

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.
3. Refer to FEI General Regulations – Appendix H

2. MEMBERSHIPS

All persons who are on a SASJ Officials Panels must be members of a club, SAEF and SASJ, they must ensure that their membership is renewed on the SASJ database every year, they must agree to the SASJ and T's and C's and they must ensure that all their 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 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 Level 1 or Provincial II	FEI Level 1 (or Provincial III FEI Challenge = Provincial II for FEI Challenge)	FEI Level 2 or higher	<i>As per FEI FEI Article 209</i>	<i>As per FEI FEI Article 209</i>
GROUND JURY Total Team Members	3	3	4	4	4
President Ground Jury	FEI Level 1 or National	FEI Level 2 or higher	FEI Level 2 or higher	<i>As per FEI Level 3 FEI Article 209</i>	<i>As per FEI Level 3 FEI Article 209</i>
SASJ Representative	FEI Level 2 or higher	FEI Level 2 or higher	FEI Level 3 or higher	FEI Level 3 or higher	<i>FEI Level 3 or higher</i>

Members Ground Jury	1 x member Provincial or higher	1 x member Provincial or higher (Recommended)	1 x FEI Level 1 or higher and 1 x Provincial or higher	1 x FEI Level 1 or higher As per FEI Article 209	As per FEI Article 209
Foreign Judge	N/A	N/A Only for Competition 3 FEI JWCH	N/A	FEI Level 3 or higher if needed As per FEI	FEI Level 3 or higher As per FEI Article 209
STEWARDS Total Team Members	2	3	4	5	5
Chief Steward	FEI Level 1 or higher	FEI Level 1 (FEI Level 2 or higher Competition 3)	FEI Level 2 or higher	FEI Level 3 or higher As per FEI Article 209	FEI Level 3 or higher As per FEI Article 209
Stewards	1 Provincial	Min 2 x Provincial or higher	<i>Minimum</i> 1 x FEI Level 1 or higher 1 x Provincial or higher 1 x Nat or higher	Minimum of 4 Assistants 1 may be National As per FEI Article 209	Minimum of 4 Assistants all FEI As per FEI Article 209
OTHER OFFICIALS					
SJ Electronic Timekeeper	Recommended	SASJ Officials List or can be local electronic timing	SASJ Officials List	SASJ Officials List	SASJ Officials List
Riders Representative	Recommended	Recommended	Compulsory for Adult Open	Compulsory for Adult Open	Compulsory for Adult Open
Marshall	Recommended	Compulsory	Compulsory experienced	Compulsory experienced	Compulsory experienced
Ground Jury Secretary	Recommended	Recommended Compulsory for FEI Challenge events	Recommended	Compulsory for FEI	Compulsory for FEI
Commentator	Yes	Yes	Yes	Yes	Yes

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

Note: Stewarding and Horse Inspection Protocol for World Cup Qualifier Events

For all events hosting World Cup Qualifier (WCQ) classes, the following requirements apply:

Stewarding Requirements

- A total of 1 Chief Steward and 4 Assistant Stewards must be appointed from the start of the National event.

- On the day of the WCQ trot-up, additional stewards must be appointed as per FEI regulations.

- Additional stewards over and above the minimum requirements may be appointed, but will not be on the FEI Schedule.

- The OC must provide an Admin Secretary to assist the vet with Passports.

Stewards for the National days at World Cup events may have one day off on rotation.

Horse Inspection Protocol

- A single horse inspection will take place within 24 hours prior to the start of the WCQ class.

- Following the inspection, all WCQ horses must be moved into secure stables, where they will remain until the conclusion of the WCQ class.

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. The Ground Jury members share the responsibility for the running of Competitions or Events according to the conditions of the approved schedule in accordance with the FEI Rules and Regulations, SASJ Rules and Regulations and SAEF Rules and Regulations.
3. The SASJ Representative and President of the Ground Jury is for the technical running of Competitions or Events according to the conditions of the approved schedule in accordance with the FEI Rules and Regulations, SASJ Rules and Regulations and SAEF Rules and Regulations.

2. Duties, Responsibilities and Jurisdiction

1. Competency

The Ground Jury must be competent to deal with all Protests provided that they relate to matters occurring during or in direct connection with an Event and that they are presented within the applicable deadline.

The Ground Jury shall consist of a President and Members as per Officials 1.3 above.

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.

4. **PROCEDURES TO DEAL WITH PROTESTS**

Article 161 – Protests

Procedures for lodging and resolving protests shall be governed by Policy C of the SASJ Constitution. Where applicable, reference may be made to FEI General Regulations Article 161, SAEF General Regulations, provided such reference does not conflict with SASJ policy.

Appeal

161.19 Decisions of the Ground Jury arising from a Protest at FEI Events MUST be referred to FEI, and National to SASJ Subject to the unanimous agreement of the SASJ Representative, President of the Ground Jury, 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. At all South African Championships and FEI Events, SASJ EXCO Technical, Officials and Administration portfolios must ratify this appointment.
2. A Course Designer must be especially mindful of the Conflict-of-Interest rule set out above **(1.1)**.
Refer to FEI General Regulations – Appendix H
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 requirements for the 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. PGJ has the call for any horses the official veterinarian advised should be failed from the horse inspection.
3. The PGJ must be present for the duration of the event, including all Horse Inspections.
4. The PGJ is responsible for the organisation and deployment of the Ground Jury.

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. Responsibility with PGJ as per 6.1 above.

2. Qualifications

It is essential that the SASJ Rep has a detailed knowledge of all the Show jumping Rules including the General Regulations, Veterinary Regulations and Drug Testing Regulations.

All SASJ Representatives must be knowledgeable in the rules and must be of the correct level (as per Officials 1.3 above). 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 official present at the event shall act in this position (Provincial events). A

To be present for the duration of the event, including all Horse Inspections.

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/she may only permit variations where they are in the best interests of the sport as a whole and of **all** the competitors.

To uphold governance standards, no SASJ Representative shall serve as a member of the Ground Jury at the South African Youth Championships.

4. They will also be responsible for the following:

1. Ensure that any changes to programmes and/or timetables are fair and do not prejudice any competitors
2. Decide, 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.
This includes any changes of arenas and warm up arenas.
4. Ensure that the correct protocol for awarding prizes is followed.
5. Ensure that the prize money reflected on the start list distribution has been correctly calculated in terms of the Rules.
6. In exceptional circumstances, and in agreement with the President of the Ground Jury, the SASJ Representative, and Show Director/OC may vary the qualification requirements of any championship.

7. 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 of the appropriate level as per Officials 1.3 above.

8. CHIEF STEWARD

1. The Chief Steward is approved by the SASJ Exco and reports to the President of the Ground Jury.
2. Duties and responsibilities are set out in the *FEI Stewards Hub*, to which reference should be made.
3. Liaising with the Veterinarians regarding their 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 to ensure a level playing field and Horse Welfare is in place.
5. During the whole event, in every part of the stables, in exercise and schooling areas, in collecting rings and all other areas un the control of the OC, the Chief Steward and stewards officiating with him/her 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.
6. One steward must be on duty in the practice arena at all times whenever it is in use.
7. Any irregularities must be reported immediately by the Chief Steward to the President of the Ground Jury.
8. 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 Representative and President of the Ground Jury for National and FEI Events.
- 2 OC's must provide Suitable 2* single accommodation for All Officials travelling out of their hometown/city. Sharing of accommodation is not recommended. If sharing is unavoidable, the OC must request agreement in writing from all officials involved when invitations are sent for the event.
OCs must provide all officials with 2x meals per day for the time the official is at the show (including Tea/coffee and cold drinks and water) for the duration of the event. For out of Province officials any sponsored Dinner vouchers are compulsory. (Recommended R 100 per day)

10 MINIMUM 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 = **R800**

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*
Course Designer	R1600 per day plus R800 set up	R1600 per day plus R800 set up fee	FEI Recommended	FEI Recommended
SASJ Representative	R1325 per day	R1325 per day	FEI Recommended	FEI Recommended
President Ground Jury	R1325 per day	R1325 per day	FEI Recommended	FEI Recommended
Ground Jury Members	R1115 per day	R1115 per day	FEI Recommended	FEI Recommended
Chief Steward	R1325 per day	R1325 per day	FEI Recommended	FEI Recommended
Stewards	R1115 per day	R1115 per day	FEI Recommended	FEI Recommended
SASJ Electronic Timekeeper	R1325 per day	R1325 per day	R1300 per day	R1300 per day
Marshall	R850	R1050	R1050	R1050

OFFICIAL	PROVINCIAL	RECREATIONAL
Course Designer	R1115 per day plus R530 set up fee	As per OC
Ground Jury	R850 per day	As per OC
Chief Steward and Stewards.	R850 per day	As per OC
Marshall	R850 per day	As per OC
Other Officials	R640 per day	As per OC

11. APPOINTMENT TO OFFICIALS PANELS

11.1 JUDGES

1. A Judge is a member of a Ground Jury appointed to officiate on the Ground Jury at a competition or event.
2. SASJ will publish names and qualifications of members who are recommended to exercise the functions and fulfil the duties of FEI Judges, SASJ National Judges and SASJ Provincial Panels.
3. Judges in one Category may not fill appointments at a level higher than that laid down in these Rules unless specifically authorised by SASJ EXCO.

11.2 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 of the correct level may be appointed as President of the Ground Jury for Championships.

11.3 SASJ NATIONAL JUDGES, PROVINCIAL AND LEARNER JUDGES.

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

11.4 GROUND JURIES – APPOINTMENT

1. The Ground Jury shall consist of a President and member Judges of the appropriate categories as laid down in Officials 1.3 above.
The Ground Jury led by the SASJ representative is responsible for the technical running of all competitions and events according to the conditions of the approved schedule in accordance with FEI, SAEF and SASJ Rules and Regulations-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. An Official at Events holding CSN Status, may not carry out any other functions other than that they were appointed for, at that Event.
4. SASJ Exco may request an additional lower-level judge be added for experience purposes, in liaison with the OC and Provincial committee.

11.5 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.

11.6 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.

11.7 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, as approved by FEI.
4. The OC shall appoint the Veterinary Delegates.

11.8 STEWARDS

1. OC of all Championships CSN Status shows must appoint a Chief Steward and an appropriate number of Stewards as per Officials 1.3 above 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 are responsible for all administrative matters relating to the appointment of the Chief Steward and the Assistant Stewards.
3. 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.
4. SASJ maintains a list of all qualified Stewards who have been recommended by their Provincial Committee's and accepted by SASJ. The qualifications for a Steward are specified as per the FEI Stewards Hub, or as per SASJ Requirements.

11.9 STATUS AND LIABILITY OF OFFICIALS

1. Any official may be removed from office or demoted by SASJ for failing to comply with SASJ and/or FEI rules & regulations. 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.

11.10 OFFICIALS OFFICIATING AT EVENTS OUTSIDE OF SOUTH AFRICA

All SASJ Officials invited to officiate, or attending seminars, 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.