



fihb
Fédération
Internationale
de Horseball



Organization
Rules
ver.8.1

Fédération Internationale de Horse-Ball

The Organization Rules (OR) have been reviewed and approved by the International Federation of Horseball (FIHB).

These rules are available on the FIHB website: <http://www.fihb.net>

The modifications from the previous version are highlighted in yellow colour.

Fédération Internationale de Horseball
Paseo de Gracia n° 95, 5°-1a
08008 Barcelona
Spain

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All the requests for the organization of an International competition shall be addressed to FIHB. As well as complying with the rules, the Organizer must comply with these Organization Rules. The President of the Ground Jury or the Supervisor, in charge of the International competition, will verify the compliance with these rules.

Any International Horse-Ball Event shall apply the following FIHB rules:

- FIHB General Rules (GRs) Ver.4.1;
- FIHB Sport Rules (SRs) Ver.9.1;
- FIHB Organization Rules (ORs) Ver.8.1.

1 – The Pitch

The Organizer should provide the pitch according to the following specifications. The pitch dimensions must comply with the rules. It can be indoor or outdoor. It is rectangular and should have the following dimensions:

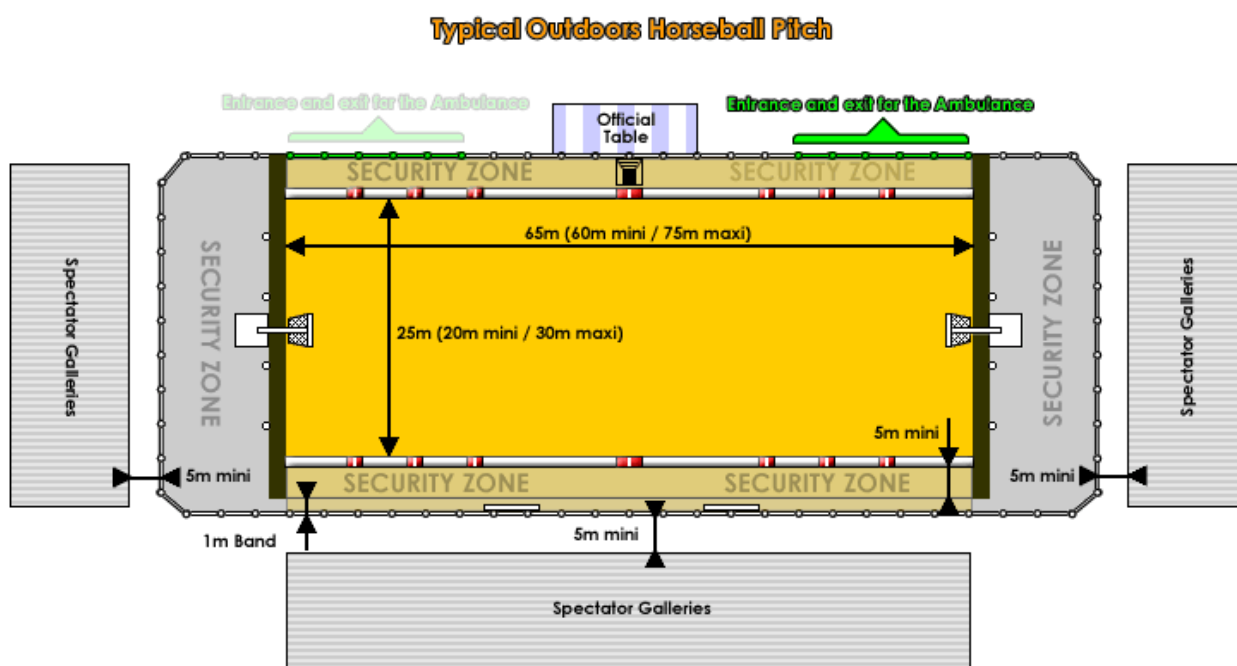
- Length: Maximum: 75 m (229,66 ft) / Minimum: 60 m (196,85 ft)
- Width: Maximum: 30 m (98,43 ft) / Minimum: 20 m (65,62 ft)

The ideal dimensions are 65 m x 25 m (213,25 ft x 82,02 ft). There is to be a security area 5 m (16,40 ft) wide along each long side.

The surface must be firm and not slippery (in sand or other light, not too deep material) suitable for horses and their riders. Grass pitches can be used, weather permitting, so long as the teams are notified at least 2 months in advance that the tournament will be played on grass.

The Organizer must provide material to maintain the pitch including a tractor, roller and watering equipment.

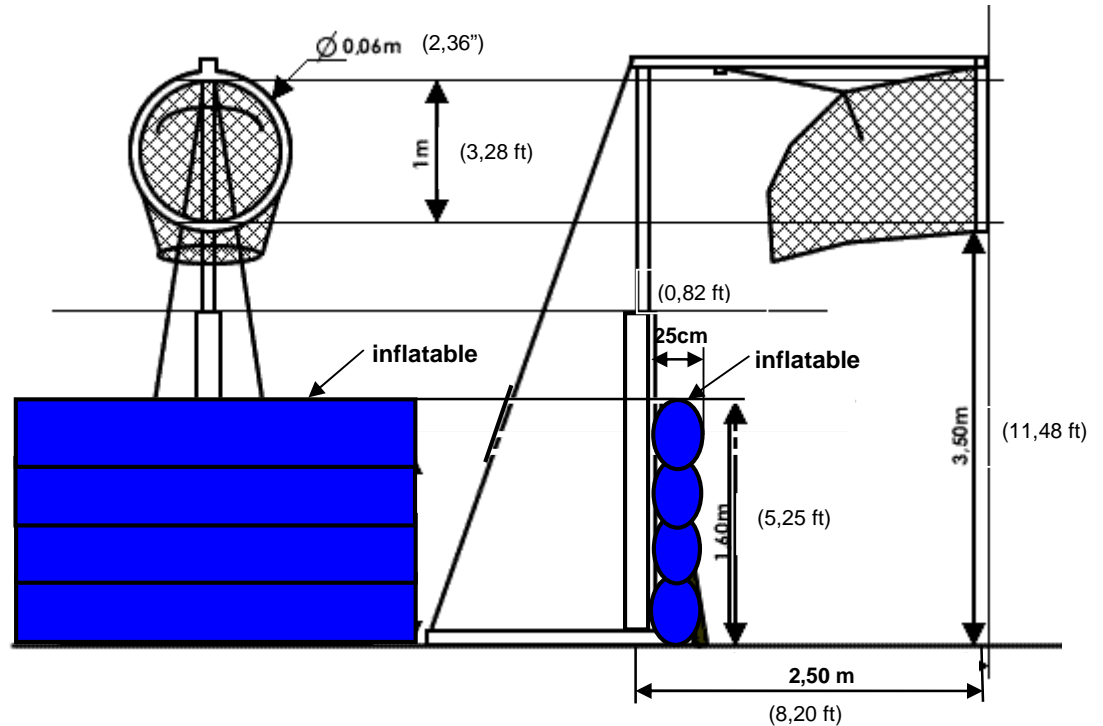
The pitch must be capable of being used whatever the weather.



Short Side:

- the short sides must be made of inflatables approved by FIHB for safety purposes and be at least 20m (65,62 ft) long, 1.60m (5,25 ft) high and 25cm (9,84”) wide;
- the total width of the pitch varies from 35 m (114,83 ft) to 40 m (131,23 ft);
- the goals have to be put up at the centre of each of the two short sides and the feet of the goals must be outside the pitch. The Organizer must provide two weights of 50 Kg (110 lb) each;

- the goals and the nets must both be white;
- two 4.5 m (14,76 ft) high posts must be fixed to the end barriers, 7 m (22,97 ft) (min 5 m (16,40 ft)) from the goal on each side. A net is fixed to the posts and to the top of the goal and goes to ground level.



Long Side:

- inflatable barriers define the long side of the pitch. They must be 30/35 cm (11,81"/13,78") diameter along its length;
- markers at 5 m (16,40 ft), 10 m (32,81 ft) and 15 m (49,21 ft) and also at the centre line are to be provided;
- on both sides of the pitch there is to be a 5 m (16,40 ft) security zone for players etc plus a 1 m² (10,76 ft²) area reserved exclusively for the Chair Referee;
- the security zones must be barred from the public (suitable barriers 1,2 m - 3,94 ft high recommended) and at the end of the pitch there must be metal or wooden barriers.

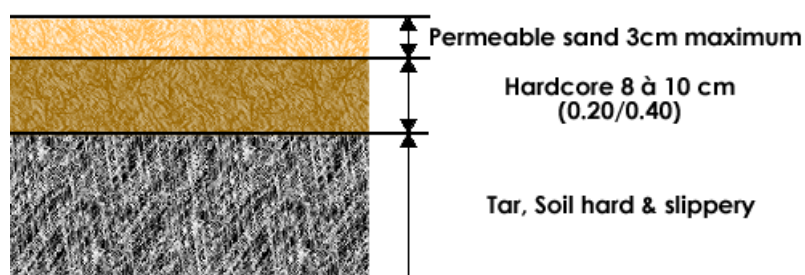
NOTE: everything must be checked from time to time and replaced if necessary.

Large water troughs and buckets should be present in the warm-up area, match area and cool down area to allow immediate extreme cooling of horses that require it suffering from heat exhaustion, these should be filled up between matches.

2 – Paddock

The Organizer should provide a warm-up area close to the pitch. The surface is to be the same as the pitch and the size is to be 40 m x 30 m (131,23 ft x 98,43 ft). At least one goal (better two goals) should be provided and put at the centre of the short side(s) and the feet of the goal(s) must be outside the pitch.

Soil type : **sandy without foreign bodies.**



3 – Stabling

According to the type of International competition the Organizer must provide stables for each national delegation:

- World Championship: total of 9..10 stables for each national team (8..9 stables for 8..9 horses plus an extra stable to be used as a tack room);
- European Championship: total 9 stables for each national team (8 stables for 8 horses plus an extra stable to be used as a tack room);
- Champions League: total of 8 stables for each club team (7 stables for 7 horses plus an extra stable to be used as a tack room);
- All other International competitions: total 7...9 stables for each national or club team according to the number of admitted horses (from 6 to 8 stables for 6 to 8 horses plus an extra stable to be used as a tack room). The number of admitted horses shall be defined by the Organizer.

All the horses competing in a 4 or 5 stars competition must be stabled in the event venue in a stable area demarcated by the Organizer and subject to 24 hours supervision. Only authorized persons are allowed within the stable area. It is requested a system using a suitable "sign in" sheet to record the entry and exit of persons into the stables outside of stated working hours (e.g. overnight).

In addition, the Organizer must provide 2 boxes for medical treatment of a horse available for the teams in all FIHB events from 3 to 5 stars.

Stables must be provided near to the pitch. Horses have to have stables or covered stalls. In addition provision should be made for extra stables (number of boxes should be specified by the Referee Commission) for the Referees horses if refereeing on horseback is foreseen.

For every 25 boxes there must be a water tap.

The area of the stables must be lit, accessible to water and be good enough to work in. If matches are foreseen during evening or night, the stables for horses and the boxes for medical treatment, if available, must be sufficiently lit in order to safely operate.

If portable stables are used, they must be solidly built, and be strong enough to withstand wind.

The stables must be available for the teams throughout the event starting from two days before.

The first bedding and hay must be given **free of charge**.

4 – Players

According to the type of International competition the Organizer should take into account, the expenses (accommodation and food) for each national or club delegation:

- European or World Championship: each national delegation is composed of 12 persons as follows:
 - 8 players;
 - 1 coach;
 - 3 other members (team leader, groom, driver, etc.).
- All other International competitions: each national or club delegation is composed of 9...12 persons as follows:
 - 6...8 players;
 - 1 coach;
 - 2...3 other members (team leader, groom, driver, etc.).

When matches take place over more than one day the players lodging must not be further than ½ hours drive away from the horses. Accommodation should be booked from 3 to 6 months in advance according to the date and place of the event in order to avoid shortage of hotel availability.

Lodging must be of average quality, 2 or 3 stars. Menu of the meals should be provided 4 weeks in advance by the Organizer.

5 – National flags and hymn

A national flag and relevant hymn for each participating country must be provided by the Organizer. National flags and hymns will be used during team presentation and reward ceremony.

6 – Officials

According to the type of International competition the Organizer must take into account the expenses (travel, accommodation and food) for the following Officials. The main roles and liabilities are stated in the GR.

- European, continental, intercontinental or World Championship (CIO) as stated in GR:
 - Ground Jury: 3 members. The President is the Supervisor and is chosen by the FIHB. The other members are chosen by the Supervisor from the referees present;
 - Appeal Committee: 3 members. The members are chosen by the Organizer; three different countries should be represented and at least one of them must be chosen among the members of the FIHB Bureau or International Referee Commission (see Annex 2);
 - Referees: the number of referees must be established according to the number of matches to be played daily. The Referees are chosen by the FIHB International Referee Commission;
 - Competition Secretary: 1 member. The Competition Secretary is provided and chosen by the FIHB;
 - Timekeeper: 1 member. The Timekeeper must be provided by the Organizer;
 - Commentator: 1 member. The Commentator must be provided by the Organizer;

It is strictly forbidden to assign the task (role) of Secretary, Timekeeper and Commentator to only one or two people at the same time. The Timekeeper should be chosen among experienced candidates of proven capacity proposed by the Organizer and approved by the Supervisor.

- All other International competitions:
 - Ground Jury: 3 members. The President is the Supervisor and is chosen by the Organizer within a list edited by FIHB and available on the web site www.fihb.net. It is suggested that he comes from the organizing country. The other members are chosen by the Supervisor from the referees present;
 - Appeal Committee (applicable only for 4 and 5 stars competitions): 3 members. The members are chosen by the Organizer; three different countries should be represented (see Annex 2);
 - Referees: the number of referees must be according to the number of matches to be played daily. The Referees are chosen by the Organizer within a list edited by FIHB and available on the web site www.fihb.net. The Organizer must communicate the Referees choice to the FIHB International Referee Commission prior the competition;
 - Competition Secretary: 1 member. The Competition Secretary must be provided by the Organizer and approved by the FIHB;
 - Timekeeper: 1 member. The Timekeeper must be provided by the Organizer;
 - Commentator: 1 member. The Commentator must be provided by the Organizer;
 - Member of the Referee Commission: it is suggested that one member of the Referee Commission should be part of the Officials.

It is strictly forbidden to assign the task (role) of Secretary, Timekeeper and Commentator to only one people at the same time. The Timekeeper should be chosen among experienced candidates of proven capacity proposed by the Organizer and approved by the Supervisor.

The Organizer must provide a separate podium or stand for:

- the Supervisor Committee, Timekeeper, Arena Party, Commentator and Secretary;
- Press, Photographers and cameras.

7 – Notice Board

A Notice Board should be provided by the Organizer to inform the players and all others of the timing of matches, meeting places, Referees and all other such information.

8 – Sound System

The Organizer should provide a Sound System comprising:

- a microphone, a hands free microphone, a cassette player, CD and amplifier;
- output total of 2 KW minimum;
- the commentator must be able to see the entire pitch from his position without being disturbed by the spectators;
- a stereo system capable of providing music during the match, the entrance of the teams and the national anthems.

9 – Power Supply

Plugs, sockets, wiring, connectors and appropriate electric equipment should be provided by the Organizer:

- 4 sockets of 220v / 15 amp for the blowers for long sides and inflatable's of short sides; The sockets provided by the OC must be compatible with the plugs used by the blowers shown in the picture:



- 4 plugs for the officials table, sound system, laptop for the Secretary and the Supervisor Committee. Power supply for time clock;
- 2 sockets to be supplied for video cameras.

9 bis – Data connection

A data connection should be provided by the Organizer: the data connection should be provided via direct connection (LAN cable (RJ45 connector)) to the data network.

This connection must be dedicated to the FIHB.

The bandwidth via direct connection should be enough to stream the matches and this means that a bandwidth of at least 15 Mbps (upload speed) and 20 Mbps (download speed).

The LAN cable must be close enough to the pitch to be able to use it for streaming. The access to the LAN cable must be guaranteed during the whole competition and at least 2 days before and 1 day after the competition. Guaranteed access means also that it must be possible to access to the LAN cable at any time. It must be a minimum protected against water, sand, etc. A 220 V socket must be provided close to the LAN connector and this must be also a minimum protected.

More over an internet connection must be provided by the Organizer to the FIHB staff and must be accessible either by Wi-Fi either by LAN from the FIHB office or meeting room and this during the whole competition and at least 2 days before and 1 day after the competition.

10 – Referees’ Materials

- Official table: time-clock, horn, score board, team names should be provided by the Organizer; all visible from 100 m (328,08 ft), must be placed near the chair referee, visible by the spectators. The score board should be close to the Commentator, so it can be used by the Secretary;
- an observation stand for the Chair Referee should be provided by the Organizer, height 1.5 m (4,92 ft);
- radios should be provided by the Referees to enable them to speak to each other. Charging equipment for the radios must be provided at the Official Table;
- red flag, whistle and uniform shall be provided by the Referees.

11 – Spectator Stands

The Organizer should provide the spectator stands. The spectators should be along the two widths of the pitch and one of the lengths. The other length is used by the Jury (Commentator, Secretary, Referees, Supervisor, score holder, substitute players (maximum 2 per team) and the grooms of each team.

It is important to have a 5 m (16,40 ft) strip separating the Official areas from the first row of seats.

12 – First Aid

A First Aid post is to be provided by the Organizer. This is to comprise, a Doctor (being a specialist in Emergency Medicine) with appropriate equipment, an Ambulance, a Vet and a blacksmith. Those services should be in place 30 minutes before the start of the competition until 30 minutes after the end of last match or the prize giving if it is foreseen mounted.

The Doctor, Veterinary and blacksmith services are free of charge in case of emergency only during the timeframe of game played by the horse or player concerned by the emergency.

There must be in place suitable equipment to remove a horse if necessary.

Provide a place away from the public but not far from the pitch to deal with an injured horse.

13 – Flood Lighting

If play is to take place in the evening Flood Lights of sufficient quality (600 lux maximum) must be provided by the Organizer.

14 – Referees’ Horses

If refereeing on horseback is foreseen, the Organizer should provide horses for Referees and a groom to take care of them. If a Referee wants to use a different horse than that provided by the Organizer he must tell the Organizer. The cost providing the horse will be on the Organizer. If a Referee wants to use his own horse the Organizer shall provide an additional stable for him.

The number of horses will depend upon the number of matches and the competition.

All referees horses must pass the first veterinary inspection for passport and vaccinations as stated in GR.

The Referees horses must be protected in the same way as the Player's horses. All the tack must have the logo of the FIHB and the Referees should be in uniform.

The horses must be available to the Referees at least half an hour before the match. A groom must look after the horse at half time and after each match.

In every case a groom must be responsible for looking after the horse throughout the entire competition.

15 – Commentator

The Organizer must provide a Commentator.

16 – Anti Doping Policy

The Organizer must provide:

- **For the Players:**
 - a room reserved for the provision of specimens;
 - liquid refreshment.
- **For the Horses:**
 - a stable in a calm place with access to a fridge.

17 – Veterinary Inspections

The Organizer should provide a Vet for every 15 teams.

The Vet provided should be a FEI recognized Vet and must be the same throughout the entire competition.

An area 30 m x 5 m (98,43 ft x 16,40 ft) minimum must be provided with a good sound surface to enable horses to trot a sufficient distance. The type of surface used for the veterinary inspections must be same as the competition one or approved by Supervisor or Ground Jury.

10 minutes is to be allowed for each team.

The order of inspection is to correspond with the order of playing matches. There must be a timed interval of at least 2 hours between the vetting and the start of the match.

For 1 * event the veterinary inspection is not compulsory but art.23 of FIHB Rules "Care of Horses" will be applied.

18 – Information

The Organizer will provide:

- a co-ordinator responsible for supplying information to all interested parties;
- a person to communicate the details of the event at National and International level;
- a person to report to the FIHB.

19 – Time Schedule

T-6: a proposal of principle from the OC should be sent through their NF's to FIHB.

T-5: a formal answer from FIHB to OC, through their NF's will confirmed the agreement to proceed.

T-4: OC should provide an "avant-programme" with details listed in art. 20.

T-3: all participants team must return their participation on principle form to the OC, copy their NF's and FIHB.

T-2: all participants team must return their nominative entry form to the OC, copy their NF's and FIHB.

T-1: all participants team must return their definitive entry form to the OC, copy their NF's and FIHB.

20 - Programme

The Organizer should provide 4 months before the start of the event a programme that will be sent to each team and to those responsible in the FIHB stating:

- date, place and name and logo of the event;
- rules to comply;
- name and contacts of the Organizer, name of the Officials;
- technical conditions;
- economical conditions;
- entry fees and payment details;
- facilities;
- prizes;
- veterinary matters;
- entry forms;
- time schedule including Team Leader Meeting each day (time and place), vets inspections, other activities (prize giving, cocktails, etc.);
- specify that the programme is subject of modifications according to the number of inscriptions.
- all details of how Lorries will access the site, where the competitors will stay, ground plans, paddock plans, stable plans, will also be supplied.

21 – Prizes

Prizes (medals), cups and rosettes for the horses, the players and the Referees must be provided by the Organizer.

The medals, when necessary, will be provided by FIHB.

22 – Entry Passes

The Organizer should provide a minimum of:

- 12 entry passes per team;
- sufficient number of passes for the Officials;
- 3 vehicles passes per team;
- 1 lorry pass per team.

23 – Team leaders meeting

The Team Leaders meeting **must** be foreseen by the Organizer before the start of the competition and at the beginning of each day in which matches are played. The participants of those meetings are:

- all the Team Leaders;
- the Organizer;
- all the Officials (Supervisor Committee, Appeal Committee, Referees, Secretary, Timekeeper, Commentator).

In Annex 1 are described the fundamentals of the Team Leader meeting.

24 – Compliance

The Organizer must confirm the respect of the current specifications by filling the form “Check List” (see Annex 4) and by sending it to the FIHB Secretary 15 (fifteen) days prior to the competition.

These standards are to be complied with at all International competitions under the supervision of the FIHB. The FIHB may need to validate compliance.

At the OC request FIHB will be able to quote a global cost for the whole organization including a pre-visit to check the compliance with these standards.

25 – Commercial rights

As specified in the GR, FIHB own the competition title and the OC shall take contact with FIHB in order to set out the commercial rights linked to the Event in a reasonable time frame before the Event.

The Organizer shall send to FIHB the application form (available on fihb.net) for a FIHB event filling in all the fields and approved by the NF/ONHB involved. Place(s) and dates must be defined and confirmed for both single-stage and multi-stage events before approval by the FIHB.

FIHB will pre-approve only one event per country on the same date. In the case of more events requested on the same date, the first one that will apply and pay the 30% of the FIHB rights will be selected.

The payment of the FIHB rights according to the amount specified at par.27, must be paid by the OC in two instalments:

- 30% of the total amount at the approval of the Event by the FIHB Bureau; in case of cancellation of the Event this sum will not be refunded; the 1st instalment is considered as reservation of a date for a FIHB competition and only after that payment FIHB will publish the competition in the FIHB calendar;
- 70% of the total amount 7 days prior the Event.

Until the payment of the 1st instalment is settled, no communication of the FIHB event is possible by the Organizer and only once the FIHB has received the payment, the FIHB event will be approved.

26 – Classification of the International Competitions

Each International competition is classified with the following ranking method based on number of stars.

Classification of International Competitions					
Item	5 *	4 *	3 *	2 *	1 *
Minimum number of teams	6 of 4 diff.countries	6 of 4 diff.countries	4 of 3 diff.countries	4 of 3 diff.countries	3 of 2 diff.countries
Minimum number of international players in case of Open competition	50%	40%	30%	25%	25%
FIHB Horse-Ball Village (exclusive FIHB commercial zone)	✓	✓			
VIP zone	✓	✓			
Competition Secretary	Provided and chosen by FIHB	Provided and chosen by FIHB	Provided and chosen by FIHB	provided by Organizer and approved by FIHB	provided by Organizer and approved by FIHB
Tribune (min number of seats)	1000	500	500	200	
Safety 24H of stables and reserved access	✓	✓	✓		
Catering on place	✓ seated	✓ seated	Bar	Bar	Bar
Shuttle from hotel to competition arena	✓	✓			
Money prize	✓				
Clear Signposting (toilet, competition, stables, restaurant)	✓	✓	✓	✓	
Information Secretary/accreditation	✓	✓	✓	✓	✓
Hotel for Officials and partners	Min 3*	Min 3*			
Free FIHB stand	✓	✓	✓		
FIHB prizes	Medals, cup and acrylic trophies	Medals and acrylic trophies	Medals and acrylic trophies	Acrylic trophies	Acrylic trophies from the 3 rd year only (see note 4)
Respect OR's latest version	✓	✓	✓	✓	✓

Please note that:

- a World Cup is a 5* competition;
- an European or Continental Cup (Americas or Asian Cup) is at least a 4* competition;
- a Champions League is at least a 3* competition.

27 – Financial aspects

In the following table are listed the main costs and FIHB rights in charge of the OC.

Item	Unit price	5 *	4 *	3 *	2 *	1 *
Min number of teams		6	6	4	4	3
Number of competition days		4 or 5	3 or 4	2 or 3	2 or 3	2 or 3
FIHB rights from OC	see note 3	5.000€ x1 cat. 7.500€ x2 cat. 10.000€ x3 cat.	1.500€ x cat. 4.000€ x3 cat.	1.000€ x cat. 2.500€ x3 cat.	500€ x1 cat. 750€ x2 cat. 1000€ x3 cat.	free for the first 2 years, then 300€ x1 cat. 450€ x2 cat. 600€ x3 cat. see note 4
Min..Max Number of Officials	see note 1	8..11	6..9	4..5	4..5	4..5
Supervisor	80 70€/day	✓	✓	✓		
Competition Secretary	80 70€/day	✓	✓	✓		
Referees	see note 6	✓	✓	✓		
Travel expenses for Officials	see note 2	✓	✓	✓	✓	✓
Meals for Officials		✓	✓	✓	✓	✓
Accommodation for Officials		✓	✓	✓	✓	✓
Max number of referee's horses (rent & transportation) only if refereeing on horseback is foreseen	rent: 100 € transp.: 1,5€/Km (2,42 €/mi)	5	4	3	2	2
Official field (inflatables and goals)	(If rented cost is 500€)	✓	✓	✓	✓	✓
Technician(s) for official field	70€/day plus accomod./meals	✓	✓	✓		
Stable including first bedding		✓	✓	✓	✓	✓
Ambulance and doctor must be provided	acc.to local costs	✓	✓	✓	✓	✓
Veterinary	acc.to local costs	✓	✓	✓	✓	✓

Note 1:

Number of Officials		
1, 2, 3 *	4 *	5 *
1 Supervisor n Referees 1 Comp.Secretary	1 Supervisor n Referees 3 Appeal Comm. 1 Comp.Secretary	1 Supervisor n Referees 3 Appeal Comm. 1 Comp.Secretary

n = according to the numbers of teams and matches per day

Note 2:

Travel expenses for Officials		
National	Continental	Intercontinental
0.35 €/Km (0,56 €/mi)	Max 350 400 €	Max 700 800 €

Note 3: The payment of this fee will include the competition in the FIHB Calendar and their participants in the FIHB Ranking List.

Note 4: 1* event cannot be organized more than 2 years in a row by the same Organizer without paying the FIHB rights fee. The FIHB rights fee will be applied from the 3rd year and the Organizer will receive the acrylic trophies.

Note 6:

Remuneration for Referee		
5*	4*	3*
70 €/day	60 €/day	50 €/day

The payment of this fee for the year 2023 will be shared between FIHB (50%) and Organizing Committee (50%).

Please note that all the participants (players, horses, coaches, clubs, Nations, referees) to a FIHB recognized Horse-Ball competition have to be registered to the FIHB by paying her/his/its FIHB fee as below described and defined also in the FIHB WHR Rules latest version. The FIHB fee for the participant is due at each competition.

In case of missing payment of the WHR inscription fees within the end of the competition, the team or participant involved will be disqualified and the WHR points not granted.

WHR Inscription fees					
Category	1* competition	2* competition	3* competition	4* competition	5* competition
Player	5€	10€	15 20€	20 25€	25 30€
Horse	5€ note 5	5€ note 5	10 15€	10 15€	10 15€
U8...U14 Player	5€	5€	5€	5€	5€
U8...U14 Pony	not due	not due	not due	not due	not due
Coach	5€	10€	15€	20€	25€
Club	10€	20€	30€	40€	50€
Nation	not applicable	not applicable	not applicable	100€	100€
Referee	5€ note 5	10€ note 5	15€ note 5	20€ note 5	25€ note 5

note 5: not due for 2022 2023, offered by FIHB

In the Preliminary Program, the FIHB fees due by participating teams and by all the other participants (player, horse, coach, club, Nation, referee) have to be mentioned in the document and has to be paid directly on FIHB account.

Advertising	
Banner on FIHB website	50€/month
Banner on FIHB event: lateral on field	100€
Banner on FIHB event: short side inflatable on field	500€
Banner on FIHB event: box area	50€
Stand on FIHB village	TBA
Advertising on the score board	200€

Advertising on inflatables and referee chair is owned by FIHB. In case of sponsored brought by FIHB, space revenue is shared 50/50 between FIHB and OC.

Annex 1 – Team Leaders meeting

A 1.1 - Definition

The Team Leaders meeting is the starting point of the competition. It's the first formal moment in which the three main bodies of a Horse-Ball competition meet:

- the teams;
- the Organizer;
- the Officials.

A 1.2 - Objectives

During the meeting some important decisions will be taken which will enable the participants to organize the rest of the day better. There has rarely been a weekend competition without unexpected events and this is unlikely to happen. One of the golden rules for the success of a Horse-Ball competition is the attention to detail in regards to the organization.

A 1.3 - Main items

Below you will find a list of subjects should be addressed during a Team Leaders meeting:

- depending on the possible lateness in arrival of teams, timetables can be reviewed;
- if necessary the draw of the teams is made;
- the time and place of the veterinary visit is then defined;
- a check is made on the team colours of the teams that will play each other, to avoid that same colour shirts are worn during a match;
- the safety points on the playing pitch, on the warm-up pitch and near the stables are highlighted and in general all the directions of the Organising Committee are noted;
- the teams are informed about where the horses' showers, hay and bedding are kept and their cost;
- the entrance onto the pitch and team presentation to the public is defined together with the referee and the Organising Committee (with or without rug, with flags, accompanied by pom-pom girls, by girls on ponies, particular wishes if TV is there, entry with particular music, national hymn or not, etc.);
- time, place and organization of meals are defined, both for teams and for the Officials and if applicable meal coupons are given out;
- where and how the prize-giving will take place is determined, as well as the entrance and position of the teams on the pitch, on the horse or on foot;
- the Referees are assigned to each match;
- the Supervisor or a Referee inform the teams on possible refereeing issues (how they intend to referee or possible clarifications regarding the rules etc.);
- instructions are given as to who the team sheets need to be given to and when;
- the Team Leaders are introduced to the necessary people who are part of the organization: Secretary, Referees, pitch official, etc.;
- finally a check is made that there is no other business to be addressed and the meeting is closed.

In total the meeting should not be longer than half an hour, max one hour if the draw needs to be made. Ideally a document should be written summarising the meeting and any decisions taken.

PLEASE REMEMBER THE TEAM LEADERS MEETING SHOULD TAKE PLACE EVERY DAY. In the following days other announcements might need to be made, and any of the above points might need to be amended during the days of the competition.

Annex 2 – Appeal Committee

A 2.1 - Objectives

- to adjudicate and to give a ruling on disputes & disagreements arising at an International Horse-Ball Event in circumstances that the Supervisor Committee cannot determine;
- to arbitrate on disputes if a decision of the Supervisor Committee is challenged or not accepted by the complainant;
- the type of dispute might very well determine the constitution of the Appeal Committee:
 - venue/organization of the event - so some one from the event organization;
 - Refereeing / Rules - so a senior Referee, Supervisor Committee member;
 - Horse Welfare - so a Vet;
 - Health & Safety - health & safety expert;
 - child welfare if under 18's are involved - so a Child Protection Office;
 - etc.
- must have delegated powers from FIHB to make decisions and rulings and the FIHB Member Countries must accept the decisions;
- appeal only to the FIHB Disciplinary Committee;
- distinct from FIHB Disciplinary Committee;
- the majority must be from the Horse-Ball world so that the Appeal Committee can be seen to be and to be actually the Controlling body for dealing with problems at the event.

Annex 3 – Ground Jury

Ground Jury role and liabilities are described in the GR Art.35. The Ground Jury is responsible of the respect of these organizations rules during any International Event officially recognised by the FIHB. During the competition the main Ground Jury responsibility will be to focus on safety aspects..

Among them at least the local language and English should be covered.

In particular they will:

- supervise the veterinary visit and have the final decision on the approval of the horse to the competition;
- control the identity, of the player, nationality and age accordingly with the type of competition;
- they are in charge of leading the team leaders meeting and lead the good relationship between, OC, Officials and teams; in particular they have to cover the following tasks:
 - revise of the timetable only in case of late arrival of the teams;
 - present the competition method;
 - manage the drawing if necessary;
 - check of the team colour;
 - explain the entrance and the exit to/from the pitch, where and how the prize giving will take place;
 - communicate all the info related to the pitch, warm up pitch, horses' showers, boxes, hay, bedding, meals and any other info related to the competition safety issues included;
 - inform the team on possible refereeing issue;
 - approve the time keeper.
- they will have to take decision with the official doctor on the attitude to have and decision to take regarding the competition in case of injury of a player;
- the same will be applied with the veterinary in case of horse injured;
- the President of the Ground Jury will have to report any safety problem encountered during the competition. He will also ensure that the FEI Veterinary report is sent to FIHB and FEI;
- keep record of yellow and red cards and especially for those that might have a suspension effect for a next International competition or category;
- any other matter related to safety aspects for horses or players during the entire competition.

In case of contestation only the Appeal Committee might arbitrate on decision to be taken. See Annex 2.

Annex 4 – Check List

CHECK LIST				
Par	TITLE	ITEM	OK/KO	Notes
1	PITCH	Dimensions		Indicate Dimensions
		Surface		Indicate Type
		Tractor		
		Roller		
		Sprinkler System		
		Short Side Inflatables		
		White Goals		
		White Nets on the goals		
		Nets at the end of the Pitch (if not integrated with Inflatbles)		
		Security Zone		
		Barriers		Short and long sides
		5, 10, 15 m and middle field markers		
		Chair/platform for Referees		
External measurements				
Repair Kit				
		Large water troughs and buckets		Warn-up, match, cool down areas
2	PADDOCK	Surface		Indicate Type
		Goals		Indicate number
3	STABLES	Stables for horses		Indicate number
		Tack box		
		Referee's stables		Indicate number (in case of refereeing on horseback)
		24 hours supervision		For 4 and 5 stars events
		2x box for medical treatment		For 3 to 5 stars events
		Access to water		
		Lighting		For all stables and 2x box for medical treatment
First bedding				
Hay				
4	PLAYERS	Delegation		Indicate number of persons
		Hotel		Hotel booked 3 to 6 months in advance
		Meals		Provide place & conditions
5	NATIONAL FLAGS & HYMNS	National flags		
		Hymns		
6	OFFICIALS	Supervisor		Indicate number, name and nationality
		Appeal Committee		Indicate number, names and nationality
		Referees		Indicate number, names and nationality
		Secretary		Indicate name
		Timekeeper		Indicate name
		Commentator		Indicate name
		Area for Jury, Timekeeper/Scorer, Commentator and Secretaries		
Press area				
7	NOTICE BOARD	Notice Board		
8	SOUND SYSTEM	Microphone		
		Wireless Microphone		
		CD/cassette player		
		Amplifier		
9	POWER SUPPLY	4 x power points for the blowers on the short side.		
		4 x power points for the Official's table, Commentator, Laptop and the jury.		
		2 x power points for the press.		
9 bis	DATA CONNECTION	Data connection via RJ45 and Wi-Fi with BW of 15Mb/s U/20Mb/s D		2 days before and one day after the competition
10	REFEREES' MATERIALS	Electronic Scoreboard		
		Horn		
		Red flag		Supplied by the referee
		Whistle		Supplied by the referee
		Uniform		Supplied by the referee
11	SPECTATOR STAND	2way radios		Supplied by the referee
		Stands		Indicate where
12	FIRST AID	First Aid Post		
		Ambulance and Doctor		Provide phone number to Supervisor
		Vet		Provide phone number to Supervisor
		Blacksmith		Provide phone number to Supervisor
		Equipment necessary to remove an injured horse.		
Space away from the public for treatment of injured horse				
13	FLOOD LIGHTING	Floodlighting		
14	REFEREES' HORSES	Horses for Referees		Indicate number
		Groom		Provide phone number to Supervisor
15	COMMENTATOR	Commentator		
16	ANTI DOPING POLICY	For the players – access to a room with refreshments		
		For the players – liquid refreshment		
		For the horses – a stable in a quiet place near a refrigerator.		
17	VETERINARY INSPECTIONS	An area set aside at least 30 x 5 m (98,43 ft x 16,40 ft) minimum		
18	INFORMATION	Liaison Officer		
		Liaison with Regional, National and International Levels		
20	PROGRAMME	Programme		
21	PRIZES	Prizes		
22	ENTRY PASSES	12 entry passes per team		
		Entry passes for the Officials		
		2 vehicle passes per team		
		1 lorry pass per team		
23	TEAM LEADER'S MEETING	Meeting		Indicate where, day and time

History

Document history		
Ver.1.0	May 2003	First edition available in French language.
Ver.1.1	June 2003	Document updated after FIHB meeting in Lamotte Beuvron on June 6 th 2003 and available in French language: <ul style="list-style-type: none"> • addition of advanced advice if the pitch is on grass; • addition of saddle pad of the referee's horse with FIHB logo; • addition of protection of the referee horses the version of the document.
Ver.2.0	July 2003	Document translate into English language.
Ver.2.1	January 2004	Document updated after FIHB meeting in Abano Terme on September 14 th 2003 and available in English and French language: <ul style="list-style-type: none"> • availability of the boxes two day before the competition.
Ver.3.0	June 2004	Document presented to the FIHB meeting in Vigo on June 27 th 2004 and available in French and English language: <ul style="list-style-type: none"> • better specification of what the Organizer or other parties should provide; • mandatory availability of 1 or better 2 goals in the warm up pitch; • better specifications of the number of stables according to the type of competition; • better specification of the number of the national delegation's component according to the type of competition; • added paragraph related to national flags and hymns; • better specification of the number of Officials according to the type of competition; • restrictions on the tasks assigned to the secretary, timekeeper and speaker; • added material to be provided by the Referees; • added paragraph related to the Team leader meeting; • improved compliance paragraph; • added Annex 1 about fundamentals on Team leader meeting; • improved check list.
Ver.3.1	July 2004	Document approved at the FIHB meeting in Vigo on June 27 th 2004 and available in French and English language: <ul style="list-style-type: none"> • addition that a member of the Supervisor Committee should come from the organizing country; • addition that it is suggested that one or two members of the Referee Commission should be part of the Officials; • addition that it is suggested that the travel expenses of the Officials should be paid by the Organizer; • addition that the veterinary should be a FEI recognised veterinary; • referee draw cancelled in Annex 1; • number for stable for referee's horse cancelled.
Ver.4.0	August 2007	Document approved at the FIHB meeting in Saint Lô on August 13 th 2007 and available in English language: <ul style="list-style-type: none"> • use of inflatables on the short sides; • addition of the mandatory travel expenses of the Officials paid by the Organizer; • change of Supervisor Committee into Ground Jury for the European, Intercontinental and World and that one member comes from the organizing country; • addition of intercontinental competitions; • change of the FIHB web site into www.fihb-horseball.org; • addition of paragraph "Time Schedule"; • decrease of the number of passes per team to 12 units; • addition of a global quote for the whole competition under request of the OC to FIHB; • addition of Annex 3 "Ground Jury".
Ver.5.0	July 2008	Document approved at the FIHB meeting in Ponte de Lima on July 31 st 2008 and available in English language: <ul style="list-style-type: none"> • addition of the FIHB reference rules; • change into facultative payment of food and accommodation of all national delegations; • for International competition more than one person for the role of secretary, timekeeper and commentator; • addition of the paragraph "Commercial Rights"; • addition of some subject to the team leader meeting; • reviewed check list.

Ver.5.2	November 2011	Document approved after the FIHB meeting in Montpellier on November 2011 and available in English language: <ul style="list-style-type: none"> • updated version number of the FIHB reference rules; • modification of the distance of the goal from the short side; • added specification of the plugs for inflatables; • modification of the timing for the three steps of the time schedule; • added paragraph "Financial aspects"; • revised check list; • added history.
Ver.5.3	December 2011	Document modified on December 13 th 2011 and available in English language: <ul style="list-style-type: none"> • addition of FIHB fee in "Financial aspects" paragraph.
Ver.6.2	March 2013	Document approved by the FIHB Bureau on April 30 th 2013: <ul style="list-style-type: none"> • updated version number of the FIHB reference rules; • modification of the goal distance from the short side; • updated goal drawing adding inflatable; • added new paragraph "Classification of the International Competitions"; • modifications at the paragraph "Financial aspects" and addition of the advertising fees.
Ver.6.3	November 2013	Document approved by the FIHB Bureau on November 25 th 2013: <ul style="list-style-type: none"> • modified FIHB web site link; • updated version number of the FIHB reference rules; • added dimensional specification of the inflatable for the short side and specified that it must be approved but not anymore labelled by FIHB; • modified the specification for the stables and number of horses; • modified in "should" instead of "must" the payment of the expenses for accommodation and food for national or club delegation; • correction at par.6, 26 and 27 related to the Competition Secretary; • modification of the timing and content of the programme; • modified number of teams/countries in the classification of competitions and specification of the number of stars for WC, EC/AC, CL; • modified FIHB team registration fee; • modified the number of Officials; • added the compensation for Supervisor and Competition Secretary; • added FIHB fees for participants.
Ver.6.4	February 2014	Document approved by the FIHB Bureau on January 19 th 2014 and then approved by the FIHB General Assembly on February 22 nd 2014: <ul style="list-style-type: none"> • updated version number of the FIHB reference rules; • added recommendation of the long side barrier; • modification of the minimum number of teams in the classification of competition; • modification of the table of the financial aspects (min number of teams, FIHB rights, for 1*, cancelled FIHB team registration fees, min...max number of referees, added ticks); • modified of the table "Number of Officials"; • added FIHB inscription fee for Nations; • added note for the barriers in the check list.
Ver.6.5	April 2014	Document approved by the FIHB Bureau on April 30 th : <ul style="list-style-type: none"> • modified WHR inscription fees and changed the payment modality from annual to each competition; • all measurements converted also in feet/inch and pound.
Ver.6.6	December 2014	Document approved by the FIHB Bureau on December 20 th : <ul style="list-style-type: none"> • updated version number of the FIHB reference rules; • added continental event to the type of competitions; • Appeal Committee applicable only to 4 and 5 stars events; • added payment of the FIHB rights 7 days prior the event by the OC; • added min percentage of the international players in an Open event; • specified min class of the hotel for the Officials in 4 and 5 stars events; • added acrylic trophies to the FIHB prizes; • added discount for FIHB rights for 1 and 2 stars events; • modified compensation for Supervisor and Competition Secretary; • confirmed 2014 WHR inscription fees also for 2015.
Ver.6.7	March 2016	Document approved by the FIHB General Assembly on March 12 th 2016: <ul style="list-style-type: none"> • updated version number of the FIHB reference rules; • CR 017-2016: added availability of the menu of the meals; • CR 010-2016: added specification about timekeeper; • CR 013-2016: added timing and conditions for free of charge for the first aid services; • CR 008-2016: added clarification about payment of the FIHB rights by the OC; • CR 022-2016: FIHB fee for the referees offered by FIHB; • CR 011-2016: added tasks to the Ground Jury role.

Ver.7.0	February 2017	<p>Document approved by the FIHB General Assembly on February 25th 2017:</p> <ul style="list-style-type: none"> • updated version number of the FIHB reference rules; • CR 003-2017: FIHB rights for 5* events; • CR 011-2017: addition of aisbl FIHB and address; • CR 014-2017 rev.1: 1 * events: no cost and low complexity (no FIHB rights, no vet inspection, no FIHB acrylic trophies).
Ver.7.1	March 2018	<p>Document approved by the FIHB General Assembly on March 24th 2018:</p> <ul style="list-style-type: none"> • updated version number of the FIHB reference rules; • CR 001-2018: accommodation booked 3..6 months in advance; • CR 002-2018: data connection availability.
Ver.7.2	March 2019	<p>Document approved by the FIHB General Assembly on March 17th 2019:</p> <ul style="list-style-type: none"> • updated version number of the FIHB reference rules; • CR 003-2019: payment at the reservation of a date for a FIHB event; • CR 006-2019: two boxes for medical treatment of a horse; • CR 014-2019 rev.1: approval constraints for FIHB events.
Ver.7.3	March 2020	<p>Document approved by the FIHB General Assembly on March 28th 2020:</p> <ul style="list-style-type: none"> • updated version number of the FIHB reference rules; • CR 001-2020 rev.1: boxes artificially lit if matches are foreseen during the night; • CR 005-2020: disqualification or no WHR points if payment of the FIHB fees is missing; • CR 013-2020: refereeing on foot; • CR 022-2020: inscription fee and WHR points for U14, U12, U10 players.
Ver.8.0	March 2022	<p>Document approved by the FIHB General Assembly on March 5th 2022:</p> <ul style="list-style-type: none"> • updated address of the FIHB (new headquarter in Spain) • updated version number of the FIHB reference rules; • CR 003-2022: composition of the Ground Jury and Referees choice; • CR 008-2022: approval of FIHB events; • CR 009-2022: approval of FIHB events only with place(s) and dates specified.
Ver.8.1	April 2023	<p>Document approved by the FIHB General Assembly on April 22nd 2023:</p> <ul style="list-style-type: none"> • updated version number of the FIHB reference rules; • CR 002-2023: care of horses; • CR 007-2023 rev.1: stabling requirements for 4 and 5 stars events; • CR 009-2023: WHR fees for player and horse or pony; • CR 014-2023: remuneration of the officials.

