

## I. DENOMINATION OF THE EVENT✓

**Venue:** Companhia das Lezírias  
**Date:** 11, 12, 13 May - 2018  
**NF:** POR

**Status:**

CEI3*	<input checked="" type="checkbox"/>	160 km
CEI2*	<input checked="" type="checkbox"/>	120 km
CEI1*	<input checked="" type="checkbox"/>	80 km

## II. GENERAL CONDITIONS

This event is organised in accordance with:

- FEI Statutes, 23rd edition, effective 29 April 2015
- FEI General Regulations, 23rd edition, effective 1 January 2009, updates effective 1 January 2018
- FEI Veterinary Regulations, 14th edition, effective 1 January 2018
- **The FEI Rules for Endurance , 9<sup>th</sup> edition, updated effective 1<sup>st</sup> January 2018**
- Equine Anti-Doping and Controlled Medication Regulations (EADCMR), 2<sup>nd</sup> Edition, effective 1st January 2016
- FEI Anti-Doping Rules for Human Athletes (ADRHA), based upon 2015 WADA Code, effective 1st January 2015
- All subsequent published revisions, the provisions of which will take precedence.

Approved by the FEI, Lausanne, on 13.04.2018 updated on 08.05.2018



Signature : \_\_\_\_\_  
Manuel Bandeira de Mello  
FEI Director Endurance



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### **III. 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 competitors 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  
HM King Hussein I Building  
Chemin de la Joliette 8  
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: [inside.fei.org](http://inside.fei.org).




## IV. GENERAL INFORMATION✓

### 1. ORGANISER

Name: Federação Equetre Portuguesa  
Address: Av. Manuel da Maia  
Telephone: +351 218 478 773  
Fax:  
Email: frandrade@fep.pt  
Website: [www.fep.pt](http://www.fep.pt)

#### Contact Details Show Ground:

Address: Monte de Braço de Prata, Samora Correia - Portugal  
Telephone: +351 263654 593  
GPS Coordinates 38º 52 ' 46.00"N/ 8º 51 ' 46.23" O  
Accessibility details (directions by road, nearest airport / train station): 

### 2. ORGANISING COMMITTEE

Honorary President: President of Portuguese National Federation  
Dr. Manuel Cidade Moura  
President of the Event: President of Companhia das Lezírias  
Eng.º António Saraiva  
Show Secretary: Ana Maria Nunes  
Press Officer: Ana Maria Nunes

### 3. EVENT DIRECTOR

Name: Francisco Peretrello  
Address: Largo 25 de Abril, 17 2135-318 Samora Correia  
Telephone: +351 263 654 593  
Mobile Phone:  
Email: [Francisco.perestrelo@cl.pt](mailto:Francisco.perestrelo@cl.pt)

### 4. 24 hours VETERINARY SERVICE MANAGER:

Name: Filipa Joglar  
Telephone: +351 964 301 408  
Email: [filipa.joglar@gmail.com](mailto:filipa.joglar@gmail.com)



# FEI SCHEDULE - ENDURANCE 2018



## V. OFFICIALS✓

CEI1*☒ CEI2*☒ CEI3*☒							
Ref.	Panel	Function	FEI ID	Name	NF	Level	Contact Email
							*compulsory
1	Ground Jury	<b>Ground Jury President *</b>	10050953	Joaquim Marçal	POR	4*✓	jmarcal@certis.pt
		Ground Jury Member	10049734	José Mexia de Almeida	POR	4*✓	mexiadealmeida@gmail.com
		Ground Jury Member	10082041	Carla Pereira	POR	3*✓	Caroucha_pais@hotmail.com
		Ground Jury Member					
2	Foreign Judge	<b>Foreign Judge</b>	10051701	Mathilde Beaur	FRA	4*✓	beaurm@orange.fr
3	Technical Delegate	<b>Technical Delegate *</b>	10051947	Rui Pedro Amante	POR	4*✓	ruipedroamante@gmail.com
4	Appeal Committee	Appeal Committee President					
		Appeal Committee Member					
		Appeal Committee Member					
5	Chief Steward	<b>Chief Steward *</b>	10042467	Miguel Pinheiro	POR	3*✓	gouveiapinheiro@gmail.com
6	Assistant Stewards	Assistant Steward		Ana Sofia Correia	POR	NAT	anasofiacorreia@gmail.com
		Assistant Steward		João Ratinho	POR	NAT	joaomratinho@gmail.com
		Assistant Steward		Tomé Correia	POR	NAT	tomecorreia@hotmail.com
7	FEI Foreign Veterinary (VR Art 1013)	<b>Foreign Veterinary Delegate</b>	10064885	Ali Tweissi	UAE	4*✓	ali@equafed.ae
	FEI Veterinary Delegate or Veterinary Commission (VR Art 1003, 1006, 1013)	<b>Veterinary Commission President*</b>	10050374	Antonio Farrim	POR	4*✓	Antonio.farrim@cl.pt
		Veterinary Commission Member	10051435	Antonio Coimbra	POR	4*✓	antoniocoimbra@netcabo.pt
		Veterinary Commission Member	10064865	Tomé Fino	POR	4*✓	Tome.fino@gmail.com
		Veterinary Commission Member	<del>10062053</del>	<del>Constança Fonseca</del>	<del>POR</del>	<del>4*✓</del>	<del>constancamf@gmail.com</del>
		Veterinary Commission Member	10063867	Miguel Minas	POR	4*✓	vet.miguel@gmail.com
		Veterinary Commission Member	10049774	Antónia Mota Pereira	POR	4*✓	motaantoniam@gmail.com
8	Veterinary Service Manager (VSM) (VR Art 1103) Treating Veterinarian (VR Art 1105)	<b>Treating Veterinarian President *</b>	10079569	Eduard Gascon	ESP	4*✓	
		Endurance Veterinary Treatment Member	10093084	Miguel Martinez Pereda	ESP	3*✓	mikympsvet@gmail.com
		Endurance Veterinary Treatment Member	10087309	Filipa Joglar	POR	PTV✓	filipa.joglar@gmail.com
		Endurance Veterinary Treatment Member					
9	Medical Doctor / Medical Services	<b>Medical Doctor *</b>		Bombeiros Voluntários Samora Correia	POR		112✓
10	Farrier	<b>Farrier *</b>		Carlos Silva	POR		+351 962 514 921✓
11	IGA's	<b>Independent Governance Advisor</b>					



**The NF confirms that all officials listed above are in compliance with the CODEX for FEI Endurance Officials.**



## VI. INVITATIONS✓

### 1. General

#### a) Championships & CEIOs

Please refer to Art. 817

#### b) CEIs

Country invited	Open
Number of competitors per country	Open
Number of horses per competitor (max 2.)	2

### 2. Eligibility of Athletes/Horse age in FEI Endurance Events:

Event's Category	Age of Athletes (Art.815 Endurance Rules)	Age of Horses (Art 815.2 Endurance Rules)
<b>Olympic Games/WEG</b>	As of 14 <sup>th</sup> year with permission of their NF	Min 8 y.o.
<b>Continental Championships Senior</b>	As of 14 <sup>th</sup> year with permission of their NF	Min 8 y.o.
<b>Continental Championships Junior/Young Riders</b>	As of 14 <sup>th</sup> year with permission of their NF up to 22th year	Min 8 y.o.
<b>Young Horses Championships</b>	As of 14 <sup>th</sup> year with permission of their NF	Min.7 y.o
<b>Regional Championships/Games</b>	As of 14 <sup>th</sup> year with permission of their NF	Min 8 y.o.
<b>CEIO 1* / 2* / 3* - CEIYJO 1* / 2* / 3*</b>	As of 14 <sup>th</sup> year with permission of their NF	Min 8 y.o.
<b>CEI 3* - CEIYJ 3*</b>	As of 14 <sup>th</sup> year with permission of their NF	Min 7 y.o.
<b>CEI1*/2* - CEIYJ 1*/2*</b>	As of 14 <sup>th</sup> year with permission of their NF	Min 6 y.o.

### Article 124 (GRs) - Young Riders, Juniors, Pony Riders, Children and Veterans

1.Athletes of the appropriate age may take part in FEI Competitions and FEI Championships of more than one (1) Category for Young Riders, Juniors and Pony Riders, but in each Discipline only in one (1) of these FEI Championships in any one (1) calendar year.

2.Athletes may take part in FEI Senior Competitions and Championships from the beginning of the year they reach the age of 18 (eighteen) but they may only take part either in a Junior or a Young Rider or a FEI Championship for Seniors in the same Discipline in any calendar year. Further exceptions regarding age limits are set forth in the Sport Rules of the relevant Disciplines.



## VII. ENTRIES

### IMPORTANT

- Entries must be made by NFs through the FEI Entry System for all categories of this Event (<https://entry.fei.org>);
- Additional documentation can be found at: <http://inside.fei.org/fei/your-role/nfs/entry-system>
- All Athletes and Horses participating in any International Competition must be registered with the FEI;
- Athletes and/or Horses present at the Event without having been entered through the FEI's Online Entry System will be automatically disqualified unless compelling circumstances warrant otherwise.

### 1. ENTRY DATES and ENTRY FEE:

#### Definite entries

8 th May 2018

Last substitution date and time (1h prior to the first vet inspection) 11<sup>th</sup> May 2018, 15h

*(Entries have to be in accordance with art. 818 of Endurance Rules and art. 116 of the General Regulations)*

Entry Fee CEI3* 160Km	160€
Entry Fee CEI2* 120Km	120€
Entry Fee CEI1* 80Km	90€
Boxe	60€

### 2. SUBSTITUTIONS OF HORSES and/or ATHLETES:

819.3.1 of Endurance Rules: after the Definite Entries have been sent in, substitution of horses and/or Athletes from their country's own list of Nominated Entries (if any) may only be made with the written permission of the NF and the organizer.

### 3. NO-SHOWS/LATE WITHDRAWALS:

"NB: In the case of withdrawals after the date of definite entries or no-shows the athletes of the respective NF will be held liable to reimburse the organiser for the actual financial loss incurred by the organizer (i.e. stabling and hotel expenses) as a result of the late withdrawal or no-show.

Amount charged:

### 4. ADDITIONAL FEES/CHARGES BY THE ORGANISER:

All additional fees must be listed hereunder with the details of the amounts to be charged and approved by the FEI. Only fees approved by the FEI and listed in the approved schedule can be charged by the organiser.

EADCMP Fee:                      Included in entry fee ☐                      Not included in entry fee ☒  
 Lower Level Events (CIMS)                      CHF 18 per horse per event  
 (For definition of CIMS see Appendix E of the FEI General Regulations)  
 Higher Level Events                      CHF 25 per horse per event  
 (All other events not defined as CIMS)



Electricity:  
 Manure disposal  
 Forage  
 Straw  
 Shavings

**All aforementioned amounts are including VAT**

VAT Number of the OC

## VIII. TIMETABLE

(to be provided per category/level if multiple events)

	Day	Month	Time
• Opening of stables:	10, Thursday	May	12.00
• Veterinary Examination:		Upon arrival	
• First Veterinary Inspection:	11, Friday	May	16h-18h
• Final Veterinary Inspection:			Within 30mn after arrival

## IX. COMPETITION DETAIL

### 1. COMPETITION

#### **CEI3\* 160Km**

Individual	X
Time limit	Min speed 14km/h
Starting method	Mass Start
Type of ground	Sand
Altitude differentials	No significant altitude differentials



## 2. MINIMUM DISTANCE PER DAY

Please copy the chart here below and complete it for each single event, if required.

Event:	CEI3* 160Km	
Number of phases (3 to 6)	km	Into a hold (minutes) of
1	40	40
2	40	40
3	30	40
4	30	50
5	20	Into Finish
total KM	160	

### CEI2\* 120km

Individual	X
Time limit	Min speed 14Km/h
Starting method	Mass Start
Type of ground	Sand
Altitude differentials	No significant altitude differentials

Event:	CEI2* 120Km	
Number of phases (3 to 6)	km	Into a hold (minutes) of
1	40	40
2	30	40
3	30	40
4	20	Into Finish
total KM	120	

### CEI1\* 80km

Individual	X
Time limit	Min 12 km/h
Starting method	Mass Start
Type of ground	Sand
Altitude differentials	No significant altitude differentials



Event:	CEI1*	
Number of phases (3 to 6)	km	Into a hold (minutes) of
1	30	40
2	30	40
3	20	Into finish
total KM	80	

**Note:**

- For CEI 1\* and 2\* at least one timed hold not shorter than 40 minutes / for CEI 3\* at least one hold not shorter than 50 minutes
- No phase may exceed 40 km and be less than 16km
- Hold times must meet a minimum ration of 1 min per 1 km completed (each phase)

**For all 160Km rides must have min. 6 phases, if less please refer art. 800.2.3.**



**3. HEART RATES**

Maximum Pulse at Vet Gates: 64 bpm within 20 minutes. At Final Exams, the Maximum Pulse shall be 64 within 30 minutes

**4. MINIMUM WEIGHT**

*(no minimum weight for Juniors and Young Riders competitions)*

☒ CEI3\* 75 Kg

☒ CEI2\* 0 Kg

☒ CEI1\* 0 Kg

Weighing method                      Electronic scale

**5. PLACE AND TIME OF START**

Event	Day of competition (Day/Month)	Time of Start	Place of competition
CEI3*	12 May 2018	6.00	CL, Monte Braço de Prata
CEI2*	13 May 2018	7.00	CL, Monte Braço de Prata
CEI1*	13 May 2018	8.00	CL, Monte Braço de Prata



## X. FACILITIES OFFERED

Please specify travel, style of accommodation, length of time they are at the expense of the Organiser and any compensation scheduled for the following:

### 1. ATHLETES

#### **Accommodation.**

Hotel:

Address:

Telephone:

At the expense of: The Organiser ☐ or Athletes ☒

Accommodated (bed and breakfast) from \_\_\_\_\_ to \_\_\_\_\_

#### **Meals.**

At the expense of: The Organiser ☐ or Athletes ☒

Meals provided from \_\_\_\_\_ to \_\_\_\_\_ . Where \_\_\_\_\_

### 2. GROOMS

#### **Accommodation.**

Requests for accommodation must be sent with entries.

Accommodation will be at the cost of: Organiser ☐ Athletes ☒ from \_\_\_\_\_ to \_\_\_\_\_

#### **Meals.**

At the expense of: The Organiser ☐ or Athletes ☒

Meals provided from \_\_\_\_\_ to \_\_\_\_\_ . Where \_\_\_\_\_

**N.B:** If applicable, Organiser's must provide proper sanitary conditions. The showering facilities should be sufficient for both male and female grooms with hot and cold water. Shower facilities as well as restrooms should at all times be in a state of cleanliness.

## XI. LOGISTICAL / ADMINSTRATIVE / TECHNICAL INFORMATION

### 1. STABLES

Size of boxes \_\_\_\_\_ 3 m x 3 m  
(Minimum 3m x 3m + 20% 3m x 4m)

### 2. TIMING DEVICE

Name of Manufacturer: Jaquima

Contact : Javier Duarte [jduarte@fiecco.com](mailto:jduarte@fiecco.com)



**3. ADVERTISING AND PUBLICITY ON ATHLETES AND HORSES (art. GR 135)**

X allowed

not allowed

The chief steward will check that the advertising on athletes and horses complies with these Articles.

**4. PRIZE GIVING CEREMONY**

The number of athletes required to present themselves for the prize-giving ceremony of each competition is compulsory for 5 first Athletes..

**5. HORSES / PONIES**

Transport expenses to be paid by:

The Organiser ☐ at per km.

The Athlete ☒

**6. WELCOME**

The time and date of arrival of athletes, horses and their means of transport must be given to the Organiser in order to facilitate their arrival.

**7. ENTRY RIGHT TO SHOWGROUNDS/ACCREDITED PERSONS**

Entry right to the stable area acc. to FEI Veterinary Regulations Articles 1008-1009.

**NUMBER OF ACCREDITED PERSONS:**

Athlete: 1

Partner: 0

Groom (max 5 per horse): 5

Trainer: 0

Horse Owner: 1 (2 accreditations per horse acc. to FEI-Passport)

**8. SUSTAINABILITY**

"Please consider the environment when organising an FEI Event. Please find useful information on FEI Sustainability here:

<http://inside.fei.org/fei/your-role/organisers/handbook>



## **XII. VETERINARY MATTERS**

### **1. CUSTOMS FORMALITIES**

Name:

Address:

Telephone:

Fax:

Email:

Opening hours:

### **2. HEALTH REQUIREMENTS**

#### **GENERAL**

In accordance with the FEI Code of Conduct for the Welfare of the Horse it is imperative that all Horses at FEI Events are physically fit and free from infectious disease before being allowed to compete.

#### **ENTRY OF HORSES**

Required health tests and vaccinations: no

Quarantine period: no

Specimen Import Licence applied: no

For questions or problems, please contact your Government Veterinary Services.

### **3. NATIONAL REQUIREMENTS**

If applicable please provide:

### **4. INJURY SURVEILLANCE**

FEI Veterinary Regulations, **Chapter VIII**:

Horses participating in FEI Events are subject to injury surveillance protocols; and in the event of fatality, a post mortem examination.

### **5. TRANSPORT OF HORSES**

Horses must be fit to travel and be transported in suitable vehicles f. Any government requirements for disease testing and control must be requested well in advance, to ensure that the horse is in compliance by the time of arrival at the border of the country where the Event is taking place. Athletes, or their representatives, have the responsibility to comply with national legislation in both their country of origin and the host nation of the Event. Where necessary athletes must contact local government authorities or veterinary advisors for information regarding animal health requirements and transport legislation. Within the European Union (EU), this includes EU Council Regulation (EC) No 1/2005 concerning the protection of animals during transport within the Member States of the EU.



## 6. VENUE ARRIVAL INFORMATION & FITNESS TO COMPETE

### 6.1 PASSPORTS. FEI General Regulations Article 137

**For all Horses on FEI Passports/FEI Recognition Cards issues, please address to your National Federation**

All Horses competing at FEI Events must be registered with the FEI.

FEI Passports or FEI Recognition Cards (for those Horses with a national passport approved by the FEI) are compulsory for FEI Events.

**NB:** Horses in CIMs, in their country of residence are not required to have an FEI Passport or FEI Recognition Card but must be properly registered with the FEI and identifiable (GRs. 137.2).

Event's Category	FEI Passport / FEI Recognition Card Required
National Events	No FEI Passport/FEI Recognition Card required
CEI1* - CEI 2*	1) FEI Passports/FEI Recognition Cards are not compulsory for horses competing in their country of residence 2) FEI Passports/FEI Recognition Cards are compulsory for horses competing in a country other than the country of the horse' residency
CEI 3*	FEI Passports/FEI Recognition Cards are compulsory for all Horses
All Championships/Games	FEI Passports/FEI Recognition Cards are compulsory for all Horses

Athletes who do not present a Horse's Passport and/or Recognition Card, or one that is not correctly validated or fail to meet other passport requirements will be **subject to Sanctions in accordance with Annex VI of the FEI Veterinary Regulations** and may not be allowed to compete.

**NB:** for Horses permanently resident in a Member State of the European Union: all Horses must have a national EU passport in compliance with EU Regulations to which a FEI Recognition card is applied. The exception to this being Horses in possession of an FEI passport which has been continually revalidated without interruption.

### 6.2 VACCINATIONS - EQUINE INFLUENZA FEI Veterinary Regulations Article 1003

Horses competing at FEI Events must comply with the requirements for Equine Influenza vaccination in accordance with the Veterinary Regulations and as summarised below.

VACCINATION	PROTOCOL	ELIGIBILITY TO ENTER VENUE
<b>Primary Course</b>	1 <sup>st</sup> Vaccination: day 0 2 <sup>nd</sup> Vaccination: day 21-92	May compete 7 days after the 2 <sup>nd</sup> Vaccination
<b>First Booster</b>	Within 7 months of the 2 <sup>nd</sup> vaccination of the Primary Course	May compete for 6 months +21 days after the 2 <sup>nd</sup> vaccination of the Primary Course Must not compete in the 7 days after receiving a vaccination
<b>Boosters</b>	<b>MINIMUM:</b> within one year of previous booster vaccination <b>IF COMPETING:</b> must be in the 6 months +21 days of the booster previous vaccination	Must have been vaccinated within 6 months +21 days before arriving at the Event Must not compete in the 7 days after receiving a vaccination



All FEI registered Horses intending to compete at FEI Events (including CIMS) must be vaccinated against Equine Influenza in accordance with these VRs. The exception being if the applicable domestic legislation prevents the use of Equine Influenza vaccines within the relevant territory

### **6.3 EXAMINATION ON ARRIVAL**

#### **FEI Veterinary Regulations Article 1031**

On arrival at an Event venue all Horses must undergo an examination by a veterinarian to confirm their identification from their passport and micro-chip ID (where present), their vaccination status and general health. To protect all horses attending events, any Horse with a questionable health status, concerning vaccination, disease or other concerns, must be stabled within the isolation facilities provided by the Organising Committee pending a decision on entering the venue.

### **6.4 HORSE INSPECTIONS**

#### **FEI Veterinary Regulations Articles 1034-1042**

All Horses will be assessed for their fitness to compete during the Horse Inspection. Any Horse demonstrating questionable fitness may be referred to the Holding Box for further veterinary examination. Horses not deemed fit to compete by the Inspection Panel will not be permitted to compete.

### **6.5 LIMB SENSITIVITY EXAMINATION**

#### **FEI Veterinary Regulations Articles 1048-1053**

All Horses are subject to examination under the protocol for abnormal limb sensitivity throughout the period of an Event, including, but not limited to, between rounds and before the Jump Off. Horses may be examined once or on multiple occasions during the Period of an Event.

Horses may be selected for examination under the protocol randomly or they may be targeted. All Horses selected to be tested must submit promptly to the examination or are subject to immediate disqualification. There is no obligation to examine any specific number of Horses at an Event.

## **7 EQUINE ANTI-DOPING AND CONTROLLED MEDICATION PROGRAMME (EADCMP). FEI VETERINARY REGULATIONS, CHAPTER V**

### **7.1 SAMPLING. FEI VETERINARY REGULATIONS, Chapter VII**

All horses competing at FEI Events may be subject to sampling for the presence of FEI Equine Prohibited Substances in accordance with the FEI Equine Anti-Doping and Controlled Medication Regulations (EADCMRs). Horses may be selected for sampling in accordance with obligatory testing, targeted or random sampling procedures. Refer to FEI Financial Charges for details of fees relating to Equine and Human Anti-Doping program (EADCMP), which OCs/NFs have the right to charge to the athlete (applicable for all FEI events worldwide).

### **7.2 ELECTIVE TESTING. FEI VETERINARY REGULATIONS ARTICLES 1058**

Elective Testing may be carried out prior to an Event to check for the presence of prohibited substances. Please refer to <http://inside.fei.org/fei/your-role/veterinarians> for information and details.



## **XIII. HUMAN ANTI-DOPING**

Athletes can be tested at any FEI Event, by the FEI or by other Anti-Doping Organisations with Testing jurisdiction. Organisers will have the responsibility to provide facilities and staff/volunteers to facilitate such Testing if requested by the FEI as outlined in article 22.3 of the FEIs' Anti-doping Rules for Human Athletes (ADRHA).

The ADRHA rules are published on the FEI's website at <http://inside.fei.org/content/anti-doping-rules>.

## **XIV. ADDITIONAL INFORMATION**

### **1. INSURANCES AND NATIONAL REQUIREMENTS**

In exceptional circumstances, together with the approval of Chefs d'Equipe, host NF delegate, if any, and the Ground Jury, the Organiser may change the schedule in order to clarify any matter arising from an omission or due to unforeseen circumstances. Any such changes must be notified to all athletes and officials as soon as possible and they must be reported to the FEI Secretary General by the Technical Delegate.

#### **1.1 ATHLETES, OWNERS AND SUPPORT PERSONNEL**

##### **1.1.1 Personal Accident and Health Insurance**

It is your responsibility as an Athlete/Owner/ Support Personnel to ensure that you have adequate personal accident insurance in place to cover your participation at FEI Events and in particular to insure against any personal injury or medical expenses arising from an accident, injury or illness which may occur at a FEI Event.

You should check with your National Federation to confirm if your National Federation's insurance policy (if any) covers personal accidents and/or illnesses which may occur when you are attending at/participating in FEI Events.

If your National Federation does not have a personal accident/health insurance policy or if the National Federation's insurance policy does not cover personal accident or health claims, then you should obtain your own personal accident and health insurance policy to cover your attendance/participation at FEI Events.

##### **1.1.2 Personal Property Insurance**

You should also ensure that you are insured against property loss, theft or damage which may occur at an FEI Event.

Again, the advice is to check with your National Federation to confirm if they have an insurance policy in place which would cover you in case of such property loss, theft or damage. If not, then you should obtain your own personal property insurance to cover such situations.



## **1.2 ATHLETES AND OWNERS**

### **1.2.1 Third Party Liability Insurance**

As an Athlete/Owner you are personally responsible for damages to third parties caused by you, your employees, Support Personnel, your agents or your Horses. You are, therefore, strongly advised to take out third-party liability insurance providing full coverage in relation to FEI Events at home and abroad, and to keep the policy up to date.

The FEI and the Organiser will NOT be responsible for any damage caused to third parties by you, your employees, Support Personnel, your agents or your Horses.

### **1.2.2 Additional Liability Information**

#### **1.2.3 Horse Insurance**

As an Owner you should ensure that your Horses are adequately insured against any injuries or illnesses they may sustain while participating at a FEI Event.

**FEI Permitted Treating Veterinarians (PTVs) (Art 1005) are to have adequate professional indemnity insurance.**

## **2. PROTESTS / APPEALS**

To be valid, all Protests and Appeals must be made in writing and accompanied by a deposit of CHF150. – or equivalent.

Protest and appeal forms are available on FEI website.

Protests: <http://inside.fei.org/sites/default/files/FEI%20Protest%20Form.pdf>

Appeals: <http://inside.fei.org/sites/default/files/FEI%20Appeal%20Form.pdf>

## **3. DISPUTES**

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

## **4. MODIFICATION OF SCHEDULE**

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.

Unforeseen circumstances do not include situations arising as a result of the OC altering the approved Schedule without FEI's authorisation. 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.



**5. ADDITIONAL INFORMATION FROM THE OC**

Space for organiser to include any additional information
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**6. PRIZE MONEY DISTRIBUTION:****DEDUCTIONS FROM PRIZE MONEY AT COMPETITIONS**

Full details of any deductions from prize money should be outlined in the schedule. This includes government taxes. If it is necessary for organisers to deduct such taxes, they should provide participants with an official form indicating the amount of tax deducted upon application.

The tax form should be provided to the athletes upon arrival and returned to the organiser prior to departing.

**6.1 Total Prize Money 0,00€****6.2 Breakdown of prize money:**

<b>1<sup>st</sup> Trophy</b>	<b>3<sup>rd</sup> Trophy</b>	<b>5<sup>th</sup> Trophy</b>
<b>2<sup>nd</sup> Trophy</b>	<b>4<sup>th</sup> Trophy</b>	<b>6<sup>th</sup> Trophy</b>

*(to add more if applicable)*

**GENERAL CLASSIFICATION**

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

**IMPORTANT**

**The value of the 1<sup>st</sup> 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. (Art 127, 128)**

**6.3 AWARDS**

An award must be given to all competitors who complete the ride. Please describe awards to be distributed.

Trophies for the six athletes

Welcome package for all competitors.



## XV. ANNEXES

### 1. FEI ENTRY SYSTEM

Please fill the form below in order to provide you and the other members of your committee or your IT Providers access to the FEI Entry System.

**FEI ID<sup>1</sup>:**

Name\*: Pinheiro

First Name\*: Miguel

E-Mail\*: gouveiapinheiro@gmail.com

Access Rights\*: ☒ Admin<sup>2</sup> ☐ Consult<sup>3</sup>

**Events<sup>4</sup>:** CEI3\* CEI2\* CEI1\* Companhia das Lezirias

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**FEI ID<sup>1</sup>:**

Name\*:

First Name\*:

E-Mail\*:

Access Rights\*: ☐ Admin<sup>2</sup> ☐ Consult<sup>3</sup>

**Events<sup>4</sup>:**

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<sup>1</sup> If already have an FEI user account.

<sup>2</sup> Provides you the required access to manage entries and substitutions and download entries/lists.

<sup>3</sup> You are just able to consult and download the entries/lists.

<sup>4</sup> Leave the field blank if the user deals with the entries of all events in the show.

**\* Mandatory Fields**



## 2. RESULTS

In order to proceed with the results publication and for qualification purposes the FEI requires results **to be uploaded directly on the FEI Database** within two days after the conclusion of the event.

All relevant information, file format and tutorial can be found on this page:

<http://inside.fei.org/fei/your-role/organisers/xml-format>

If you or your provider are unable to produce the required files, results will be accepted by e-mail to [results@fei.org](mailto:results@fei.org), in the proper Excel or "XML" format immediately after the event. Please refer to compulsory format for CEIs/CEIOs/Championships and Games; the file can be downloaded using the following link:

<http://inside.fei.org/fei/your-role/organisers/endurance/results-forms>

### **All results must include FEI Passport Registration number of horses and FEI ID numbers of Athletes.**

Please note that as per Art. 109.6 (GR): ORGANISERS of International Events must inform the FEI and NFs whose teams or individuals have taken part, of the results and prize money paid to each placed Athlete and team, within five (5) days following the Event, unless otherwise specified for qualification and ranking reasons as communicated by the FEI.

Failure from ORGANISERS of International Events to provide the FEI with the appropriate result(s) and/or prize money information by the aforesaid deadline and/or in the aforesaid format shall entail a warning for the first violation and thereafter a fine of CHF 1'000.- per violation.



### 3. FEI Endurance Organisers' Protocol

With an aim to further ensure the welfare of equine and human athletes at International Endurance Events, the safety of all participants and the implementation and respect of common principles of behaviour, fairness, and sportsmanship, the FEI has created this FEI Endurance Organiser's Protocol (hereinafter the "Endurance Protocol") to guarantee the correct and full application of the applicable FEI Rules and Regulations in your Events, in particular but not limited to, the FEI General Regulations, the FEI Endurance Rules, the FEI Veterinary Regulations, the FEI Anti-Doping Rules for Human Athletes and the FEI Equine Anti-Doping and Controlled Medication Regulations.

In order for the FEI to approve the competition schedules the Endurance Protocol **must** be signed once a year by the Organiser and the National Federation, listing the Event(s). By signing the Endurance Protocol (which will be incorporated into the competition schedule of your Event(s)) both aforementioned parties agree to comply with all applicable FEI Rules and Regulations, and in particular (but not limited to), with the following requirements:

1. Full cooperation must be given to the FEI Officials to ensure that they can perform their tasks according to the FEI Endurance Rules, in particular:
  - Ground Jury Art. – Art. 824.1
  - Technical Delegate – Art. 824.2
  - Veterinary Commission – Art. 824.3
  - Chief Steward Art. – Art. 824.4
  - Appeal Committee – Art. 824.5
2. Full cooperation must be given to the FEI Independent Governance Advisors (IGAs) to ensure that they can perform their tasks according to the FEI Endurance Rules Art. 824.6
3. The welfare of the horse must be a first priority and you must allow the FEI Officials to take all necessary measures to safeguard it, as per the FEI Endurance Rules, including but not limited to:
  - Loops of the course must not be specially designed and/or constructed to encourage high speeds - Art. 801.4.1
  - Allowing for the reduction of the pulse criteria - Art. 814.1.7. The pulse criteria may be reduced during the ride if, in the opinion of the President of the Veterinary Commission in consultation with the Foreign Veterinary Delegate, the President of the Ground Jury and the Technical Delegate they believe there is a danger to the safety of the Horses.
  - The Veterinary Commission has absolute control on all matters concerning horse welfare - Art. 820.1
  - The Technical Delegate or the Ground Jury together with the Veterinary Commission can decide to modify the length of timed holds according to extreme weather conditions or other exceptional circumstances.... - Art. 820.14



## FEI Endurance Organisers' Protocol

5. The "CODEX for FEI Endurance Officials" must be adhered to including the obligations and restrictions pertaining to the "Endurance Official's Per Diems".

Any breach of the FEI Rules and Regulations will be prosecuted according to the FEI Legal System (Chapter VIII of the FEI General Regulations).


List of Events organised by the Organiser in 2017:

EVENT	DATE
CE13*, CE12*, CE11* COMP. LEIRIA	11, 12, 13 MAY 2018

Signed on behalf of the **Organising Committee:**

Name: FILIPA REBELO ANDRADE

Function: DEPARTAMENTO TÉCNICO

Signature: 

Date: 13.12.18

Signed on behalf of the **NF:**

Name: VIOLANTE LEBRE

Function: ENDURANCE DEP.

Signature: 

Date: 13.04.2018