

CHECKLIST FOR DRAFT SCHEDULE JUMPING 2011

In order to complete this schedule as a 'form' please protect the document, in order to make additions/slight changes please unprotect the document.

Please note that schedules will **only** be accepted when submitted in the provided format of the Official FEI Draft Schedule.

Event : CSIO 3* - W **Place:** Bratislava
Indoor: **Outdoor:**
Date: 11 - 14/08/2011 **NF:** Slovak Equestrian Federation

STATUS:

CSIO5*	<input type="checkbox"/>	CSI5*-W	<input type="checkbox"/>	CSIYR-A	<input type="checkbox"/>	CSI5*	<input type="checkbox"/>
CSIO4*	<input type="checkbox"/>	CSI4*-W	<input type="checkbox"/>	CSIJ-A	<input type="checkbox"/>	CSI4*	<input type="checkbox"/>
CSIO3*	<input type="checkbox"/>	CSI3*-W	<input type="checkbox"/>	CSIP	<input type="checkbox"/>	CSI3*	<input type="checkbox"/>
CSIO2*	<input type="checkbox"/>	CSI2*-W	<input type="checkbox"/>	CSIch	<input type="checkbox"/>		
CSIO1*	<input type="checkbox"/>	CSI1*-W	<input type="checkbox"/>	CSIV-A	<input type="checkbox"/>		
CSIOYR	<input type="checkbox"/>			CSIAm-A	<input type="checkbox"/>		
CSIOJ	<input type="checkbox"/>			CSIU25-A	<input type="checkbox"/>		
CSIOP	<input type="checkbox"/>						
CSIOCh	<input type="checkbox"/>	Championship	<input type="checkbox"/>	Games	<input type="checkbox"/>		

Other CSIO 3* - W

CSIYH1* CSIYH2*

(Please place an "X" in the appropriate box. Please note that Young Horse classes – 1*/2* are approved by the NF but if these classes are organised together with a Higher Level Event, the details of these classes must be included in the schedule of the Higher Level Event. Please refer to Annex I of this schedule for Prize Money requirements)

GENERAL CONDITIONS

This event is organised in accordance with:

- FEI Statutes, 22nd edition, effective 15th April 2007, updates effective 1st January 2011
- FEI General Regulations, 23rd edition, effective 1st January 2009, updates effective 1st January 2011
- FEI Veterinary Regulations, 12th edition, effective 5th April 2010, updates effective 1st January 2011
- The Rules for Jumping Events and its Annexes, 23rd edition, effective 1st January 2009, updates effective 1st January 2011, and if applicable the Rules for the FEI World Cup™ Jumping Events
- CSI/CSIO requirements (For all CSI events in Europe and Worldwide – except for CSIO and Amateur events) http://www.fei.org/Disciplines/Jumping/Organisers/Pages/Draft_Schedules.aspx
- CSI requirements for North America (Canada, Mexico and USA) http://www.fei.org/Disciplines/Jumping/Organisers/Pages/Draft_Schedules.aspx
- CSI 3*, 4* invitation system (Europe) and 5* invitation system (Worldwide)
- Equine Anti-Doping and Controlled Medication Regulations (EADCMR), 1st Edition, effective 5th April 2010, updates effective 1st January 2011
- FEI Anti-Doping Rules for Human Athletes (ADRHA), based on the 2009 revised Code, effective 1st January 2011
- All subsequent published revisions, the provisions of which will take precedence.

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- An arbitration procedure is provided for in the FEI Statutes and General Regulations referred to above. In accordance with this procedure, any appeal against a decision rendered by the FEI or its official bodies is to be settled exclusively by the Court of Arbitration for Sport (CAS) in Lausanne, Switzerland.
- It is the responsibility of NFs to ensure their participants are of the correct age.

**THE APPENDIX (13 PAGES) IS PART OF THIS APPROVED AND SIGNED SCHEDULE AND
MUST BE DISTRIBUTED TO ALL OFFICIALS AND NFs AND IS AVAILABLE TO OTHERS
UPON REQUEST**

The following signature must be printed in the schedule

Approved by the FEI, Lausanne, on 8th April 2011



John P. Roche
FEI Director Jumping
Director FEI World Cup™ Jumping

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This schedule is approved, provided the corrections and additions as made by the FEI have been made. The National Federation and Organising committee are obliged to ensure that the mandatory sections in the approved schedule are forwarded to guest NFs and Officials for their information.

Furthermore, the entire schedule, as approved by the FEI, must be published by the event's OC on the event's website.

N.B. All text in GREEN must be carefully noted by Organising Committees and NF and be deleted from the schedule before printing, ONLY after the final approval of the FEI.

NOTICE FOR ALL INTERNATIONAL EVENTS

Any competitions other than those covered in the Rules for Jumping Events must be approved by the FEI before they may be added to the schedule

Schedules for CSI Cat. A for Ch/J/YR/V, CSI-P, CSIs 3*, 4*, 5*, CSIOs, CSI-Ws, Championships and Games are approved by the FEI.

Schedules for these events must be sent by the NF concerned to the FEI Headquarters for approval, at least 16 weeks before the event is due to take place.

Final approval of the draft schedule by the FEI, in accordance with Art. 115.1, denotes only that the contents conform to the FEI Statutes, General Regulations and Rules. By no means does this entail implicit acceptance of any liability by the FEI for any damages to third parties caused by the Organising Committee and its officials, athletes, owners and horses.

Please note that it is no longer possible to include Young Horse classes within a normal CSI, any classes for Young Horses must figure as a separate CSIYH event run in conjunction with a normal CSI.

IMPORTANT

The Definite schedule must be sent to the FEI Headquarters by the NFs concerned, no later than 4 weeks before the start of the event. Schedules received after this deadline will not be accepted.

For all CSI Cat. A for Ch/J/YR/V, CSI-P, CSIs 3*, 4*, 5* please submit the schedule to:

Before the 23rd December 2010 : françoise.scala@fei.org

After the 23rd December 2010 : philippe.maynier@fei.org

For all other events please submit the schedule to:

marysa.zourel@fei.org

CHECKLIST FOR DRAFT SCHEDULE JUMPING 2011



I. GENERAL INFORMATION

1. DETAILS OF EVENT (Art. 420.1, 445)

DATE (dd/mm/yy): 11/08/2011 – 14/08/11

PLACE: Bratislava COUNTRY: Slovak Republic

Website: www.csio.sk

Contact Details Show Ground:

Address: see organiser Telephone: see organiser

Please add a brief summary of your venue's accessibility details (directions by road, nearest airport / train station). Venue is situated on the right bank of the river Danube near the University of Economy, nearest airport Bratislava / train station Bratislava

2. ORGANISER

Name: Slovak Equestrian Federation in cooperation with
Slovak Ministry of Education and
JK TJ Slávia STU

Address: Májová 21, 850 55 Bratislava, Slovak Republic

Telephone: 00421-2-4929 4961

Fax: 00421-2-4929 4904

Email: ingrid.janeckova@daimler.com

Website: www.csio.sk

3. ORGANISING COMMITTEE (Appendix A GR)

President of the Event: Ing.Andrej Glatz

Show Secretary: Ing.Ingrid Janečková, Ing.Rastislav Noskovič

Press Officer: Mgr. Zuzana Gejmovská

4. EVENT DIRECTOR

Name: Ing. Andrej Glatz

Address: JK TJ Slávia STU

Májová 21

850 55 Bratislava

Telephone: 00421-2-4929 4961

00421-905-342 021

Fax: 00421-2-4929 4904

Email: ingrid.janeckova@daimler.com

5. SPONSOR(S)

Aegon životná poisťovňa, Mercedes-Benz, Grafobal, Allianz-SP, Tatra banka, Ministerstvo pôdohospodárstva SR

II. OFFICIALS (refer to Memo on following pages)

1. GROUND JURY : (Art. 144, 149, 259.1)

President:	Ing. Peter Herchel	SVK
Member:	Dr. Robert Fekár	SVK
Member:	Dr. Miloš Kravec	SVK
Member:	Jiří Kuška	CZE
Member:	Col. Friedrich Schuster	AUT

2. FOREIGN JUDGE : (Art. 148, 259.1)

Name :	Kari Jalassola (FIN)
Email address:	turengiratsastuskoulu@msn.com

3. FOREIGN TECHNICAL DELEGATE : (Art. 152, 153, 446)

(Compulsory only for FEI World Cup™ Finals, Championships and Games and appointed by the FEI)

Name:	(Name and nationality)
Email:	

4. COURSE DESIGNER (Art. 151, 259.5.1)

Name:	Eduard Petrovič	CRO
Email address:	eduard.petrovic@zg.t-com.hr	

ASSISTANT COURSE DESIGNER Only FEI Level 1* CD may be mentioned.

Name:	(Name and nationality)
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5. APPEAL COMMITTEE : (Art. 150, 160, 259.3)

President:	Dr. Alexander Vietor	SVK
Email:		
Members:	Ing.Igor Fekár	SVK
	Dr. Štefan Karahuta	SVK

6. CHIEF STEWARD : (Art. 155, 244.5, 259.6 and manual for Stewards)

Name:	Bohumil Rejnek	CZE
Email:		

7. ASSISTANT STEWARDS :

Name:	Rudolf Kalman	SVK
Name:	Jozefína Mocková	SVK
Name:	Ivan Uhrovčík	SVK
Name:	Silvia Gavorníková	SVK
Name:	Ivana Dedinská	SVK

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8. FEI VETERINARY DELEGATE : (Art. 154, 259.4.2, 1003, 1007)

Name: (Name and nationality)

Email:

OR

VETERINARY COMMISSION : (Art. 154, 259.4.1, 1003, 1008)

President: Dr. Zdeněk Žert CZE

Foreign Veterinary Delegate: Dr. Ivan Jeník CZE

Associate Member: Dr. Michal Hollý SVK

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Memo concerning Officials and Prize Money requirements

To establish the star level of an event, please refer to the fixed exchange rate available on the FEI Website, <http://www.fei.org/Disciplines/Jumping/Results/Documents/conversion%20rates.pdf>

CSI3*

Ground Jury:	The President and two Members must be at least International Judges
Foreign Judge:	One member of the Ground Jury must be nominated in the schedule as Foreign Judge and must be International Judge (The FJ is considered as a Member of the GJ)
Course Designer:	Must be at least an International Course Designer
Appeal Committee:	The Appeal Committee is optional. If appointed by the OC, one Member at least must be either an active or a retired International Jumping Judge
Chief Steward:	Must be selected from the FEI Directory List of Chief Stewards for Jumping
FEI Vet Delegate:	Must be selected from the FEI Directory
Prize Money:	CHF 150'000.- to 249'999.- (Please refer to Annex I of this Draft Schedule for full details of Prize money in your respective currency)

CSI4*

Ground Jury:	The President and two Members must be International Judges
Foreign Judge:	Must be at least International Judge and appointed by the FEI (The FJ is considered as a Member of the GJ)
Course Designer:	Must be at least International Course Designer
Appeal Committee:	One Member at least must be either an active or a retired International Jumping Judge
Chief Steward:	Must be selected from the FEI Directory List of Chief Stewards for Jumping
FEI Vet Delegate:	Must be selected from the FEI Directory
Prize Money:	CHF 250'000.- to 499'999.- (Please refer to Annex I of this Draft Schedule for full details of Prize money in your respective currency)

CSI5*

Ground Jury:	The President and two Members must be International Judges
Foreign Judge:	Must be at least International Judge and appointed by the FEI (The FJ is considered as a Member of the GJ)
Course Designer:	Must be at least International Course Designer
Appeal Committee:	One Member at least must be either an active or a retired International Jumping Judge
Chief Steward:	Must be selected from the FEI Directory List of Chief Stewards for Jumping
FEI Vet Delegate:	Must be selected from the FEI Directory
Prize Money:	CHF 500'000.- and above (Please refer to Annex I of this Draft Schedule for full details of Prize money in your respective currency)

CSI Cat A (Young Rider, Junior, Children, Amateur, Veteran) / CSI-P

Ground Jury:	The President must be at least International Judge, one Member must be at least International Candidate Judge
Foreign Judge:	One member of the Ground Jury must be nominated in the schedule as Foreign Judge and must be at least International Candidate Judge (The FJ is considered as a Member of the GJ)
Course Designer:	Must be at least International Candidate Course Designer
Appeal Committee:	The Appeal Committee is optional. If appointed by the OC, one Member at least must be either an active or a retired International Jumping Judge
Chief Steward:	Must be selected from the FEI Directory List of Chief Stewards for Jumping

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FEI Vet Delegate: Must be selected from the FEI Directory

Prize Money: Must be offered Young Athletes, Juniors, Veteran and Amateurs (Please refer to Annex I of this Draft Schedule for full details of Prize money in your respective currency)

CSIO 1* to 5*

Ground Jury: Composed of one President and three Members, the President and two Members must be at least International Judges

Foreign Judge: (The FJ is considered as a Member of the GJ)
For 3* to 5*: must be at least International Judge and appointed by the FEI
For 1* & 2*: must be at least International Judge

Course Designer: Must be at least International Course Designer

Appeal Committee: One Member at least must be either an active or a retired International Jumping Judge

Chief Steward: Must be selected from the FEI Directory List of Chief Stewards for Jumping

Vet. Commission: Compulsory, one President and two Members must be selected from the FEI Directory

Prize Money: **CSIO3*/CSIO2* Promotional level**
Prize money minimum CHF 15'000.- for the FEI Nations Cup competition.

CSIO4* Promotional level

Prize money minimum CHF 30'000.- for the FEI Nations Cup competition

CSIO5* Promotional level

Prize money minimum CHF 80'000.- for the FEI Nations Cup competition.

CSIO5* FEI Nations Cup Top Level

Prize money minimum EUR 200'000 for the Grand Prix.

(Please refer to Annex I of this Draft Schedule for full details of Prize money in your respective currency)

CSIO YR, J, P, Ch

Ground Jury: Composed of one President and three Members: the President and two Members must be at least International Judges

Foreign Judge: Must be at least International Judge (The FJ is considered as a Member of the GJ)

Course Designer: Must be at least International Course Designer

Appeal Committee: One Member at least must be either an active or a retired International Jumping Judge

Chief Steward: Must be selected from the FEI Directory List of Chief Stewards for Jumping

FEI Vet Delegate: Must be selected from the FEI Directory
(Please refer to Annex I of this Draft Schedule for full details of Prize money in your respective currency)

CSI-W

Officials: Please comply with the FEI World Cup™ Rules

Prize Money: Please comply with the FEI World Cup™ Rules
(Please refer to Annex I of this Draft Schedule for full details of Prize money in your respective currency)

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III. SPECIFIC TECHNICAL CONDITIONS (Art. 201, 202)

1. VENUE :

The event will take place: indoors outdoors

2. COMPETITION ARENA (Art. 201):

Dimensions: 70 x 100 m

Type of Footing: Grass

3. PRACTICE ARENA :

Dimensions: 30 x 70 m

Type of Footing: Sand

4. STABLES :

Size of boxes 3 x 3 and 3,5 x 3,5 m (minimum 3m x 3m)

5. INVITATIONS (Art. 115, 250, 251.1)

For CSI5*, 4* and 3*, please comply with the relevant Invitation Systems available in the Appendix. Please note that the details below must be completed for each CSI separately (eg. A schedule for a CSI3*/CSIJ-A must list the numbers first for the CSI3* and then after for the CSIJ-A).

Number of NFs invited: 16

NFs invited: AUT,BEL,CZE,EST,GER,GRE,HUN,ITA,LIT,LTU,POL,RUS,SLO,SVK,SUI,UKR

Reserve NFs: Top 3 teams in Nation Cup Series

Total number of athletes: 95

Number of athletes per NF: 15

Number of horses per athlete: 3

Number of athletes per team: 4

Number of horses per team: 12

Number of Individual athletes per NF: 1

Number of horses per individual athlete: 3

During the show each horse can take part in one competition per day and in addition in the Competition No 9 (Six Bar Competition).

Summary of Invitation system for	CSI 4*	CSI 3*
1) Invite athletes at top of the Rolex Rankings up to n°25 <i>(must be invited in descending order from the first position of the RR, max. 5 athletes per foreign NF)</i>		n°15
2) Remaining Home Athletes <i>(total number of home athletes (sect. 1 + 2) must represent between 35% and 50% of the total number of invited athletes)</i>	<i>open to ranked or unranked athletes</i>	
3) Remaining Foreign Athletes <i>(exact number in this sect. depends on foreign athletes in sect. 1) (min. 7 foreign NFs in Sect. 1 & 3)</i>	50% within top 300; 50% open (ranked or unranked athletes)	50% within top 600; 50% open (ranked or unranked athletes)
4) O.C. Wildcards (within top 600)	15% max	20% max
5) FEI Invitations	2	2
For more details, please consult Appendix to this Schedule (p.5)		RR = Rolex Rankings

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The Rolex Rankings number _____, established two months prior to this event, will be used for the invitation of athletes. **(only for CSI5*)**

Summary of Invitation system for	CSI 5*
1) Compulsory Invitations <i>(must be invited in descending order from the first position of the RR, min. 10 foreign NFs must be invited with at least 2 athletes each)</i>	70%
2) OC invitations <i>(open to ranked or unranked athletes)</i>	30%
3) FEI Invitations <i>(any position on RR)</i>	1 foreign athletes
For more details, please consult Appendix to this Schedule (p.6)	
RR = Rolex Rankings	

Athletes are invited by the Organising Committee through their NF.
One groom per athlete.

IV. ENTRIES (Art. 116, 251)

All Athletes & Horses participating in any International competition must be registered with the FEI.

Entries in Principle: 15/05/2011
 Definite Entries: 15/07/2011
 Last date for substitutions (Art. 251.4): 10/08/2011 **(latest one hour before the Horse Inspection)**

Entry fee per horse: 500 EUR

Stabling fee per horse:

Total fee per horse: 500 EUR

The total charge of the combined entry and stabling fee (inclusive of VAT) must not exceed the established fee for the respective category of event. Please refer to Annex I of this Draft Schedule for full details on entry fees in your respective currency.

MCP Fee: (for group I & II) Nil (included in entry fee) CHF 12.50

Entries have to be sent to: organiser

Withdrawals after the date of definite entries or no-shows will be held liable to reimburse the OC for the actual financial loss incurred by the OC (i.e. stabling and hotel expenses) as a result of the late withdrawal or no-show.

IMPORTANT - Entry forms must include the following information on:

Horse/Pony: • name • date of birth • breed • country of birth • stud-book initials

• (FEI) Passport number • colour • sex • name(s) of owner(s)

Athlete: • name • gender • date of birth • FEI ID number

V. FACILITIES OFFERED (Art. 132, 133)

1. ATHLETES

Hotel: Hotel Tatra (****)
 Námestie 1. mája 5 Tel : +421 2 5927 2118
 811 06 Bratislava Fax: +421 2 5927 2135
 E-mail : recepacia@hoteltatra.sk

Reservations to be done exclusively via the OC.

Accommodated (bed and breakfast) from 10/08/11 to 15/08/11.

Team members and Chef d'Equipe at OC expense.

All individual athletes at athlete's expense.

Meals: from 11/08/11 to 14/08/11 at the showground.

Team members and Chef d'Equipe at OC expense (will be covered with the financial value of 13 EUR per rider per day).

All individual athletes at athlete's expense.

2. GROOMS

Requests for accommodation must be sent with entries.

Grooms will be accommodated from 10/08/11 to 15/08/11.

Grooms of the team members at OC expense.

Grooms of all individual athletes at athletes expense.

Meals from 11/08/11 to 14/08/11 at the showground.

Grooms of the team members at the OC expense (will be covered with the financial value of 13 EUR per rider per day).

Grooms of all individual athletes at athletes expense.

OCs will provide sufficient sanitary and showering facilities, with hot and cold water for male and female grooms. These must be regularly maintained in a proper state of cleanliness.

3. HORSES

Transport expenses for the team members from the Slovak border to the showground and back to be paid by the OC Athlete at 0,10 EUR per km and per horse.

For events in Europe, stabling is free of charge.

Outside Europe, stabling to be paid by OC or Athlete at _____ per stable.

The OC may charge a manure disposal fee of max. EUR 40.-/horse/event.

4. ADDITIONAL FEES

All further fees (i.e electricity, etc.) must be listed hereunder with the details of the amounts to be charged. These must have received FEI Approval before being included in the published schedule. **Only fees approved by the FEI and listed in the approved schedule can be charged by the OC.**

Connection to the electricity 35 EUR/van/show.

5. WELCOME

The time and date of arrival of athletes and horses and their means of transport must be given to the OC in order to assist them on arrival.

The arrivals before 10/08/11 will be not accepted.

6. LOCAL TRANSPORTATION - ARRANGEMENTS FROM HOTEL TO SHOWGROUNDS

Arrangements from the hotel to the Show ground will be provided by the OC

7. ADVERTISING AND PUBLICITY ON ATHLETES AND HORSES (Art. 136.1-2)

The Athletes are authorised to carry the logo of their personal sponsor on the saddle cloth in accordance with Art. 256.3 and 257.3 of the FEI Rules for Jumping. The Chief Steward will check that the advertising and publicity on Athletes and horses complies with these Articles.

VI. MISCELLANEOUS

1. GENERAL CLASSIFICATION AT THE END OF THE COMPETITIONS

Full information on all special prizes for example:

Leading athlete award - (Prize description and value)
 Best foreign athlete - (Prize description and value)
 Best home athlete - Prize of Honour
 Team awards - (Prize description and value)

2. PRIZE - CLASSIFICATION (Art. 126, 127, 128)

The leading home rider will be established according to gained points as set in following table

Competition	Points				
	1st PI	2nd PI	3rd PI	4th PI	5th PI
1	5	4	3	2	1
2	6	5	4	3	2
3	8	7	6	5	4
4	6	5	4	3	2
5/1	12	10	8	7	0
5/2	12	10	8	0	0
6	8	7	6	5	4
7	8	7	6	5	4
8	11	9	8	7	6
9	8	7	6	5	4
10	10	8	7	6	5
11	12	10	8	7	6

3. PRIZE GIVING CEREMONY

The owner of the winning horse will be invited to the prize giving ceremony for the Grand Prix. 6 best riders will be invited to the prize giving ceremony.

4. DEDUCTIONS FROM PRIZE MONEY

The government taxes by 20 percent from the prize money will be deducted in accordance with the valid regulations, in case the whole amount will exceed 150 EUR

5. INSURANCES

All owners and athletes are personally responsible for damages to third parties caused by themselves, their employees, their agents or their horses. They are therefore strongly advised to take out third-party insurance providing full coverage for participation in equestrian events at home and abroad, and to keep the policy up to date.

6. SAFETY CUPS

Name of Manufacturer:

Top Jump, Moosmühle 14, 853 76 Massenhausen, Germany

7. TIMING DEVICE

Name of Manufacturer: Alge Timing Model: TDC 8001 FEI Report number: 22020007A

8. ENTRY RIGHT TO SHOWGROUNDS (Art. 132, 1005)

have the officials, riders, grooms and owners

9. DOCTOR / MEDICAL SERVICE

Will be on duty free of charge during the whole event

Name: Andrea Herchelová Telephone: +421 903 818 148

10. FARRIER

Will be on duty free of charge during the whole event

Name: Gábor Hegyi Telephone: +421 910 630 201

11. TECHNICAL MEETING

will take place on 10/08/11 at 7.p.m.

VII. VETERINARY MATTERS (Art. 280, 1004.2, 1005, 1011)

1. HORSE INSPECTION

Date (dd/mm/yy): 10/08/11 Time: 4 p.m.

Reinspection (dd/mm/yy): 11/08/11 Time: 9 a.m.

All horses taking part at this event must be presented during the first horse inspection otherwise they are not permitted to participate.

NEW – EQUINE INFLUENZA VACCINATION

All horses taking part must be vaccinated as per the FEI Vet. Regs. Annex VI (except events taking place in NZL and AUS) updated 1st September 2009.

All information regarding the Equine Influenza is available on our website, under the link:

<https://www.fei.org/Rules/Veterinary/Pages/Default.aspx>

2. SHOW VETERINARIAN:

Name: Dr. Eva Cykřitov
Address: Kasrensk 7
931 01 Őamorn
Slovak Republic
Tel: 00421-948-020080

3. CUSTOMS FORMALITIES

The OC recommends to use as customs documents for the horse transportation exclusively the ATA Carnet.

4. HEALTH REQUIREMENTS FOR THE ENTRY OF HORSES

In the accompanying document or the health certificate or identification document of the horse, the official veterinarian shall certify

1. protective vaccination against equine influenza according to the methodics of the Veterinary Prevention and Protection (hereinafter VPP) plan for 2011,
2. conditions for the monitoring of glanders, infectious anaemia, viral arteritis, contagious equine metritis and dourine according to the VPP plan for 2011 at the horses intended for breeding.

The veterinarian performing supervision at racing competitions shall control the compliance with required veterinary conditions as well as the health status of the horse. The validity of the certification is for the whole racing season.

5. MEDICATION CONTROL LABORATORY

Name: Horseracing Forensic Laboratories (HFL) Sport & Science
Att.: Dr Steve Maynard
Quotient Biosearch Limited
Address: Newmarket Road
Fordham
Cambridgeshire CB7 5WW
United Kingdom
Telephone: +44-1638 724 406 Fax: +44-1638 724 407
Email: SMaynard@hfl.co.uk

TO BE PUBLISHED VERBATIM IN ALL SCHEDULES

THE FEI CODE OF CONDUCT

FOR THE WELFARE OF THE HORSE

The Fédération Equestre Internationale (FEI) expects all those involved in international equestrian sport to adhere to the FEI's Code of Conduct and to acknowledge and accept that at all times the welfare of the horse must be paramount and must never be subordinated to competitive or commercial influences.

1. At all stages during the preparation and training of competition horses, welfare must take precedence over all other demands. This includes good horse management, training methods, farriery and tack, and transportation.
2. Horses and Athletes must be fit, competent and in good health before they are allowed to compete. This encompasses medication use, surgical procedures that threaten welfare or safety, pregnancy in mares and the misuse of aids.
3. Events must not prejudice horse welfare. This involves paying careful attention to the competition areas, ground surfaces, weather conditions, stabling, site safety and fitness of the horse for onward travel after the event.
4. Every effort must be made to ensure that horses receive proper attention after they have competed and that they are treated humanely when their competition careers are over. This covers proper veterinary care, competition injuries, euthanasia and retirement.
5. **The FEI urges all involved with the sport to attain the highest levels of education in their areas of expertise.**

A full copy of this Code can be obtained from the Fédération Equestre Internationale, H.M. King Husein I Building, Chemin des Délices 9, 1006 Lausanne, Switzerland. Telephone: +41 21 310 47 47. The Code is available in English & French. The Code is also available on the FEI's website: www.fei.org.

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COMPETITIONS

International competitions should not start before 08:00 and should not finish after 23:00.

Preliminary Time-Table

1 st day (11/08/11)	Competition No. 1	10 a.m.
2 nd day (12/08/11)	Competition No. 4	10 a.m.
3 rd day (13/08/11)	Competition No. 7	10 a.m.
4 th day (14/08/11)	Competition No. 11	11 a.m.

TOTAL AMOUNT OF PRIZE MONEY : 113 000 EUR

	Name of Class	Amount (Currency)
Competition No 1	Small Tour	3 000 EUR
Competition No 2	Middle Tour	4 000 EUR
Competition No 3	Big Tour	5 000 EUR
Competition No 4	Small Tour	3 000 EUR
Competition No 5	FEI Nations Cup 4* of Slovakia	RR 23 000 EUR
Competition No 6	Small Tour - Final	4 000 EUR
Competition No 7	Middle Tour	5 000 EUR
Competition No 8	Big Tour	RR 23 000 EUR
Competition No 9	Six Bar Competition	8 000 EUR
Competition No 10	Little Prix Bratislava - Middle Tour Final	8 000 EUR
Competition No 11	Grand Prix Bratislava FEI World Cup™	RR 27 000 EUR

IMPORTANT

The value of the 1st prize must not exceed 1/3 of the total prize money distributed for the competition. The minimum number of prizes offered for each competition must be allocated on the basis of one prize for every commenced four Athletes, with a minimum of five prizes. The total amount of prize money shown for each Competition in the schedule must be distributed. (GR Art 127, 128)

The retail value of all prizes in kind must be mentioned as well as detail of model, type and special features for cars.

Instructions for breakdown of prize money:

- **Maximum 1/3 of the total prize money for the competition to the winner.**
- **Break down for 1st to 8th place (at least) in a reasonable descending order of distribution must be listed in the Schedule.**
- **The minimum amount the last placed competitor receives must be indicated in the Schedule.**
- **Minimum 25% of competitors must receive prize money (one prize for every four starters), however minimum 5 prizes if there are 20 or fewer athletes taking part in the competition.**
- **The FEI has the right to alter the amounts proposed for distribution if the necessity arises.**

CHECKLIST FOR DRAFT SCHEDULE JUMPING 2011



FIRST DAY : Thursday

DATE (dd/mm/yy) : 11/08/11

COMPETITION No 1

Time: 10 a.m.

Small Tour Art. 274.5.3, Table A
Speed/Fixed time 350 m/min
Obstacles 1st Round max. height: 130 cm
2nd Round max. height: 135 cm

Number of horses per athlete 2
Total prize money: 3 000 EUR
Break down: 800-500-300-250-200-150-120-80 + 600 to be distributed amongst the remaining placed athletes

Last prize (min): 40 EUR

COMPETITION No 2

Time: 1 p.m.

Middle Tour Art. 274.5.3, Table A
Speed/Fixed time 350 m/min
Obstacles 1st Round max. height: 135 cm
2nd Round max. height: 140 cm

Number of horses per athlete 2
Total prize money: 4 000 EUR
Break down: 1100-750-450-300-250-200-150-100 + 700 to be distributed amongst the remaining placed athletes

Last prize (min): 50 EUR

COMPETITION No 3

Time: 4 p.m.

Big Tour Art. 238.2.1, Table A, without Jump-Off
Speed/Fixed time 375 m/min
Obstacles max. height: 145 cm

Number of horses per athlete 2
Total prize money: 5 000 EUR
Break down: 1400-1000-700-450-300-200-150-100 + 700 to be distributed amongst the remaining placed athletes

Last prize (min): 55 EUR

First qualification for Grand Prix

CHECKLIST FOR DRAFT SCHEDULE JUMPING 2011



SECOND DAY : Friday

DATE (dd/mm/yy) : 12/08/11

COMPETITION No 4

Time: 10 a.m.

Small Tour	Art. 238.2.1, Table A, without Jump-Off
Speed/Fixed time	350 m/min
Obstacles max. height:	135 cm
Number of horses per athlete	2
Total prize money:	3 000 EUR
Break down:	800-500-300-250-200-150-120-80 + 600 to be distributed amongst the remaining placed athletes
Last prize (min):	40 EUR

COMPETITION No 5

Time: 1 p.m.

FEI Nations Cup 4* of Slovakia Art. 264, 264.9.2.2 + Annex VIII, Art. 6 of the Jumping Rules for Qualifying competitions
FEI ECH Madrid 2011 Qualifier
2012 London Olympic Games Qualifier

The international official team jumping (4 riders) competition. The total number of teams (3 riders) in the 2nd round will be 8. Those teams equal on penalties for the last place to participate in the 2nd round will be separated by the times of the 3 best riders of each team in the 1st round. The starting order in the 2nd round will be in reverse order of the total penalties incurred by the 3 best riders of the teams in the 1st round. Teams with equal penalties take the same order as in the 1st round. The home team can take part in the 2nd round if not qualified among the top 8 teams, providing its score does not exceed that of the last qualified team by more than 8 penalties. The starting order in the 1st round will be established by a draw. In case of equality of penalties for 1st place after both rounds there will be a jump-off against the clock with one rider per team.

Starting order will be established by a draw.

Total prize money:	23 000 EUR
Break down:	7000-4800-3200-2500-2000-1500-1000-600 + 400
Last prize (min):	400 EUR

First round of the FEI NC is the second qualification for Grand Prix

CHECKLIST FOR DRAFT SCHEDULE JUMPING 2011



THIRD DAY : Saturday

DATE (dd/mm/yy) : 13/08/11

COMPETITION No 6

Time: 10 a.m.

Small Tour Final	Art. 238.2.2, Table A, with Jump-Off
Speed/Fixed time	375 m/min
Obstacles max. height:	140 cm
Jump Off, obstacles max. height:	145 cm
Number of horses per athlete	2
Total prize money:	4 000 EUR
Break down:	1100-750-450-300-250-200-150-100 + 700 to be distributed amongst the remaining placed athletes
Last prize (min):	50 EUR

COMPETITION No 7

Time: 1 p.m.

Middle Tour	Art. 238.2.1, Table A, without Jump-Off
Speed/Fixed time	375 m/min
Obstacles max. height:	140 cm
Number of horses per athlete	2
Total prize money:	5 000 EUR
Break down:	1400-1000-700-450-300-200-150-100 + 700 to be distributed amongst the remaining placed athletes
Last prize (min):	55 EUR

COMPETITION No 8

Time: 3 p.m.

Big Tour	Art. 238.2.1, Table A, without Jump-Off
Speed/Fixed time	375 m/min
Obstacles max. height:	150 cm
Number of horses per athlete	2
Total prize money:	23 000 EUR
Break down:	6800-4800-3200-2400-1700-1200-800-600 + 1500 to be distributed amongst the remaining placed athletes
Last prize (min):	150 EUR
Third qualification for Grand Prix	

CHECKLIST FOR DRAFT SCHEDULE JUMPING 2011



COMPETITION No 9

Time: 5 p.m.

Six Bar Competition	Art. 262.3, Table A
Number of horses/ponies per rider	2
Total prize money:	8 000 EUR
Break down:	2400-1500-1000-700-500-350-300-250 + 1000 to be distributed amongst the remaining placed athletes
Last prize (min):	80 EUR

THIRD DAY : Sunday

DATE (dd/mm/yy) : 14/08/11

COMPETITION No 10

Time: 11 a.m.

Little Prix Bratislava - Middle Tour Final	Art. 238.2.2, Table A, with Jump-Off
Speed/Fixed time	375 m/min
Obstacles max. height:	145 cm
Jump Off, obstacles max. height:	150 cm
Number of horses/ponies per athlete	2
Total prize money:	8 000 EUR
Break down:	2400-1500-1000-700-500-350-300-250 + 1000 to be distributed amongst the remaining placed athletes
Last prize (min):	80 EUR

COMPETITION No 11

Time: 2 p.m.

Mercedes Grand Prix Bratislava - Big Tour Final - FEI World Cup™ Qualifier FEI ECH Madrid 2011 Qualifier 2012 London Olympic Games Qualifier: Technical specifications as per	Art. 238.2.2, Table A, with Jump-Off Annex VIII, Art. 6 of the jumping Rules for Qualifying competitions
Speed/Fixed time	375 m/min
Obstacles min height:	140 cm
Obstacles max height:	160 cm
Number of horses per rider:	1
Total prize money:	27 000 EUR
Break down:	9000-6000-4000-2500-1700-1100-700-500 + 1500 to be distributed amongst the remaining placed athletes
Last prize (min):	150 EUR

CHECKLIST FOR DRAFT SCHEDULE JUMPING 2011



For the Grand Prix 60 riders will be qualified. The best 20 riders from the Competition No 3, the best 20 riders from the 1st Round of the Competition No 5 (NC) not having been qualified in the Competition No 3 (in case of a tie, time in the 1st round decides) and the best 20 riders from the Competition No 8 not having been qualified in the Competitions No 3 and No 5. Automatically qualified are winners of Grand Prix competitions at CSIO 4* and 5* events in the past 12 months and CSIO 3* organized in 2011 + those specified in annex IV FEI Jumping Rules

Starting order will be established by a draw.

**THE APPENDIX (13 PAGES) IS PART OF THIS APPROVED AND SIGNED
SCHEDULE AND MUST BE DISTRIBUTED TO ALL OFFICIALS AND NFs AND IS
AVAILABLE TO OTHERS UPON REQUEST**

APPENDIX TO JUMPING SCHEDULE
MUST BE DISTRIBUTED TO ALL OFFICIALS, FOR OTHERS AVAILABLE ON REQUEST

VETERINARY MATTERS (Art. 1004.2, 1005, 1011)

1. VETERINARY ASPECTS "A"

VETERINARY REGULATIONS, 12th Edition, effective 5th April 2010, updates effective 1st January 2011 (see website www.fei.org)

VETERINARY EXAMINATIONS, HORSE INSPECTIONS & PASSPORT CONTROLS

These will be carried out in accordance with the "Veterinary Regulations", Art. 1011 & the discipline rules.

"General Regulations", 23rd Edition, effective 1st January 2009, updates effective 1st January 2011 will apply:

Art. 137.1

Every horse entered for any competition at CNs or CIMs (see Appendix E) in a country other than the country of the Horse's nationality and all Horses entered for other CIs, CIOs, FEI Championships, Regional, Olympic Games and Paralympic Games, whether at home or away from the country of its nationality (see GRs 139.2), must have an official, valid FEI passport, or a national passport approved by the FEI and accompanied by an FEI Recognition Card and, when applicable, an FEI registration number, as a means of identification and to establish ownership.

Art. 137.2

Horses taking part in CNs and CIMs (see Appendix E) and in CSIP and CSICH-A in their country of nationality are not required to have such a passport as is mentioned in paragraph 1. All such horses must be properly registered with the FEI and identifiable and, unless there is no national requirement for equine influenza vaccination in the host country and in the country of origin all horses must have a valid vaccination certificate.

EQUINE INFLUENZA VACCINATION, VET. REGS. ANNEX VI (except events taking place in NZL & AUS)

From 1 January 2005 onwards, influenza vaccination for all Horses competing in FEI competitions requires a vaccination within six months + 21 days of the competition.

1. All Horses intending to participate in FEI competition must have at least received an initial primary course of two vaccinations, given between 21 and 92 days apart. Thereafter, a third dose (referred to as the first booster) must be given within 7 months after the date of administration of the second primary dose, with at least annual boosters given subsequently (i.e. within one year of the last dose).

2. If the Horse is scheduled to take part in an FEI competition, the last booster must have been given within 6 months + 21 days of arrival at the FEI Event. (The 21-day window has been provided to enable vaccination requirements to fit in with the competition schedule).

3. No vaccination shall be given within 7 days of the day of arrival at the FEI Event.

4. All Horses that were certified as correctly vaccinated under the previous FEI equine influenza vaccination rule prior to 1st January 2005, do not need to start a primary course again provided that they have complied with the previous rule of primary course and annual re-vaccinations and the new rule of a booster vaccination within 6 months + 21 days of the day of arrival at the FEI Event.

SAMPLING FOR PROHIBITED SUBSTANCES (Vet. Regs. Chapter V & VI and Annex III)

Regular sampling is carried out in CCI3* and CCI4*, CSIs (3*, 4*, 5*), CIOs, World Cup Qualifiers and Cup Finals, Championships and Games, whereas at other CIs sampling is recommended. Where testing takes place, the number of Horses tested is at the discretion of the Testing Veterinarian/Veterinary Delegate. At CCI3* and CCI4*, CSIs (3*, 4*, 5*), CIOs, World Cup Qualifiers and Cup Finals, Championships and Games it is recommended that a minimum of 5% of all Horses (with a minimum of 3 Horses tested) must be sampled (see also VRs Art. 1016.5.).

Special guidelines are applicable for events covered by the FEI Medication Control Programme (Groups I & II only).

MEDICATION CONTROL PROGRAMME (GROUP I & II ONLY)

The Organising Committees of FEI events within Groups I & II are advised to charge competitors the equivalent of CHF 12.50 per horse per event as a contribution towards the costs of the MCP programme.

2. VETERINARY ASPECTS "B"**A) CUSTOMS FORMALITIES**

NFs holding an international event in their country should inform their National Veterinary Authority and their Customs Authority at least four weeks beforehand. They should request every facility to assist the movement of horses accompanied by FEI Passports, and the necessary veterinary certification at frontier crossing points into and out of their countries. (Vet. Regs. Art. 1004.2)

B) MCP CENTRAL LABORATORY - APPLICABLE ONLY TO GROUPS I & II

Under the Medication Control Programme (MCP) in Groups I and II, all samples collected in accordance with Vet. Regs Art. 1016 will be analysed by the:

HFL Sport ScienceQuotient Bioresearch Limited
Newmarket Road,
Fordham,
Cambridgeshire
CB7 5WW
United Kingdom

Tel : +44 (0) 1638 724 229

Fax : +44 (0) 1638 724 221

<http://www.hfl.co.uk/>

Dr. Steve Maynard Email : SMaynard@hfl.co.uk

Please refer to the FEI Website for further information. For events other than those listed in Vet. Regs Art. 1016 or for events other than in Groups I and II, samples may be analysed at an alternative FEI listed laboratory (Vet Regs Art. 1021).

IMPORTANT - Treatments and Designated Treatment Areas at FEI events

The 2010 FEI Veterinary Regulations include changes in the approach to the procedure for permitting treatments at FEI events, and introduces a requirement that such treatments must take place in designated treatments areas. Designated treatment areas allocated only for this purpose must be provided at events, but certain treatments as specified below may take place elsewhere by agreement with FEI Veterinary Officials (FEI Veterinary Delegates or members of the FEI Veterinary Commission) i.e. in own stables. These changes also reflect the new approach to the FEI List of Equine Prohibited Substances since 5th April 2010 which now contains an exact list of substances that are prohibited under FEI rules. See www.feicleansport.org. Permission to undertake treatments and the location where they take place, is under the control and the authority of the FEI Veterinary Officials present.

The following documentation must be completed when permission to treat is required.

Equine Therapeutic Use Exemption (ETUE) Form 1 - Authorization for Emergency Treatment (i.e. involving medication containing Prohibited Substances). This is issued by a FEI Veterinary Official and must also be countersigned by the Ground Jury.

- Treatment generally must take place in allocated designated treatment areas for this purpose unless by special agreement with FEI Veterinary Officials. The only exception to this is a clear emergency, when a retrospective ETUE may be considered, but may not be authorized in all cases
- **Equine Therapeutic Use Exemption (ETUE) Form 2 - Declaration for administration of altrenogest to mares competing in FEI competitions.** This must be submitted before the start of the event. No Ground Jury countersignature is needed.
- Treatment may take place in own stables

Medication Form 3 - Authorization for the use of Medication not on the list of Prohibited Substances (i.e. rehydration fluids and antibiotics).

For permission to administer these substances by injection, naso-gastric tube or nebulisation (i.e. with saline only) it is necessary to complete Medication Form 3. For other administration methods of such substances not on the Prohibited Substances list i.e. in an oral form, this form is not required. The form does not need to be countersigned by the President of the Ground Jury.

- Treatment may be required in the designated treatment areas, but in the case of some treatments i.e. intravenous fluids, or lack of sufficient treatment areas agreement may be made for this to be undertaken in own stables
- Agreed treatment areas are required for the supervised activities of Physical Therapists, but such areas for this activity may be the horses own stable.

An agreed treatment area and supervision is not required for simple treatments such as "Ice", water, cold laser, "magnetic therapies", "heated blankets" etc.

Supervision of all such treatments by FEI Officials may take place directly or by requesting to see a copy of the relevant authorization. No treatments may take place without coming under such control and authority except in the case of a clear emergency, when a retrospective authority may be considered, but may not be issued in all cases.

Notes to Organising Committees

FEI Veterinary delegates are to work with Organizing Committees in advance to ensure that treatment areas are available and fit for purpose. They are also to ensure that stewards are aware of the simple guidance above with regard to when treatments areas and permission forms are required and are not.

Organizing Committees are to also ensure that there are adequately trained stewards who liaise fully with FEI Veterinary Officials to assist with the supervision of treatment areas in order to meet the above criteria. If such stewards are not available the FEI Veterinary officials are to designate individuals that can fulfill such a role. The organizing committee is also responsible for making sure the veterinary officials have an office space with a copy machine close to the FEI stables available to them so as to facilitate the required paperwork process. The FEI Veterinary Delegate is required to make only ETUE 1 available to the Ground Jury. ETUE 1, ETUE 2 and MF

3 are required to be kept by the FEI Veterinary Delegate and referenced in their report to the FEI.

Further Queries on this Information Note

If you have any further questions please check <http://www.fei.org/Veterinary/veterinary-updates>
Please feel free to contact dominique.rochat@fei.org or veterinary@fei.org for further information. Tel 0041213104747

Invitation System for CSI 3* + 4* events in Europe

The list of the Rolex Rankings established **three** months prior to the event is to be used for the selection of riders. **The Organising Committee must print in the schedule the number of the list which applies for the invitation of riders, as well as the total number of riders to be invited.**

Section 1 Riders at top of the list of the Rolex Rankings

The top 25 riders for CSI-4* / the top 15 riders for CSI-3* on the list of the Rolex Rankings must be invited. The maximum number of riders from a foreign NF in this section must be limited to five.

Section 2 Home Riders

The number of home riders who accept the invitation under **Section 1** will determine the number of remaining home riders to be invited. The number of home riders must neither exceed 50% nor be less than 35% of the total number of riders invited. The NF/OC decides on the exact percentage for this section, which must be printed in the schedule. If the home nation does not fill its quota, the remaining places are filled in accordance with the conditions established for invitation of riders in section 3.

Depending on the number of home riders competing internationally, the number of home riders may be increased to 60% of the total number of riders at the event. This may only be done upon receipt of a request from the NF concerned and may or may not be granted at the discretion of the Director of the FEI Jumping Department.

Section 3 Foreign Riders

3.1 The number of foreign riders who accept the invitation under **Section 1** will determine the number of remaining foreign riders to be invited. 50% of the remaining foreign riders must be selected from the top 300 for CSI-4* or the top 600 for CSI-3* on the list of Rolex Rankings and 50% may be selected from any position on the list or may be unranked.

3.2 At least 7 foreign NFs must be represented (This includes NFs represented by riders in **Section 1**).

3.3 If a NF is invited to send riders but decides not to participate, the Organising Committee selects another NF in accordance with the conditions established for invitation of riders under section 3.1.

Section 4 OC Wildcards

The OC is free to invite 15% for CSI-4* or 20% for CSI-3* of the total number of riders as wildcards. These riders must be selected from the top 600 on the list of the Rolex Rankings. These invitations (for foreign and/or home riders) should be under the same conditions as for other participants and must in no way be directly or indirectly connected with a financial contribution for participation at any international Jumping event. At the same time, it is also unacceptable for riders to ask for an appearance fee.

Section 5 FEI Wildcards

The FEI has the right to nominate two riders by the deadline date established for nominated entries. The maximum number of times a rider can be nominated during the same season for this group is three. Vacant places under this section are filled in accordance with the conditions established for invitation of riders in section 4.

SUMMARY OF INVITATION SYSTEM FOR CSI-3* & CSI-4* EVENTS IN EUROPE

To be printed in Schedule: total number of invited riders, the percentage of home riders to be invited (min. 35% - max. 50%) and the number of the list of the Rolex Rankings which applies. (list established 3 months prior to event)	CSI-4*	CSI-3*
1) Invite riders at top of the Rolex Rankings up to N° (max. 5 riders per foreign NF)	25	15
2) Remaining home riders to be invited:	open to ranked or unranked riders	
3) Remaining foreign riders to be invited after invitations under Section 1: (min. 7 foreign NFs in Sections 1 & 3)	50% within top 300; 50% open (ranked or unranked riders)	50% within top 600; 50% open (ranked or unranked riders)
4) O.C. Wildcards maximum	15% within top 600	20% within top 600
5) FEI Invitations	2	2

There are no restrictions on Organising Committees in relation to the invitation of participants for Amateur Owner competitions and riders specifically invited for small tour competitions only. However, the total number of horses in the small tour must not exceed 100.

The following fines will be imposed on Organising Committees not respecting the above procedure:

1st offence CHF 20'000.-; 2nd offence CHF 40'000.- ; at the 3rd offence, the event will not be permitted to take place. These fines will be payable directly by the Organising Committees concerned to the FEI.

CSI-5* Invitation System (Worldwide)

Section 1 Compulsory Invitations

- 1.1 70% of the total number of competitors invited must be from the top 150 on the FEI World Ranking list established by the FEI two months prior to the event. The following conditions must be respected. Consequently this percentage may need to be reduced.
- 1.1.1 Riders are invited in descending order from the first rider on the FEI World Ranking list.
- 1.1.2 At least ten foreign NFs must be invited with at least two riders per NF.
- 1.1.3 If a NF has only one rider in the above percentage, the NF in question has the right to enter a second rider providing that he is within the top 150 on this list.
- 1.1.4 Organising Committees may limit the number of riders from a single foreign NF to five. However, they are free to accept more than five riders from the same NF providing they are within the above percentage and providing the other NFs invited have entered a second rider.
- 1.1.5 If the Organising Committee cannot fill its quota from the top 150 on the FEI World Ranking list, vacant places will be filled by inviting riders from 150th place on the FEI World Ranking list in descending order.
- 1.1.6 The total number of riders to be invited to the event, as well as the date of the FEI World Ranking list which applies for invitation of competitors must be printed in the Schedule.
- 1.2 If a NF is invited to send participants but decides not to participate, another NF is selected by the Organising Committee in accordance with the conditions established for invitation of competitors in section 1.1.2

Section 2 OC Invitations

Maximum 30% of the total number of competitors invited can be invited as wild cards by the Organising Committee through their NFs (these riders may consist of foreign and/or home competitors). These competitors can be taken from any position on the FEI World Ranking list or not ranked.

These invitations (foreign and/or home riders) should be under the same conditions as for other participants and cannot be granted in return for a financial contribution.

At the same time, it is also unacceptable for riders to ask for an appearance fee.

Section 3 FEI Wild Cards

The FEI has the right to nominate one competitor for CSI-5* events by the deadline date established for nominated entries. The level of the nominated rider must be of the required standard for a CSI-5* event. The maximum number of times a competitor can be nominated during the same season for this section is three. Vacant places under this section are filled in accordance with the conditions established for invitation of riders in section 2.

National events

OCs that wish to organize a National event must comply with the FEI rules for National events. These include the restrictions on the number of foreign competitors and the number of NFs represented by competitors.

Sanctions and consequences

If prior to a CSI-5* event it is known that the event will not follow the FEI technical conditions and the FEI Rules for invitation of competitors, the event may be removed from the FEI calendar at the discretion of the FEI.

If sufficient proof can be established after the event that the FEI technical conditions and the FEI Rules for invitation of competitors have not been respected FEI World Ranking points may be withdrawn at the discretion of the FEI and CSI status may be refused for the following season.

If the event is a FEI World Cup™ or Samsung Super League with FEI it may lose its status for the coming season.

If the event is organized outside the jurisdiction of the host NF, participating competitors will not be allowed to participate at other FEI Events.

MISCELLANEOUS

1. OBJECTIONS/COMPLAINTS (Art. 167-171)

All complaints and objections to be valid must be made in writing and accompanied by a deposit of CHF 150.- or equivalent.

2. EVENT'S ORGANISATION (Art. 114 - 115)

In exceptional circumstances, together with the approval of Chefs d'Equipe and Ground Jury the OC reserves the right to modify the schedule in order to clarify any matter or matters arising from an omission or due to unforeseen circumstances. Any such changes must be notified to all competitors and officials as soon as possible and they must be reported to the FEI Secretary General by the Foreign Judge.

3. SCHOOLING DURING COMPETITIONS

Riders wishing to school during speed competitions (Table A and Table C) must inform the OC before these competitions begin. These riders will start first in these competitions.

4. DISPUTES

In the event of any discussion concerning the interpretation of the schedule (in translated languages), the English version will be decisive.

5. RESULTS

Results including the amount of prize money awarded (if any) and the value of the prizes in kind must be sent to the FEI **within one week following the event** using the standard excel results form. The horses' passport, name and nationality of the horses' owner must also be included with the results.

STABLE SECURITY/STEWARDING AT INTERNATIONAL EVENTS

MINIMUM REQUIREMENTS TO ENSURE IMPLEMENTATION OF VRs Art. 1005.2.5, Annex IX

1. ACCESS TO STABLE AREA

The stables must be completely enclosed within a suitably restrictive perimeter (stable area) which will act both as a deterrent to the admission of unauthorised persons and to the exit of horses. The area must be sufficiently large to allow horses to be evacuated from the stables in an emergency but still remain within the confines of the perimeter.

Access to stables must be limited to those persons indicated in VRs Art. 1005.2.5. It is essential that the official issuing authorised access be a responsible person of seniority within the Organising Committee.

It is important that the NFs and OCs of international events liaise closely with the Veterinary Authorities and that the Committee and all officials, particularly the Chief Steward, are aware of the Veterinary Authorities' requirements in respect to access control and separation of horses in the stables and during training.

2. CONTROL OF ACCESS

A control system must operate at all entrance gates so that there is an efficient and reliable method of identifying those who enter and leave the stable area at any time.

Extra vigilance must be used in establishing the identity of persons and reasons for entering the stables during the night by a means of a night list.

3. STEWARDING OF STABLE AREA

At least one stable steward, directly responsible to the Chief Steward, must be present or

readily available in the vicinity of the stable area 24 hours a day during the entire duration of the event. He may be assisted by deputies as required. The steward/deputies must regularly patrol the stable area, without establishing any predetermined pattern, to discourage any form of illegal practices or abuses to horses. Any misdemeanours must be reported immediately to the stable steward who must, in turn, report to the Chief Steward. Stewards may ask for the appropriate Medication Form if a horse is seen to receive treatment; this also applies to the use of nebulisers.

The duty of the stewards is therefore to safeguard the welfare of the horses and to prevent any form of illegal practices.

4. GROOMS

We urge Organising Committees to bear in mind, when establishing the competition schedule, that a groom's work day starts well before the first competition and ends long after the last competition of the day. Every effort should be made to provide equitable working conditions for the grooms throughout the event. First competition should not start before 8 am and last competition should not end after 11pm.

The Person Responsible must ensure that his/her grooms, or any other authorised persons with access to his/her horses, are familiar with the security and stewarding procedures operating at the event attended.

5. MOVEMENT THROUGHOUT EVENT GROUNDS

Movement of horses between the stables, practice, grazing and main arena must be strictly controlled. The optimum layout for the Jumping discipline is attached. It is appreciated that flexibility will be required depending on the requirements of other disciplines.

6. STEWARDING OF PRACTICE ARENA

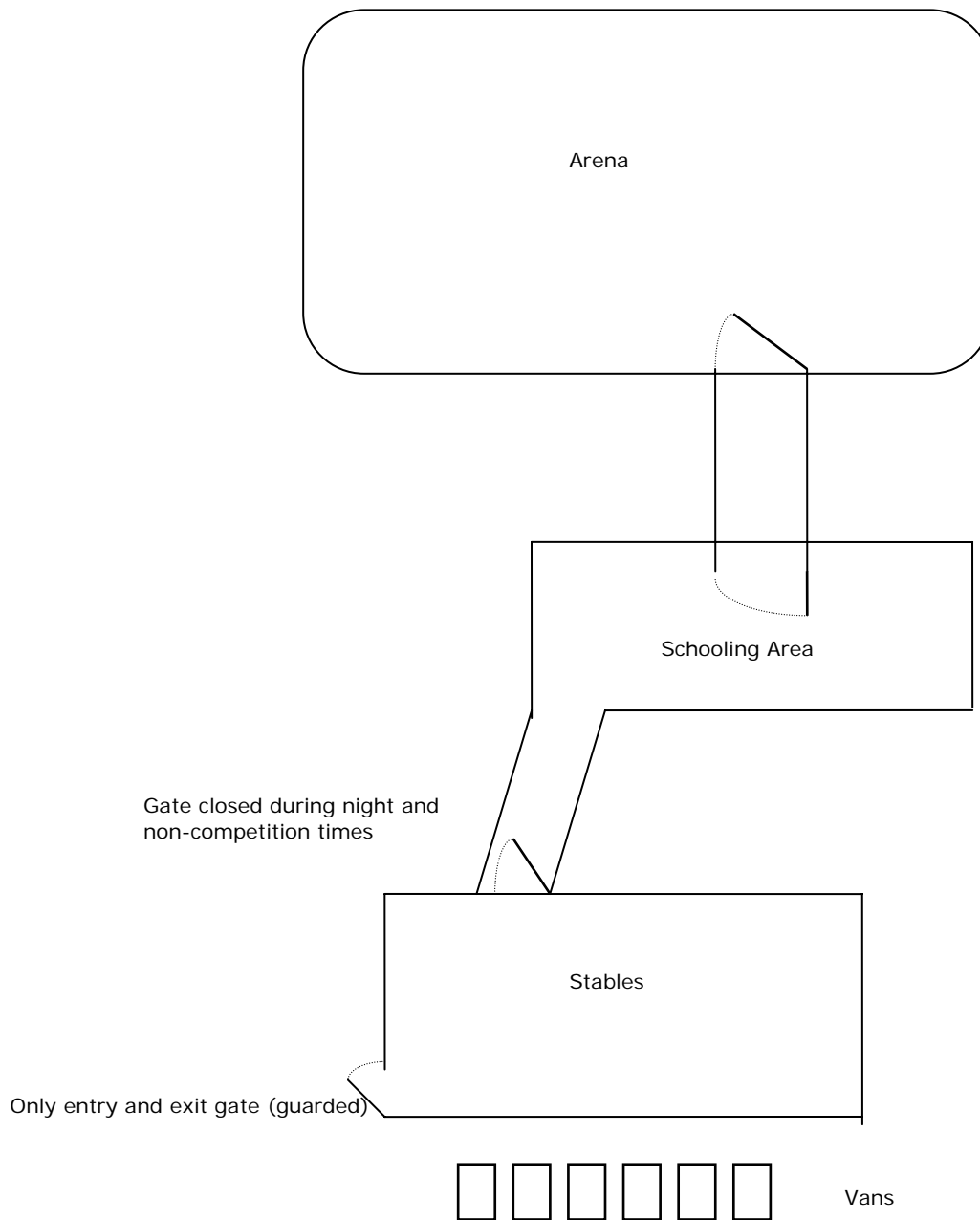
The Chief Steward must ensure that all practice arenas are adequately stewarded all the time that they are officially open. He must also ensure that these arenas are subject to random control when they are officially closed.

7. GRAZING AREA

It is recommended that a grazing area be provided at all outdoor events, and that this be subject to random control. If available, horses must only be grazed or walked in hand within this area.

The Foreign Judge/TD at events will be specifically asked to check that the relevant requirements are met as reasonably as can be expected, depending on the discipline, and to indicate clearly any shortfalls, following which consideration may be given to altering the category of the event in future.

**STABLE SECURITY / STEWARDING AT INTERNATIONAL EVENTS
EXAMPLE LAYOUT FOR STABLES AND SHOWGROUND**



MEDIA AND PRESS

How the FEI can assist you in the lead up to your event

In order to ensure that your event features prominently in all press and media related issues, the FEI Communications Dept would like to take this opportunity to reiterate its commitment and dedication to providing you, the Organiser, with a variety of press and media related services so as to ensure optimal coverage and conditions in the lead up and throughout your event.

Increasing the visibility of our sport is a challenging goal. In order to assist you, we would like to begin by providing you with the following:

- IAEJ Guidelines and Checklist for Media Operations at Equestrian Events (here the simplified version is included). We may send you the detailed version upon request – It is important to provide good working conditions for the media as they are our voice to the outside.
- Accessible on the FEI website: Rider's Biographies; FEI Rule Books; Results and past results.
- Photo Galleries on the FEI Website to publish photos of your event.
- Upon request: Fact sheets of the relative discipline; contact details of members and stakeholders

In order to support you as efficiently as we can in promoting your event, we kindly ask you to:

- Include the FEI on your press mailing list (malina.queorguiev@fei.org and olivia.robinson@fei.org);
- Send us the press kit, press accreditation and hotel reservation forms in order to publish them on the FEI website www.fei.org
- Send us the logo of your event and a short text presenting your show for publication in the FEI Press News;
- Send the complete results to results@fei.org
- Send a selection of photos (high resolution preferably - with captions and credit) to malina.queorguiev@fei.org which may be included both in a number of FEI publications and the FEI Website Photo Galleries and Catalogue.

The FEI aims for the consistent global promotion of Championships and Games and looks forward to a fruitful collaboration with the press officers. It's important that we work together and strengthen our relationship as we are all working for the same goals.

For any further information regarding Media and Press facilities, please do not hesitate to contact Malina Gueorguiev (malina.queorguiev@fei.org or Olivia Robinson (olivia.robinson@fei.org).

IAEJ Guidelines and Checklist for Media Operations at Equestrian Events

Press Service

The Press Service should be operating according to the size/significance of the event and not later than six months prior to the event.

Press Officer

The Press Officer has a key role to play in the organisation of an event. He / she has a good knowledge and understanding of horsesport and media operations in general. He / she is in charge of the press office and has clear recognition within the Organising Committee by being part of the core team.

The main role of the Press Officer and his/her staff is to ensure the smooth running of the press office and related services and provide information, before, during and after the event in a proactive way. An active media information policy, where news is spontaneously and systematically offered, is the best service that can be offered to the media.

Supporting staff: depending on the number of accredited journalists, sufficient additional staff should be available (e.g. to ensure that the necessary copies of results and starting lists are made, the working space is tidy and clean, to accompany journalists to the media stands if

needed, etc.)

Accreditation

All members of the media should be clearly identified; therefore a proper accreditation system needs to be put in place.

The accreditation process shall start six months prior to the event and all media shall be accredited before the event starts. This will allow the Press Officer to determine the size of the Press Centre and prepare adequate facilities. The Press Officer needs to pay full attention on the acceptance of accreditation requests and only grant accreditation to professional members of the media.

At any event, regardless the level of importance, press accreditation shall give access to the following areas: press centre; press stand; training areas; catering areas (including non-public catering services, when applicable); mixed zone or Competitors stand

In accordance with FEI Regulations, press accreditations do not give access to the stabling area. Generally press accreditation does not give access to the field of play, with the exception of accredited photographers wearing special identification (bibs, armllets), or when special activities for the media are organised, such as course walks.

Press Conferences

A press conference shall be organised when there is a need for it and important news needs to be communicated to the media. If the news does not require direct interaction between the organisation and the media, there is no need of a press conference. The subject and main points on the agenda of the press conference, as well as the main speakers shall be communicated to the media in advance.

Running order

The Press Officer shall conduct the press conference according to the following basic running order:

- Presentation of the table
- Announcement of results of the competition (top of the leader board), and updated standings if the competition is part of a series
- Short comment on the competition (number of starters, number of spectators, any relevant information).
- Press Officer asks the first open question to the interviewed person ("how do you feel," what is your opinion on," etc.)
- Q&A (Q&A shall be controlled by the Press Officer, who shall invite one media representative at a time.)
- Thank the guests on stage and to the audience, misc. announcement (programme of the next day, etc.)

Facilities

Press Centre

A standard press centre is composed of the following areas:

- **Public areas:** welcome desk; safe/storage area; press working area; photo working area; an information area (pigeon holes/trays with starting lists, results etc.); press conference area;
- **Private areas:** press officer's office; photo manager's office; webmaster's office; editorial staff working space;

Work stations

The working space shall be minimum 1 metre per person, one electrical plug per position. Photographers need a working space, preferably in a dedicated area.

Telecommunication system

In case a payphone system is installed detailed invoices shall be made available. Phone calls can either be free of charge or charged to the user, but rates shall not be overtaxed and communicated in advance to the accredited media. A free of charge broadband facility is preferred.

Press Conference Room

According to the importance of the event and the press attendance, the press conference shall be held either as a formal conference with a moderator, or as an informal briefing between the interviews and the press.

A press conference room is most of the time arranged in theatre style, with a podium for the speakers. The number of seats shall be relative to the number of accredited press (approx. 1 seat every 5 accredited press).

Podium: essential: tables, chairs, water / preferable: tablecloth, name plates, backdrop, decoration.

Audio: speakers, microphones, audio outputs for TV and radio

TV: platform at least 30 cm high, 1 metre wide, positioned opposite the stage at the end of the room

Press Stand

The press needs adequate space to watch and follow the competitions and take notes for their reports.

The press tribune shall be clearly identified and only accessible to accredited media and authorised personnel. A member of the press staff should be assigned to service this area.

Essential: reserved tribune; good view on the field of play; separate area from the public, not far from the mixed zone; entrance control, security. Preferable: tabled seats; electrical outlets; internet connection; monitors.

Press Parking

Parking should include a reserved area for the accredited press located at a reasonable distance from the showground and press centre.

PRESS INFORMATION

A constant flow of information regarding the event should be provided to the press before and during the event. According to the press mailing list, press releases and/or newsletters should be circulated via e-mail and the official website of the event. A press kit containing useful information such as programme of the show, entries, nationalities represented, prize money by class, history of the show, interview / presentation of key officials such as show president, show director, course designer, famous riders, side events such as charity actions, list of sponsors should be sent two months before the event. During the event, information should be provided through the distribution of: press releases, newsletters, flash quotes, press conferences. All information produced on site shall be made available to the non-attending media via e-mail and the website.

Information should include:

Before the event: press kit; accreditation system; travel and accommodation details, car pass; timetable and general information about the event; list of participating nations/competitors; key contacts

During the event: biographies of the competitors; past winners of the event; venue: fact and figures; detailed schedule of the event, including press conferences and other activities for the press (guided course walks, stable visits, tours, forums, parties, etc.); sport description (for non-specialised media); starting lists; course plans; results; press releases.

PHOTOGRAPHERS

Photographers are key members of the media. Due to the nature of their activity, there are specific requirements which should be met to allow them to work effectively.

General requirements

- Accredited photographers have priority in the allocation of lockers for storage of their equipment, as well as for parking spaces.
- A separate working area for photographers should be set up in the Press Centre
- It is important that a Photo Manager is appointed to liaise with photographers and ensure that all requirements are met.
- There shall be a dress code for photographers if the event is televised

Identification

All accredited photographers must be provided with a special identification (armlet, bib). This identification is clearly different from other badges and must be communicated to security personnel and technical officials. Bibs are to be numbered and recipients registered. A cash deposit might be asked to ensure return of the bib at the end of the event.

Photo positions

Positioning of the photographers during all phases of the event should be planned in advance by

the Press Officer and the Photo Manager, and agreed with the technical officials. Position of TV cameras need to be taken into account while planning photographers' positions. TV has priority. Photo positions must be planned at a very early stage so that tickets are not sold to seats just behind the area. Photo positions might be either a defined area next to the competition arena, or a smaller clearly marked and roped-off zone with controlled access in the field of play. In the event of a lack of space either around the arena or inside, photographers should be allowed to shoot from the press stand.

Jumping: photo positions shall be organised inside the ring. Photographers should not leave the ring during the competition; they can however change position in between competitors. If there are too many accredited photographers, a rotation system will have to be arranged. The pockets should be placed so that riders can be photographed from the left and from the right. In addition, the photographers should have access to the arena at least at two of the four sides.

Lighting

It should be noted that photographers need more light in an indoor arena than what is required by TV (1000 lux). Photographers need 1200 lux in order to deliver optimal quality pictures.

CRISIS MANAGEMENT

There are four basic types of crisis that can occur during an equestrian competition. They are:

1. Competition related problem. i.e. major horse/rider/spectator accident
2. Veterinary / judicial related problem. i.e. abuse
3. Discipline related problem i.e. competition rules or conditions
4. General organisational problem. i.e. transport, access, electrical breakdown etc.

The Press Officer should always be involved in the crisis management team. The persons within the Organising Committee who are authorised to comment on the incident/accident shall be clearly identified and a detailed plan of action should be agreed in advance.

A press statement shall be transmitted to the press as soon as the exact circumstances and plan of action have been decided. In the meanwhile, the Press Officer shall be in charge of the initial response or holding statement to the press:

"The organisers are investigating the facts surrounding the incident. As soon as these are available, a full statement will be issued and a press conference held."

Replies, either written or verbal, should be brief, calm, objective, clear and factual.

The complete document of the FEI Crisis Management Plan is available from the FEI.