationship between Officials and Participants.

However we should not forget that participants always have their own interests at heart and are subjective. It is up to them to interpret the rules and instructions to their advantage. This is ok as long as they behave fairly and do not violate (or bend) the rules.

Unfortunately, the limits are not always fairly respected, and a reaction from the officials is inevitable.

It is however much better to prevent violations than to react (punish). To be able to prevent, one has to know the rules and regulation agreements; one must observe and listen and keep good contact with the participants.

Contact should not be avoided. This attitude needs courage, and often the responsible person is exposed to critics.

STABLE STEWARDING

3.1 STEWARDING OF STABLE AREA

There should be at least one stable steward directly responsible to the Chief Steward, present or readily available in the vicinity of the stable area 24 hours a day during the entire duration of the event. They may be assisted by deputies as required. The steward/deputy can regularly patrol the stable area, without establishing any predetermined pattern, to discourage any form of illegal practices or abuses to horses. Any misdemeanours must immediately be reported to the stable steward who must, in turn, report to the Chief Steward.

The duty of the stewards is therefore to safeguard the welfare of the horses and to prevent any form of illegal practices.

At the time of registration, all stallion owners must buy stallion identification badges, which must be displayed at the stable and on the horse at all times while at shows.

Refer to Discipline Rules for Minimum Stabling/Yarding requirements.

3.2 MOVEMENT THROUGHOUT EVENT GROUNDS

All horses must have an ESNZ Approved ID Tag which must be worn during the whole event at all times.

3.3 STEWARDING OF PRACTICE AREA

The Chief Steward must ensure that each practice arena is adequately stewarded at all times that it/they are officially open. He/she must also ensure that all practice arenas are subject to regular control when they are officially closed.

WARNING CARDS

In accordance with the General Regulations, Art 174.7) only the President of the Ground-Jury, the President of the Appeal Committee and the Chief Steward may issue a warning card to the Person Responsible. The warning card may be issued for two purposes only: abuse (formerly cruelty) to horses or incorrect behaviour towards officials.

ESNZ and OCs must ensure that the President of the Ground-Jury, the President of the Appeal Committee and the Chief Steward at all national events are in possession of sufficient warning cards.

The President of the Ground-Jury, the President of the Appeal Committee and the Chief Steward are reminded that when issuing a warning card they should pass the tear-off section (on the right hand side) to the Person Responsible. They should fully complete the left hand section and forward it to ESNZ - where a record is kept of all penalties awarded under the ESNZ legal system.

HORSE INSPECTIONS AND PASSPORT CONTROL AND MEDICATION CONTROL

4.1 DEFINITIONS

The term HORSE INSPECTION denotes the procedure used to verify when a horse is fit enough to participate an event or competition (i.e. fit to compete). Horse Inspections are designed to promote equestrian sports, without compromising the welfare of the participating horses.

The term IDENTIFICATION PAPER CONTROL is used to denote the process of establishing the identity of the horse and checking that all other relevant details have been properly entered in the identification paper.

The term VERIFICATION OF IDENTITY refers to the means of checking the identity markings of the horse against its diagram in the identification paper at a veterinary examination or horse inspection.

4.2 HORSE INSPECTION

The aim of the standardised Horse Inspection protocol is to ensure the Fitness to compete of horses taking part in FEI competitions by providing the same objective protocol for all disciplines.

Horse inspections are not intended to be an equivalent standard to a veterinary examination for soundness or a pre-purchase evaluation.

The implementation of the fitness to compete principle i.e. essential to the fairness and objectivity of those inspections.

The decisions involved (i.e. accept/not accept or referred to the Holding Box) must be made by a panel of judges and veterinarians (i.e. the Inspection Panel)

4.3 IDENTIFICATION PAPER CONTROL and VERIFICATION OF IDENTITY

Identification Papers must include, the registered number with ESNZ, the full name, address and signature of the owner, or owners, the description of the Horse and diagram must be accurately completed by a registered Veterinarian and it should include a record of all vaccinations.

The Person Responsible for a Horse at an Event is responsible for the accuracy of their identification papers. It must be available for inspection when required by an official of ESNZ or the OCs.

The President of the GJ may arrange for random inspections of horse's identification papers, particularly those Horses that win prize money so the horses concerned can be positively identified. Every case of misleading or inaccurate information on an identification paper, or if the Horse cannot be positively identified, must be reported to ESNZ, giving the number of the identification paper and the name of the Horse and the Person Responsible.

4.4 MEDICATION CONTROL OF HORSES (MCP)

At any event where testing is to take place, the Testing Official (MCP Testing Veterinarian or Veterinary Delegate) will require the assistance of stewards with testing. In most cases, the Steward will be asked to notify the rider (at the moment of leaving the arena) that the horse will be tested and accompany the horse thereafter until the sample has been collected. It is essential to not let the horse out of sight until collection takes place. It is most helpful if the Steward allocated to Testing is familiar with the procedure, so the correct procedures are carried out.

4.5 MEDICATION CONTROL OF RIDERS (WADA)

Testing of Riders, if carried out at an FEI event, is done under the rules of WADA (World Anti Doping Agency). This means that WADA Officials will carry out the Testing instead of FEI Officials, as the case for horses. However, just as in Testing of Horses, the assistance of Stewards may be requested to ensure a smooth procedure.

ABUSE OF HORSES

No person may abuse a horse during an event or at any other time. ABUSE means an action or omission which causes or is likely to cause pain or unnecessary discomfort to a horse, including without limitation any of the following:

- to whip or beat a horse excessively,
- to subject a horse to any kind of electric shock device,
- to use spurs excessively or persistently,
- to jab the horse in the mouth with the bit or any other device,
- to compete using an exhausted, lame or injured horse,
- to abnormally sensitise or desensitise any part of a horse,
- to leave a horse without adequate food, drink or exercise,
- to use any device or equipment which cause excessive pain to the horse upon knocking down an obstacle.

Any person witnessing an abuse must report it in form of a protest (Art 167) if the abuse occurs during an event or as a Complaint (Art 168) if the abuse does not occur during an event.

BE PRO-ACTIVE

5.1 SCHOOLING AREA and PRACTICE RINGS

Refer to Discipline Rules for Schooling requirements.

MISCELLANEOUS

6.1 ADVERTISING AND PUBLICITY ON COMPETITORS AND HORSES (GR ART 136)

1. At all Events (for Regional and Olympic Games under the patronage of the OIC see Special Regulations for Equestrian Events at Olympic Games) competitors may carry the identification (name and/or logo) of the manufacturer of clothing and equipment as well as of sponsors as outlined below:
 - 1.1 Identification of the manufacturer of the clothing and equipment may appear only once per item provided that such identification is not marked conspicuously for advertising purposes - on jackets at the height of breast pockets on a surface area not exceeding 3 cm² - on both sides of the carriage not exceeding 50cm² on each side.
 - 1.2 Identification of Sponsors.

- 1.2.1 Identification of Sponsors only as an alternative to that of the manufacturer of clothing may appear only once on the upper cloth provided that such identification is not marked conspicuously for advertising purposes and it does not exceed 3 cm².
- 1.2.2 While present in the Competition area and during the prize-giving ceremonies the name and / or logo of the individual's sponsor(s) and/or team sponsor(s) may appear on a surface area not exceeding:-
- 400 cm² on each side of carriages and vaulting back pads;
 - 200 cm² on each side of the saddle cloth;
 - 80 cm² only once on jackets or top garments at the height of breast pockets except during the endurance test of the Three Day Events and Endurance Events;
 - 100 cm² only once on Vaulting outfits;
 - 16 cm² on both sides of the shirt collar;
 - 200 cm² on arm of top garment for the endurance test of Three Day Events and Endurance Events

OC 's may state in the Event Schedule that such logos are not permitted.

- 1.2.3 In the marathon phase of Driving Events, the surface area of the name and / or logo of the individual's and/or team's sponsor(s) appearing on the dash board and both sides of the carriage may not exceed 2520 cm². On the backs of the grooms they may not exceed 1260 cm².
- 1.2.4 The OC may display the name and/or logo of a Competition and / or Event sponsor(s) on members of the arena party and on the numbers worn by competitors and on stable rugs while present in the competition area and during the prize-giving ceremonies at ESNZ and FEI events. The size of name and/or logo on the competitor's number shall not exceed 100 cm².
2. No advertisement or publicity other than logos defined in Article 136.1 may be displayed on any competitor, Official, Horse or carriage while present in any competition arena or during the performance. However, competitors inspecting the course may wear the logo of their sponsor within a frame not exceeding 400 cm² on the front and back of their top garments and within a frame not exceeding 50 cm² on head gear.
3. The logos of team or personal sponsors, or the logo of an Event sponsor may be displayed on stable rugs which may be put on horses while present in the Competition area. At the presentation of prizes, however, only the logo of an Event sponsor may be displayed.
4. Advertising may appear on obstacles and on the sides of the arena, providing any TV agreement allows for it.
5. Horses bearing the names of commercial entities or a commercial product or service may only be ridden by competitors who have entered a personal sponsorship agreement as under Article 135.2, except if the Horse is drawn at Events with borrowed Horses (see Article 11 6).
6. A Competitor may not allow their names, personal image or Horses to be used in any way for advertising unless it is approved by their National Federation or they have entered into a

sponsorship agreement with the approval of their National Federation under Article 135. (Annex E).

7. The Silver Fern Logo can only be carried on the saddle cloth when officially representing New Zealand. (Annex F).
8. Only Competitors who have officially represented ESNZ can wear a NZ Flag Badge on their riding jacket. (Annex F).
9. Riders who are presented the New Zealand Silver Fern Badge may wear the Fern on their riding jackets for the calendar year after their representation. Then the badge must be removed. Those who win the right to represent New Zealand at recognised FEI events overseas may continue to wear the Fern for four calendar years following the event.

LEGAL PROCEDURE AND SANCTIONS

7.1 THE LEGAL BASE

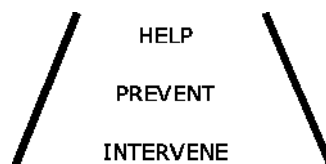
A number of rule books and regulations describe the basic tasks, responsibilities and organisation of the Officials must be in possession of these rule books and know the rules which cover their responsibilities.

The Chief Steward should have the following:

- ESNZ General Regulations.
- Veterinary Regulations.
- Rules and Memorandum for Relevant Disciplines

It is of course impossible to know all the rules by heart. Therefore the first priority is to become familiar with the relevant articles, in order to understand how to proceed.

The First Principles are:



In accordance with the maxim that prevention is better than cure, the first principle of Officials is to ensure that everything is organised according to the rules.

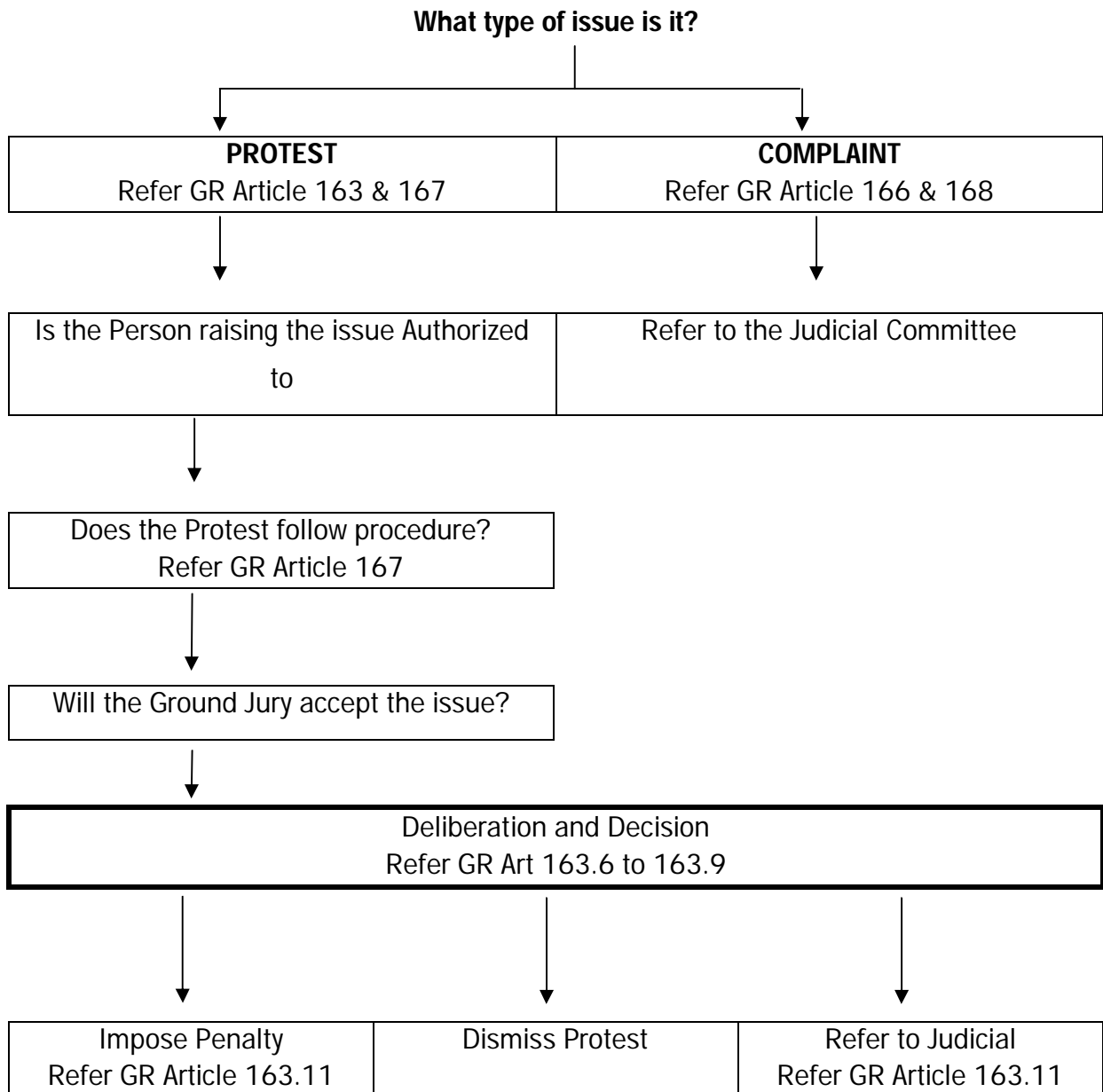
Competitors for their part, have a duty to ensure that they observe the rules with regard to their horses and within relation to their own preparation for and participation in the event.

The legal system is fairly complex even for a professional lawyer. Therefore those concerned with applying it, while they must know what rule to look for and where to find it, ought not to try to learn the system by heart. When a difficulty arises, it is wise even for the well-informed to read the relevant articles carefully before tackling the problem.

If someone objects informally to a decision by an official and persists in his objection after the decision has been explained to him, the official should clarify the situation, by politely telling him to give his objection in writing. If the objector is not the appropriate person, this should be pointed out.

7.2 GROUND JURY FLOW CHART

An Issue has been brought to the Ground Jury for action.



REPORT AND FOLLOW-UP

8.1 AFTER THE COMPETITION

Complete the blank report form which you should have been given by the Event Secretary and send it to ESNZ as soon as possible after the event.

8.2 EQUESTRIAN SPORTS NZ CHIEF STEWARDS REPORT

Organising Committee:
Event:
Levels:
Venue:
Date:
Stewarding Team:
Technical Delegate:
Medical:
Veterinarian:

Intervention

Rider:	Horse:	No:
Incident:		
Action:		

Rider:	Horse:	No:
Incident:		
Action:		

Falls:

Warm Up Areas:

Conclusion:

Name:	Signature:	Date:
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RECOMMENDED READING

ESNZ Rules

- ESNZ General and Veterinary Regulations and Policies
- ESNZ Discipline Rules
 - Dressage Rule Book
 - Endurance Rule Book
 - Eventing Rule Book
 - Show Hunter Rule Book
 - Showjumping Rule Book

FEI Rules

- FEI General Regulations
- FEI Discipline Rules
 - Dressage Rule Book
 - Endurance Rule Book
 - Eventing Rule Book
 - Showjumping Rule Book
- Other FEI Rules available
 - Driving
 - Para-Equestrian
 - Reining
 - Vaulting
 - Veterinary
 - Youth

All of these rule books can be located on the ESNZ and FEI Websites.

RECOMMENDED WEBSITES

Equestrian Sports NZ www.nzequestrian.org.nz

There is a Equine Doping section under the High Performance heading on the ESNZ home page.

FEI www.horsesport.org

The FEI have the following sections available from the home page of their website:-

- Medication Control and Antidoping
 - Athletes
 - Horses
- Veterinary
 - News
 - Rules
 - Welfare
 - Movement of Horses
 - Research
 - Horse Passports
 - Officials Information