I. DENOMINATION OF THE EVENT

Venue: **CSI* BARCELOS - PORTUGAL**

Date: **18-20 MAY 2018** **NF**: **POR**

Indoor: ☐ **Outdoor:** ☒

EVENT CATEGORIES:

CSIO5* ☐	CSI5*-W ☐	CSI5* ☐	CSIU25-A ☐	CSIU25-B ☐
CSIO4* ☐	CSI4*-W ☐	CSI4* ☐	CSIY-A ☐	CSIY-B ☐
CSIO3* ☐	CSI3*-W ☐	CSI3* ☐	CSIJ-A ☐	CSIJ-B ☐
CSIO2* ☐	CSI2*-W ☐	CSI2* ☐	CSICh-A ☐	CSICh-B ☐
CSIO1* ☐	CSI1*-W ☐	CSI1* ☒	CSIV-A ☐	CSIV-B ☐
CSIOY ☐		CSIL1* ☐	CSIAm-A ☐	CSIAm-B ☐
CSIOJ ☐		CSIYH2* ☐	CSIP ☐	
CSIOP ☐		CSIYH1* ☐		
CSIOCh ☐				

Championship ☐ Games ☐

II. GENERAL CONDITIONS

- 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 Jumping Rules and its Annexes, 26th edition, effective 1 January 2018
- CSI Invitation Rules according to Annex V of the FEI Jumping Rules and its Annexes 25th edition, effective 1 January 2016
  http://inside.fei.org/fei/your-role/organisers/jumping/csi-invitation-rules
- CSI AND CSIO Requirements according to Annex VI of the FEI Jumping Rules and its Annexes 25th edition, effective 1 January 2018
- CSI/CSIO Prize Money requirements 2018
  http://inside.fei.org/system/files/Final%20CSI-CSIOs%20-%202018.pdf
- Longines Rankings – Groups Categories 2018
  http://inside.fei.org/system/files/2018%20Final%20Longines%20Rankings%20Groups.pdf
- Equine Anti-Doping and Controlled Medication Regulations (EADCMR), 2nd Edition, effective 1 January 2015, updates effective 1 January 2018
- FEI Anti-Doping Rules for Human Athletes (ADRHA), based upon 2015 WADA Code, effective 1 January 2015
- All subsequent published revisions/updates, the provisions of which will take precedence.

****

THE ANNEXE(S) IS/ARE PART OF THIS APPROVED AND SIGNED SCHEDULE AND MUST BE DISTRIBUTED TO ALL OFFICIALS AND NFs AND IS AVAILABLE TO OTHERS UPON REQUEST

Approved by the FEI, Lausanne, on 07.05.2018.

NB: No modifications to the approved Schedule will be accepted less than two weeks prior to the event.

TABLE OF CONTENTS

I. DENOMINATION OF THE EVENT 1

II. GENERAL CONDITIONS 1

III. THE FEI CODE OF CONDUCT FOR THE WELFARE OF THE HORSE 3

IV. GENERAL INFORMATION 4

1. ORGANISER 4
2. ORGANISING COMMITTEE 4
3. EVENT DIRECTOR 4
4. STABLE MANAGER 5
5. ANNOUNCER 5

V. OFFICIALS 6

VI. INVITATIONS 8

1. GENERAL 8

VII. ENTRIES 9

1. ENTRY DATES AND ENTRY FEES 9
2. OTHER FEES 10
3. NO-SHOWS/LATE WITHDRAWALS 10

VIII. TIMETABLE 11

IX. COMPETITION DETAIL 13

X. FACILITIES OFFERED ..... ERROR! BOOKMARK NOT DEFINED.

1. ATHLETES ..... **ERROR! BOOKMARK NOT DEFINED.**
2. GROOMS ..... **ERROR! BOOKMARK NOT DEFINED.**

XI. LOGISTICAL/ADMINISTRATIVE/TECHNICAL INFORMATION 18

1. DRAW 18
2. COMPETITION ARENA(S) 18
3. PRACTICE ARENA(S) 18
4. STABLES 18
5. SAFETY CUPS 18
6. TIMING DEVICE 19
7. SCORING/TIMING PROVIDER 19
8. PRIZE GIVING CEREMONY 19
9. ADVERTISING ON ATHLETES AND HORSES 19
10. TICKETING 19
11. BETTING 19
12. TRANSPORT REIMBURSMENT HORSES / PONIES 19
13. WELCOME 20
14. LOCAL TRANSPORTATION - ARRANGEMENTS FROM HOTEL TO SHOWGROUNDS 20
15. ENTRY RIGHT TO SHOWGROUNDS/ACCREDITED PERSONS 20
16. SUSTAINABILITY 20

XII. VETERINARY MATTERS 21

1. CUSTOMS FORMALITIES 21
2. HEALTH REQUIREMENTS 21
3. NATIONAL REQUIREMENTS 21
4. PONIES 21
5. INJURY SURVEILLANCE 21
6. TRANSPORT OF HORSES 22
7. VENUE ARRIVAL INFORMATION & FITNESS TO COMPETE 22
8. EQUINE ANTI-DOPING AND CONTROLLED MEDICATION PROGRAMME (EADCMP). FEI VETERINARY REGULATIONS, CHAPTER V 23

XIII. HUMAN ANTI-DOPING 24

XIV. ADDITIONAL INFORMATION 24

1. INSURANCES AND NATIONAL REQUIREMENTS 24
2. PROTESTS/APPEALS 25
3. SCHOOLING DURING COMPETITIONS 25
4. STEWARDING 25
5. DISPUTES 26
6. MODIFICATION TO SCHEDULE 26
7. ADDITIONAL INFORMATION FROM THE OC 26
8. PRIZE MONEY DISTRIBUTION 28
9. MAXIMUM NUMBER OF STARTERS PER COMPETITION 29
10. GLOSSARY 30

XV. ANNEXES 32

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 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.

The Long version 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. The Code is also available on the FEI's website: http://inside.fei.org/.

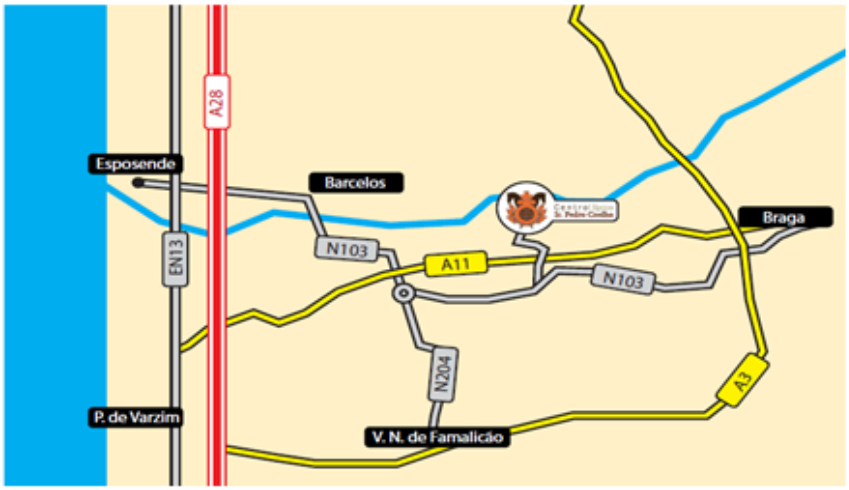
IV. GENERAL INFORMATION

1. ORGANISER

Name:	Centro Hípico Irmãos Coelho
Address:	Largo S. João de Deus,nº1 - Areias de Vilar 4755-044 Barcelos - Portugal
Telephone:	(+351) 927427567 / (+351) 963662349
Fax:	(+351) 253 919 008
Email:	info@csibarcelos.com
Website:	www.chirpc.com / www.csibarcelos.com

Contact Details Show Ground:

Address:	Largo S.João de Deus, nº1 - Areias de Vilar 4755-044 Barcelos Portugal
Telephone:	(+351) 927427567 / (+351) 963662349
GPS Coordinates:	**41º32'24.34''N 8º33'28.80**



Accessibility details (directions by road, nearest airport / train station):

2. ORGANISING COMMITTEE

Honorary President:	Mr. Luis Daniel Fernandes (POR)
President of the Event:	Mr. Bruno Barros (POR)
Show Secretary:	Mrs. Melissa Akers
Press Officer:	

3. EVENT DIRECTOR

Name:	Mr. João Miguel Barros (POR)
Address:	Largo S. João de Deus, nº1 - Areias de Vilar
Telephone:	(+351) 92 742 7567
Mobile:	(+351) 96366 2349
Fax:	
Email:	geral@chirpc.com

4. STABLE MANAGER

Name:	Ricardo Pina
Telephone:	(+351) 923 018 365
Email:	geral@chirpc.com

5. ANNOUNCER

Name:	Miguel Costa Dias
Email:	costadias.m@gmail.com

V. OFFICIALS

* **Compulsory**
In case there are several categories and officials are not the same, please complete an additional chart per category.

Ref.	Panel	Function	FEI ID	Name	NF	Level	E-mail & Mobile
1	**Ground Jury**	Ground Jury President	10011044	Teresa Martins	POR	3	teresabbmartins@gmail.com*
							(+351) 911 008 364
		Ground Jury Member		Miguel Costa Dias	POR	NAT	
		Ground Jury Member		Pedro Pestana	POR	NAT	
		Ground Jury Member		João Barros	POR	NAT	
2	**Foreign Judge**	Foreign Judge			POR	3	
3	**Foreign Technical Delegate**	Foreign Technical Delegate					
4	**Course Designer**	Course Designer	10051571	Luis D'Orey			luis.f.orey@gmail.com*
		Assistant Course Designer					
		Assistant Course Designer					
5	**Appeal Committee**	Appeal Committee President					
		Appeal Committee Member					
		Appeal Committee Member					

6	**Chief Steward**	Chief Steward	10051037	LOPES MATEUS, António	POR	3	a.lopesmateus@iol.pt +351 963415897
7	**Foreign Steward (only for 5* Events, FEI appointed)**	Foreign Steward					*
8	**Assistants Stewards**	Assistant Steward	10052052	Seromenho, Dinário	POR	3	
		Assistant Steward	10106030	Montefalco, Nuno	POR	1	
		Assistant Steward	10106033	Paixão, Pedro	POR	1	
		Assistant Steward	10075849	Reinas, João Gilbert	POR	1	
9	**FEI Veterinary Delegate**	FEI Veterinary Delegate	10051437	NABAIS, Maria Antónia	POR		manabais@gmail.com +351 911 492 66
	Veterinary Commission	Veterinary Commission President					*
		Foreign Veterinary Delegate					*
		Assistant FEI Delegate					
10	**Veterinary Service Manager (VSM) (VR Art 1103) Treating Veterinarian (VR Art 1105)**	Veterinary Service Manager	10095198	Ines Leal Reis	POR		(+351) 918063232
		FEI Permitted Treating Veterinarian	10095198	Ines Leal Reis	POR		(+351) 918063232 lealreines@gmail.com
11	**Medical Doctor**	Medical Doctor		Luis Sá e Melo	POR		(+351) 253 919 000
12	**Farrier**	Farrier		Bruno Moreira	POR		(+351) 918 841 362
13	**NF Delegate**	NF Delegate (if applicable)					*

VI. INVITATIONS

1. GENERAL

For all Events, with exception of the two pilot phases, the 2016 CSI Invitation Rules will apply until the FEI Online Invitation System is implemented.

NFs invited:	All
Reserve NFs:	
Total number of athletes:	**99**
Number of home athletes:	70
Number of foreign athletes:	29
Number of horses per athlete:	3
1 start per horse/per day	

One (1) groom per athlete.

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 FEES

Entries have to be in accordance with Art.251 of the FEI Jumping Rules, 26th edition, effective 1 January 2018.

Deadlines for Entries:

Nominated Entries:
(NB: Nominated Entries apply to Championships and Games **ONLY**)

Definite Entries:	**9th May 2018**
Last date for substitutions:	**15th May 2018**

Entry fee per horse *(per category):*

Category	**Amount**	
Entry fee per horse (stabling included)	**211,39**	(VAT excluded)
		(VAT excluded)
		(VAT excluded)
VAT (in %) **:**	**23%**	

Please refer to definition of Entry fees and Compulsory fees in the Glossary of the FEI Jumping Rules 26th Edition effective 1 January 2018, that is copied in Section XIV point 10.

Compulsory fees per horse:

- EADCMP Fee: Included in entry fee ☐
  Not included in entry fee ☒
  Lower Level Events (CIMs) CHF 18 per horse per event
  Higher Level Events CHF 25 per horse per event
  (For definition of CIMs see Appendix E of the FEI General Regulations, all other events not defined as CIMs)
- Fee for manure disposal (at OC discretion; maximum € 40 per horse per Event).

- Fee for health/customs-related documents for Horses, if applicable (at OC discretion)

All aforementioned amounts are including VAT

Total maximum Compulsory fee per horse: **EADCMP fee**

Compulsory fees per athlete:

- NF fee if applicable
- NF medication control programme fee if applicable
- Fee for lorry parking if applicable (Athletes may opt out of this fee only if they do not have a lorry at the Event)
- Fee for electric hook-up for lorry (Athletes may opt out of this fee only if they do not have a lorry at the Event)

All aforementioned amounts are including VAT

Total maximum Compulsory fee per Athlete: **N/A**

2. OTHER FEES

All other fees must optional fees and 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 OC.

Hay:	7,50€
Straw:	6,50€ - First bedding free (2 bales)
Shavings:	12,00€

Other (please specify): As stabling is limited, extra-tack boxes or additional boxes for not competitive horses will only be provided if requested and authorizes in advance by the O.C., at a fee of 150,00€ (VAT included) for every extra stable.

All aforementioned amounts are including VAT

VAT number of the organiser: PT 506 127 095

A prepayment of 260€/horse has to be done to the following account to confirm the reservations/entries:
CSI BARCELOS
IBAN: PT50 0018 0003 2340 9717 0208 7 / BIC SWIFT: TOTAPTPL
The number of stables is binding with the deposit payment. The deposit is not refundable for cancellations after 14/02/2018.

3. NO-SHOWS/LATE WITHDRAWALS

NB: In the case of withdrawals after the date of definite entries or no-shows the athlete or

the respective NF 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.

Amount charged: 260,00€

IMPORTANT:
Is not allowed to bring any Trucks, Caravans, Trailers not belonging to a rider to the stable area.
Any offering or selling of products, goods and services etc. in the stable area is strictly forbidden.
The OC will not accept the delivery of hay, shavings and straw by other suppliers on the show grounds.
NOT DOGS ARE ALLOWED WITHOUT LEASH ON THE SHOW GROUND. DOGS WITHOUT LEASH IN ARENAS WILL BE FINED WITH 100€.

VIII. TIMETABLE

Competitions must not start before 08:00 and must not finish after 23:00, unless prior approval is granted by the FEI.

(to be provided per category/level if multiple events)	Day	Date	Time
• Opening of stables	Thursday	17/5/2018	9h00
• Horse Inspection *All horses taking part at this Event must be present during the first horse inspection, unless unable to do so due to "force majeure"*	Thursday	17/5/2018	16h00 Until 18h00
• Horse Re-Inspection	Friday	18/5/2018	08h30

Competitions CSI:	Day	Date	Time	Art	Prize Money
• Declaration of Starters	Thursday,17/05 - 18h30m			////////	////////////////////
• Medium Class Nº1	Friday	18/05/18	10:00	238.2.1	1.250,00€
• Big Class Nº2	Friday	18/05/18	12:00	274.5.3	2.000,00€
• Small Class Nº3	Friday	18/05/18	14:30	238.2.1	750,00€
• Small Class Nº4	Saturday	19/05/18	10:00	274.5.3	750,00€
• Medium Class Nº5	Saturday	19/05/18	12:30	238.2.2	1.250,00€
• Big Class Nº6	Saturday	19/05/18	14:30	238.2.1	2.000,00€
• Small Class Nº7	Sunday	20/05/18	09:30	238.2.1	750,00€
• Medium Class Nº8	Sunday	20/05/18	11:30	238.2.1	1.250,00€
• Big Class Nº9	Sunday	20/05/18	14:30	261.5.3	6.000,00€
• Total Prize Money					**16.000,00€**
• Prizes in Kind					

Overall Prize Money: 16.000,00€

Applicable government tax to be deducted from Prize Money (see also p. 25):

In accordance with the Portuguese tax legislation the prize money won in sporting competitions

are subject to retention according to the following regulations:

Resident Riders (Riders with Portuguese Fiscal ID)
1. With "Green Receipt"
Retention of 25% is made on the amount paid.

2. With Invoice
Retention is not made. The O.C. will pay the VAT legally applicable included in the prize money presented, leaving it to the subject the responsibility of considering the amount paid in the rider's VAT declaration.
3. Without Documents
The O.C will retain the prize money for 5 days, period in which the rider must present a document in accordance to points 1 or 2. After this period of time the prize money will not be paid under any pretence.

Non Resident Riders (Riders without Portuguese Fiscal ID)
A) With or without legal document (invoice or receipt) as individual entities or companies.
Retention of 25% or the tax defined by the Double Taxation Agreement (*) is made on the amount paid.
If an invoice or receipt is not presented, the rider will have to sign a document elaborated by the O.C. for the effect and must present NIF (EU residents) or Passport (other countries) of the origin country.
B) Without the presentation of Legal document and Refusal to sign the document issued by the O.C.
The O.C will retain the prize money for 5 days, period in which the rider must present a document in accordance to point A). After this period of time the prize money will not be paid under any pretence.
(*) Double Taxation Agreement
All riders who want to benefit from Double Taxation Agreement must provide the O.C with Model 21-RFI issued in the rider's origin country.

General Information:
Due to the existence of different taxations, the prize values presented will be the gross value, before taxation.

The tax form must be provided to the athletes upon arrival and returned to the Organiser prior to departing.

GENERAL CLASSIFICATION AT THE END OF THE COMPETITIONS:

Leading athlete award – N/A
Best foreign athlete – N/A
Best home athlete – N/A
Team awards – N/A

IX. COMPETITION DETAIL

FIRST DAY : FRIDAY **DATE : 18/05/2018**

COMPETITION No: 1 **Time:** 10H00

Type of Competition: Table A against the clock Acc. to Article: 238.2.1

Competition description: Medium Class

Jump-off (if any)	No
Speed/Fixed time	350m/m
Height of obstacles:	1,30m
Number of horses per athlete	2
Number of Starters:	100* (if more than 100 take part then please refer to Section XIV point 9)
Total prize money:	1.250,00€
Chart to be used:	1 (25% to winner) ☒ 2 (33% to winner) ☐

Please specify prize money amount for each athlete placed 13th and beyond: 15,00€

* * * * * * * * * * *

COMPETITION No: 2 **Time:** 12H00

Type of Competition: Two Phases both against the clock Acc. to Article: 274.5.3

Competition description: Big Class

Jump-off (if any)	No
Speed/Fixed time	350m/m
Height of obstacles:	1,40m
Number of horses per athlete	2
Number of Starters:	100* (if more than 100 take part then please refer to Section XIV point 9)
Total prize money:	2.000,00€
Chart to be used:	1 (25% to winner) ☒ 2 (33% to winner) ☐

Please specify prize money amount for each athlete placed 13th and beyond: 20,00€

* * * * * * * * * * *

COMPETITION No: 3 **Time:** 14H30

Type of Competition: Table A against the clock Acc. to Article: 238.2.1

Competition description: Small Class

Jump-off (if any)	No
Speed/Fixed time	350m/m
Height of obstacles:	1,20m max
Number of horses per athlete	2
Number of Starters:	100* (if more than 100 take part then please refer to Section XIV point 9)

Total prize money: 750,00€
Chart to be used: 1 (25% to winner) ☒
2 (33% to winner) ☐
Please specify prize money amount for each athlete placed 13th and beyond: 10,00€

SECOND DAY : Saturday **DATE : 19/05/2018**

COMPETITION No: 4 **Time:** 10H00

Type of Competition: Two Phases both against the clock Acc. to Article: 274.5.3

Competition description: Small Class

Jump-off (if any) No
Speed/Fixed time 350m/m
Height of obstacles: 1,20m
Number of horses per athlete 2
Number of Starters: 100* (if more than 100 take part then please refer to Section XIV point 9)
Total prize money: 750,00€
Chart to be used: 1 (25% to winner) ☐
2 (33% to winner) ☐
Please specify prize money amount for each athlete placed 13th and beyond: 10,00€

* * * * * * * * * * *

COMPETITION No: 5 **Time:** 12H30

Type of Competition: Table A against the clock with 1 jumpoff Acc. to Article: 238.2.2

Competition description: Medium Class

Jump-off (if any) Yes
Speed/Fixed time 350m/m
Height of obstacles: 1,30m max
Number of horses per athlete 2
Number of Starters: 100* (if more than 100 take part then please refer to Section XIV point 9)
Total prize money: 1.250,00€
Chart to be used: 1 (25% to winner) ☒
2 (33% to winner) ☐
Please specify prize money amount for each athlete placed 13th and beyond: 15,00€

* * * * * * * * * * *

COMPETITION No: 6 **Time:** 14H30

Type of Competition: Table A against the clock Acc. to Article: 238.2.1

Competition description: Big Class
Jump-off (if any) No

Speed/Fixed time	350m/m
Height of obstacles:	1,40m max
Number of horses per athlete	2
Number of Starters:	100* (if more than 100 take part then please refer to Section XIV point 9)
Total prize money:	2.000,00€
Chart to be used:	1 (25% to winner) ☒ 2 (33% to winner) ☐

Please specify prize money amount for each athlete placed 13th and beyond: 20,00€

THIRD DAY : Sunday **DATE: 20/05/2018**

COMPETITION No: 7 **Time:** 09H30

Type of Competition: Table A against the clock Acc. to Article: 238.2.1

Competition description: Small Class

Jump-off (if any)	No
Speed/Fixed time	350m/m
Height of obstacles:	1,20m max
Number of horses per athlete	2
Number of Starters:	100* (if more than 100 take part then please refer to Section XIV point 9)
Total prize money:	750,00€
Chart to be used:	1 (25% to winner) ☒ 2 (33% to winner) ☐

Please specify prize money amount for each athlete placed 13th and beyond: 10,00€

* * * * * * * * * * *

COMPETITION No: 8 **Time:** 11H30

Type of Competition: Table A against the clock Acc. to Article: 238.2.1

Competition description: Mediuml Class

Jump-off (if any)	No
Speed/Fixed time	350m/m
Height of obstacles:	1,30m max
Number of horses per athlete	2
Number of Starters:	100* (if more than 100 take part then please refer to Section XIV point 9)
Total prize money:	1.250,00€
Chart to be used:	1 (25% to winner) ☒ 2 (33% to winner) ☐

Please specify prize money amount for each athlete placed 13th and beyond: 15,00€

* * * * * * * * * * *

COMPETITION No: 9 **Time:** 9H30

Type of Competition: 2 Different Rounds- Both rounds Table A against the clock
Acc. to Article: 261.5.3 – 273.2.2 – 273.3.3.1 – 273.4.3

Competition description: Grand Prix

Jump-off (if any)	No
Speed/Fixed time	375m/m
Height of obstacles:	1,45m
Number of horses per athlete	1
Number of Starters:	99
Total prize money:	6.000,00€
Chart to be used:	1 (25% to winner) ☒
	2 (33% to winner) ☐

Please specify prize money amount for each athlete placed 13th and beyond: 50,00€

Two rounds, both against the clock
A limited number of Athletes (25%), a minimum of twelve, return for the second round in accordance with their placing in the first round (reverse order of penalties and time in the 1st round; athletes retain their draw order in case of equality of penalties and time).

Athletes qualified for the Grand Prix :

The best 50 Athletes in competition nº 2

The best Athletes in competition nº 6, not qualified in competition 2 to reach a total of 100 starters (including prequalified riders).
Qualified athletes who decide not to start until 4 hours before the start of the competition, will be replaced with the following placed athletes in the class in which they got qualified.

Article 261
The following Athletes (not Athlete/Horse combinations) are automatically qualified for the Grand Prix at CSI Events, if present:
4.2.1. The winner of that Event's Grand Prix the previous year;
4.2.2. The current National Jumping Champion of the host country;
4.2.3. The individual Jumping medal winners of the last Olympic and Pan-American Games, the last World and Continental Championships and the winner of the last FEI World Cup™ Jumping Final.

All athletes qualified for the Grand Prix, including those automatically qualified must complete, with their Grand Prix horse, the initial round of at least one FEI competition prior to the Grand Prix.

* * * * * * * * * *

X. FACILITIES OFFERED

1. ATHLETES

At the expense of: The Organiser ☐ or Athletes ☒

Telefone: +351 253 809 500 | Fax: +351 253 824 588
E-mail: geral@bagoeira.com
Morada: Avenida Doutor Sidónio Pais, 495 | 4750-333 BARCELOS – PORTUGAL

Telefone: +351 252 967 099 / 916143990
E-mail: geral@casadocarvalho.com
Morada: Rua Padre José Joaquim Garcia de Oliveira, 103 Viatodos, BARCELOS – PORTUGAL

Telefone: +351 253 812810 | Fax: +351 253 816336
E-mail: geral@hoteldnuno.com
Morada: Rua Dr. Francisco Torres 141 | 4750-324 BARCELOS – PORTUGAL

Telefone: +351 253 808 380 | Fax: +351 253 808 383
E-mail: info@hoteldoterco.com
Morada: Rua de S. Bento, n.º 7 | 4750-267 BARCELOS

Meals
At the expense of: The Organiser ☐ or Athletes ☒

2. GROOMS

Accommodation.
Requests for accommodation must be sent with entries.
Accommodation will be at the cost of: Organiser ☐ Athletes ☒

Meals.
At the expense of: The Organiser ☐ or Athletes ☒

NB: If applicable, Organiser 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/ADMINISTRATIVE/TECHNICAL INFORMATION

1. DRAW

List of Draws: GRAND PRIX

Time, date and location: Saturday afternoon, 19th May, Jury Box

2. COMPETITION ARENA(S)

Dimensions:	100m x 50m
Type of Footing:	Silica Sand and Fiber

3. PRACTICE ARENA(S)

Dimensions:	60m x 40m
Type of Footing:	Silica Sand and Fiber

Riders must have the possibility to exercise their horses in an exercise area under a Steward's supervision at least 30 minutes per day outside of the competition warm-up period. Details of opening times of exercise areas must be included in the timetable.

4. STABLES

Size of boxes 3 m x 3 m **(minimum 3m x 3m+20% 3m x 4m)**

Space for organiser to include details if necessary

5. SAFETY CUPS

Name of Manufacturer: Caro /Cardinali & Rothenberger, Gmbh

6. TIMING DEVICE

Name of Manufacturer: Alge
Model: TdC8001
FEI Report number: 22020007A

7. SCORING/TIMING PROVIDER

Name of the company: Aluinvestazemeis Lda
Name contact person: Rui Santos
Contact email: construtora.loureiro@gmail,com

The FEI may require to be provided with real time results data feed of your events according to FEI requirements; in this case you and your provider will be informed accordingly.

8. PRIZE GIVING CEREMONY

The owner of the winning horse/pony must be invited to the prize giving ceremony for the Grand Prix, if present at the event.

The number of athletes required to present themselves for the prize-giving ceremony of each competition is five.

9. ADVERTISING ON ATHLETES AND HORSES

At CSI events, and all competitions except for the Nations Cup, athletes are authorised to carry the logo of their personal sponsor in accordance with the articles 256.3 and 257.3 of the FEI Jumping Rules.

The Chief Steward will check that the advertising on athletes and horses complies with these Articles.

10. TICKETING

Are you selling tickets for spectators to attend your event: Yes ☐ No ☒
Name of your ticketing provider:
Web address to buy ticket:

11. BETTING

Betting will be authorised by the Organiser: Yes ☐ No ☒

12. TRANSPORT REIMBURSMENT HORSES / PONIES

Transport expenses to be paid by:
The Organiser ☐ at per km.
The Athlete ☒

13. 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.

The horses will be stabled in 3x3m portable boxes and welcomed **since Thursday, the 17th May 2018**

ARRIVAL TIMES:
Thursday 17th May 2018: **09h00 to 16h00**

14. LOCAL TRANSPORTATION - ARRANGEMENTS FROM HOTEL TO SHOWGROUNDS

Walking distance ☐

Organiser Shuttle Service ☐
Public Transport ☐ to be paid by the Organiser ☐ / the Athlete ☒
If paid by Athlete approximate cost per round trip:
Other:

15. ENTRY RIGHT TO SHOWGROUNDS/ACCREDITED PERSONS

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

NUMBER OF ACCREDITED PERSONS:

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

16. 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

Contact details for Customs Formalities:

Name: Nuno Braamcamp
Address: Av. 24 de Julhi, 52 – 2º Dto
1200 Lisboa . Portugal

Telephone: (+351) 213 920 240
Fax: (+351) 213 907 758

Space for organiser to include details if necessary

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: N/A
Quarantine period: N/A
Specimen Import Licence applied: N/A

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

Space for organiser to include details if necessary

3. NATIONAL REQUIREMENTS

If applicable please provide: N/A

Space for organiser to include details if necessary

4. PONIES

FEI Veterinary Regulations, Chapter IX:

For all Pony Events, Ponies must be available for Pony Measurement if requested by the FEI.

5. 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.

6. TRANSPORT OF HORSES

Horses must be fit to travel and be transported in suitable vehicles for the transport of horses. 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.

7. VENUE ARRIVAL INFORMATION & FITNESS TO COMPETE

7.1. PASSPORTS. FEI General Regulations Article 137

For all issues relating to FEI Horse Passports/FEI Recognition Cards please contact 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 entered in CIMs and in CSIP 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).

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.

7.2. 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
Primary Course	1st Vaccination: day 0 2nd Vaccination: day 21-92	May compete 7 days after the 2nd Vaccination
First Booster	Within 7 months of the 2nd vaccination of the Primary Course	May compete for 6 months +21 days after the 2nd vaccination of the Primary Course Must not compete in the 7 days after receiving a vaccination

Boosters	**MINIMUM:** within one year of previous booster vaccination **IF COMPETING:** 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

7.3. 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.

7.4. 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.

7.5. 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.

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

8.1. SAMPLING. FEI VETERINARY REGULATIONS Chapter VII

All horses competing at FEI Events may be subject to sampling for the presence of Prohibited Substances in accordance with the 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).

8.2. 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 FEI's Anti-doping Rules for Human Athletes (ADRHA).

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

XIV. ADDITIONAL INFORMATION

1. INSURANCES AND NATIONAL REQUIREMENTS

Equestrian sports involve inherent dangerous risks. To the greatest extent permitted by law, the FEI and the FEI Event Organiser shall NOT be liable for any damages relating to loss of property or injury of any kind to Athletes, Owners, Support Personnel or Horses at or in connection with an FEI Event and the FEI expressly excludes all such liability.

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/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.

1.1.3. Press Equipment

Press equipment and other items left in the Press workroom, Press lockers, the Press Tribune or anywhere on the showgrounds are left entirely at the owner's risk. The Organising Committee does not accept any responsibility for any loss or damage to such equipment or items. Members of the Press are advised not to leave any equipment or personal items unattended.

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

Space for organiser to include reference to National Laws when necessary

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.

Space for organiser to include reference to National Laws when necessary

2. PROTESTS/APPEALS

To be valid, all Protests and Appeals must be made in writing and accompanied by a deposit of CHF 150.- or equivalent.
Protest and appeal forms are available on the 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. SCHOOLING DURING COMPETITIONS

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

4. STEWARDING

- If an athlete is uncertain as to whether the boots he/she intends to use during an event are allowed, he/she or his/her representative should show the boots to the Chief Steward for his/her opinion before the boots are used in training or in competition.
- In addition, athletes are to be made aware that hind boots must be removed and placed again on the horse's legs in the presence of a Steward while in the warm-up arena prior to entering the competition arena for certain competitions. (If bandages are used in place of boots, athletes are not required to remove the bandages in the warm-up arena.) This

procedure is compulsory for competitions for which boot and bandage control is mandatory, that is the Nations Cup, Grand Prix, and the competition with the highest prize money, and is at the discretion of the Chief Steward for other competitions.

- As an alternative to carrying out this procedure at the time designated by the Steward an athlete may ask his/her groom to take the boots to the in-gate and place them on the horse's legs in front of the Steward prior to the combination entering the arena.
- The Steward has the authority to intervene if a boot is deemed excessively tight by instructing that the boot be removed and put on again correctly. *[Stewards are to note that it is normal for a horse's gait to be somewhat affected immediately after boots have been removed and re-placed.]* If an athlete or his/her groom refuses to remove and re-place the boot(s) when instructed to do so by the Steward, a Yellow Warning Card will be issued to the athlete in question.
- If it is deemed impossible or unsafe to remove the hind boots in the warm-up arena prior to the combination entering the competition arena, due to an extremely excited or nervous horse, the boots of the horse in question are to be removed by the athlete/groom following the athlete's round upon leaving the arena and inspected by the Steward. This inspection may be carried out during the boot and bandage control if the boot and bandage control is carried out for the competition in question.
- This procedure does not replace boot and bandage control after completion of an athlete's round for competitions for which boot and bandage control is mandatory (refer to JRs Art. 244.1).

5. DISPUTES

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

6. MODIFICATION TO SCHEDULE

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, the President of the Ground Jury or the Foreign Judge, as applicable.

7. ADDITIONAL INFORMATION FROM THE OC

Space for organiser to include any additional information

Age of Athletes and Horses according to the Event's Category

Event's Category	Age of Athletes	Age of Horses
Olympic Games/WEG	As of 18th year	Min 9 y.o.
Continental Championships Senior	As of 18th year	Min 8 y.o.
Regional Championships/Games	As of 18th year As of 16th year if height of obstacles max.1.40m (JRs Annex IX, Art. 6.1)	Min. 8 y.o. Min. 7 y.o. if height of obstacles max. 1.40m (JRs Art. 254.1.1)
World Cup Final	As of 18th year	Min. 9 y.o.
Nations Cup Final	As of 18th year	Min. 8 y.o.
CSI-W1*-5*/CSIO-W1*-5* Grand Prix, World Cup, Nations Cup, Power and Skill, Derby or Competition with the highest prize money Other Competitions Other Competitions if height max. 1.40m Other Competitions if height max. 1.30m	 As of 18th year As of 16th year with permission of their NF As of 14th year " " As of 12th year " "	 Min. 7 y.o. Min. 7 y.o. Min. 7 y.o Min. 7 y.o
CSI3*-5*/CSIO1*-5* Grand Prix, Nations Cup, Power and Skill, Derby or Competition with the highest prize money Other Competitions Other Competitions if height max. 1.40m Other Competitions if height max. 1.30m	 As of 18th year As of 16th year with permission of their NF As of 14th year " " As of 12th year " "	 Min. 7 y.o.
CSI2* Power and Skill or Derby Grand Prix /Other Competitions Other Competitions if height max. 1.40m Other Competitions if height max. 1.30m	 As of 18th year As of 16th year As of 14th year with permission of their NF As of 12th year " "	 Min. 6 y.o.
CSI1* Power and Skill or Derby Other Competitions Other Competitions if height max. 1.30m	 As of 18th year As of 14th year with permission of their NF As of 12th year " "	 Min. 6 y.o.
CH-Y	As of 16th year to end 21st year	Min. 7 y.o.
CSI/CSIO-Y	As of 16th year to end 21st year	Min. 7 y.o.
CH-J	As of 14th year to end 18th year	Min. 7 y.o.
CSI/CSIO-J	As of 14th year to end 18th year	Min. 6 y.o.
CSI/CSIO-Ch/CH-Ch	As of 12th year to end 14th year	Min. 6 y.o.
CSI/CSIOP/CH-P	As of 12th year to end 16th year Ponies must be registered as ponies with the FEI	Min. 6 y.o.
CSIU-25	As of 16th year to end 25th year As of 14th year if height max. 1.40m	Min. 7 y.o.
CSIV	As of 45th year	Min. 6 y.o.
CSIAm	As of 12th year for CSIAm-B As of 14th year for CSIAm-A	Min. 6 y.o. for Cat. B Min. 7 y.o. for Cat. A;
CSIYH	per Art. 255.2	Min. 6 y.o. – Max. 8 y.o.
CH-M-YH-S	As of 18th year or 16th year for athletes qualified with the same horse	5 y.o. / 6 y.o. / 7 y.o.

8. PRIZE MONEY DISTRIBUTION

Standardised prize money distribution

Chart 1: Prize money distribution with **25%** of prize money offered to the winner

N° of starters	up to 11	12-48		over 48	
N° of prizes	Same as the number of starters who finish the competition	12		more than 12	
Prize money	40'000.-	40'000.-		40'000.-	
		%		%	
winner	All athletes having completed the competition receive prize money, to be distributed according to the percentages at right from the 1st placed to the last placed athlete. The remaining prizes, i.e. the prizes foreseen up to 12th place, are then distributed in descending order starting again with the 1st placed athlete until there are no more prizes to be distributed. See examples below*.	25	10'000.-	25	10'000.-
2		20	8000.-	20	8000.-
3		15	6000.-	15	6000.-
4		10	4000.-	10	4000.-
5		7	2800.-	7	2800.-
6		5.5	2200.-	5.5	2200.-
7		4	1600.-	4	1600.-
8		3	1200.-	3	1200.-
9		3	1200.-	3	1200.-
10		2.5	1000.-	2.5	1000.-
11		2.5	1000.-	2.5	1000.-
12	n/a	2.5	1000.-	2.5	1000.-
total	40'000	100	40'000.-	100	40'000
*Examples: **5 athletes**: winner gets prize for 1st (25%) and the other athletes get the relevant percentages down to the last athlete, i.e. 5th place (7%). The prize for 6th (5.5%) is then given to the winner, the prize for 7th (4%) is given to the 2nd placed athlete, the prize for 8th (3%) is given to the 3rd placed athlete, the prize for 9th (3%) is given to the 4th placed athlete and the prize for 10th (2.5%) is given to the 5th placed athlete. The prize for 11th (2.5%) is then given to the 1st place athlete and the prize for 12th (2.5%) is given to the 2nd placed athlete. **10 athletes**: winner gets prize for 1st (25%) and 11th (2.5%), second placed gets prize for 2nd (20%) and 12th (2.5%); the remaining athletes receive the prize money for their placing as per the percentages from 3rd to 10th place.				OC must provide additional prizes for the remaining placed athletes to fulfil quota of one prize per four athletes. The amount to be given to each of these athletes is to be stated in the Schedule.	

Chart 2: Prize money distribution with **33%** of prize money offered to the winner

N° of starters	up to 11	12-48		over 48	
N° of prizes	Same as the number of starters who finish the competition	12		more than 12	
Prize money	40'000	40'000.-		40'000.-	
		%		%	
winner	All athletes having completed the competition receive prize money, to be distributed according to the percentages at right from the 1st placed to the last placed athlete. The remaining prizes, i.e. the prizes foreseen up to 12th place, are then distributed in descending order starting again with the 1st placed athlete until there are no more prizes to be distributed. See examples below*.	33	13'200	33	13'200
2		20	8000	20	8000
3		15	6000	15	6000
4		10	4000	10	4000
5		6	2400	6	2400
6		4.5	1800	4.5	1800
7		3	1200	3	1200
8		2.5	1000	2.5	1000
9		2	800	2	800
10		2	800	2	800
11		1	400	1	400
12	n/a	1	400	1	400
total	40'000	100	40'000	100	40'000
*Examples: **5 athletes**: winner gets the prize for 1st (33%) and the other athletes get the relevant percentages down to the last athlete, i.e. 5th place (6%). The prize for 6th (4.5%) is then given to the winner, the prize for 7th (3%) is given to the 2nd placed athlete, the prize for 8th (2.5%) is given to the 3rd placed athlete, the prize for 9th (2%) is given to the 4th placed athlete and the prize for 10th (2%) is given to the 5th placed athlete. The prize for 11th (1%) is then given to the 1st placed athlete and the prize for 12th (1%) is given to the 2nd placed athlete. **10 athletes**: winner gets prize for 1st (33%) and 11th (1%), second placed gets prize for 2nd (20%) and 12th (1%); the remaining athletes receive the prize money for their placing as per the percentages from 3rd to 10th place.				OC must provide additional prizes for the remaining placed athletes to fulfil quota of one prize per four athletes. The amount to be given to each of these athletes is to be stated in the Schedule.	

updated 17 October 2011

In case of a tie for the 12th place in a competition with 12 to 48 starters, the prize money foreseen for the 12th place will be divided equally among the athletes concerned.

For Competitions run in two rounds with more than 12 starters in 2nd round:

OCs that indicate in the schedule that a specific number (that is more than 12) of athletes will return for the second round will be permitted to distribute the prize money for that competition among all the athletes taking part in the second round, even if the second round is followed by a jump-off in case of a tie on penalties for first place after the second round.

DEDUCTIONS FROM PRIZE MONEY AT COMPETITIONS:

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

The tax form must be provided to the athletes upon arrival and returned to the Organiser prior to departing.

Non Resident Riders (Riders without Portuguese Fiscal ID)

With or without legal document (invoice or receipt) as individual entities or companies. Retention of 25% is made on the amount paid. If an invoice or receipt is not presented, the rider will have to sign a document elaborated by the O.C. for the effect and must present NIF (EU residents) or Passport (other countries) of the origin country.

Due to the existence of different taxations, the prize values presented will be the gross value, before taxation.

IMPORTANT

The total amount of prize money shown for each Competition in the schedule must be distributed. (FEI General Regulations articles 127 and 128)

For details of the prize money breakdown for each competition please refer to the tables at the end of this document; the Organiser must specify which of the two (2) tables will be used. The total prize money for the Competition must be distributed among the first twelve (12) placed athletes.

The Organiser must provide additional created prizes for athletes placed beyond twelfth (12th) place. The minimum amount for each of these additional prizes, for athletes placed from thirteenth (13th) to last place, must be clearly specified in the approved schedule and not exceed the prize money of the athlete placed twelfth (12th). OC reserves the right to use photos and videos of all competition participants for publicity purposes.

9. MAXIMUM NUMBER OF STARTERS PER COMPETITION

*Annex VI FEI Jumping Rules:

Maximum 100 starters per Competition other than the GP. If more than 100 starters are declared, the OC must provide the following percentages of additional prize money for every ten declared starters, up to 120 declared starters:

- 101 to 110 declared starters: 133% of the original Competition prize money must be provided;
- 111 to 120 declared starters: 166% of the original Competition prize money must be provided;

If more than 120 starters are declared, the OC must split the Competition and provide the equivalent amount of prize money for the additional Competition. OCs may apply either of the following methods for splitting the Competition:

The competition is split into two groups before it starts. There may be a different number of starters in each group. There may be athletes with multiple horses in each group but all horses of any one athlete must be in the same group.

or

The competition is run as one single competition and split afterward into two groups and the classification established as follows: the athlete with the best score is the winner of the first group, the athlete with the second best score is the winner of the second group and so on until prizes have been allocated to 25% of the total number of starters. *NB: In this case separate results must be sent to the FEI for each of the two groups, e.g. results for Competition 1a and for Competition 1b.*

In both cases above each group must offer the same amount of prize money as indicated for the original Competition. For the avoidance of doubt, it is the number of declared starters in the Competition, not the final number of starters, that determines whether the Competition must be split.

If there are more than 240 declared starters, the OC must split the Competition into as many groups as and apply the same percentages of additional prize money as indicated above.

10. GLOSSARY

*Glossary FEI Jumping Rules:

Fees:

- Compulsory Fee: Compulsory Fees are fees that may be charged by the OC for costs/services not included in the Entry Fee. Compulsory Fees, if charged, must be paid by all Athletes taking part in the Event. Only the following Compulsory Fees may be charged by the OC, providing full details of the amount to be charged is included in the Schedule and approved by the FEI:
  - NF fee if applicable
  - NF medication control programme fee if applicable
  - FEI EADCMR fee if applicable (OC to indicate in the Schedule if the EADCMR fee is included in the Entry Fee or not)
  - Fee for health/customs-related documents for Horses if applicable
  - Fee for manure disposal (maximum € 40 per horse per Event)
  - Fee for lorry parking if applicable (Athletes may opt out of this fee only if they do not have a lorry at the Event)
  - Fee for electric hook-up for lorry (Athletes may opt out of this fee only if they do not have a lorry at the Event)
- Discretionary Fee: Discretionary Fees are fees that may be charged for optional commodities/services that may be purchased by an Athlete if he so chooses and that do not affect the equity of the Athlete's right to compete at the Event or the well-being of the Horse, such as:
  - VIP or premium parking
  - VIP table
  - Extra box for tack or for non-competing Horse
  - Extra bedding and/or fodder (details to be included e.g. shavings, straw, hay)
  - Premium stabling (all stabling at the Event must meet minimum FEI requirements)
- Entry Fee: The Entry Fee is the fee charged to participate in an Event with one Horse and covers the following:

- Stabling of one Horse for the duration of the Event (includes cleaning and disinfecting stables before the event, including between Events that are part of Tours, water and electricity in the stables, first bedding or a fixed amount of bedding depending on the type of event and 24 hour security services for the stables)
- Use of all facilities at the Event (no infrastructure fees may be charged)
- Right to participate in all Competitions in accordance with the conditions in the Schedule (no nomination fees or start fees may be charged)
- Administrative/Office fees (includes all services relating to administration of the Event and running of the Competitions: data/results/timing services, bookkeeping and accreditation services)

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[1]:	10097442	
Name*:	Barros	
First Name*:	Bruno	
E-Mail*:	info@csibarcelos.com	
Access Rights*:	☒ Admin[2]	☐ Consult[3]
Events[4]:		

FEI ID[1]:	10108317	
Name*:	Akers	
First Name*:	Melissa	
E-Mail*:	geral@chirpc.con	
Access Rights*:	☒ Admin[2]	☐ Consult[3]
Events[4]:		

FEI ID[1]:		
Name*:		
First Name*:		
E-Mail*:		
Access Rights*:	☐ Admin[2]	☐ Consult[3]
Events[4]:		

---

[1] If already have an FEI user account.
[2] Provides you the required access to manage entries and substitutions and download entries/lists.
[3] You are just able to consult and download the entries/lists.
[4] 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, in the proper Excel or "XML" format immediately after the event.
Please refer to compulsory format for CSIs/CSIOs/Championships and Games; the file can be downloaded using the following link:

http://inside.fei.org/fei/your-role/organisers/jumping/results-forms

All results must include FEI Passport Registration number of horses and FEI ID number of Riders.

Please note that as per Art. 109.6 (GR): OCs of International Jumping 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 two (2) days following the Event, unless otherwise specified for qualification and ranking reasons as communicated by the FEI. Failure from OCs 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.

THE APPENDIX (8 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