



# **JUMPING**

## **ESNZ JUMPING**

# **STEWARDS MANUAL**

Effective 1/08/2022  
Version 2

# Contents

The idea of Stewarding and its Purpose .....	3
Structure and Job Description of Stewarding .....	3
Jumping Steward General.....	4
Chief Steward.....	4
Assistant Steward.....	5
National Level 1 Stewards .....	5
Arrival at Show .....	5
Practice Arena (Refer to Art 201) .....	7
Annex 9 - Permitted, Not Permitted and Restricted Headgear and Saddlery 9	
Hind Boots (Article 257.2.6) .....	18
Logos: refer Article 125 General Regulations.....	25
ANNEX F: Presentation of Representative Badge .....	25
Horse Inspection/Trot Up (Refer Annex 7) .....	26
Boot & Bandage Control (Art 259.6.3 and 259.6.4).....	27
Abuse of Horse (Refer Art 243) .....	28
Stabling .....	29
Falls and Blue Card .....	29
Warning Cards (Refer Art 240) .....	30
Article 143: Official Warning Procedure 1 .....	31
Protocol for Blood on Equine .....	31
Protocol for Serious Equine Injury, Removal, or Treatment .....	32
Drug Testing .....	32
Dealing with Conflict .....	32
Conflict of interest.....	36
Stewards Report .....	36
Stewarding Levels.....	36
National Level 1 Steward.....	36
Promotion of National Level 1 Steward to National Level 2 Steward.....	37
Promotion of National Level 2 Steward to National Level 3 Steward.....	39
Recommendation .....	41

# The idea of Stewarding and its Purpose

The motto of stewarding is:

Help  
Prevent  
Intervene

Help: be of assistance to all, educate on rules where necessary.

Prevent: make sure rules are followed, explain when not allowed and why.

Intervene: when rules are broken or about to be.

It is better to prevent violations than punish. To be able to prevent, you need to know the rules or where to find them.

The aim of Stewarding;

- To protect the welfare of the horse
- Ensure a level playing field for all competitors
- Support the organising committee in running event/s in line with the ESNZ Jumping Rules and ESNZ General Regulations
- Prevent any abuse of rules

## Structure and Job Description of Stewarding

The framework of Stewards in ESNZ

- Jumping Steward General
- FEI Level Steward
- National Chief Steward
- National Assistant Stewards

## **Jumping Steward General**

- The Steward General is appointed by ESNZ Board for the Jumping discipline.
- Responsible for the Stewarding at National and International events within their discipline.
- The contact person between their discipline and ESNZ concerning matters on Stewarding.
- Responsible for the training of Stewards under their authority and should organise courses within their discipline following the education pathway of Stewards at various levels.
- The Steward General may nominate a Steward to be included on the officials list once approved by ESNZ.
- The Steward General should have a very good knowledge and understanding of all ESNZ and FEI rules and regulations.

## **Chief Steward**

- National Level 3 Stewards on the ESNZ list can act as Chief Steward at all National events but not for FEI classes Art 259.6.2.
- Should be integrated into the organising committee of the event.
- Their name should be printed in the schedule.
- Responsible for organising Stewarding at the event and are under the authority of the President of the Ground Jury.
- If a Technical Delegate is appointed, they should work closely together prior to and during the event.
- The Chief Steward must report to the President of the Ground Jury any act by anyone they consider to be in contravention of the rules and regulations relating to Stewarding that could require a Warning Card. The Chief Steward does not issue Warning Cards.
- Have a good understanding of ESNZ rules and regulations relating to Stewarding.
- Be able to delegate roles to other Stewards if needed.
- Have good communication skills and be a team player.
- The Chief Steward must complete a Stewards Report within 14 days of the

event and send a copy to the Organising Committee, ESNZ Jumping Administrator and the Jumping Steward General.

## **Assistant Steward**

- National Level 2 Stewards (or above) on the ESNZ list can act as Assistant Steward at all National events, Art 259.6.2.
- Can act as Chief Steward at local and regional events with no Series or FEI competitions, provided they have attended a yearly Steward seminar.
- Under the authority of the Chief Steward and must report any irregularities to the Chief Steward as they happen.
- Be well informed of their duties along with relevant rules and regulations.
- Be a team player and have good communication skills.
- Be pro-active in your training and up to date with the current rules.

## **National Level 1 Stewards**

National Level 1 is the chance for you to understand the role of a Steward at ESNZ sanctioned events. You will, with supervision work as a shadow Steward under a minimum National Level 3 Steward.

See Annex 12 and 13 for Upgrade and Job Specifications.

## **Arrival at Show**

- Visit the Office.
  - Introduce yourself and leave your contact details at the office. Notify the office, how many persons in your stewarding team and who they are.
  - Ask for any changes to classes or rings and collect a programme.
  - Ask to be included for a start list when they are handed out. These are very useful to know who is who, and if the classes is running to time, etc.
  - Check what the Health & Safety policy is and get the contact details for person responsible.
    - Ask where the horse screen is located and contact details for person responsible.
    - Know the protocol for serious injury of horse, removal, treatment, and transport.

- Stable manager: exchange contacts.
  - Ask for a stabling list, with contact details if available, along with a map/layout.
- Vet & Farrier (onsite/on call): Full contact details.
- Adequate blue card and relevant forms on hand.
- Ask if the show has its own rubber mat, suitable for boot and bandage control, or if the timing trailer is on site.
- Medics.
  - **Show's must not start until the correct medical cover is on site.**
  - Medics details: exchange full contact details
  - Medics stationed in relation to the number of rings. Explain and/or show the medics the ring layout and access points. Advise a better station if need be.
  - Explain the medical check cards and ensure the medic understands that the rider must keep the signed card on them for the duration of the event and present to officials when asked.
  - Explain the Blue Card system and ensure the medic understands that only ESNZ officials can issue a Blue Card.  
Ensure they have medical summary sheets.
  - Ask the medics for their arrival/departure times.
- President of the Ground Jury.
  - Exchange contact details, make contact when able.
  - Enquire as to whether there will be a horse inspections or boot and bandage control. If so, where and when.
- Technical Delegate
  - Exchange contacts.
  - Contact for any technical issues/safety/arenas.

If you are an assistant steward, contact the chief steward on arrival. They will assign your role for the day, and you will be working under their guidance.

Chief Steward, make sure all your team is feed, watered and have regular breaks throughout the day. Have a roster to move people around.

It is essential that all stewards have access to a current rule book either hard copy or online when stewarding.

It is very important that you keep up to date with any rule changes that may occur. Read the rule fully before taking action.

## **Practice Arena (Refer to Art 201 and Art 259.6.1)**

Other rules that may be of use: Saddlery Article 257, and Annex 9

Be familiar with FEI Stewards Manual Annex V1

This is a very busy area with a lot going on, so control is needed. At the same time, bear in mind “rider tension” before a class. Be patient, polite, firm and call the Chief Steward if needed.

If dealing with junior or pony rider, make sure a parent or person responsible is present.

- Should be adequately Stewarded when in use.
- Ensure riders pass left hand to left hand to safely maintain a steady flow in the arena.
- Check equipment: 1 vertical and 1 Oxer is the minimum, well maintained breakaway cups, poles and stands should be of good standard, spare poles available for breakages, ground lines and 1.30m or higher classes. The equipment should be mirroring what is jumped in the ring.
- Tape fence heights, 1.30m is essential for higher classes, flag jumps.
- Check grounds lines are the correct distance, cross-pole and fence heights.
- Monitor behaviour of riders, no rider hogging a fence, safety, manners, only riders in current class to be using arena and the number of horses in the arena at any one time.
- Always watch for excessive use of whip, spurs, hands, bit, over schooling.
- Can look under body/belly bandage for spur marks before and after jumping, if concerned.
- Check for ill-fitting saddlery, tightness of nosebands and all boots on horse (Art 257).
- Look for illegal spurs and helmets that are not tagged (Art 256).
- Know the protocol for blood on horses and how to deal with it. Refer to Protocol for Blood on Equine on page 28.
- Ground conditions: have rake if sand. Fences can be moved if needed but consider conditions and how many days the ground is needed.

- Know protocol around rider and horse falls. Please refer to Falls and Blue Cards on page 27.
- Ensure stallions have two tags clearly visible to others. Know the rules around stallions (GRs Art 133)
- Once the competition day has finished and there is no medical cover, the cups must be removed. Inform OC where they have been put.

**NB: Riders must not attempt a fence if someone is adjusting it.  
It is very dangerous to step in front of a horse approaching a fence.  
Care must be taken by all, if adjusting a fence.**



## Annex 9 - Permitted, Not Permitted and Restricted Headgear and Saddlery

	HORSES	PONIES
<b>Headgear</b>	Approved and properly fastened 3 point retention harness. <b>Always</b> when mounted	
<b>Spurs</b>	Rowel spurs, that is spurs with a notched or serrated rotating disc are not authorised anywhere within the grounds of Jumping Events; spurs with a rotating disc that are not notched or serrated are allowed. The spur must point to the rear with the shank directed downwards. <b>(Art 256 1.10)</b>	Serrated rowel spurs must <b>Never</b> be worn. Non serrated rowel spurs must be at least 3mm in thickness. Blunt spurs are allowed. Max length of spurs is 4cm, measured from the Athlete's boot. <b>(Art 257 2.5)</b> The spur must point to the rear with the shank directed downwards.
<b>Ear Piece</b>	<b>Never</b> in competition unless rider has a signed medical certificate <b>(Art 225.1.1)</b>	
<b>Saddles</b>	No restrictions	
<b>Whips</b>	<b>Always</b> – max length 75cms <b>(Art 257 2.2)</b>	
<b>Dressage whip</b>	Only for flatwork <b>max length 120cm</b> – <b>Never</b> in competition or jumping and riding over poles <b>(Art 257 2.2)</b>	
<b>Standing Martingales</b>	<b>Never</b> in Competitions 1.30m and above <b>(Art 257 1.2)</b>	<b>Never</b> in Competitions 1.20m and above <b>(Art 257 1.2)</b>
<b>Draw Reins/ Market Harborough Running Martingale</b>	<b>Never</b> in Competition <b>(Art 257 1.6)</b>	
<b>Bits</b>	No restrictions, providing no injury is caused. Reins must be attached to the bit with a headpiece or directly to the bridle <b>(Art 257.1.3)</b>	
<b>Gags</b>	<b>Always</b> <b>(Art 257.1.3)</b>	
<b>Hackamores</b>	<b>Always</b> <b>(Art 257.1.3)</b>	
<b>Tongue Straps</b>	<b>Never</b> <b>(Art257 1.5)</b>	
<b>Sheepskin or leather piece on Bridle</b>	Must not exceed 3cms measured from cheek <b>(Art 257 1.4)</b>	
<b>Nose Bands</b>	No restrictions but should never be overtightened	
<b>Ear Hoods</b>	<b>Always</b>	
<b>Blinkers/Plastic Shields/Sunglasses</b>	<b>Never</b> <b>(Art 257 1.1 &amp; Art 257 2.8)</b>	
<b>Hind Boots</b> <i>2020/21 Onwards – All competitions.</i>	<b>Always</b> Refer to Article 257.2.6.1 Refer to Article 257.2.6.2 Pastern wraps are allowed providing they are not over-tightened. Fetlock rings are allowed.	

**NB: The following photos are taken from the FEI Stewards Manual, so Article Numbers may not be the same as ESNZ Rule Book.**

## **6. Auxiliary Reins and Nosebands**

A maximum of two pairs of reins may be used. If two pairs of reins are used, one pair must be attached to the bit or directly to the bridle. If one pair of reins is used, they must be attached to the bit(s) or directly to the bridle as per Art. 257.1.4; they may not be run through rings without a fixed point of attachment to the bridle. In the competition arena only one martingale stopper per rein is allowed. The stopper must be positioned between the ring of the martingale and the attachment of the rein to the bit, hackamore or bridle. Reins may not be configured in such a way as to cause a running martingale to function as a standing martingale.

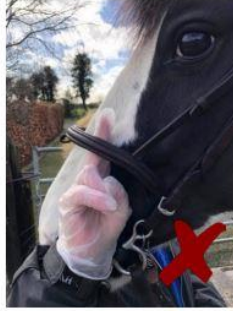
The Thiedemann rein as pictured below is not allowed in the competition arena, however is allowed in the practice/warm-up arena.



The following item such as the example pictured below that runs through the rings of the bit and over the top of the head is not allowed in the competition arena and may be used in the practice arena only if a pair of reins is attached to the bit or directly to the bridle.



To protect the welfare of the Horse, Stewards must ensure that the tack is fitted properly so that it does not cause pain or injury to the Horse. Special care must be taken concerning nosebands that have been excessively tightened, regardless of their position. It must be possible to place two fingers between the Horse's cheek and the noseband; both fingers are to be placed side by side, flat against the Horse's cheek. Furthermore, Stewards must not allow any noseband to be positioned so low and tight that it interferes with the Horse's breathing as this would be against the welfare of the Horse.



It is strongly recommended that sheepskin nosebands are systematically checked to ensure that they are not covering any noseband construction or item that might reasonably be considered to have a negative impact on Horse welfare. An example of such an item is pictured below:



## 12. Body bandage

The use of body bandages is allowed. Pictured below is an example of a body bandage. It is strongly recommended that Stewards check underneath the body bandage both before and after the Horse has competed. Great care must be taken to ensure that any marks that are healing or have recently healed are not re-opened when lifting the body bandage.



# Spurs

Allowed:



Allowed only if not sharp – min. thickness of edge = 3mm

Not allowed:



Examples of spurs with a rotating disk that is not notched or serrated:



**Applicable for all categories:**

Covering notched or serrated rowels with tape or any other material is NOT allowed.



For clarification purposes, Smart'Clix spurs are permitted in FEI competition.

The following examples are taken from the FEI Stewards Manual Annex V1 Supplement, please refer to that for further details and in-depth photos

**Crossed poles:** if the obstacle consists only of a crossed pole then the **cups** of the obstacle may not exceed 1.30m in height.

Poles must always be able to fall individually, so there must be a space of at least 10cm between them.



A crossed pole may also be used below a pole at a vertical, or as the front of a spread. If used at the front of a spread, the horizontal pole at the back cannot be higher than 1.30m.

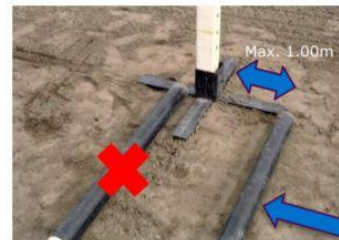


**Ground lines** may be placed directly underneath the first part of an obstacle up to 1.00m away on the take-off side.

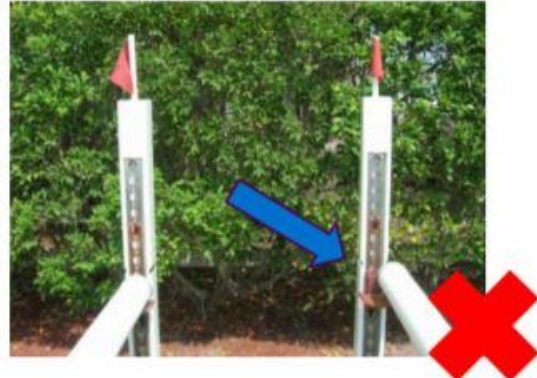
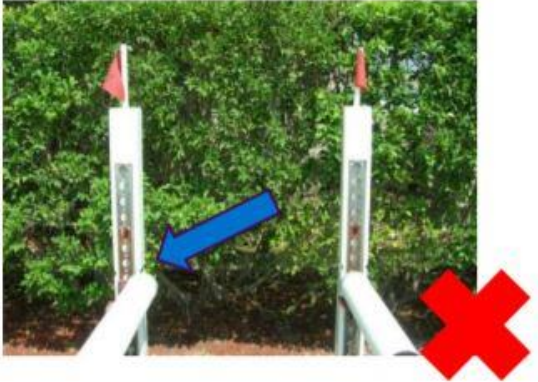
If there is a ground line on the take-off side of ~~the~~ a vertical obstacle, a ground line may be placed on the landing side of the obstacle at an equal distance up to a maximum of 1.00m.

A ground line may never be used on the landing side of a spread obstacle.

Jumping from right to left:



It is permitted for a pole to rest on the far edge, but never on the never edge of the cup. It must not impede the release of a safety cup on an oxer



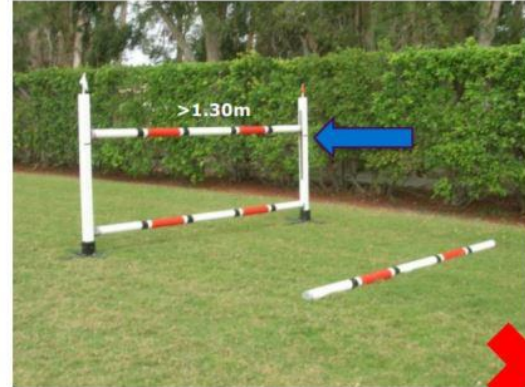
If a crossed pole is used as the top part of an obstacle it must be able to fall individually. The top ends of the poles cannot be higher than 1.30m and must rest in cups.



If a horizontal top pole is placed behind the crossed poles to create a spread obstacle this pole must be at least 20cm higher than the centre of the crossed poles and must not be higher than 1.30m.



**Placing poles:** if there is enough space placing poles may be used and placed on the ground not closer than 2.50m on the take-off side of a vertical obstacle not exceeding 1.30m in height.



Placing poles are never allowed at oxers of any height.



## **Hind Boots (Article 257.2.6)**

### **Jumping competitions for Young Horses (four, five, six, and seven-year-old Horses):**

2.6 Hind Boots: At all ESNZ Jumping Events, only hind boots meeting the following descriptions may be used.

2.6.1 For all jumping competitions for Young Horses (four-, five-, six-, and seven-year-old Horses):

- i) Hind boots that have a rounded protective element on the inside only are the only type of hind boot allowed. The boot can be up to a maximum interior length of 16 centimetres, the width of the fastener must be at least five centimetres.  
Hind boots with additional protection for the pastern that extends below the rounded shell on the inside of the boot are allowed providing the protection is made of soft pliable material. The pastern protection that extends below the rounded shell on the inside is not taken into account when measuring the length of the boot.
- ii) Boots must be designed in such a way that both sides can be bent to fit around the Horse's leg without effort. The rounded protective element of the boot must be placed around the inside of the fetlock.
- iii) The inside of the boot must be non-abrasive and smooth, that is, the surface must be even and there may not be any pressure points, ie there may be no pads or blocks under the lining on the inside of the boot; for the avoidance of doubt, stitching on the inside of the protective element that attaches the inner lining to the boot is permitted. Sheepskin linings are allowed.
- iv) Only non-elastic Velcro-type fasteners are permitted; no hooks, buckles, clips, or other methods of attaching the fasteners may be used. The inside surface of the fastener that is in direct or indirect contact with the Horse's skin must be non-abrasive. The fastener must be one-directional, that is, the strap must be attached directly from one side of the boot to the fastening component on the other side of the boot but must not wrap around the entire boot. The fastener may be secured with another Velcro-type strap extending vertically over the fastener where it is attached to the fastening component.
- v) No additional elements may be added to or inserted in the boot itself. The use of Vet Wrap or similar lightweight bandaging material under hind boots is permitted; when possible it should be applied in the presence of the Steward. A member of the Stewarding team has the right at any time to require the Vet Wrap/bandaging material to be removed and re-applied in their presence.

- vi) Fetlock rings may be used for protective purposes providing they are properly adjusted and loose, and providing the total weight of equipment on the Horse's leg does not exceed 500 grams under any circumstances, including when the equipment is wet. Pastern bands may be used around the pastern providing they are not over-tightened.

**All other competitions, only boots that meet the following descriptions may be used:**

- i. Boots as described in Article 257.2.6.1 for Young Horse competitions
- ii. Boots that have a protective element on the inside only, and boots with a protective element on the inside and outside, that is, double-shell boots that wrap around the back of the fetlock, are permitted providing they meet the following criteria:
  - i. The boot can have a maximum length of 20 centimetres at its longest point.
  - ii. The rounded protective element of the boot must be placed around the inside of the fetlock (for boots with a protective element on one side only, the protective element must be placed around the inside of the fetlock).
  - iii. The inside of the boot must be smooth, that is, the surface must be even and there may not be any pressure points on the inside of the boot; for the avoidance of doubt, stitching on the inside of the protective element that attaches the inner lining to the boot is permitted. Sheepskin linings are allowed.
  - iv. The boot may have no more than two fasteners. Only the following types of fasteners are permitted:

**Velcro-type fasteners:**

**- Each strap must:**

- Have a Velcro or Velcro-type fastening system
- Have a minimum width of 2.5cm if there are two straps or;
- Have a minimum width of 5cm if there is only one strap

- For boots with a protective element only on the inside of the fetlock, straps may be elastic. For double shell boots, the straps must be elastic



**Stud-type fasteners:**

**- Each strap must:**

- Be made of elastic
- Have a minimum width of 2.5 cm
- Have holes that fit over a stud on the boot



**Hook type fasteners:**

**- Each strap must:**

- Be made of elastic
- Have a minimum width of 2.5cm
- Have a hook at the end that fits into an "eyelet" on the boot



- i. The inside surface of the fastener that is in direct or indirect contact with the Horse's skin, must be non-abrasive. All fasteners must be one-directional, that is, the strap must be attached directly from one side of the boot to the fastening component on the other side of the boot but must not wrap around the entire boot. Velcro-type fasteners may be secured with another velcro-type strap extending vertically over the fastener where it is attached to the fastening component (refer to the FEI Jumping Stewards Manual annexes). No mechanism that allows the fastener to double back on itself or that allows leverage of any kind to be applied to the fastener is permitted.
  
- ii. No additional elements may be added to or inserted in the boot itself. The use of Vet Wrap or similar lightweight bandaging material under hind boots is permitted; when possible it should be applied in the presence of a steward. A member of the stewarding team has the right at any time to require the Vet Wrap/bandaging material to be removed and re-applied in their presence.
  
- iii. Fetlock rings may be used for protective purposes providing they are properly adjusted and loose providing the total weight of equipment on the Horse's legs does not exceed 500 grams under any circumstances, including when the equipment is wet. Pastern bands may be used around the pastern providing they are not over-tightened.

Hind boots with sheepskin lining such as the example pictured below are allowed:

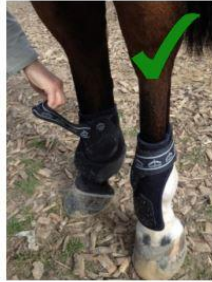
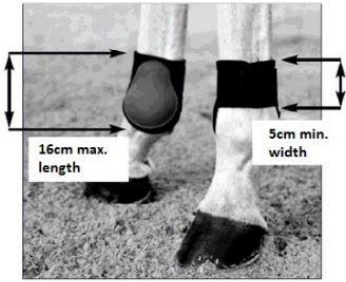


Hind boots with an elastic strap such as an example pictured below are not allowed for Young Horses.



Hind boots with pressure pads are not allowed for Young Horses or any other category.





**Correct positioning**  
(rounded part placed around the inside of fetlock)



**Incorrect positioning (the boot is placed between the fetlock joint and the hock)**



If a boot strap causes bleeding on the Horse's leg the Chief Steward is to issue a yellow warning card to the Athlete.

It is not allowed to place Velcro on the sides of boot straps that are in direct contact with the Horse's legs. (See photo below)





See how to correctly measure hind boots.

Green showing correct.

Red showing incorrect.



NB: Extra length only allowed if the flap is soft and pliable material



## **Logos: (Refer Article 125 General Regulations)**

Saddle Cloth: 200cm<sup>2</sup> each side

Jacket: 80cm<sup>2</sup> either or both sides at breast pocket height

Shirt: 16cm<sup>2</sup> either or both sides of shirt collar

Breeches: 80cm<sup>2</sup> left leg, length wise.

For further detail please refer to Article 125, General Regulations.

## **Presentation of Representative Badge (Annex F)**

General Regs V1 Build 6 Updated September 2021

1. NZ Flag Jacket Badges will be awarded by ESNZ to members of teams and individuals who compete in the following:
  - 1.1. Olympic Games & Paralympics.
  - 1.2. World Championships.
  - 1.3. Official selected ESNZ Teams.
  - 1.4. FEI World Cup Finals.
2. NZ Representative Jacket Badges will be awarded by ESNZ to members of Teams and individuals who compete in the following:
  - 2.1. New Zealand Young Riders Teams.
  - 2.2. Officials Oceania Team Competitions.
  - 2.3. Other teams and individuals approved by ESNZ on the recommendation of Discipline Boards.
3. All Silver Fern badges will be embroidered with the year they were issued.
4. Official Oceania Competition, these team competitions will be recognised as official when held under the following conditions:
  - 4.1. That both the Equestrian Australia and ESNZ recognise the competitions as an official test.
  - 4.2. Venues to be agreed by both Equestrian Australia and ESNZ.
  - 4.3. The team competition will be held as near as practically possible to the FEI Rules for Official Team Events in each Discipline. Standard of competition and dispensation of those rules will be mutually agreed by both the Equestrian Australia and ESNZ.
  - 4.4. The expense for the tours will be under the Oceania Tour Agreement.
5. 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.

## Horse Inspection/Trot Up (Refer Annex 7.4)

Horse Inspections/Trot Ups are to establish the horse's identity, the general state of the equine's health, and that the equine is fit to compete without compromising the health of the equine.

You need to liaise with the President of the Ground Jury to organise a time and place to have the inspection/trot up.

Contact the Technical Delegate for any equipment needed, eg plants or ropes to mark the inspection/trot up area.

The inspection/trot up must take place on a firm, clean, non-slip surface and should be set up well before the start time.

Handlers must present the equines identification paper/s.

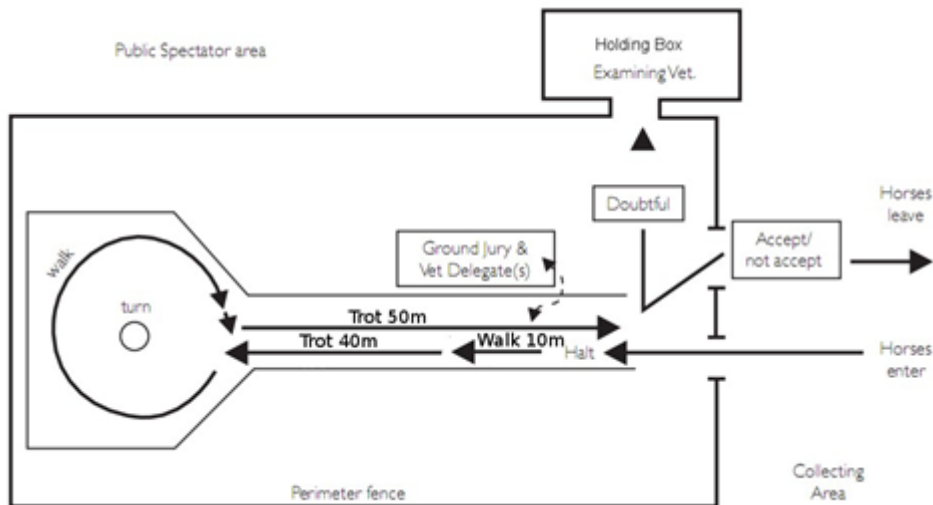
Handlers may carry a dressage whip with a maximum length of 120cm.

Horses must be presented in a bridle, must not have their identity concealed in any way with paint or dye. Any rugs and bandages must be removed before the inspection/trot up.

Be mindful of any stallions, ask the handler of any special requirements. You must alert others and the inspection panel of the requirements (if any), allowing enough room for the stallion to be safely presented.

As a steward it is your responsibility to keep the inspection/trot up moving smoothly.

**Plan your layout carefully**, ensure there is enough room to conduct the inspection/trot up safely.



The decision to accept, not accept or refer to the holding box, is made by a panel of Judges and Vet Delegate, the inspection panel.

A steward must accompany a horse and stay with it, if sent to the holding box.

The Treating Vet will attend to the horse in the holding box and before the horse is represented to the panel, the Treating Vet will advise their findings to the vet delegate.

All horses have the right to be represented to the panel or the PR can choose to withdraw the horse and not continue in the competition.

There is no appeal to the decision of the inspection panel.

### **Boot & Bandage Control (Art 259.6.3 and 259.6.4 and 257.2.6.1/2)**

Boot & Bandage Control may be carried out for any class, subject to approval from the President of the Ground Jury. The President of the Ground Jury will notify the Chief Steward as to where and when the Boot & Bandage Control will be carried out.

The Chief Steward and Vet run this together, if no Vet on grounds the Chief Steward can run this only in agreement with the President of the Ground Jury in conjunction with a Vet Delegate informed.

The aim is to check for foreign material enclosed within the boot and/or liquid that sensitises the equine's leg.

Chief Steward and team is responsible for the smooth running of this area. Find a suitable area to conduct this safely for all concerned.

The following should be in the Jumping Timing Trailer if it is onsite. However, if the trailer is not on site you will need to have the following:

- A small table to hold: suitable scales to weigh boots, rubber gloves, rubbish bag and running sheets to record the weights.
- A rubber mat: the mat needs to be thick enough for equines to stand on without their studs penetrating the mat. Carpet is not suitable as the studs can get stuck.
- Broom: to clean the mat after each equine.
- Box of disposable rubber gloves and rubbish bag for used gloves.  
*Gloves must be changed after each equine has been inspected.*
- Scales to weigh boots.  
*Ensure you have a spare battery available.*

The Boot & Bandage Control must be conducted in a suitable area that is safe for all concerned.

When the combination is leaving the ring, they will be escorted by a steward to the checking area. The steward should visibly check for any blood as the equine is walking and alert, subtly, Chief Steward or Vet.

The equine is asked to step on the rubber mat where boots will be removed. Watch carefully for anything unusual. Riders can have a groom assisting them.

Preference is to allow the rider/handler to remove the boots from the equine, they are familiar with the horse and their mannerism. ESNZ has no rule around this. Vets often remove the boots themselves. Under FEI rules the Steward or Vet only, remove the boots.

Any selection of legs (hind, front, or diagonal) but must be the same for the entire class, the Vet or the Chief Steward will decide. The boots are handed to either a gloved Vet or Steward who proceed to weigh them and record the weight. They may also smell the boot in case of liquid additives.

The weight of the boots is checked. The total maximum weight on the equines leg, either front or hind is 500 grams total (shoe or substitute for a shoe excluded), single or multiple boots, eg bell boot and tendon boot on one leg under any circumstances, including when the equipment is wet.

If the total weight is found to be non-compliant, disqualification will incur under Art 242.2.4.

Check for the presence of blood on either side of the equines body, refer to protocol for blood on equine, page 28

Once the Vet or Steward has given the all clear, the equine is free to leave the area.

Flow is important as the next equine will arrive shortly.

Sweep the mat clean after each equine, change gloves, tidy the area for the next equine.

### **Abuse of Horse (Refer Art 243)**

The below applies to anywhere on the grounds and is taken from the ESNZ General Regulations Art 132

1. 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 be read in conjunction with the relevant discipline rules):
  - 1.1. To whip or beat a horse excessively;
  - 1.2. To subject a horse to any kind of electric shock device;

- 1.3. To use spurs excessively or persistently;
  - 1.4. To jab the horse in the mouth with the bit or any other device;
  - 1.5. To compete using an exhausted, lame or injured horse;
  - 1.6. To “rap” a horse;
  - 1.7. To abnormally sensitise or desensitise any part of a horse;
  - 1.8. To leave a horse without adequate food, drink or exercise;
  - 1.9. To use any device or equipment which cause excessive pain to the horse upon knocking down an obstacle.
  - 1.10. Trimming a horse's whiskers or inner ear hair.
2. Any person witnessing any form of abuse must report it in the form of a Complaint, either to the Ground Jury if at an Event, or to the ESNZ CRO if outside of an Event.

### **Stabling (Refer Art 200.7.1)**

It is the job of the Stable Manager to assign suitable stables for the number booked, they should have the stable list with person responsible contacts and a map/layout available. A suitable testing box should be available. Ensure there are adequate Stallion boxes with signage.

- Have the Stable Managers contact details and they yours.
- Have a copy of stable list, with full details.
- Carry out patrols, when able, to check all equines and address any issues.
- Ensure Stallion boxes are suitable and clearly marked.
- Truck and Float parking should be checked for illegal yards
- Be aware of the minimum portable stabling yarding requirements, size and construction of temporary yards, refer Annex 1, ESNZ Jumping Rules.
- Check adequate number of wash bays and test if they are working.
- Ensure all equines have ID tags with contact details on their halter and/or rug when yarded/stabled.
- Should you find any issues with breakages/damaged equipment, contact the Technical Delegate or Stable Manager.

### **Falls and Blue Cards (Refer Art 224.2)**

#### Falls

#### 4.2 Fall in the practice arena

In case of a fall of an athlete and/or a horse in the practice arena prior to entering the competition arena for the first or second round of a competition, the athlete

must be checked by the event's medical service (or by a medical doctor if the medical service is not available), respectively the horse must be cleared by the veterinarian or President of the Ground Jury and one other official, if the veterinarian is not available, before the athlete and/or the horse may be permitted to take part in the round in progress. In this case the Ground Jury may give the athlete a later starting position in that round if considered necessary. In case of a fall of an athlete and/or a horse in the practice arena prior to entering the competition arena for a jump-off, the Ground Jury may, at its discretion, decide to delay the jump-off for a reasonable amount of time for the athlete to be checked by the event's medical service (or by a medical doctor if the medical service is not available), respectively the horse to be cleared by the Veterinarian or President of the Ground Jury and one other official, if the veterinarian is not available, or to eliminate the combination from the jump-off.

Rider Falls: all falls, however minor, need to be issued a medic check card by an official or medic, which needs to be signed by the medics once checked. The rider needs to carry the card for the duration of the show and present to officials when asked.

Blue Cards are issued to riders by an official, in the case of concussion or serious injury. An incident report must be filled out and sent to ESNZ. You can give this to the show office to send on your behalf.

Blue Cards are not issued by the Medics. You need to advise the Medics of our system and work together, so stay in touch and make sure they have your contact.

## **Warning Cards (Refer Art 240)**

A Chief Steward cannot issue a warning card but can recommend to the President of the Ground Jury that one could be given. Make yourself familiar with the grounds for a warning card, Art 240.

It is the decision of the President of the Ground Jury on what action will be taken.

President of the Ground Jury is the only official able to issue a warning card or disqualification or elimination outside of the competition arena. The President of the Ground Jury will make that call and inform the persons concerned, not the Chief Steward.

## Official Warning Procedure (Refer Art 143GR)

1. ESNZ Official Warnings are possible sanctions that may be used by the GJ, the AC, and/or the JC in the course of proceedings set out in this Chapter 9.
2. Once an Official Warning has been given by one of these bodies, and the appeal/review process has been exhausted, ESNZ will list the Official Warning on the ESNZ database against the relevant Member's profile and visible to all members. It will also be placed on a list that is posted on the ESNZ website. It will remain on the profile and on the list for 12 months
3. If a Member receives a second Official Warning within 12 months of the first Official Warning, ESNZ must fine the Member \$200 and must suspend the Member from competing in any ESNZ or FEI Event for two months. ESNZ will notify the Member of the sanction and the details will also be listed on the ESNZ website and recorded against the Member's profile for a period of 12 months. These sanctions are mandatory.
4. Any third or subsequent Official Warning within 12 months of the second Official Warning will be referred to the JC for determination of sanction only.

A copy of the Official Warning Procedure can be found here:

<https://www.nzequestrian.org.nz/wp-content/uploads/Official-Warning-Procedure2019.pdf>

## Protocol for Blood on Equine

Any time blood is discovered on an equine, you first need to establish the cause. Once the cause has been established, you need to understand if the injury was unintentional eg, over-reach cuts, etc, or if it was intentional eg caused by overuse of the whip or spurs, etc.

If the injury is unintentional, ask for it to be cleaned and dressed. If the injury is serious, direct the person to contact a vet.

If the injury is intentional, you must inform the Chief Steward and President of the Ground Jury, a warning card could be recommended depending on the circumstances (refer to Art 243).

Move the equine to a quiet area and stay with them.

Take a number of clear photos of the following:

- Close up of the injury.
- General location of the injury.
- Cause of the injury, eg whip or spur.
- The equine for identification purposes.

The Chief Steward with a gloved hand, using the back of their hand touch the

injury, taking care not to smear the blood. Take a photo of glove before removal. The glove will be removed and placed in a sealed bag for evidence.

The President of the Ground Jury will make a decision on the action to be taken and inform the rider.

Do not make the decision yourself.

## **Protocol for Serious Equine Injury, Removal, or Treatment**

This should be known under health and safety information obtained at the beginning of the show.

You need to know, in case of equine removal needed:

- Policy Plan
- Who is in charge: exchange contact details.
- Ensure screens are used.
- Car and float available, who has the keys.
- Location of car and float.
- Disposal plan.
- GRs Art 150 Health & Safety

## **Drug Testing**

As a steward, you are not informed prior to the show about any testing. This is now independently organised with testing officials. You will be informed if a steward is needed on the day, you will be there to assist only.

## **Dealing with Conflict**

Always ensure you have both sides of the story. Gather as much evidence as possible, if written make sure it is signed, dated and the time is added. Give everyone a chance to speak, remain neutral, and stick to the facts.

Do not prompt people to say things. Let them tell it as they recall seeing or hearing. Take care not to turn it into a side-show drama. Find a quiet place to take the horse and talk to the persons involved.

If things escalate, keep calm, and ask for help, either from President of the Ground Jury, Technical Delegate, Stewards or others around you, stay safe.

Any physical evidence you collect (whip, boots, bit, spurs etc) should have a



description, date, time, event, name, who collected and who it belongs to. These should be put into re-sealable plastic bags, labelled, using disposable gloves and given to the President of the Ground Jury, who will make a decision on any action taken.

We are not police, approach people in a calm and knowledgeable manner. Know your rule 100% in relation to the problem you are dealing with.

Ask yourself:

- Is this affecting the welfare of the horse?
- Will it change the outcome of the competition?

We need to inspire trust and confidence so people feel they can approach us with questions or issues before it manifests into problems.

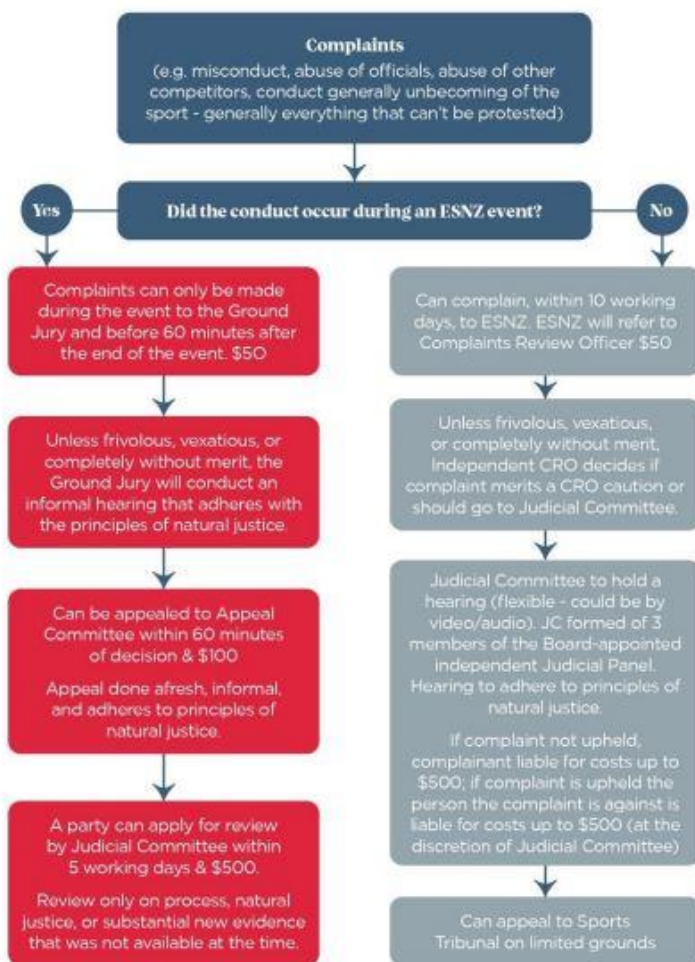
# Equestrian Sports New Zealand - Ground Jury Flow Charts

What type of issue is it?

## Protest flow chart



# Complaint flow chart



## **Conflict of Interest**

A conflict of interest is defined as any personal, professional, or financial relationships including relationships of family members (immediate family), that could influence or be perceived to influence objectivity when representing or conducting business or other dealings for or on behalf of the National Federation.

## **Stewards Report**

As a Chief Steward you are required to submit a Stewards Report within 14 days of the completion of the show, to the organising committee, ESNZ and the Jumping Steward General.

Try to be constructive in your comments so the organising committee are aware of issues that may need addressing for the future. For example, size of arena, better equipment available, etc.

The Stewards Report can be downloaded from the ESNZ Jumping website.

## **Stewarding Levels**

All Stewards **must** be proactive in their own training and development. We encourage you to seek out new opportunities to further develop your Stewarding skills. If wanting to progress, follow the education pathway and don't be afraid to ask an experienced Steward to mentor you at larger shows.

We are bound by the ESNZ officials code of conduct. All officials are expected to keep up to date and abide by the rules, failure to do so could result in demotion.

You need to update your Rule Book every year after the Jumping AGM, as rules may change.

## **National Level 1 Steward**

All stewards must:

1. Have a basic understanding of the ESNZ Jumping Sport rules.
2. Have a basic knowledge of the ESNZ General Regulations.
3. Have a desire to further knowledge through the Stewards Education pathway.
4. Send in a CV outlining person details, ESNZ Area, membership number, equestrian background, and experience. A template document can be found on the Jumping page of the ESNZ website.

5. Send your CV and supporting documents to the ESNZ Jumping Administrator. The ESNZ Jumping Administrator will refer your application to the Jumping Steward General for consideration.

Note: National Level 1 is the chance for you to understand the role of a Steward at ESNZ sanctioned events. You will, with supervision work as a shadow Steward under a minimum National Level 3 Steward.

Once you have gained experienced you can decide if this is a role you want to pursue.

## **Promotion of National Level 1 Steward to National Level 2 Steward**

Requirements:

1. Shadow Steward a minimum of three ESNZ sanctioned events with either the Jumping Steward General or minimum National Level 3. Steward and have the sessions verified and signed off.
2. Understand the Blue Card (serious injury and concussion) process.
3. Have a basic understanding of ESNZ General Regulations.
4. Have a basic understanding of ESNZ Jumping Rules.
5. Have attended at least one ESNZ seminar for ESNZ officials in the last three years.
6. Have the recommendation of either the Jumping Steward General, or minimum National Level 3 Steward for promotion to Level 2.
7. Understand the role of the Chief Steward, Assistant, President of the Ground Jury, and Technical Delegate.
8. Have a desire to further knowledge through the Stewards Education pathway.
9. Keep a current logbook that records all experience and knowledge gained and is signed off by the relevant officials. A template document can be found on the Jumping page of the ESNZ website.
10. Obtain a written recommendation from your ESNZ Area Group. Send your logbook plus all supporting documents to the ESNZ Jumping Administrator. The ESNZ Jumping Administrator will refer your application to the ESNZ Jumping Technical Committee and ESNZ Jumping Board for consideration.

## **Role of a National Level 2 Steward;**

- As a Level 2 Steward you are able to act as assistant Steward at all ESNZ sanctioned events with the exception FEI competitions.
- Have a good understanding of following ESNZ Jumping rules;
  - Arena schooling Art 201
  - Abuse of Horse Art 243
  - Boot and Bandage Control Art 244
  - Protective Headgear Art 256
  - Saddlery Art 257
  - Welfare of the Horse Annex 1
  - Horse Inspections Annex 7
- Have a basic understanding of ESNZ General Regulations and Veterinary regulations.
  - Stallions at Events Art 133
  - Protests Art 143
  - Health & safety at Events
  - Health and Safety at Events Art 150
  - Anti-Doping Policy Art 152 & Annex G
  - Be familiar with FEI Stewards Manual and Annexes.
  - Stewards Protocol for handling blood on horse. FEI Annex XVI
  - Understand the role and job descriptions of all Officials.
  - Be able to deal with conflict in a quiet confident manner.
  - Be a team player and have good communication skills.
  - Be approachable to other officials, participants, and volunteers.

**Note:** National Level 2 Stewards are able to act as the Chief Steward at low level events that do not include ESNZ Jumping Series classes.  
May work unaided at all ESNZ sanctioned events (exception, FEI competitions)

## **Promotion of National Level 2 Steward to National Level 3 Steward**

### **Requirements:**

1. Must have been a National Level 2 Steward at a minimum of 6 ESNZ sanctioned events, two at Premier level.
2. Must have assisted in all areas of stewarding and shown on your CV.
3. Have a good understanding of ESNZ General and Veterinary Regulations.
4. Have a good understanding of FEI Stewards Manual and all annexes.
5. Have a thorough knowledge of the legal system in the ESNZ General Regulations, Chapter 9.
6. Understand the ESNZ GRs Article 144: Judicial process – VRs and Anti-Doping.
7. Keep a current logbook that records all experience and knowledge gained and is signed off by the relevant officials. A template document can be found on the Jumping page of the ESNZ website.
8. Have a positive performance-based assessment on horse welfare, teamwork, conduct and communication, from either the Steward General or minimum National Level 3 Steward for promotion. (The aim is to allow progress by competence rather than just the number of events).
9. Pass an open book upgrade test for National Level 3 Stewards at an ESNZ Jumping technical officials' seminar and obtain sufficient marks to pass. Upgrade tests may be held at other times during the season if necessary.
10. Obtain a written recommendation from your ESNZ Area Group. Send your logbook plus all supporting documents to the ESNZ Jumping Administrator. The ESNZ Jumping Administrator will refer your application to the ESNZ Jumping Technical Committee and ESNZ Jumping Board for consideration.

### **Role of a National Level 3 Steward:**

- As a National Level 3 Steward you are able to act as Chief Steward for all ESNZ sanctioned events excluding FEI competitions.
- Have good understanding of ESNZ Jumping rules and Annex 13 - Stewarding.
- Have a good understanding of ESNZ General and Veterinary Regulations.
- Have a good understanding of FEI Stewards Manual and annexes.
- Have a good knowledge and be confident in all areas of Stewarding.
- Understand the Blue card serious injury and concussion process, know how and when to issue.

- Have a good knowledge of horsemanship and horse management.
- To have a good knowledge of saddlery, other equipment, and its correct use.
- To have good knowledge of equine and equestrian terminology.
- To be independently objective.
- Have good communication and people skills.
- Be able to assess situations and make prompt appropriate decisions.
- Able to maintain order and know what to look for in the practise arena.
- Able to write a Chief Stewards report, this can be downloaded from ESNZ website.
- Able to manage a team and delegate various roles.
- Able to deal with conflict in a calm confident manner and collect relevant evidence.

**Note:** Be aware that some of the FEI rules differ from ESNZ Jumping rules so always check both.

Being inactive for a number of years without a valid reason and not following the Official Code of Conduct, could result in the demotion of a level.

### **The next step is FEI Qualification**

It is our intention that once our valued Stewards reach a level, they are comfortable with, they can choose to either stay at that level or move onto a higher level, providing they have completed all relevant criteria.

- FEI Level 1 is the next step after gaining National Level 3
- You must be a minimum of 21 years old.
- Done a minimum of 6 shows with at least two as Chief Steward at Premier events.
- Have a positive based performance recommendation on overall competency by either the Jumping Steward General or Senior Steward.
- ESNZ Jumping run limited FEI competitions. To remain listed, all FEI Technical Officials have to fulfil a certain criterion in a set time frame.
- All FEI Level 1 officials should be approved by the ESNZ Jumping Technical committee who will then forward an application onto the ESNZ Jumping Board.
- The FEI education system plus more information relating to FEI courses being held worldwide can be found on the FEI website - <https://inside.fei.org/fei/your-role/officials/jumping>



- FEI online education is also available to all at FEI Campus-  
<https://campus.fei.org/login/index.php>

There are four FEI Levels, FEI Level 1, 2, 3, and 4. Please refer to FEI website for more details.

## **Recommendation**

We highly recommend you attend the Technical Seminars each year to keep up with the latest rule changes and any level upgrading.

Please keep your Steward's logbook up to date.

Please note the following forms are online, under Resources on the Jumping Page:

Jumping Steward's Report

Steward's Logbook

Requirements for new officials & upgrades.

The following are recommended readings

### ESNZ Rules:

- ESNZ General Regulations
- ESNZ Jumping Rules
- ESNZ Code of Conduct
- ESNZ Drug & Alcohol Policy
- ESNZ Behaviour Policy
- ESNZ Member Protection Policy
- Requirements for official's upgrade (Annex 12 Jumping Rules)

### FEI Rules:

- FEI General Regs
- FEI Vet Regs
- FEI Jumping Rules
- FEI Jumping Stewards Manuals