

# 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 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. This rule shall not apply to members of learner, student or trainee panels.

### 3 OBLIGATORY USE

Officials officiating at CSN Events must be members of Official Panels as set out in below. Officials officiating at events below CSN shall be approved by the Provincial EXCO concerned. 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	FEI – CSIW*****	S A CHAMPIONSHIPS SASJ National Titles	CSN (National)	Provincial
<b>Course Designer</b>	FEI 3* or higher	FEI 2* or higher	FEI 1* or higher	Provincial
<b>Ground Jury</b> President: Members: SASJ Rep President of Main Class: Presidents of other classes: Additional member if water	FEI *3 or higher 2 x FEI *2 or higher FEI 3 *or higher FEI *3 or higher FEI 2* or higher FEI 2* or higher	FEI 3* or higher 2 x FEI 2* & 1x1*or higher FEI 3* or higher FEI 3* or higher FEI 2* or higher FEI 2* or higher	FEI *2 or higher 2 x FEI 1* or Prov 3* FEI 2* or higher FEI 2* or higher 1 Provincial FEI Candidate	Provincial or higher  Any Registered Official 1 Provincial or higher 1 Provincial or higher 1 Provincial or higher
<b>Stewards</b> Chief: 1 Assistants-WCQ x4 -CNx3 extra	FEI *2 or higher 3 x FEI 2* or higher 2 x FEI 1* or higher	FEI Level 2 or higher 3 x FEI Level 1 or higher 2 x Nat/FEI Cand or higher	1 FEI Level 1 3 x Provincial	Provincial or higher if possible
<b>Electronic Timekeeper</b>	Yes – SASJ TAG Panel	Yes – SASJ TAG Panel	Yes but can be local electronic timing	
<b>Appeal Committee</b>		Technical Delegate to appoint if required	Technical Delegate to appoint if required	Technical Delegate to appoint if required
<b>Riders Representative</b>	Appointed by Riders Committee – Foreign	Appointed by Riders Committee	Appointed by Riders Committee/SASJ	

	Rider Appointed by OC			
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NB: FOR ALL EVENTS HOSTING WORLD CUP QUALIFIERS, THERE WILL BE 1 X CHIEF STEWARD AND 4 ASSISTANT STEWARDS, AS PER THE FEI RULES, 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 TILL THE END OF THE WCQ CLASS.

#### 4 GROUND JURY

1 At CSN Events each competition shall be judged by a group of three judges 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.

###### 2. Period of Jurisdiction

The period of jurisdiction of the Ground Jury commences 1 hour before the first competition, the course walk or the horse inspection, if there is one and it precedes the first class (whichever is earlier) until 30 minutes after the announcement of the final results unless the schedule provides otherwise.

##### 4 Procedure to deal with Protests

In dealing with protests the Ground Jury shall determine its own procedures; provided that such procedures shall be conducted and the Ground Jury's decision and any sanction to be imposed on the accused shall be handed down to the accused before the Ground Jury's period of jurisdiction expires.

##### 5 Imposition of Sanctions

The Ground Jury may impose the following penalties on Officials, Owners of Horses, Persons Responsible, Athletes and/or Team Officials:

- i A warning;
- ii A maximum fine of R2, 000 to be paid to SASJ  
EUROS FOR FEI EVENTS ONLY
- iii Disqualification (as defined);
- iv Suspension for the following 24 hours, of an athlete whose horse/s have left the restricted area without permission. The horse/s in question will **automatically be disqualified** for the rest of the event;
- v In serious cases, immediate disqualification during the event with a referral to the Appeal Committee

6. Decisions must be notified in writing to the parties concerned. Cases involving penalties must be recorded by the Technical Delegate and included in his report.
7. There is no appeal against decisions of the Ground Jury in the following Cases:
  - i. Where the question requiring decision is a factual observation of performance during a competition;  
*(Examples (which are not exhaustive):  
 Whether, an obstacle was knocked down,  
 Whether, a horse was disobedient,  
 Whether, a horse refused at an obstacle or knocked it down while jumping,  
 Whether, a rider or horse has fallen,  
 Whether, a horse circled in a combination or refused or ran out,  
 What was the time taken for the round,  
 Whether, an obstacle was jumped within the time;  
 Whether, according to the Rules, the particular track followed by a competitor has caused him to incur a penalty.)*
  - ii. The elimination of a horse for veterinary reasons, including non-acceptance of a horse at a Horse Inspection;
  - iii. The imposition of a Warning without additional penalties;
  - iv. Immediate disqualification during an event.
8. The Ground Jury shall refer the following to the Appeal Committee:
  - i. Any case which it believes is beyond its competence;
  - ii. Any case, within its competence which it considers deserving of more severe penalties than the Ground Jury may impose
  - iii. Any matter concerning alleged acts of abuse of horses the decision of which is not immediately required for the purpose of judging a competition and which, having regard to its primary duty to judge the competition, it deems more appropriate to be dealt with by the Appeal Committee.

## 5 APPEAL COMMITTEE

1. Appointment  
 The appointment of an Appeal Committee is optional. If required the Appeal Committee shall be appointed by the Technical Delegate and shall comprise a Chairman and 2 qualified individuals all of whom shall be from the list set out below. If the Technical Delegate is also a member of the Ground Jury, he may not act on the Appeal Committee.
2. The members of the Appeal Committee, co-opted in terms hereof, shall be chosen from among the following:  
 Members of EXCO

Members of the Showjumping Provincial EXCOs  
Members of any Senior Officials Panel, active or retired  
The Committee shall appoint its own chairman

### 3 Duties, Responsibilities and Jurisdiction

The Appeal Committee shall deal with the following matters:

- 1 Appeals against decision of the Ground Jury except as specified in 3.3.8 above. In these cases the decision of the Appeal Committee is final;
- 2 Protests addressed to the Appeal Committee or referred to it by the Ground Jury, and all cases which are beyond the competence of the Ground Jury.
- 3 Reports of passport irregularities in accordance with these Rules.
4. In appropriate cases involving veterinary matters, the Veterinary Delegate at an event must be invited to join the Appeal Committee in an advisory capacity.
5. The Appeal Committee may impose the following penalties on Officials, Owners of Horses, Persons Responsible, Athletes and Team Officials:
  - 1 A warning;
  - 2 A fine of a maximum of R4, 000 to be paid to SASJ; Euros for FEI Events only
  - 3 Disqualification (as defined);
  - 4 Suspension for the following 24 hours, of a athlete whose horse/s have left the restricted area without permission. The horse/s in question will automatically be disqualified for the rest of the event;
  - 5 In serious cases, immediate disqualification with a referral to the CEO for referral to the Disciplinary Committee.
6. The Appeal Committee shall report to the CEO for referral to the Disciplinary Committee:
  - 1 Any case which is beyond its competence.
  - 2 Any case within its competence, other than an appeal, which it considers deserving of more severe penalties than the Appeal Committee may impose;

### 6 COURSE DESIGNER

- 1 The Course Designer is appointed by the OC and SASJ. At South African Championships this appointment must be ratified by SASJ EXCO.
- 2 A Course Designer must be especially mindful of the Conflict of Interest rule set out above and, in particular may not act as Course Designer at the same Event

where one or more of his pupils or immediate relatives are competing.

## **7 SASJ REPRESENTATIVE**

- 1      Appointment  
A SASJ Rep will be appointed for each CSN Event. The appointment will be made by the SASJ Executive. The SASJ Rep may be a member of, but not the president of the Ground Jury
- 2      Appointment of Appeal Committees  
If necessary, the SASJ Rep will appoint three members to sit on the Appeal Committee. Should the SASJ Rep be a member of the Ground Jury he may not sit on the Appeal Committee.
- 3      Qualifications  
It is essential that the SASJ Rep has a detailed knowledge of all of the Showjumping Rules including the Veterinary and Drug Testing Regulations.
- 4      Duties and Responsibilities.  
The prime responsibility of the SASJ Rep 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.
- 5      He will also be responsible for the following:
  - 1      Ensuring the safe delivery of any trophies and medals to the Organising Committee.
  - 2      Ensuring that any changes to programmes and/or timetables are fair and do not prejudice any competitors
  - 3      Ensuring that the Result sheets are properly completed in all respects and that they are sent to SASJ within the stipulated times.
  - 4      Deciding, in consultation with the Show Director, the President of the Ground Jury and, if necessary, the Course Designer, whether an event or part thereof should, due to exceptional circumstances, be postponed, suspended or cancelled.
  - 5      Ensuring that the correct protocol for awarding prizes is followed.
  - 6      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.
  - 7      Ensuring that the prize money distribution has been correctly calculated in terms of the Rules.
  - 8      Writing a report in the prescribed format for submission to EXCO and to the OC.

- 9        Ensure that the report by the Chief Steward is completed and sent to SASJ.
- 10       In exceptional circumstances, and in agreement with the President of the Ground Jury, the Technical Delegate may vary the qualification requirements of any championship.

## **8        CHIEF STEWARD**

- 1        The Chief Steward is approved by the SASJ Exco.
- 2        SASJ will in liaison with the Appointed CS allow the CS to have input with appointing their assistant Stewards.
- 3        Duties and responsibilities are set out in the *FEI Jumping Stewards manual*, to which reference should be made.
- 4        Adjudicating and sorting out any passport omissions and errors with the Person Responsible.
- 5        Ensuring that the Veterinarians are in attendance during the main class of the event and that the SASJ regulations regarding the Veterinarians duties are complied with.
- 6        The Chief Steward must ensure that the Veterinarian is in possession of the Testing Kits and not the stewards.

## **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 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 are recommended but not compulsory.
- 3        No schedule may request a R2.50 Course Designer Levy per entry. This will no longer be acceptable at any shows.

## 10 MANDATORY FEES PAYABLE TO OFFICIALS

Show Status	Course Designers	SASJ Rep/PGJ/Chief Steward	Judges/Stewards	Electronic T/K	Other Officials
CSN status events, FEI CSIW events, S A Championships and their qualifying classes	R1000 per day plus R500 set up fee	R1000 per day	R750 per day	R1000 per day	R500 per day
Other CSN Events	R1000 per day plus R500 set up fee	R1000 per day	R750 per day	R1000 per day	R500 per day
All other Recognised Events	R1000 per day plus R500 set up fee	R650 per day	R650 per day	R650 per day	R500 per day

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

## 11 APPOINTMENT TO OFFICIALS PANELS

### 1 JUDGES

1. A Judge is a member of a Ground Jury appointed to control a Competition or Event. There are three Categories of Judges; FEI Judges, FEI Candidate Judges and Provincial Judges.
- 2 EXCOs are required to send to the CEO the names and qualifications of members who are recommended to exercise the functions and fulfil the duties of FEI and FEI Candidate Judges for the first time.
- 4 Judges in one Category may not fill appointments at a level higher than that laid down in these Rules unless specifically authorised by EXCO.
5. No Appointed Official may change their appointment on the schedule without permission from the SASJ Officials Portfolio Holder.

### 2 FEI JUDGE

- 1 A list of qualified FEI judges is maintained by the FEI in terms of their rules and regulations.
- 1 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 APPEAL COMMITTEE - APPOINTMENT**

- 1 An Appeal Committee consisting of a President and at least two members shall be appointed by the Technical Delegate for all CSN Events, only if required.
- 2 The President and Members of Appeal Committees must have expertise in show jumping Events. At least one of them should be or have been an FEI Judge and one of them should have some knowledge in legal procedures. They shall be chosen from among the following:

The members of EXCO,  
Members or past member of Senior Officials Panels,  
Members of PEXCOs who have the required expertise as set out above.

#### **6 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.

#### **7 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.

#### **8 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

## **9 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, arm bands, 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.
- 8 The qualifications for a Steward are specified in the FEI Stewards Manual.

- 9: Mandatory Hind Boot Checks will take place at all National and higher events in the Main Arena during the event.

**10 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 the FEI and are therefore not liable financially or otherwise for any acts, omissions or decisions taken in good faith in connection with their duties.

**11 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 keep EXCO informed.

This is necessary in order 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.

**12 S A SHOW JUMPING REPRESENTATIVE**

The SASJ Rep 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 Rep – this shall be a FEI Level 3\* Judge or higher.