

# Event Organisers Guide

## 4.7 - General Event Management & Operations

Organising an Event is complex and Organising Committees must address many aspects and plan multiple operations all of which are linked and reliant on one another. Unless detailed elsewhere in the FEI Knowledgebase Event Organisers Guide, the main considerations are highlighted below and should serve as a helpful check list.

### **Timetabling**

- Initial timetable in FEI Approved Schedule
- More detailed operational timetable is essential – inc. horse arrivals, training times, stables opening/closing, horse inspections, exact start/finish of competition, arena maintenance breaks, prize-givings etc
- Keeping this up to date and shared across the Organising Committee team, Officials & Athletes is essential

### **Horse Arrivals & Departures**

- Inform and implement requirements of national veterinary authority for all temporary Horse imports (if foreign Horses are attending)
- Safe area for loading/unloading – as close as possible to stables
- Examination on arrival by [FEI Veterinary Delegate](#) – identification against passport, vaccination check, check for signs of infectious disease (see [FEI Veterinary Regulations](#) Art 1031)
- Efficient direction to stables
- First impressions are critical - make sure the welcome and initial experience is as positive as possible

### **Field of Play Management**

- Liaison with course designer – obstacles, other equipment, arena party team
- Check Dressage arena boards/letters, team for setting up arena
- Footing – good standard, maintenance, equipment, team
- Experienced/efficient warm-up ring steward
- Timing equipment in place & working

### **Training & Exercise**

- Arenas set up – dressage or jumping
- Sufficient equipment & team for set-up (jumps, dressage arenas...)
- Times allocated – open to all or dedicated (responsibility of [FEI Chief Steward](#))
- Stewarding – [FEI Stewards](#) available to monitor all training (see also [Stable Security & Stewarding at FEI Events](#))
- Veterinary & medical cover in place
- Footing maintenance

### **Stabling**

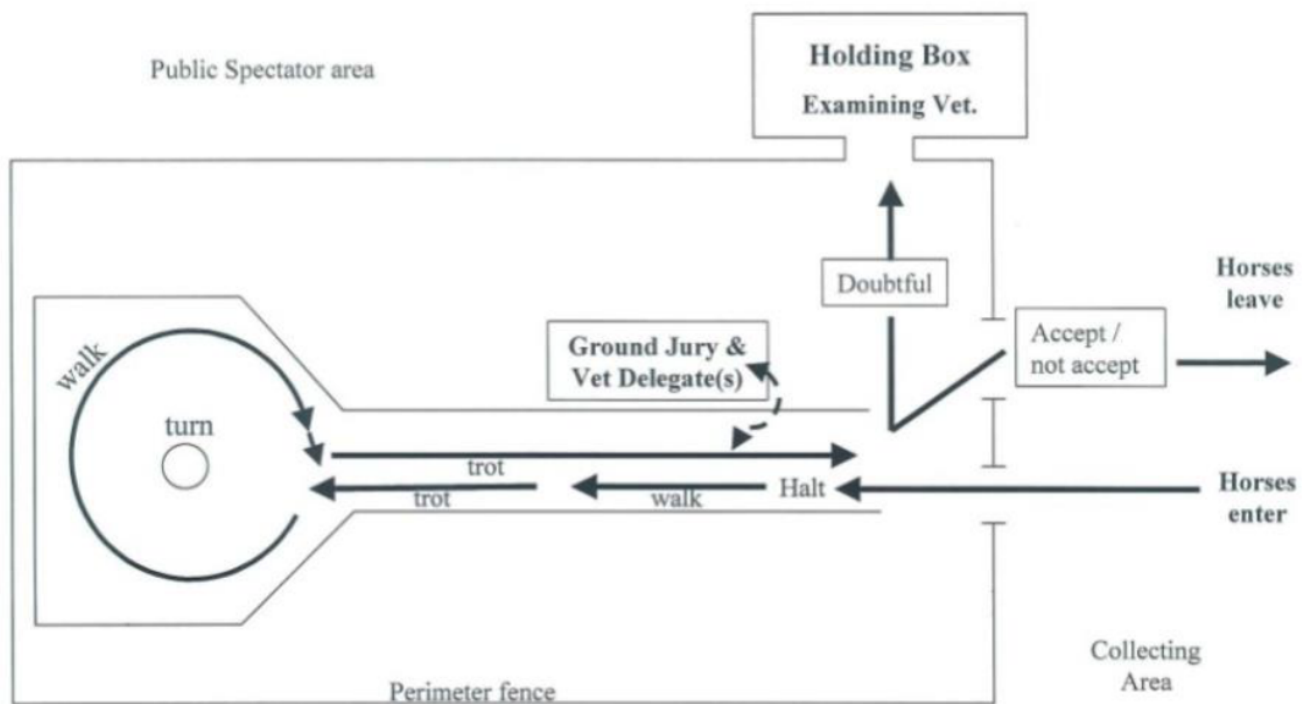
# Event Organisers Guide

- Biosecurity
  - All horses vaccinated against Equine Influenza ([FEI Veterinary Regulations](#) Art 1003)
  - Stables cleaned and disinfected prior to horse arrivals ([FEI Veterinary Regulations](#) Arts 1008.5& 1017) - click [here](#) for protocol and guidance
  - Encourage regular hand washing / use of alcohol hand gel
  - Minimise direct contact between horses
  - Equipment dedicated to each horse (feed/water buckets, head collars, grooming equipment, rugs etc)
- Stables allocation – Horses & tack/equipment
- Welcoming & efficient stable management team
- Good communication with Athletes/Grooms:
  - Biosecurity best practice
  - Stables opening/closing times
  - Check-in process
  - Feed & bedding services
  - Veterinary/farriery services
- Establish & maintain clean/tidy ethos
- Stewarding - at least one FEI Steward must be present at or in vicinity of stables area 24 hrs a day (see also [Stable Security & Stewarding at FEI Events](#))

## **Horse Inspections**

- Times of Horse Inspection - depends on Discipline (see [FEI Veterinary Regulations](#) Art 1035)
- Inspection panel composition depends on Discipline - see relevant [FEI Discipline rules](#)
- Area prepared - inc. holding box, fencing to separate Horses from people, public address system for announcer (if applicable)
- Stewards & Officials briefed - clipboards & printed orders (also for announcer if applicable)
- Athletes/Grooms briefed on procedures

# Event Organisers Guide



## **Security & Accreditation**

- Level of security depends on local risk assessment
- However as a minimum the stables area must be securely fenced and access controlled ([FEI Veterinary Regulations](#) Arts 1008.13 & 1020)
- Access to stables restricted in accordance with [FEI Veterinary Regulations](#) Art 1009 & 1020
  - People directly involved in the competition, including support personnel (grooms, treating veterinarians, coaches), Veterinary Officials, Testing Technicians etc
  - At least one [FEI Steward](#) must be present or in the vicinity of the stables area 24 hours a day throughout the period of the Event
  - Stewards must regularly monitor the stables area, without establishing a predetermined pattern, to discourage rule violations of any nature, especially abuses of Horses
  - A night access must be compiled to record all persons entering the stables at night and their reasons for doing so
  - An adequate number of night Stewards must be provided to escort persons throughout the stables
  - Media may only enter the stables area accompanied by Stewards and strictly in accordance with the [FEI's policy for media access to stables at FEI events](#)
- Accreditation system necessary in order to control access to stables and any other areas requiring controlled access (system can be basic eg. wristlets)
- Work closely with local law enforcement agencies, informing them of the event and agreeing any support / resources that may be needed from them
- See also [Stable Security & Stewarding at FEI Events](#)

# Event Organisers Guide

## **Prize Givings**

- Under control of Organising Committee to conduct according to their own wishes
- However some formal requirements must be considered – [FEI General Regulations](#) Art 125
- Usual for President of Ground Jury to be involved in presentation

## **Catering**

- Workforce – at Organising Committee's cost (at least when on duty)
- Athletes, grooms, owners etc (convenient locations eg. by stables) – at own cost
- FEI Officials – at Organising Committee's cost
- Media – no obligation to provide at Organising Committee's cost but can be considered as part of the overall package of services for the media
- Spectators – good selection, adequate outlets to ensure wait times are minimised

## **Transport & Accommodation**

- For lower level & smaller scale events, individuals are responsible for arranging their own travel, transport & accommodation
- Exceptions include FEI Officials and maybe Organising Committee Workforce
- However Organising Committee should provide advice and guidance to Athletes (& their connections), media, spectators etc
- Essential to consider car parking – adequate space, conveniently located etc

## **Spectators**

- Planning for and management of spectators dependent on type/scale of event, number expected etc
- Considerations include:
  - Marketing/promotion of event
  - Ticketing
  - Car parking / transport
  - Signage
  - Hospitality / catering
  - Seating
  - Shade / shelter
  - Toilets
  - Sports presentation – announcing, information, entertainment, other attractions etc

## **Any questions?**

If you have any questions regarding organising FEI competitions or would like further advice not available through this guide please contact your [National Federation](#) or the relevant FEI department [here](#).

# Event Organisers Guide

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