

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.

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	FEI – CSIW*****	S A CHAMPIONSHIPS SASJ National Titles	CSN (National)	Provincial
<u>Course Designer</u>	FEI 3* or higher	FEI 2* or higher	FEI 1* or higher	Provincial
<u>Ground Jury</u> <u>Foreign Judge</u> <u>President:</u> <u>SASJ Rep</u> <u>Balance of ground Jury</u> <u>min</u>	3* or higher 3* or higher 3* or higher 1 x members 2* and above	2* or higher 3* or higher 2 x members 1*and above	2* or higher 2* or higher 1 x member Pro- vincial or higher	Provincial or higher Provincial Judge No
<u>Stewards</u> Chief: 1 Assistants- WCQ x 4 – CN x 1 extra if needed	FEI *3 or higher 4 x FEI 1* or higher 1 x National or above	FEI Level *2 or higher 1 x FEI Level *1 or higher 2 x Nat/FEI Cand or higher	1 FEI Level *2 2 x Provincial or higher	Provincial or higher if possible Not compulsory
<u>Electronic Timekeeper</u>	Yes – SASJ TAG Panel	Yes – SASJ TAG Panel	Yes but can be lo- cal electronic tim- ing	
<u>Riders Representative</u>	Appointed by Rid- ers Committee – Foreign Rider Ap- pointed by OC	Appointed by Riders Committee	Appointed by Rid- ers Commit- tee/SASJ	

N.B The Duties of the official in the judges box responsible for time and result will include the recording on a start list sheet, of the their manual time taken for each round This record to accompany the results.

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, AND WILL REMAIN UNTIL 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 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 Procedure to deal with protest
All protests must be presented in writing preferably with supporting evidence / photographs. The FEI process for the handling of protests should be followed. A written response by the Ground Jury should be given to the complainant. If the protest results in any form of sanction, such sanction should be in the form of written warning or fine.
- 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;
 - 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 **SASJ Representative**, 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.

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 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.

6 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
- 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.
- 3 Duties and Responsibilities.
The prime responsibility of the Technical Delegate 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 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 **SASJ Representative** may vary the qualification requirements of any championship.

7 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 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.

8 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.

9 MANDATORY FEES PAYABLE TO OFFICIALS

Show Status	Course Designers	SASJ Rep/PGJ/Chief Steward	Judges/ Stewards	Electronic T/K	Other Officials
FEI CSIW events,	FEI Recommended rates	FEI Recommended rates	FEI Recommended rates	R1200 per day	R500 per day
CSN Events S A Championships and their qualifying classes & Other CSN Events	R1200 per day plus R500 set up fee	R1200 per day	R1000 per day	R1000 per day	R500 per day
All other Recognised Events	R1000 per day plus R500 set up fee	R750 per day	R750 per day	R750 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

10 APPOINTMENT TO OFFICIALS PANELS

1 JUDGES

- 1 A Judge is a member of a Ground Jury appointed to control a Competition or Event.
- 2 **EXCO is 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.**
- 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 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.

11 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 should be a FEI Level 2* Judge or higher.