

# ANNEXURE E SASJ OFFICIALS

## 1 OFFICIALS

### 1 CONFLICT OF INTEREST

1. A substantial appearance of a conflict of interest exists whenever others may reasonably perceive from given circumstances that a conflict exists. A conflict of interest is defined as any personal, professional or financial relationship, including, but not n limited to, relationships of family members that could influence or be perceived to influence objectivity when representing or conducting business or other dealings for, or on behalf of SASJ.
2. Conflicts must be avoided whenever possible. However, there may be instances where SASJ must balance conflicts of interests against proven expertise in order to achieve the optimal sporting result.

### 2 MEMBERSHIP

ALL persons who are members of recognised panels of officials shall be members of SASJ and ensure their membership is renewed on the SASJ database, and T's and C's have been agreed to and contact details are up to date.

### 3 OBLIGATORY USE

Officials officiating at CSN Events must be members of Official Panels as set out in below. The Provincial EXCO concerned shall approve officials officiating at events below CSN. Should it not be possible to obtain the services of an official on the required panel, the Chairman of EXCO may approve the use of an official on a lower panel.

OFFICIAL	CSN SASJ CHALLENGES	CSN1* Rising Star Series Riders Grand Prix Series FEI Challenges	CSN2* SA Championships SA Titles	FEI1*	FEI CSIW 1*
Course Designer	FEI 1* or Provincial II	FEI 1* (or Provincial III <b>FEI Challenge = Provincial II for FEI Challenge)</b>	FEI 2* or higher	<i>As per FEI</i>	<i>As per FEI</i>
GROUND JURY					
President GJ	FEI 1* or National	2* or higher	2* or higher	<i>As per FEI (3*)</i>	<i>As per FEI (3*)</i>
SASJ Representative	2* or higher	2* or higher	3* or higher	3* or higher	3* or higher
Members GJ	Provincial or higher	1 x member Provincial or higher (Recommended)	1 x 1* or higher 1 x Provincial	1 x 1* or higher <i>As per FEI</i>	<i>As per FEI (1x2* or higher)</i>
Foreign Judge	N/A	N/A Only for Comp 3 FEI JWCH	N/A	3* or higher if needed <i>As per FEI</i>	(3* or higher) <i>As per FEI</i>

<b>STEWARDS</b>					
<b>Chief Steward</b>	1* or higher	1* (2* or higher Comp 3)	2* or higher	3* or higher <i>As per FEI</i>	3* or higher <i>As per FEI</i>
<b>Assistant Stewards</b>	1 Provincial	Min 2 x Provincial or higher	1 x FEI 1* or higher 1 x Provincial or higher	Minimum of 4 Assistants 1 may be National <i>As per FEI</i>	Minimum of 4 Assistants all FEI <i>As per FEI</i>
<b>OTHER OFFICIALS</b>					
<b>SJ Electronic Time-keeper</b>	Recommended	Yes, SASJ Official List or can be local electronic timing	Yes, SASJ Nat Official List	Yes, SASJ Nat Official List	Yes, SASJ Nat Official List
<b>Riders Representative</b>	Recommended	<b>Recommended</b>	<b>Yes Compulsory for Adult Open</b>	<b>Yes Compulsory for Adult Open</b>	<b>Yes Compulsory for Adult Open</b>
<b>Marshal</b>	Recommended	<b>Yes Compulsory</b>	<b>Yes Compulsory experienced</b>	<b>Yes Compulsory experienced</b>	<b>Yes Compulsory experienced</b>

<b>OFFICIAL</b>	<b>PROVINCIAL</b>	<b>RECREATIONAL</b>
<b>Course Designer</b>	Provincial	SASJ Learner or above
<b>Ground Jury</b>	Provincial or higher Provincial Judge	SASJ Learner or above
<b>Chief Steward and Assistant Stewards.</b>	Provincial or higher if possible Not compulsory	N/A
<b>Timekeeper</b>	Yes	
<b>Secretary</b>	Yes	

**N.B WHERE POSSIBLE The person calling the jumps must be responsible.**

**NB: FOR ALL EVENTS HOSTING WORLD CUP QUALIFIERS, THERE WILL BE 1 CHIEF STEWARD AND 4 ASSISTANT STEWARDS FROM THE BEGINNING OF THE SHOW. THERE WILL BE ONE HORSE INSPECTION, WHICH WILL TAKE, PLACE 24 HOURS BEFORE THE WCQ CLASS STARTS, THE HORSES WILL THEN MOVE INTO SECURE STABLES UNTIL THE END OF THE WCQ CLASS. ON THE DAY OF THE TROT UP FOR THE WCQ, MORE STEWARDS MAY BE APPOINTED TO ASSIST.**

#### **4 GROUND JURY**

- 1 At CSN Events each competition shall be judged by a group of three judges including the SASJ Rep in the Judges Box plus one additional judge for the Water Jump should there be one, appointed by the OC.
- 2 Duties, Responsibilities and Jurisdiction
  - 1 Competency  
The Ground Jury is competent to deal with all Protests and Reports, which relate to anything occurring during or in direct connection with an event and are presented within the period of its jurisdiction.

The Ground Jury shall consist of a President and a number of Judges of The appropriate categories as laid down in the Rules

**A Judge, as a member of the Ground Jury reports to the President of the Ground Jury, and shares the responsibility for the technical running of competitions or events. The SASJ Rep take on the responsibilities of the FJ where one is not appointed**

2. Period of Jurisdiction

The period of jurisdiction of the Ground Jury commences either 1 hour before the beginning of the first horse inspection or, if there is no horse inspection, the first competition or the course walk (whichever is earlier), until 30 minutes after the announcement of the final results unless the schedule provides otherwise.

3 Veterinary Matters

In appropriate cases involving veterinary matters and in the absence of an Appeal Committee, the Veterinary Delegate at an Event must be invited to join the Ground Jury in an advisory capacity.

**Procedures to deal with protests**

**Article 161 - Protests**

***General Principles***

161.1 Protests may be lodged against any person or body involved in any capacity in an International Event or otherwise subject to the jurisdiction of the FEI including for failure to observe the Statutes, GRs or Sport Rules or violation of the common principles of behaviour, fairness, or accepted standards of sportsmanship, whether occurring during or in connection with an International Event or, in the case of Abuse of Horse, at any other time.

***Decisions not subject to Protest***

161.2 There is no Protest against:

(a) Decisions of the Ground Jury arising from the field of play, which are final and binding, such as, but not limited to:

(i) where the Decision is based on a factual observation of performance during a Competition or the awarding of marks for performance;

(ii) whether an obstacle was knocked down; whether a Horse was disobedient; whether a Horse refused at an obstacle or knocked it down while jumping;

(iii) whether an Athlete or Horse has fallen;

(iv) whether a Horse circled in a combination or refused or ran out;

(v) the time taken for the round;

(vi) whether an obstacle was jumped within the time; and/or

(vii) Whether, the particular track followed by an Athlete caused the Athlete to incur a penalty

(b) The Elimination or Disqualification of a Horse for veterinary reasons, including nonacceptance of a Horse at a Horse Inspection unless otherwise specified;

(c) The Elimination or Disqualification of an Athlete for medical reasons/fitness to compete;

(d) The imposition of a Warning without additional sanctions or of a Yellow Warning Card

### ***Protest Deadlines and Status of Decisions***

161.3 In order for a Protest to be validly filed, the following deadlines must be complied with regardless of whether the person filing the Protest is on-site at the relevant Event or not:

<b>Protest Concerning</b>	<b>Applicable Deadline (i.e. no later than)</b>
The eligibility of an Athlete or Horse for a specific competition or Event	Thirty (30) minutes before the start of the relevant competition
The condition of an Arena	Thirty (30) minutes before the start of the relevant competition
An obstacle, or the plan or length of the course for a jumping Competition	Fifteen (15) minutes before the start of the Competition
Irregularities or incidents during a Competition	Thirty (30) minutes after the announcement of the results of the relevant competition
The results of a competition	Thirty (30) minutes after the announcement of the results of the relevant competition
A Challenge to the procedures followed in the application or implementation of any Rule	Thirty (30) minutes after the notification of the application or implementation of such rule

### ***Authority to File Protests***

161.4 FEI Protests may only be lodged by:

- the FEI,
- Presidents or Secretary Generals of NFs,
- Officials,
- Chefs d'Equipe or, if there is no Chef d'Equipe, by a Person Responsible or a Team

Veterinarian responsible for Horses taking part in the Event.

161.5 Protests concerning an abuse of Horse may be lodged by any person or body. See Article 142 (*Abuse of Horse*).

### ***Procedure for Filing a Protest***

161.6 All Protests must be in writing, signed by an authorised person within the meaning of Article 161.4 and be accompanied by any supporting evidence, including the names of witnesses (if any).

161.7 Protests to the Ground Jury shall be presented within the applicable time limit to the President of the Ground Jury or to any member of the Ground Jury if the President is not available together with the necessary deposit.

SAEF Protests may only be lodged by the

- SAEF Secretary General
- President of a National Discipline Association,
- Officials
- Chef's d'Equipe or a person responsible(if no Chef d'Equipe)
- Team Veterinarian responsible for Horses taking part in the event.

### ***Deposit***

161.7 A deposit of R2000 must be paid on site in order for the Ground Jury to have jurisdiction to consider the Protest.

161.8 No deposit is required for Protests claiming Horse Abuse of any nature.

161.9 If the Protest is successful, the deposit will be refunded.

161.10 If the Protest is dismissed, the deposit will not be refunded

### ***Protest Review by Ground Jury***

161.11 Before reaching a Decision on any Protest, the Ground Jury must:

- consider if it has jurisdiction or not (see Article 161.14 below)
- examine the available evidence, whether written or oral;
- hear all the parties concerned where appropriate under the rules (and provided they are available); and
- take into account all relevant material, in every case trying to reach a fair and equitable Decision.

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161.12 In Protests involving veterinary matters during Events the President of the Veterinary Commission or the Veterinary Delegate at an Event may provide advice to the Ground Jury.

161.13 The Ground Jury may request the advice and assistance of a representative of the FEI in order to ensure the correct Protest procedures, as set out in this Article 163, are complied with.

### ***Jurisdiction***

161.14 Where one party asserts that the Ground Jury does not have jurisdiction and/or the Ground Jury itself questions its jurisdiction, the Ground Jury must consider the arguments for and against jurisdiction and render a Decision on jurisdiction prior to considering the merits of the Protest. If the Ground Jury decides that it does not have jurisdiction, it shall not proceed to consider or comment on the merits of the Protest.

### ***Use of Video Evidence***

161.15 The use of all technical assistance available including, but not limited to, official video recordings (an official video recording is considered to be a recording made by a broadcast network or a video company hired by the OC, except where specified otherwise in the relevant Sports Rules) is permitted to assist Officials in carrying out their responsibilities under FEI rules.

161.16 For a video recording to be accepted under FEI Rules for purposes of a Protest, it must be presented within the required time period as set out in Article 161.3 above.

161.17 If the Ground Jury relies on video evidence to alter the outcome of any Competition after the results have been communicated, such video recording must contain irrefutable evidence that the original ruling or Decision was incorrect. The use of video shall always be within the confines of the applicable rules and must never by its usage alter the Rules currently in effect.

### ***Communication of Decision***

161.18 Where possible, Decisions must be notified in writing to the parties concerned.

### ***Appeal***

161.19 Decisions of the Ground Jury arising from a Protest at FEI Events MUST be refer to FEI, and National to SASJ

161.20 Subject to the unanimous agreement of the President of the Ground Jury, SASJ Representative, Veterinary delegate and Show Director/Show organiser, a competition (either before or during) can be postponed and/or cancelled, not only due to force majeure, catastrophic occurrences, extreme weather conditions but also for non-compliance with FEI Rules and in specific situations where the welfare of safety of the Horses, Athletes, officials or public is compromised. This includes any changes in arenas or warm up arenas.

## **5 COURSE DESIGNER**

- 1 The Course Designer is appointed by the OC and SASJ. At South African Championships SASJ EXCO must ratify this appointment.
- 2 A Course Designer must be especially mindful of the Conflict of Interest rule set out above **(1.1)** and, in particular may not act as Course Designer at the same **CSN and Above** Event immediate relatives are competing. Officiating CD may not instruct any competitors
3. The Course Designer must give the Ground Jury a copy of the course plan showing accurately all the details of the course. An exact copy of the course plan given to the Ground Jury must be posted as close as possible to the entrance of the arena, and should be posted at least 30 minutes before the beginning of each Competition; if applicable the time allowed may be added to the course plan later than 30 minutes before the start of the Competition as soon as the Course Designer has finished measuring the course. For all Competitions the track as measured by the Course Designer must be indicated on the course plan that is posted prior to the Competition

## 6 PRESIDENT OF THE GROUND JURY

1. **A Judge, as President of the Ground Jury reports to SASJ and in conjunction with the SASJ Representative has the responsibility to ensure the technical running of SASJ Competitions or Events according to the conditions of the approved schedule and in accordance with SASJ and FEI rules and regulations.**
2. SASJ to list the names, qualifications and nationality of the persons who are endorsed to exercise the functions and fulfil the requirements set forth in the SASJ education system
3. PGJ has the call for any horses the official veterinarian advised should be failed from the horse inspection

## 7 SASJ REPRESENTATIVE

- 1 Appointment  
A SASJ Rep will be appointed for each CSN Event. The SASJ Executive will make the appointment. The SASJ Rep may be a member of, but not the president of the Ground Jury **(Except SASJ Challenge Events)**
- 2 Qualifications  
It is essential that the SASJ Rep has a detailed knowledge of all of the Show jumping Rules including the Veterinary and Drug Testing Regulations.

All SASJ Representatives must be knowledgeable in the rules and must be a member of a Senior Officials panel. At CSN Events and above the SASJ Representative may be a member of the Ground Jury but not the President. In the absence of a SASJ Representative the most senior panel official present at the event shall act in this position (Provincial events)

- 3 **Duties and Responsibilities.**  
The prime responsibility of the **SASJ Representative** is to ensure that the SASJ rules and the conditions of the schedule are properly and correctly applied. He may only

permit variations where they are in the best interests of the sport as a whole and of all the competitors.

4 **They will also be responsible for the following:**

- 1 **Ensure the OC has organised the** ~~Ensuring the safe delivery of any trophies and medals required for the Event~~
- 2 Ensuring that any changes to programmes and/or timetables are fair and do not prejudice any competitors
- 3 Deciding, in consultation with the Show Director, the President of the Ground Jury, **Chief Steward** and, if necessary, the Course Designer, whether an event or part thereof should, due to exceptional circumstances, be postponed, suspended or cancelled, **with unanimous agreement This includes any changes of arena's and warm up arenas**
- 4 Ensuring that the correct protocol for awarding prizes is followed.
- 5 Ensuring that all report forms required by the rules and regulations are available at the show, that they are completed by those responsible and returned to SASJ.
- 6 Ensuring that the prize money distribution has been correctly calculated in terms of the Rules.
- 7 In exceptional circumstances, and in agreement with the President of the Ground Jury, the SASJ Representative may vary the qualification requirements of any championship.
- 8 **The SASJ Representative is to report on all activities of the event and send their report to the SASJ Office for circulation. SASJ must approve the appointment of the SASJ Representative for each CSN Event and this representative should be a FEI3\***
- 9 As per Annexure D - 9.1.3 should an athlete have more than one horse in a class, the order of starting shall be adjusted by the OC to ensure where possible these horses shall be allowed a gap between them of 10 horses – At CSN and above events the SASJ Representative shall approve any adjustment to the starting order.

8 **CHIEF STEWARD**

- 1 The Chief Steward is approved by the SASJ Exco.
- 2 Duties and responsibilities are set out in the *FEI Jumping Stewards manual*, to which reference should be made.
- 3 Liaising with the Veterinarians regarding their in attendance during the main class of the event

4. Consult with the SASJ Representative and PGJ if there are any issues or irregularities. The Chief Steward is responsible for the stewarding team, and is appointed to ensure a level playing field and Horse Welfare is in place.
5. The Chief Steward is required to send a report to the SASJ office at the conclusion of the event.

## 9 EXPENSES FOR OFFICIALS

- 1 All expenses of appointed Officials, including but not limited to all travelling, accommodation and meals, must be met by the OC. Should the fees not be in accordance with Annexure E. These expenses must be at a rate **previously** agreed between the OC and the Official concerned. SASJ will pay the SASJ Rep and President of the Ground Jury for National and FEI Events.
- 2 OC's must provide Suitable 3\* accommodation for All Officials from out of Province. Meals for the time the official is at the show including Tea/coffee and coldrinks, breakfast & lunch is at the OC's expense. For out of Province officials any sponsored Dinner vouchers is compulsory.

## 10 MANDATORY FEES PAYABLE TO OFFICIALS

Should the OC pay their officials more than the above tariff, this will be for their own account for all the officials.

All Course Designers Assistants daily recommended fee = R500

**The SHB/OC undertakes to ensure that payment of officials is made within 5 days of the event.**

OFFICIAL	CSN1*	CSN2*	FEI1*	FEI CSIW 1*
<b>Course Designer</b>	R1500 per day plus R750 set up	R1500 per day plus R750 set up fee	FEI Recommended	FEI Recommended
<b>SASJ Representative</b>	<del>R1200</del> <b>R1250</b> per day	<del>R1200</del> <b>R1250</b> per day	FEI Recommended	FEI Recommended
<b>President Ground Jury</b>	<del>R1200</del> <b>R1250</b> per day	<del>R1200</del> <b>R1250</b> per day	FEI Recommended	FEI Recommended
<b>Ground Jury Members</b>	<del>R1000</del> <b>R1050</b> per day	<del>R1000</del> <b>R1050</b> per day	FEI Recommended	FEI Recommended
<b>Chief Steward</b>	<del>R1200</del> <b>R1250</b> per day	<del>R1200</del> <b>R1250</b> per day	FEI Recommended	FEI Recommended
<b>Assistant Stewards</b>	<del>R1000</del> <b>R1050</b> per day	<del>R1000</del> <b>R1050</b> per day	FEI Recommended	FEI Recommended
<b>SASJ Electronic Timekeeper</b>	<del>R1200</del> <b>R1250</b> per day	<del>R1200</del> <b>R1250</b> per day	R1250 per day	R1250 per day



OFFICIAL	PROVINCIAL	RECREATIONAL
Course Designer	<del>R1000</del> R1050 per day plus R500 set up fee	As per OC
Ground Jury	<del>R750</del> R800 per day	As per OC
Chief Steward and Assistant Stewards.	<del>R750</del> R800 per day	As per OC
Other Officials	<del>R500</del> R600 per day	As per OC

## 11 APPOINTMENT TO OFFICIALS PANELS

### 1 JUDGES

- 1 A Judge is a member of a Ground Jury appointed to officiate on the GJ at a Competition or Event.
- 2 EXCO will send to the OC the names and qualifications of members who are recommended to exercise the functions and fulfil the duties of FEI and FEI Candidate Judges.
- 3 Judges in one Category may not fill appointments at a level higher than that laid down in these Rules unless specifically authorised by EXCO.

### 2 FEI JUDGE

- 1 A list of qualified FEI judges is maintained by the FEI in terms of their Rules and Regulations.
- 2 Unless provided otherwise, only an FEI Panel Judge may be appointed as President of the Ground Jury for Championships.

### 3 FEI CANDIDATE JUDGE

- 1 A list of FEI Candidate Judges is maintained by SASJ.
- 2 The qualifications and duties of FEI Candidate Judges are laid down by SASJ.

### 4 GROUND JURIES – APPOINTMENT

- 1 The Ground Jury shall consist of a President and a number of Judges of the appropriate categories as laid down in the Rules. The Ground Jury is responsible for the technical judging of all competitions and for all other decisions except where otherwise stated in the Rules.
- 2 The President and members of the Ground Jury at CSN Events shall be appointed by the Organising Committee, unless otherwise stated in these Rules.
- 3 A Judge at Events holding CSN Status, may not carry out any other official functions at that Event.

**5 INTERNATIONAL COURSE DESIGNERS**

- 1 A list of FEI Course Designers is maintained by the FEI in terms of their rules and regulations.
- 2 Unless provided otherwise, only an FEI Course Designer may be appointed as Course Designer for Championships.

**6 NATIONAL COURSE DESIGNERS**

- 1 A list of National Course Designers is maintained by SASJ
- 2 The qualifications and duties of Course Designers are laid down by SASJ.
- 3 The Ground Jury may not order a Competition to start until the Course Designer has reported that the course is ready. Thereafter, the Ground Jury is solely responsible for the conduct of the Competition.

**7 VETERINARY DELEGATES**

- 1 Veterinary Delegates are nominated by the PEXCOs and are appointed in accordance with the Veterinary Regulations.
- 2 The Veterinary Committee approves the appointments, categorises the veterinarians according to their experience to officiate in different disciplines.
- 3 A list of Veterinary Delegates is maintained by SASJ.
- 4 The OC shall appoint the Veterinary Delegates

**8 STEWARDS**

- 1 OC of all Championships must appoint a Chief Steward and an appropriate number of Stewards under the authority of the Chief Steward, wearing distinctive identification such as badges, armbands, bibs, etc with complete freedom of access to all areas mentioned in 3 below.
- 2 OCs is responsible for all administrative matters relating to the appointment of the Chief Steward and the Assistant Stewards.
- 3 During the whole Event, in every part of the stables, in exercise and schooling areas, in collecting rings and all other areas under the control of the OC, the Chief Steward and Stewards officiating with him at the Event must:
  - i Assist the athletes in conducting reasonable training;
  - ii Intervene in time in order to prevent any abuse of horses by competitors, grooms, owners or any other person;
  - iii Intervene in order to prevent any contravention of SASJ Rules or of the common principles of good behaviour, fairness and accepted standards of sportsmanship;
  - iv Be familiar and assist with medication control procedures.

- 4 One steward must be on duty at the Practise Arena at all times whenever it is in use.
- 5 Any irregularities must be reported to immediately by the Chief Steward to the President of the Ground Jury.
- 6 The Chief Steward must be a person experienced in show jumping. The name of the Chief Steward must be published in the schedule and in the programme of the Event.
- 7 SASJ maintains a list of all qualified Stewards who have been recommended by their PEXCOs and accepted by SASJ. The Chief Stewards at Championship Events must be appointed from the FEI list of Stewards.
- 6 The qualifications for a Steward are specified in the FEI Stewards Manual.

**9 STATUS AND LIABILITY OF OFFICIALS**

- 1 Any official may be removed from office or demoted by SASJ. This paragraph does not confer any power of removal on the OC of an Event.
- 2 All officials acting at or in relation to a Recognised Event are acting on behalf of SASJ and are therefore not liable financially or otherwise for any acts, omissions or decisions taken in good faith in connection with their duties.

**10 OFFICIALS OFFICIATING AT EVENTS OUTSIDE OF SOUTH AFRICA**

Officials of SASJ's senior panels invited to officiate outside South Africa, or attending seminar, workshops or training outside South Africa are requested to notify SASJ National Official Representative in writing, who will inform SAEF. Omitting to do so may incur disciplinary actions

This is necessary in order to verify eligibility, and to maintain liaison within and outside South Africa and, where possible to arrange for panel officials travelling to other countries to represent SASJ at conferences or meetings which might take place during their visit.