



## **EFE Recognised Equestrian Venue Criteria & Policy**

### **Preamble**

Equestrian Federation of Eswatini (EFE) continuously strives to ensure the safety of its members and equines at all events as well as ensuring the events are run to sufficient standards for the results to be recognised for grading, qualification and/or ranking purposes across all disciplines. This guideline is intended to provide the requisite information for registered clubs or show-holding venues who wish to hold EFE Recognised Equestrian Events in any discipline. Whilst the requirements outlined below are general in nature and apply to all disciplines, compliance to the specific Rules and Regulations subscribed to by EFE for specific discipline events (including but not limited to FEI rules, FEI Veterinary Rules, EFE Regulations, SA Show Jumping, DressageSA, EventingSA) should also be considered at all times as well as the EFE Constitution.

This document has been first and foremost developed, for registered clubs or show-holding venues wishing to hold Recognised Events. Whilst this document refers primarily to Recognised Equestrian Events (see the definition below), the summary table (Table 1) has included training and/or club events in the interests of knowledge-sharing and the welfare and safety interests of the athlete and equine. It should be noted that EFE does not intend to manage or control these training events. The inclusion of guidelines and recommendations herein for training events is primarily for education and awareness for both hosting venues and members wishing to attend such events, in the interests of safety and welfare for all – equines and riders. A core mandate of EFE is to protect these interests and to provide frameworks in which our sport can operate safely, whilst simultaneously assisting the growth in the number of competitions held and as such the provisions herein should be read accordingly.

This policy has been approved by EFE Technical Committee and subsequently EFE Management Committee.

By providing venues with Recognised status, EFE does not take legal or financial responsibility for the activities at the venue but is simply providing criteria and a framework of standards to which a venue falls within to enable Qualifying Rounds to be recorded and athletes to determine their attendance.

## **Key Definitions**

1. **Recognised Equestrian Events (Sanctioned Graded Events)** – refers to Graded events, national or international competitions where grading points, qualifying rounds and Minimum Eligibility Requirements are being awarded. These events may include training classes.
2. **Sanctioned Open Training Events** – refers to Training shows that are run under EFE General Regulations and relevant discipline rules and annexures. Qualified or Learner Officials need to be in place as per disciplines rules. No grading points, qualifying round and Minimum Eligibility Requirements are awarded. These events are open to venues and clubs to invite competitors outside of their club to participate. An EFE representative, either from Management Committee or Technical Committee should be present to oversee this sanctioned event whenever possible.
3. **Unsanctioned Internal Training Events** – refers to internal club training shows that are hosted only for that particular clubs members. These events are not governed in any way but recommendations are made to the Show Holding Body especially to follow EFE General Regulations and Discipline rules. No grading points, qualifying round and Minimum Eligibility Requirements are awarded.
4. **Venue** – the facilities in which equestrian events are to be held. This may be a Club with Show facilities or a venue that wished to host shows without being a registered club.
5. **Organising Committee (Show Holding Body)** – the committee responsible for organising the equestrian event (whether a Recognised Graded Event (Sanctioned Graded Event) or for training/club purposes (Sanctioned/Unsanctioned) aligned to relevant discipline rules and regulations.

## **Venue Criteria for Accreditation**

The following is a list of criteria applicable for venue accreditation. Refer to the table below for compulsory requirements for Recognised Events (Sanctioned Graded Events), Sanctioned Open Training Events and/or Unsanctioned Internal Training Events.

1. Arena's provided must be requisite size according to the relevant rules and regulations applicable to the discipline of that particular competition and event.
2. The ground surface must be designed and maintained to reduce factors which may lead to injury of horses or athletes.
3. The set-up of the arenas, judges' boxes and spectators' areas must be set out and designed with the safety of the horse in mind and the comfort of qualified officials.
4. Where trot ups are required, suitable locations must be available on site. These areas must be flat and smooth and of sufficient length for adequate walk and trot activity. The area must be free of impediments such as rocks, mounds, trees, fences etc.
5. Warm-up arenas must be available and must be of a similar standard to the main arena, including provisions for surface, fencing etc.

6. Where stabling is available at the Event, be it for overnight or just during the day, the stables must be safe, hygienic, well ventilated and of sufficient size for the type and disposition of the horse. Note: the Organising Committee will assess the appropriateness of any stabling provided for each Event as required. This will not form part of a venue inspection process.
7. Where there is no stabling or not enough for the number of horses attending the Event and where stabling is required by participants, adequate cover for extreme weather should be provided, be it temporary or permanent in nature. Where the cover is temporary, it must be strong enough to withstand severe winds, storms and hail. Note: the Organising Committee will assess the appropriateness of any cover for extreme weather provided for each Event as required. This will not form part of a venue inspection process.
8. Sufficient space and grazing should be available for horses to be hand walked before, during and after the Event.
9. There should be shade, either natural or in the form of gazebos or similar, provided for spectators, officials and horses.
10. The Organising Committee in conjunction with the Venue must be responsible for and follow due process with regards to African Horse Sickness and Equine Flu vaccination records and quarantine protocols for visiting horses also including other suspected viruses as and where directed by the prevailing legislation and/or guidelines.
11. Ablution facilities must be provided in reasonable walking distance and must be kept clean. Where there are no facilities, the Venue must, at its own cost, bring in portable ablution facilities.
12. Access roads should be safe for horse boxes/trailers to access the event in all weather conditions.
13. The Event arenas (Warm up and Competition Arenas) should be fenced for the safety of any horse should it get loose. Recommended fencing includes solid poles, mesh/netting or tape.
14. The Venue should be fully fenced around its perimeter for the safety of any horse should it get loose. Recommended fencing includes solid poles, mesh/netting or tape.
15. There should be ample parking for all vehicles and horse boxes, with enough space to allow for easy manoeuvring of horseboxes and larger vehicles. There should be a safe area to load and off load horses within a fenced area within or close to the venue.
16. An Emergency Plan needs to be in place in the event of an incident affecting either athlete, spectator, official or horse.
17. The Venue must be a registered Club or Registered Venue and must be in good standing in respect of fees owing to EFE. It is permissible for one club to register several venues as Recognised.

**Table 1: Summary of Criteria Per Event Type**

	<b>Venue Requirement</b>	<b>Recognised Event (Graded Event)</b>	<b>Sanctioned Open Training Event</b>	<b>Internal Unsanctioned Training Event</b>
1	Size of Arena	Required	Recommended	Recommended
2	Ground Surface	Required	Required	Recommended
3	Set-up of arenas, judges' boxes, spectators' areas	Required	Recommended	Recommended
4	Trot Ups	Required if Stipulated on Schedule	N/A	N/A
5	Warm Up Arenas	Required	Required	Recommended
6	Stabling Provisions where available (OC to assess)	Required	Required	Recommended
7	Extreme Weather Shelter (OC to assess)	Required	Required	Recommended
8	Areas for hand-walking and Grazing	Required	Recommended	Recommended
9	Shade for Spectators, officials, horses	Required	Recommended	Recommended
10	AHS/Virus Protocol Policy (OC to assess)	Required	Required	Recommended
11	Ablution facilities	Required	Recommended	Recommended
12	Access Road	Required	Recommended	Recommended
13	Perimeter Fencing around venue	Required	Recommended	Recommended
14	Perimeter Fencing around event arenas	Required	Recommended	Recommended
15	Parking for vehicles and horse boxes	Required	Required	Recommended
16	Emergency Protocol policy	Required	Recommended	Recommended
17	Good Standing	Required	Recommended	Recommended

**Please note any post inspection report dispensation to the above requirements may be applied for in writing by the Organising Committee to EFE Management Committee, to be reviewed and approved for a particular show.**

**Venue Inspection & Approval:**

EFE Management Committee will appoint a suitably experienced and knowledgeable external, independent representative qualified in South Africa as a National Level A qualified judge or Technical Delegate, as required relating to this policy. Venues should note the following when requesting approval as a Recognised Equestrian Venue:

1. Venue recognition will be reviewed every 3 years by the appointed representative with the same qualifications. Inspections for renewals will be allowed at a graded show. Any required upgrades will be required prior to the subsequent graded show.

2. Any fees due and payable for the independent representative are for the applicant and are to be paid prior to the start of the inspection. The fees will be set by the independent representative requested by EFE Management Committee.
3. A suitable date and time for inspection of the applying venue may be agreed upon directly between the independent representative and the venue. Ideally, where feasible, the venue should be set up as if there is a show the next day.
4. All reports resulting from the inspection are to be sent by the appointed representative to EFE Management Committee as soon as possible after completion for accreditation to be approved.
5. Dependent on the disciplines for which the applying Venue is planning on hosting, the following should be in place in readiness for the inspection date and time as if in readiness for a show:
  - a. Dressage arena to be marked out
  - b. SJ arena to be marked out
  - c. Eventing area to be marked, including warm up, start box, cool down areas.
  - d. Track to be vaguely marked so he can see the footing
  - e. All equipment (including portable fences) to be out for inspection. Just on the ground not necessarily set up in the arenas.
  - f. Provision of any equipment required for the Discipline and the Event such as, but not limited to:
    - i. Dressage: arena sides, letters, covered Judges boxes at A and C, with tables and at least 2 chairs and a bell;
    - ii. Show Jumping: Uprights, poles, safety cups and standard cups in sufficient supply to meet the requirements of the show schedule, jump numbers, red and white flags, start and finish signs, bell, covered Judges box with table and chairs;
    - iii. Cross Country: portable and/or fixed fences in sufficient supply to meet the requirements of the show schedule, jump numbers and jump flags, start and finish signs, bell, starters box and covered area for Time-Keepers and other officials equipped with relevant number of tables and chairs;
    - iv. Trot Up Facilities where applicable: table, signage.
6. Refer below for additional guidelines for specific discipline-related checklists that may be used by appointed independent representatives. Due to the need for independence, it should be noted that these may vary between independent representatives.
7. **Please note any post inspection report dispensation to the above requirements may be applied for in writing by the Organising Committee to EFE Management Committee, to be reviewed and approved for a particular show.**

End.

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## **SAMPLE RECOGNISED VENUE INSPECTION REPORT - GENERAL**

	QUESTIONS	YES	NO	COMMENTS
	<b>COMFORT FACILITIES</b>			
1	Are there clean toilet and wash facilities for both grooms and competitors? Temporary or Permanent? Close to arenas & close to stables?			
2	Are there sufficient watering and hosing facilities available for all competing horses?			
3	Will catering be available for competitors, officials and spectators?			
4	Is there accommodation for competitors available on or close to the Venue?			
5	Is there protection from the elements provided for horses/spectators?			
6	Is there a feed merchant in close proximity to the venue?			
	<b>IN CASE OF AN EMERGENCY:</b>			
7	Is the person responsible au fait with the Rules and protocol regarding the discipline/s applied for?			
8	Will a qualified Paramedic be available on site during a competition?			
9	If YES, please provide the name of the Medical Service Supplier and Level of aforementioned Service Provider.			
10	How far in KM's is the closest Hospital ,supply name and address			
11	Will a Veterinarian be on call during the Competition? How far in KM's is the nearest Equine Veterinary Practice? Supply name			
12	Are isolation stables/facilities available?			
13	Does the abovementioned practice offer Hospital Facilities?			
14	If NO, how far in KM's is the nearest Equine Hospital?			
15	How many access points to the venue in case of an emergency evacuation eg. Fire			
16	Will a Farrier be on call during the Competition?			
17	Insurance for venue & event & public liability in place? Yes/No – Name of Insurer			
	<b>STABLING</b>			
18	Is there a stable manager			
19	Is the stable area fenced (Restricted area)			
20	Is there 24 hour security at the stables			
21	Are there night control forms			
22	Is a horse watch service for night organised			
23	Are the stables safe and suitable (4 sides and roof)			
24	Is there electricity			
25	Is electricity working			
26	Is the electricity cabling out of reach of horses			
27	Is there adequate ventilation, water and bedding			
28	Are the water points sufficient			
29	Is there a list of horses and stable numbers			
30	Are the boxes labelled			
31	Do the stables have enough fire fighting equipment			
32	Are there no smoking signs			
33	Minimum size 3m x 3m			
34	20% of stables should be 4m x 3m (For large horses or Stallions)			
35	Have the requirements of local authorities been satisfied			

36	Are exits kept clear for emergencies			
37	Is there adequate manure disposal			
38	Are the trucks outside the stable area			
	<b>GROOMS FACILITIES</b>			
39	Are there rooms available			
40	Is there hot and cold water			
41	Are there Shower facilities			
42	Is there electricity for the grooms			
43	Is there potable water			
	<b>CATERING FACILITIES</b>			
44	Is there a food hall			
45	Is there food for the grooms			
46	Catering facilities for officials			
	<b>MEDICATION CONTROL</b>			
47	Is there medication control for the horses (drug testing kit)			
48	Will the testing be done locally			
49	Will testing be done internationally			
	<b>SPECTATORS</b>			
50	Is seating available for spectators/competitors			
51	If so how many can be seated			
52	Is there seating under cover			
53	Is there parking for cars			
54	Is there parking for horseboxes			
55	Is there sufficient space to off load horses			
56	Is there shade for horses			
57	Is there sufficient space to turn a horse box around			
	<b>HORSE INSPECTION SITE</b>			
58	Are the Id numbers available for the horses			
59	Is the site flat			
60	Is the ground firm			
61	Is it a non slippery surface			
62	Are there enough stewards available			
63	Is there a holding box			
64	Are starting lists available			
	<b>JUDGES BOX</b>			
65	Is the judges box permanent or temporary			
66	How many people can it seat			
67	Raised or ground level			
68	Is it enclosed			
69	Air ventilation if closed			
70	Chairs/Table/			
71	Bell			
72	Can the full arena be observed by the judges box			
73	Is there a P.A system			
74	Speaker - Loud and clear			
75	Can the announcer be heard in practice arena			
76	Is a backup system available			
77	Is there communication from the judges box to the marshal			

## **SAMPLE RECOGNISED VENUE INSPECTION REPORT - DRESSAGE**

Questions	Yes	No	Comments
<b>THE COMPETITION ARENA:</b>			
1. Does the competition arena measure 60m by 20m?			
2. Can the competition arena be reduced to 40m by 20m?			
3. Is the competition arena flat and level?			
4. Is the competition arena laid out and marked as per attached diagrams?			
5. What surface is the competition arena?			
6. (IF SAND ARENA) Does the arena have sufficient sand to make for easy going?			
7. (IF GRASS ARENA) Does the grass arena allow for easy going, i.e. not too hard?			
8. (IF FIBRE ARENA) Is there appropriate machinery available to rake and water?			
9. Are there any stones or other objects that might cause harm in and around the arena?			
10. Can the competition arenas easily be watered?			
11. Does the arena have a completely closed surround with a moveable opening at A?			
12. Does the surround measure at least 25cm high from the inside of the arena?			
13. Is the surround fixed or portable?			
14. Are the surrounds completely safe, i.e. do not have any material that may cause a horse to take fright or cause injury? Plastic, Wooden, Concrete, Rope & Pegs			
15. Will spectators and other objects (excluding arena markers) be at least 5 metres from the arena?			
16. Will spectators and other objects (excluding arena markers) be at least 10 metres from the arena?			
17. Are the arena letters approximately 0.5 to 1metre outside the arena surround?			
18. Are the letters clearly marked (as per instruction) and visible to competitors irrespective of the direction in which they are approached?			
19. Are there fixed/permanent judge's boxes? (IF YES) State how many?			
20. Are the judge's boxes raised above ground level – 50cm			
21. Do they provide protection from the sun, rain, weather?			
22. Are they placed at least 5metres from the arena?			
23. (IF THERE ARE BOXES AT M & H) Are these boxes sited 2,5m in from the long side?			
<b>WARM-UP ARENA'S</b>			
1. Are the warm-up facilities at least 20 by 60m?			
2. Is the warm up surface the same as the competition arena surface?			
3. Is the warm-up arena flat and level ?			
4. (IF SAND WARM-UP) does the arena have sufficient sand to make for easy going? Is the sand evenly distributed? Course/Fine/Mixed, approx depth of sand.			
5. (IF GRASS WARM-UP) Does the grass arena allow for easy going, i.e. not too hard and level?			
6. (IF FIBRE WARM-UP) does the arena allow for easy going, i.e. not too hard and level?			



7. Are there any stones or other objects that might cause harm in and around the warm-up arena?			
8. Can the arenas easily be watered or maintained?			
9. How far in meters is the warm-up arena to the Competition arena, is it easily accessible? I.e. is the competitor able to maintain the achieved frame from warm-up to the competition arena?			
10. Is the Warm-up arena marked by safe surrounds and markers?			

### **SAMPLE RECOGNISED VENUE INSPECTION REPORT – SHOW JUMPING**

	Questions	Y	N	Comments
	<b>MAIN ARENA</b>			
1	Is the ground suitable for the level of jumping			
2	Is there a time table for the main arena			
3	Is the ground maintained			
4	Are the arenas labelled			
5	Horse ambulance, screen, halter and ropes			
6	Is the arena entrance suitable for horse ambulance			
7	If something goes wrong is there a plan			
8	Who is in charge			
9	Human ambulance and doctor or (para medic)			
10	Can the entrance to the arena be closed			
	<b>WARM-UP ARENA</b>			
11	Is there enough schooling space			
12	Is lunging on a separate place or at special times			
13	Are stewards available for the daily schooling			
14	Is there a time table for schooling			
15	Is the ground maintained			
16	Is it similar to the competition ground			
17	Are the arenas labelled			
18	Are the stewards briefed according to schedules			
19	Are there shelters for stewards if it rains			
	<b>STEWARDS</b>			
20	Do you have the names of all officials			
21	Will meals be available for the stewards			
22	Will there be radios available for the stewards			
23	Will there be a office for the stewards			
24	Will there be a covered area for the stewards at the warm up arenas			
	<b>JUMP EQUIPMENT</b>			
25	Is the jumping equipment up to the standard of competition			
26	Is there a water jump			
27	Is the water jump up to standard			
28	Is the jumping equipment aesthetically pleasing for TV purposes			
29	Average weight of a jumping pole in KG			
30	Is there adequate jumping equipment for the warm up arena			
31	Is the warm up arena jumping equipment of a good standard			
32	Are there safety cups			

## **SAMPLE RECOGNISED VENUE INSPECTION REPORT - EVENTING**

Please refer to separate Dressage and SJ Checklists for these relevant phases as well as the below

	Questions	Y	N	Comments
1	Is there sufficient cross country phase property or size of eventing arena?			
3	Are there sufficient correctly constructed jumps and portables for applicable levels?			
4	Are the correct number of obstacles per level of competition available?			
5	Is the start box correctly positioned and set up where possible?			
6	Are jump numbers available and in place where possible?			
7	Are jump flags available and in place where possible?			
8	Are the start and finish signs available and in place where possible?			
9	Is the warm up arena correctly set up?			
10	Is there a covered area for time keepers/officials?			
11	Are trot up facilities available and correct?			
12	Are cool down facilities/area in place and correct?			
13	Is there adequate access to water supplies for cool down?			