



General conflict protocol

The role of any official should be to prevent, help and intervene during an event.

Know the rules, **be professional**. An athlete has to always respect the rules

Always remember the following when handling a situation as an official:-

- You did not cause the problem
- You are not helpless
- He/she will not injure you
- Be non-confrontational
- Always remember that when competing, athletes are usually focused and may be under a degree of stress.

How to proceed once an **offense** has been noted:-

(Offense – contravening any NAMEF or FEI rule)

- Report the matter to the GJ(Ground Jury)
- Try to find possible witnesses and their coordinates

(Penalties- A verbal or written warning, a fine as determined by the NF, elimination or disqualification of athlete/horse or a yellow card by chief judge in the presence of the GJ members).

President of Ground Jury, President of Appeal Committee, Chief Steward or TD must notify the person responsible during the period of the event that he will receive a yellow card, which will be delivered either by hand or by any other suitable means. If after reasonable efforts the athlete cannot be notified during the period of the event that he/she has received a yellow card, the athlete must be notified in writing within 14 days of the event.

- All offenses involving Veterinarian matters, i.e. horse abuse(discomfort to a horse) must be dealt with in the presence of a Veterinarian
- Investigate the matter – write down everything that happened
- Try to find possible witnesses and their coordinates
- Allow the temper to cool down
- Be reasonable
- Get to a quiet private place, KEEP IT CONFIDENTIAL
- Listen carefully
- All cases involving penalties must be recorded and forwarded to the Secretary General of the Federation.

(Protests – matters regarding wrong decisions or noticing offences by other persons)

- All protests must be presented in writing, signed by the President of the GJ within one hour of alleged incident with proof of payment.
- Secure witnesses and any form of evidence before the protest is lodged
- The Federation cannot entertain any protests that are directly handed to an Executive member of the NF. All protests have to be presented to the GJ first.
- The GJ will always consist of 3 judges, 1 scribe and 1 steward

(Appeals – against a decision taken/sanctions imposed during an event)

- An appeal must be submitted to the GJ in writing – no verbal objections will be accepted within 1 hour of the sanction/decision including the deposit refundable if appeal is successful.
- International event: - Appeal committee will be appointed by NAMEF in conjunction with the OC prior to the event.
- Appeals shall be heard and dealt with by the members of the NAMEF committee.

Who must have good knowledge of the rules?

- President of the Ground Jury
- Foreign Judge / Technical Delegate
- President of the Appeal Committee
- Chief Steward
- Veterinary Delegate/President of the Veterinary Commission