



FEDERATION OF INTERNATIONAL POLO

WOMEN'S WORLD CHAMPIONSHIP
AND
ZONE PLAY-OFF

TOURNAMENT PROCEDURES

February 2019



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1. World Polo Championships

A World Polo Championship will be played among Federation of International Polo (FIP) member Associations on handicap, for teams whose handicap is 16 to 20 every XX years. Rules by which games in the Tournament are played are the FIP "*International Rules for Polo*".

2. Federation of International Polo

- A.** Only the current FIP President has the authority to speak and act on FIP's behalf in relation to the running of the Championships.
- B.** The FIP President shall be responsible on behalf of FIP to communicate to the Organizing Committee decisions made by FIP on such issues as eligibility of teams and handicaps to apply to individual players. The decision of the President shall be final.
- C.** FIP shall, provide all reasonable assistance and technical advice to the Organizing Committee that they may reasonably request in relation to the running of the Championship.

3. Hosting of a Qualifying Tournament or World Championships

A FIP Full Member country may apply or be asked to apply to host a Zone qualifying tournament or the World Championships. The FIP shall inform the Host country, usually via the Zone Coordinator after the annual General Assembly in December, that their application to host a FIP tournament has been accepted.

The Host Country may delegate all rights and obligations contained in the present, relating to the organization and operation of the World Polo Championship, in a club or another institution only with the previous express approval of the FIP, which may be refused without explanation of cause. In this case the local Polo Association will retain their status as jointly responsible to the FIP for the fulfilment of the duties and obligations of the person or entity delegated and contingencies arising from the tournament organization.

A. Requirements

Subject to the payment of a fee to the FIP and approval of FIP in a letter of understanding, the Host Country shall be freely entitled to exploit and/or sub-license any intellectual property rights which might arise from the Tournament.

In any case, the following requirements are expected to be met free of charge by the host country at its cost:

1. If to be played on pooled ponies, the provision for all teams of sufficient ponies of good quality for 20 goal polo.
2. Suitable polo facilities and the various functions required of the Host Country Organizing Committee as set out in 4.
3. Pay agreed Fees and, hotel accommodation (3-star hotel or better), airfare, ground transportation, and food for the FIP Tournament Director.
4. Hotel accommodation (3-star hotel or better), for up to 6 FIP Officials.
5. Pay agreed Fees and, Hotel Accommodation (3-star hotel or better), Airfare, ground transportation and food for a minimum of 3 (three) umpires that will be selected by FIP.
6. Pay agreed Fees and, Hotel Accommodation (3-star hotel or better), Airfare, ground transportation and food for Horse Master and Stewards.
7. Free of charge tickets to all Games and Social Events for members of the FIP Council of Administration, Executive Committee, etc. (Approximately 20).
8. Television and media coverage of the event (print, radio, and internet).
9. All of these conditions are to be agreed/ negotiated with FIP's Executive Committee.

B. Expenses

The Host Country and the participating teams may choose between the following two options to determine what expenses the players will pay or not pay.

1. **Option 1** - The teams pay their own travel expenses to and from the event, but do not pay any expenses once they have arrived. The Host Country is responsible for seven (7) double rooms per team (3 star hotel or better), food for seven (7) people, and ground transportation for seven (7) people during the event. The teams have no sponsorship visibility rights except on team jackets/blazers.
2. **Option 2** - The teams pay their own travel expenses to and from the event, and they pay all their all expenses once they arrive in the host country such as accommodations, food, and ground transportation. In return and subject to

FIP approval of any sponsors. The teams may have certain advertising privileges on clothing at the venue, such as the right to have sponsorship visibility on team shirts, jackets, hats and blazers. The badge or logo used shall be no larger, in height and width, than the FIP tournament logo.

C. Sponsorship:

1. There shall be two types of Sponsors for the World Championship:
 - 1.1. World Championship Sponsors: sponsors contracted for the specific purpose of sponsoring the World Championship. A World Championship Sponsor can be generated by either FIP or the Local Organizer in accordance with the below procedures;
 - 1.2. FIP Official Sponsors: sponsors that have (or will sign) a sponsorship agreement with FIP and whose relationship with FIP is that of a global sponsor, and whose sponsorship rights (may) include, as part of their wider sponsorship agreement, the World Championship.
2. Both FIP and the Local Organizer shall endeavour to attract World Championship Sponsors to financially support the World Championship. The Local Organizer shall coordinate its efforts in this regard with FIP.
3. The following Exclusive Sponsorship Categories during the World Championship are reserved for FIP Official Sponsors:
 - 3.1. Aircrafts Manufacturer/Supplier;
 - 3.2. Airline;
 - 3.3. Bank/Financial Services;
 - 3.4. Car Manufacturer;
 - 3.5. Clothing/Apparel (Official Supplier/Sponsor);
 - 3.6. Jewelry;
 - 3.7. Watch/Timekeeping.
 - 3.8. Yacht Company

FIP will have up to one year before the World Championship to reserve the official sponsorship for each of these categories. If one year prior to the WPC any of these categories has not been developed by FIP, then the Local organizer will be able to develop a sponsor for the said category or categories.

4. FIP Official Sponsors shall have exclusive rights for the abovementioned Exclusive Sponsorship Categories such that no other sponsor, product, service or brand in connection with each Sponsorship Category may compete with them or may have any kind of presence or association with the World Championship (inside or outside the fields, stadium or club where it takes place) during, before or after the World Championship.
5. All FIP Official Sponsors present in the World Championship will have the following rights during the World Championship free of charge, **with the exception of the activation/production costs:**
 - 5.1. Two banners in front of the video recording or broadcasting cameras. The cost of the banners is to be paid for by the FIP Official Sponsor;
 - 5.2. Presence of the brand and logo of the FIP Official Sponsor in each promotion of the World Championship for the category of the FIP Official Sponsor. The cost of this presence is to be paid for by the FIP Official Sponsor;
 - 5.3. Presence of the brand and logo of the FIP Official Sponsor in each communication for the World Championship for the category of the FIP Official Sponsor. The cost of this presence is to be paid for by the FIP Official Sponsor;
 - 5.4. A space for a retail/hospitality tent for the FIP Official Sponsor.
 - 5.5. **10 VIP tickets to the games, lounge and official parties.**
6. FIP Official Sponsors shall have the right of first refusal to Incremental Benefits over and above those rights accorded to them in their sponsorship agreement or in this AGREEMENT, including but not limited to the:
 - 6.1. Name of the Tournament;
 - 6.2. Name of a Special Trophy;
 - 6.3. Banners and flags near the field or at the venue;
 - 6.4. Special Stands;
 - 6.5. Special Activities;
 - 6.6. Hospitality Spaces
 - 6.7. VIP Sectors in the stands.
7. FIP Official Sponsor Incremental Benefits will be negotiated by FIP, in accordance with the prior agreement between FIP and the Local Organizer concerning the terms and conditions for the Incremental Benefits, including their nature, scope, and pricing.

8. Broadcasting Rights

1. Intellectual Property Rights: The Organizer and FIP agree that all intellectual property, and any other contractual and ownership rights, in or related to any audiovisual, audio or visual works, including but not limited to television, radio, video, photographic, phonographic or other recordings or registrations (collectively "Intellectual Property Rights"), made of and during the tournament and any related activities or events (collectively the "Tournament") by FIP, or anyone authorized to do so by FIP, shall belong exclusively to FIP.
 - a. The Organizer shall not make, or authorize or allow anyone else to make, audiovisual, audio or visual works of, or during, the Tournament other than with the explicit prior written permission by FIP.
 - b. The Organizer grants FIP all intellectual property rights it has or may have in any audiovisual, audio or visual works made of or during the Tournament, including but not limited to any live commentary, and in any work the Organizer made or had made in connection with the Tournament, including but not limited to promotional materials, posters, and signage.
 - c. The Organizer grants FIP all ancillary rights, such as rights in performance, moral rights, and portrait rights, the Organizer has or may acquire related to or in connection with the Tournament.
 - d. The Organizer shall obtain from all participants in the Tournament, including but not limited to players, teams, sponsors, vendors, advertisers, and visitors, the right to depict them in audiovisual, audio or visual works made during the Tournament, and shall grant all such rights to FIP.
 - e. The Organizer shall execute any and all written agreements and documentation, and complete any necessary registration(s), required by applicable law to effectuate such transfer of rights, be they contractual or property rights, to FIP and shall deliver the same to FIP 12 weeks prior to the start date of the Tournament.
 - f. FIP shall have the right to sell, transfer or license the Intellectual Property Rights to any third party/ies at FIP's sole unfettered discretion.

2. Broadcast Rights: The Organizer grants FIP the exclusive right to broadcast the Tournament ("Broadcast Rights"). Broadcast Rights shall include, but not be limited to, any contractual or property right(s) necessary or required for national and international television and radio broadcasts, internet publication, podcasts, streaming, photographic production/publication, and production/publication in any form of motion pictures of the Tournament.
- a. FIP shall have the right to sell, transfer or license the Broadcast Rights to a third party.
 - b. The Organizer shall grant FIP and any third party designated by FIP, including any personnel/crews participating in the registration, recording and/or broadcasting of the Tournaments, the right of access to the all club and other facilities where the Tournament takes place prior to, during, and after the Tournament as is required for such registration(s) or broadcast(s) free of charge.
 - c. The Organizer shall obtain and deliver to FIP the following signed waiver from each team and player participating in the Tournament: *"I irrevocably confirm by signing this statement, that I authorize the Federation of International Polo (FIP), the Organizer, host club, the host organization, and the official sponsors of the Tournament, to reproduce, represent and/or adapt any photography, video or other medium representing **my image or of my personality** during a tournament game or during any non-private occasion during the Tournament for the following uses: press, edition, expositions, audio, audiovisual, video, television or internet broadcast or interview, films, promotions via any medium including but not limited to internet, mobile phones, tablets, and I hereby release and license to FIP any intellectual property or other rights worldwide that I may have in or related to this Tournament without time limit from this day."*
 - d. The Organizer shall execute any and all written agreements, and complete any necessary registration(s), required by applicable law to effectuate such rights of FIP, or of any third party designated by FIP, and shall deliver the same to FIP 12 weeks prior to the start date of the Tournament.

4. Host Country Organizing Committee

As soon as the Host Country is selected, it should establish a Host Country Organizing Committee with the responsibilities as set out below. The FIP or the Tournament Director when appointed shall provide all reasonable assistance and advice to the Host Country Organizing Committee that they may reasonably request in relation to the running of the tournament.

The Host Country Organizing Committee shall have the following responsibilities:

- A.** Confirming and making available the facilities offered and agreed as part of the application to run the tournament; grounds, ponies, time keeper, officials, accommodation, food, stabling, transport, entertainment etc.
- B.**
 - 1. To comply with 3.A.5
 - 2. To provide the relevant equipment for radio contact between the Umpires, Referee and Tournament Director during all matches.
 - 3. A private enclosure with a clear view of the playing area equipped with a monitor (if the Tournament is being televised), for the referee so that he can replay sequences of the game. It is important that the referee is well isolated in order to avoid any exterior pressure.
- C.** All programs, signage, promotional and printed literature which must include "Federation of International Polo (FIP)" and/or the official FIP logo clearly and appropriately displayed.
- D.** To provide a location for the teams Pre Match meeting which must take place the day before the start of the tournament. All participants and tournament officials must be present.
- E.** The structure and draw for the tournament according to the FIP rules, and the schedule of play.
- F.** The health and safety of players, public and staff including compliance with national legislation.
- G.** For procedures reference ponies see Annex B:
 - 1. For pooled ponies, a Horse Master and two (2) or more Pony Stewards who must be approved by the FIP, whose fees, travel and accommodation will be paid by the host.
 - 2. The organization to mark horses by branding, grease paint or microchips before the first game.
 - 3. For teams playing their own ponies, a veterinary inspection at the beginning

and end of the tournament.

- H.** The FIP “Official Sponsor” provides team jerseys, team hats, team jackets/blazers, and team equipment bags or similar items in either of the options above. In return the Official Sponsor is provided visibility at the tournament.
- I.** The presence of a veterinarian at all the games.
- J.** A trailer for the transportation of an injured or deceased horse. The trailer should include a tarp cover and two or more 6 foot high screens of 24 feet in length (1 meter 80 high by 7 meters 50 long), with poles, to screen an injured animal until stabilized. Euthanasia should be avoided on the playing field unless at the recommendation of the presiding vet that this is the best or only option. The horse should be stabilized, and removed from the field.
- K.** An ambulance with a certified doctor or paramedics must be present at all of the games. A separate doctor will be appointed by the FIP to ensure that the IOC rules are applied (mainly drug testing of players and ability to play).
- L.** Completed Score Sheets as at Annex C which must be passed to the FIP Tournament Director after each game.
- M.** The FIP suggests the filming of all the games of the Tournament in either video or digital format. These recordings should be immediately available for the umpires and teams to review after each game. Additionally, each team participating should have the opportunity to purchase the recordings at a fee not to exceed \$75usd. FIP must receive a copy of all recordings at no charge. FIP shall be freely entitled to use such recordings. These recordings are the sole property of the Organizing Committee and FIP.
- N.** Photographs to reflect adequately the event and the FIP officials present. A photograph of the FIP President or President’s representative must be taken with each team prior to the commencement of the Tournament and then with the winning team and the Tournament trophy at prize giving. All persons in the photographs must be clearly identified. To be forwarded to the FIP no later than ten (10) days after the end of the Tournament for use in publicity and press releases.
- O.** Photographs of the FIP representatives with each participating team at the prize giving with the trophies and awards.
- P.** Trophies and awards for all the participants in the Tournament. FIP will provide medals for: The first, second and third placed teams (gold, silver and bronze).
- Q.** Provide by e-mail or Fax to FIP within three (3) days a brief summary of the Tournament.
 - 1. Dates of the Tournament.

2. Name of the club and city where the Tournament was played.
3. Names of any sponsors of the event.
4. Names of the members of the Organizing Committee, Tournament Committee, Tournament Director, and Umpires.
5. Names of key people or dignitaries attending.
6. Names of the countries participating
7. Names of each participating team, to include handicaps, team captain, reserves and coach.
8. Date and final score of each individual game.
9. Photograph of winning team with the FIP President or his representative, as per 4N.
10. Name of the most valuable player (MVP) if awarded.
11. Name and owner of the Best Playing Pony if awarded.
12. Other activities in which the attendees participated.
13. Any additional comments on the Tournament

R. Other responsibilities as negotiated.

S. All of these conditions are to be agreed/negotiated with FIP's Executive Committee.

5. FIP's Event Tournament Committee.

The Event Tournament Committee shall manage the Tournament pursuant to the rules and procedures herein and the "FIP International Rules for Polo" (as amended from time to time).

The Event Tournament Committee will be established before the start of the tournament and should meet on the day before the first game. It will be chaired by the FIP President or his appointed representative and will normally consist of:

- FIP's President or his appointed representative.
- The Tournament Director, to be selected by the FIP Executive Committee.
- An appointed representative of the Organizing Committee

The Event Tournament Committee will also function as the Ethics and Disciplinary Committee for the Tournament.

A. Duties of the Event Tournament Committee: The duties of the Event Tournament Committee shall be:

1. The running of the tournament in accordance with the FIP rules, procedures, directives and guidelines.
2. Day-to-day direction to the Tournament Director.
3. The resolution of issues or queries arising at any time during the tournament other than when the Tournament Director or Umpires are in charge.
4. The appointment of any consultative committees it may deem necessary, including but not limited to best pony, most valuable player, fair play, pony welfare.
5. To have the sole responsibility to resolve any ethics and disciplinary issues during an event.
 1. An ethics or disciplinary complaint must be submitted in writing within 12 hours of the occurrence giving rise to it to any member of the Event Tournament Committee. The complaint must clearly state the disciplinary or ethics violation, and at least one witness to the charge.
 2. Within 24 hours of the alleged violation the Event Tournament Committee will conduct a hearing on the complaint. Prior to the hearing, the defendant will be notified of the charges and at the hearing be given the opportunity to appear and defend himself, cross examine the complainant or any witness and provide witnesses testifying on his behalf.
 3. The Event Tournament Committee shall have the authority to suspend the offender from any or all of the rest of the tournament as well as any other remedy it deems appropriate. However, its jurisdiction will be limited to the event for which it was assembled.

6. FIP Tournament Director

The Tournament Director will be selected by FIP and will receive day to day direction from Tournament Committee. His duties are:

A. To convene the Event Tournament Committee members, the Organizing Committee Members, the players and coaches of each participating team, and the Umpires and Referees, to a General Meeting before the first game of the Tournament. The applicable rules, procedures, and program will be presented during this General Meeting.

B. To make sure the tournament is following all FIP procedures and rules.

- C.** To coordinate and direct the umpires.
- D.** To collect and countersign completed score sheets which must have been signed by the umpires and score keeper and fax or email copies to the FIP. If the FIP Secretary is not present upon completion of the tournament all original score sheets must be sent, by mail or courier, to FIP.
- E.** To collect and countersign any umpire reports.
- F.** To assemble 15 minutes after the last game of each day of play the team representatives, umpires, referee and horse master in order to discuss all issues relating to day-to-day operations and management. The team representatives, umpires, referees, and the horse master must be available for consultation.

7. FIP Tournament Coordinator

The FIP Tournament Coordinator is selected by and reports to the FIP Executive Committee. His duties consist of:

- A.** Confirming the Tournament Procedures which shall include consulting with and advising The FIP Executive Committee on appropriate variations to Tournament rules or procedures.
- B.** Consulting, advising and directing the Host Country Organizing Committee.

Once the Event Tournament Committee has been established, any member of the Event Tournament Committee may refer in writing to the FIP Tournament Coordinator if they have serious grounds for disputing a decision made by a Host Country Organizing Committee or Event Tournament Committee, including but not limited to decisions relating to interpretation of rules and/or regulations. The decision of the FIP Tournament Coordinator, who may consult with the FIP Executive Committee, shall be final.

Annexes:

A. Procedure for Entering

B. Procedures for Ponies

C. Score Sheet

Annex A. Procedures for Entering

Each team must submit a Tournament Entry Form to FIP Headquarters and the Organizing Committee at least 30 days prior to the first tournament game. The form must be completed and signed by the National Polo Association President. The entry form must be submitted 30 days prior to the first tournament game in which a player will play in the Subzone, Zone, or World Championship. A player can be submitted after the 30-day deadline but FIP does not commit to approving the player

To participate Attachments 1 - 5 must be completed as required.

A. Team Entry Form - Attachment 1

Teams must pay an entry fee to FIP. These fees must be wired and received by the FIP bank account 30 days before the start of the tournament. In addition, each participating country's annual FIP membership fees must be paid in full prior to competing in a Tournament.

Fee schedule:

- **Women's World Championship 20 Goal Tournament.**
- **Zone Play-off Tournament.**
- **Sub Zone Play-off tournament.**

Fees will be determined by the Executive Committee at an appropriate time, e.g. when the host venue is selected.

Eligibility of Players.

- All players must be a citizen and hold a current valid passport from the country that they will represent.
- They must be members of good standing of their National Polo Association and have been handicapped by their Association for the year of the tournament and the previous two calendar years.
- No player will have represented another country in any sport in the last three (3) years (See Olympic Rule 46 at Note 1). This condition can be waived by the Executive Committee for Tournaments endorsed by FIP that, like the Super Nations Cup or The Snow Polo World Championship, are Invitational Tournaments.
- A team can nominate and list up to 10 players on the Tournament Entry form. Listed must be the player's complete name, their handicap for the current year plus the two previous years. The handicap of players who have been rated within the three-year period by the Hurlingham Polo Association,

Argentine Polo Association, the United States Polo Association or any other National Polo Association must also be listed on the form.

- Current handicap ratings for each player must be no greater than plus five (X) and no less than plus one (X). The minimum handicap requirement may be waived by the Executive Committee in certain circumstances including when a sponsor is involved.
- A player's handicap will be recognized by FIP on the date it becomes effective. However, a team already registered for a FIP event prior to a handicap change to one or more members of a registered team may still participate in that event though the handicap change puts the team above or below the limit for that event, provided that the first game of that event is played after the handicap change effective date within 45 days of the announcement date (not effective date) of that handicap change. The announcement date is the date a final handicap list is published by an Association not subject to change. If the handicap change puts them below the lower limit for the event the teams must assume the lower limit. If the handicap change puts the team above the upper limit they will be allowed to participate but must assume the higher handicap and give appropriate goals.
- If it is announced officially by an Association that the handicap of any player is due to change when that player has already been registered for a FIP event, the FIP will:
 - Recognize that player's new handicap on the date it becomes effective,
 - Allow that player to participate in the event off his new handicap, provided that the first game of the event is played within 45 days of the official announcement.
- If the handicap change puts the team below the lower limit for the event the team must assume the lower limit. If the handicap change puts the team above the upper limit the team must assume the higher handicap and give the appropriate goals.
- FIP prefers that players whose handicaps have been reduced during the three-year period are not be submitted to play in FIP World Championships. However, if a team wishes to have a player whose handicap has been reduced in the last three years, special permission must be requested in writing from the FIP Executive Committee at least 90 days in advance. FIP does not commit to give approval to a player in less than 90 days before a game.
- The FIP Executive Committee will review player handicaps and assign an International Handicap that will be used for the tournament. A player

handicapped in more than one country will be assigned the highest current handicap that he holds, either in his own country, or where he plays regularly, or with the HPA, AAP or USPA if he has received a handicap from one of these three associations and if he plays regularly in that country. Therefore, the HPA, AAP or USPA handicap will usually prevail over other Associations.

- Following qualification from a zone play off, it is possible that the handicaps of a player or players will have been raised. If this results in the handicap of the team being above 14 goals or any individual player above 5 goals the team may enter a FIP World Championship with the new higher handicaps, but only if at least three (3) players who played on the team in any game or part of a game in the Zone Play-offs continue to play together. If more than one player is replaced, the team must qualify in all respects.
- If one player is replaced:
 - and it is a player raised to 6 goals, the replacement must be 5 goals or less.
 - and it is a player whose raised handicap would cause the team to exceed 14 goals, the replacement must be the same handicap as the player was before he was raised.

B. Players Biography Form - Attachment 2

All players must submit a Player Biography form (**Attachment 2**) to FIP and the Organizing Committee, which will be used as publicity associated with the Tournament. Information should include age, number of years playing polo, the city and country where the player is from, etc.

C. Hold Harmless and Waiver of Intellectual Property Rights Worldwide – Attachment 3

All players participating in the Tournament must sign the FIP "Hold Harmless and Waiver of Intellectual Property Rights Worldwide" (**Attachment 3**). A player must sign this form before he can participate in any game or event in the tournament. The original must be sent to the Organizing Committee and a copy sent to the FIP Headquarters.

D. Acknowledgment and Agreement Form for Dope Testing of Players - Attachment 4

All players listed on the Tournament Entry Form will be subject to testing (urine analysis, blood tests and other authorized techniques for detecting prohibited

substances) and required to sign the Acknowledgment and Agreement Form (**Attachment 4**).

E. Whereabouts Form - Attachment 5

The Player may be tested before and during competition, either at the game or out of competition either by FIP or the World Anti-Doping Agency (WADA). Consequently, the Whereabouts Form (**Attachment 5**) must be completed so that there is an accurate record of where all players are living or staying,

F. WADA Athletes Guide - Attachment 6

It is highly recommended that players read the "WADA Athletes Guide" (**Attachment 6**).

Attachments:

- 1. Team Entry Form**
- 2. Players Biography Form**
- 3. Hold Harmless and Waiver of Intellectual Property Rights Worldwide**
- 4. Acknowledgment and Agreement Form for Dope Testing of Players**
- 5. Whereabouts Form**
- 6. WADA Athletes Guide**

Annex B Procedures for Ponies

A. Code of Conduct

- In all FIP tournaments, the horses must be considered vital.
- All handling and veterinary treatment must ensure the health and welfare of the horse.
- A high standard of nutrition, health, sanitation and safety shall be stressed and maintained at all times.
- Adequate provision must be made for ventilation, feeding, watering and maintaining a healthy environment during transportation and stabling.
- The national and international standards in polo regarding the health and welfare of horses must be adhered to.

B. Pooled Ponies - Requirements

- All ponies must be sound, reliable, competition fit and well trained to the standard of 14-goal polo.
- All ponies must have valid vaccination certificates.
- Each team must have a minimum of one pony per player per chukka with one spare pony per player.
- All ponies will be assessed and graded by the professionals appointed by the Host Organizing Committee and approved by FIP. The ponies will then be divided into pools of an equal number and quality for each team.
- All ponies shall be identifiable by:
 - A number which will be displayed prominently on the rump of the horse and
 - The same number branded on the left front hoof or a number inserted by microchip that will be referenced to the number on the rump of the horse, and
 - A complete horse profile form that will include a picture, a full description of color and identifying body and facial markings of each horse. These will be placed in a file or book for the Pony Stewards.
- Once a horse has been placed in a pool it must be stabled at the tournament venue for the entire period of the event and there can be no changes to the pool without approval of the Tournament Committee.

These procedures must be carefully monitored so there can be NO switching of horses into or out of the pools

C. Allocation of Pools to Teams

- The teams will draw by lottery for their pool of ponies not more than six (6) days before the first counting Tournament game.
- After a team is finished in the tournament that team's pool of ponies can be used in the other team pools. Prior to that, teams have to manage their games with the pool of ponies that they have drawn.
 - Once the horses are assigned, no horse can be added to the pool or traded for another horse in the pool without approval of the Tournament Committee.

D. Equipment

- Halters and bridles complete with reins and martingale must be provided by the horse owner.
- Saddle pads and leg wraps shall be provided by the Host Country Organizing Committee.
- A minimum of two saddles per player must be provided by each team.

E. Pony Welfare Officer/Horse Master

A Horse Master, appointed by FIP in Tournaments where ponies are leased or lent, will be in charge of ensuring that the welfare of ponies is respected, on and off the polo fields. The Horse Master shall also be in contact with the tournament Veterinarian(s) for the veterinary care. The Horse Master in conjunction with the Tournament Veterinary can withdraw a horse for veterinary reasons.

F. Pony Stewards

- The judges will have a list of all horses in the team's pool of horses with adequate identification of each horse.
- Each player MUST check each horse into the game with the judges as the horse goes on and off the field.
- Chukker will be divided appropriately in half by the umpire and no horse will be allowed to play in more than 2 half chukker in a game not including an extra chukker. In Tournaments where horses are leased or lent.
- A horse that has started a chukker has used its 3,5 minute if it is changed before the end of the half chukker. An exception to this rule is if the change

occurred because of tack approved by the umpires.

- No horse may be played in consecutive half chukkers.

G. Ponies Provided by Teams.

- All ponies must have valid vaccination certificates, comply with the host nation's veterinary requirements, and pass a veterinary inspection for soundness on arrival and departure.
- The number of ponies allowed per team and the procedure for the replacement of lame ponies shall be included in the application to host a tournament and shall be agreed with the Host Country Organizing Committee but shall not be less than one pony per player per chukka plus six spare per team.
- The marking of the ponies will be as for pooled ponies unless agreed otherwise.

H. Veterinary Rules and Recommendations

- Any horse that is noticeably lame, injured and/or bleeding for any reason or is in a state of exhaustion or any other serious physical condition should be removed immediately and humanely from the field.
- Responsibility to enforce these recommendations rests with the Umpires, who may stop play to remove the horse from the field. (The horse may be allowed to play at a later time, if sufficiently recovered).
- Protective leg coverings must be on all four (4) polo ponies' legs.
- All member clubs should have, at field side, a Veterinary First Aid Kit and manual with enclosed directions for immediate first aid therapy. This kit should include bandage materials and a Breakdown Brace as well as pads, antiseptic spray, sheet cotton, and tape.
- The Umpires shall deal with animal abuse immediately on the field.
- Animal abuse off the playing field should be immediately reported to the Tournament Committee for action.
- The Tournament Committee shall deal with possible animal abuse with appropriate penalties.
- The Umpires shall be strongly supported by the Tournament Committee.
- If it is felt by any tournament official that a player is hurting the horse with spurs he will not be allowed to use spurs.

I. Welfare on Ponies

The Tournament Director and Tournament Committee are determined that any abuse of ponies whether on the ground or off, for instance when turned out, will not be tolerated.

J. Inspection of Ponies

With the approval of the Tournament Director, at any time a veterinary and/or a member of the Tournament Committee may inspect any pony whether on a polo ground, in a yard or turned out. If the veterinary or Tournament Committee member is refused permission for the inspection, which may be carried out on short notice, they will be reported to the Tournament Director pursuant to Regulation 6.

- **Referral to Tournament Committee:** The Horse Master may refer any team or player direct to the tournament Committee for a disciplinary hearing.
- **Complaints:** If a complaint is received, whether from the general public, a veterinarian, a Team official, an officer of any other horse welfare body or from the Horse Master, a report form should be completed and sent to the Tournament Director and Tournament Committee. The Tournament Director will liaise with the team concerned as to the action to be taken; if it is necessary for an inspection to be made with a veterinary surgeon his cost will be borne by the team concerned. The Disciplinary Committee is obliged to hold a hearing, if they receive a report from a veterinary surgeon member of the RCVS concerning abuse or cruelty to any pony. A report of that hearing must be sent to the tournament Director.

K. Rules

The Rules that affect the welfare of ponies must be adhered to by members and enforced by clubs and umpires.

L. Pony 'Put Down'

In the event of it appearing desirable for a pony to be put down for humane reasons, such reasonable efforts as the circumstances permit should be made to contact the owner for his decision. Should the owner not be so contactable, the owner's representative or the person borrowing or renting the pony should take responsibility for authorizing the pony to be put down, if he is satisfied that the horse is in extremis i.e. that it cannot be moved

without an unacceptable degree of discomfort and where there is no foreseeable prospect of the pony recovering from its injuries. It is suggested that chemical euthanasia may well be used in the event of a pony having to be put down in front of the public; in that case, the carcass will have to be destroyed.