

# Event Organisers Guide

## 4.8.2 - Discipline Specific Guidance - Jumping

### Discipline Specific Guidance - Jumping

Although some of the topics here are covered in a generic way elsewhere in the FEI Knowledgebase Event Organisers Guide, below is further guidance specific to the discipline of [Jumping](#). The objective is to give certain indications and recommendations to Organising Committees to promote the successful administrative and logistical running of an Event.

#### **Respective responsibilities of the National Federation and the Organising Committee**

From the FEI viewpoint, the responsibility for the organisation of all International Events rests with the National Federation, from the technical, financial and legal aspects.

All International Events must receive prior authorisation of their National Federation, which, in turn, applies within the deadlines and conditions prescribed by the FEI General Regulations. For general information and guidance click [here](#).

As for the establishment of the Organising Committee, general information and guidance can be found [here](#). Please click the following links for more details on the roles of the [Show Secretary](#) and [Show Office](#).

Click [here](#) for more details on the General Event Management and Operations and for guidance on Budgeting and Finance please click [here](#). The FEI Financial Charges are available [here](#).

In making a small step towards nurturing sustainability across the global equestrian community the FEI has produced [The Sustainability Handbook for Event Organisers](#).

#### **The Organising Committee and the Officials**

The judicious choice of Officials by the Organising Committee made in collaboration with the National Federation can only benefit the general organisation of the Event.

During the preparatory period of the Event, an approach must be made to those persons who are experienced and have a large knowledge of the challenges of organising Events.

For general information and guidance click [here](#).

**The OC and the President of the Ground Jury:** The President of the Ground Jury must be integrated into the Organising Committee as a consultant, well before the start of the Event. The Organising Committee should profit from their experience and seek help in relation to the composition of the Schedule and Programme, the layout of the arena, the organisation of the Ground Jury, the activities and responsibilities of the Chief Steward, the condition of the competition arenas and

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the training areas and all other preliminary questions to facilitate the good running of the Event.

**The OC and the Foreign Judge:** The role of the Foreign Judge is that of a spokesperson for the FEI and the most important collaborator of the President of the Ground Jury. The Foreign Judge must be informed on all of the programme well before the Event and receive, in good time, the Schedule approved by the FEI, and all other useful information (travel formalities, date of arrival, accommodation arrangements, date and time of technical meetings, official invitations, address and telephone number of the Secretariat of the Event etc.).

**The OC and the Course Designer:** For more effective performance, the Organising Committee must integrate with the Course Designer and make use of their experience in the following:

The drawing-up of the Schedule and of attractive and varied competitions.

The choice and dimensions of the competition arena and the exercise and schooling areas and their orientation.

Material and equipment for the maintenance and improvement of the grounds of the arena and exercise and schooling areas.

Site of the entry and exit to and from the arena.

Illumination of the arena and exercise and schooling areas.

Click [here](#) for more information and guidance on Footing.

**The OC and the Chief Steward and Stewards:** It is indispensable that the Organising Committee appoints persons who have a complete knowledge of Equestrian Sport and are capable of firmness in their decisions, with the required will to observe and exercise control over the restricted areas (stables, schooling, etc.), throughout the whole Event. The Organising Committee must appoint a sufficient number of stewards under the responsibility of the Chief Steward, and integrate them into the body of its organisation. The Chief Steward must be present at the scheduled technical meetings.

**The OC and the Medical & Farrier Services:** The Organising Committee must obtain the collaboration of at least one Doctor and a medical service. For general information and guidance click [here](#).

The Organising Committee must ensure the collaboration of at least one Farrier for the entire duration of the Event and will also make sure that services can be called on, at all times, from the arrival of the horses until their departure.

## Venue and Facilities

### **Accommodation of Officials, Athletes and Grooms**

Organising Committees should accommodate Officials in a minimum 3\* hotel and include breakfast. Officials shall not be required to share a room with another

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Official.

Accommodation of Athletes and Grooms must be offered according to the requirements of Annex VI of the [FEI Jumping Rules](#). For more guidance on Facilities, Services and Conditions for Grooms click [here](#).

The good organisation of local transport (shuttles) between the hotels/sleeping quarters and the venue (stables) must be available at all time or on request.

## On-site Facilities

For Stabling, Horse Inspections, Offices and Meeting rooms more information and guidance can be found [here](#). Additional information on Stable Security can be found [here](#).

The FEI has produced the [FEI Accessibility Guide for Event Organisers](#) designed to assist Event Organisers with improving accessibility for athletes, staff and spectators with disabilities, ensuring that everyone can enjoy equestrian events regardless of their disability and mobility levels.

## Producing an FEI Schedule

The FEI Approved Schedule will outline the following and must be in accordance with the FEI [Jumping Rules](#) and [General Regulations](#):

- Organising Committee details
- List of FEI Officials
- The categories, nationalities and other relevant details of invited Athletes and Horses (more information [here](#))
- Entry information
- The stabling and accommodation available
- The programme/timetable of Competitions
- The value of the prizes and their distribution
- Veterinary requirements and services (more information [here](#))
- Medical services available
- Any other relevant details (eg. any transport arrangements, social events, any passport and visa requirements etc)

The Schedule must be submitted to the FEI in accordance with Art 110 of [General Regulations](#).

Guidelines to help National Federations and Organising Committees to prepare Online Schedules can be found [here](#).

## Competition Scoring, Timing & Results

The scoring and timing requirements must be done in accordance with the [FEI Jumping Rules](#).

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Unless permission is otherwise given, Organisers of Jumping Events must use an FEI tested and approved timing system, the list of which is available [here](#).

Results of an international event must be submitted to the FEI in the official requested format. Organising Committees are responsible for getting the results to the FEI maximum 2 days after the Event is finished.

For more guidance on Scoring, Timing and the publication of Results click [here](#).

## **Media Operations & Press Relations**

Helping the media, in all its forms, to provide good coverage for the Event to the widest possible audience is the best form of publicity available and is a crucial contribution to the success of the Event.

Detailed information can be found [here](#).

## **Volunteers**

For general information on Volunteers click [here](#).

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