

I. DENOMINATION OF THE EVENT

Venue: CSI* CIDADE DE COIMBRA - PORTUGAL

Date: 29th June- 2nd July

NF: POR

Indoor: ☐

Outdoor: ☒

EVENT CATEGORIES:

CSIO5*	<input type="checkbox"/>	CSI5*-W	<input type="checkbox"/>	CSI5*	<input type="checkbox"/>	CSIU25-A	<input type="checkbox"/>	CSIU25-B	<input type="checkbox"/>
CSIO4*	<input type="checkbox"/>	CSI4*-W	<input type="checkbox"/>	CSI4*	<input type="checkbox"/>	CSIY-A	<input type="checkbox"/>	CSIY-B	<input type="checkbox"/>
CSIO3*	<input type="checkbox"/>	CSI3*-W	<input type="checkbox"/>	CSI3*	<input type="checkbox"/>	CSIJ-A	<input type="checkbox"/>	CSIJ-B	<input type="checkbox"/>
CSIO2*	<input type="checkbox"/>	CSI2*-W	<input type="checkbox"/>	CSI2*	<input type="checkbox"/>	CSIch-A	<input type="checkbox"/>	CSIch-B	<input type="checkbox"/>
CSIO1*	<input type="checkbox"/>	CSI1*-W	<input type="checkbox"/>	CSI1*	<input checked="" type="checkbox"/>	CSIV-A	<input type="checkbox"/>	CSIV-B	<input type="checkbox"/>
CSIOY	<input type="checkbox"/>			CSIL1*	<input type="checkbox"/>	CSIAm-A	<input type="checkbox"/>	CSIAm-B	<input type="checkbox"/>
CSIOJ	<input type="checkbox"/>			CSIYH2*	<input type="checkbox"/>	CSIP	<input type="checkbox"/>		
CSIOPI	<input type="checkbox"/>			CSIYH1*	<input type="checkbox"/>				
CSIOCh	<input type="checkbox"/>								

Championship ☐

Games ☐

II. GENERAL CONDITIONS

- FEI Statutes, 23rd edition, effective 29 April 2014
- FEI General Regulations, 23rd edition, effective 1 January 2009, updates effective 1 January 2017
- FEI Veterinary Regulations, 13th edition 2014, effective 1 January 2016, updates effective 1 January 2017
- **The Jumping Rules and its Annexes, 25th edition, updates effective 1 January 2017**
- **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 2017**
- **CSI/CSIO Prize Money requirements 2017**
http://inside.fei.org/system/files/Final%20CSI-CSIOs%20-%202017_0.pdf
- **Longines Rankings – Groups Categories 2017**
http://inside.fei.org/system/files/Final%20Longines%20Ranking%20Groups%20-%202017_0.pdf
- Equine Anti-Doping and Controlled Medication Regulations (EADCMR), 2nd Edition, effective 1 January 2015, updates effective 1 January 2016
- 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 20.06.2017.

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

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	HOTEL DONA INES.....	15
	RUA ABEL DIAS URBANO, 12	15
	3000-001 COIMBRA.....	15
	TEL: + 351 239 855 800	15
	FAX: + 351 239 855 805.....	15
	RESERVAS@DONAINES.PT.....	15
	HTTP://WWW.DONAINES.PT	15
	HOTEL VILA GALÉ	15
	RUA ABEL DIAS URBANO, 20	15
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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 Athletes must be fit, competent and in good health before they are allowed to compete. This encompasses medication use, surgical procedures that threaten welfare or safety, pregnancy in mares and the misuse of aids.
3. Events must not prejudice horse welfare. This involves paying careful attention to the competition areas, ground surfaces, weather conditions, stabling, site safety and fitness of the horse for onward travel after the event.
4. Every effort must be made to ensure that horses receive proper attention after they have competed and that they are treated humanely when their competition careers are over. This covers proper veterinary care, competition injuries, euthanasia and retirement.
5. The FEI urges all involved with the sport to attain the highest levels of education in their areas of expertise.

A full copy of this Code can be obtained from the Fédération Equestre Internationale, 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: www.fei.org

3. EVENT DIRECTOR

Name: Mrs. Ana Maria Jordão (POR)

Address: Name: Centro Hípico de Coimbra
Mata do Choupal
3000 Coimbra – Portugal

Telephone: (+351) 239 8537 695

Mobile: (+351) 91 47 222 35

Fax: (+351) 239 495 711

Email: centrohipicodecoimbra@hotmail.com

4. STABLE MANAGER

Name: Mariana São Bento (POR)

Telephone: +351 965053941

E-mail: centrohipicodecoimbra@hotmail.com

5. Announcer

Name: Rita Castro Leal

Email:

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
							+351969075942
		Ground Jury Member		Miguel Costa Dias	POR	NAT	
		Ground Jury Member		António José Jordão	POR	NAT	
2	Foreign Judge	Foreign Judge					

3	Foreign Technical Delegate	Foreign Technical Delegate					
4	Course Designer	Course Designer	10051186	Alejandro Ancin Berdegue	ESP	3	alejandroab@in2strikes.com
		Assistant Course Designer		José Santos	POR	NAT	
		Assistant Course Designer					
5	Appeal Committee	Appeal Committee President					
		Appeal Committee Member					
		Appeal Committee Member					
6	Chief Steward	Chief Steward	10051037	António Lopes Mateus	POR	3	(+351) 963415897
7	Assistants Stewards	Assistant Steward	10075849	João Gilbert Reinas	POR	1	
		Assistant Steward	10106030	Nuno Montefalco	POR	1	
		Assistant Steward	10052748	Luis Cunha	POR	2	
		Assistant Steward	10106028	Patricia Passos	POR	1	
8	FEI Veterinary Delegate	FEI Veterinary Delegate	10053024	Bruno Miranda			+351 918 604 135
	Veterinary Commission	Veterinary Commission President					*
		Foreign Veterinary Delegate					*
		Assistant FEI Delegate					
9	Veterinary Service Manager (VSM) Treating Veterinarian (VR Art 1010)	Veterinary Service Manager	10091271	Pedro Pinto Bravo	POR		(+351) 966 878 267 pbravo@esac.pt
		FEI Permitted Treating Veterinarian	10087306	Ricardo Campos	POR		(+351) 964 466 470

10	Medical Doctor	Medical Doctor		Diana Aguiar	POR		*
							(351) 93701480569
11	Farrier	Farrier		Bruno	POR		*

VI. INVITATIONS

1. GENERAL

Horses are not permitted to be changed from one CSI star level to another CSI star level during the same Event.

CSIs: Where Invitation System do not apply

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

Athletes are invited by the Organiser through their National Federation.

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.

ENTRY DATES AND ENTRY FEES

Entries have to be in accordance with Art.251 of the FEI Jumping Rules, 25th edition, updates effective 1 January 2017.

Deadlines for Entries:

Definite Entries:	23 June 2017
Last date for substitutions:	28th June 2017
Entry fee per horse:	250,00 (VAT excluded)
Stabling fee per horse:	(May not be charged for CSIs in Europe or for CSIOs worldwide)
VAT	0%
Total fee per horse:	250,00€

For details on the maximum entry fee that may be charged please refer to Jumping Rules Annex VI: CSI Requirements for Europe and North America / CSIO Requirements Worldwide.

In order to be accepted, entries must be paid in advance after the confirmation of the Definitive Entries by the O.C..

2. 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: 100,00€

3. 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 OC.

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 (upon request): 0,00€ included
 Manure disposal: 0,00€ included
 Hay: 6,50 (VAT included) per bale
 Straw: 5,50 (VAT included) per bale
 Shavings: 12,00 (VAT included) per bale
 Other (please specify): As stabling is limited, extra-tack boxes or additional boxes for not competitive horses will only be provided if requested and authorized in advance by the O.C., at a fee of 60,00€ (at included) for every extra stable.

All aforementioned amounts are including VAT

VAT number of the organiser: 501 626 654

VIII. TIMETABLE

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

	Day	Date	Time
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• Opening of stables	Thursday	29/06/2017	9h00
• Horse Inspection <i>All horses taking part at this Event must be present during the first horse inspection, unless unable to do so due to "force majeure"</i>	Thursday	29/06/2017	16h00 Until 18h00
• Horse Re-Inspection	Friday	30/06/2017	08h30

Competitions CSI:	Day	Date	Time	Art	Prize Money
• Declaration of Starters	Thursday, 29/06/2017 until 18h30			////////	//////////
• Nr 1 – 1,30m	Friday	30/06/2017	±09:00H	238.2.1	1.250,00€
• Nr 2 – 1,40m	Friday	30/06/2017	±11:00H	274.5.3	2.000,00€
• Nr 3 – 1,20m	Friday	30/06/2017	±14:00H	238.1.2	750.00€
• Nr 4 – 1,20m	Saturday	01/07/2016	±11:00H	274.5.3	750.00€
• Nr 5 – 1,30m	Saturday	01/07/2016	±14:30H	238.2.2	1.250,00€
• Nr 6 – 1,40m	Saturday	01/07/2016	±17:30H	238.2.1	2.000,00€
• Nr 7 – 1,20m	Sunday	02/07/2016	±10:30H	238.2.1	750.00€
• Nr 8 – 1,30m	Sunday	02/07/2016	±13:30H	238.2.1	1.250,00€
• Nr 9 – 1,40m	Sunday	02/07/2016	±16:30H	238.2.2	6.500,00€
• Total Prize Money	16.500,00€				
• Prizes in Kind					

Overall Prize Money: 16.500,00 €

Applicable government tax to be deducted from Prize Money

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.

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 but include IVA

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

IX. COMPETITION DETAIL

FIRST DAY : Friday

DATE (dd/mm/yy) : 30/06/2017

COMPETITION No 1 – CSI1* - Medium Class (will start at aprox. 09h00)

Table A against the Clock

FEI Article(s)	238.2.1
Jump-off (if any)	Without Jump Off
Speed/Fixed time	350m/min
Obstacles height: max	1,30m
Number of horses/ponies per athlete	2
Maximum number of Starters:	100, if more, the competition must be divided.
Total prize money:	€1.250,00
Chart to be used:	1 (25% to winner) <input checked="" type="checkbox"/>
	2 (33% to winner) <input type="checkbox"/>

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

COMPETITION No 2 – CSI1* - Big Class (will start at aprox. 11h00)

Two Phases – Both Phases Table A against the Clock

FEI Article(s)	274.5.3
Jump-off (if any)	No
Speed/Fixed time	350 m/min
Obstacles height: max	1,40m
Number of horses/ponies per athlete	2
Maximum number of Starters:	100, if more, the competition must be divided.
Total prize money:	2.000,00 €
Chart to be used:	1 (25% to winner) <input checked="" type="checkbox"/>
	2 (33% to winner) <input type="checkbox"/>

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

COMPETITION No 3 – CSI1* - Small Class (will start at aprox. 14h00)

Table A against the Clock

FEI Article(s)	238.2.1
Jump-off (if any)	Without Jump Off
Speed/Fixed time	350m/min
Obstacles height: max	1,20m
Number of horses/ponies per athlete	2
Maximum number of Starters:	100, if more, the competition must be divided.
Total prize money:	750,00 €
Chart to be used:	1 (25% to winner) <input checked="" type="checkbox"/>
	2 (33% to winner) <input type="checkbox"/>

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

SECOND DAY : Saturday

DATE (dd/mm/yy) :01/07/2017

COMPETITION No 4 – CSI1* - Small Class (will start at aprox. 11h00)

Two Phases – Both Phases Table A against the Clock

FEI Article(s)	274.5.3
Jump-off (if any)	No
Speed/Fixed time	350 m/min
Obstacles height: max	1,20m
Number of horses/ponies per athlete	2
Maximum number of Starters:	100, if more, the competition must be divided.
Total prize money:	750,00 €
Chart to be used:	1 (25% to winner) <input checked="" type="checkbox"/>
	2 (33% to winner) <input type="checkbox"/>

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

COMPETITION No 5 – CSI1* - Medium Class (will start at aprox. 14h30)

Table A against the Clock with 1 Jump Off against the Clock

FEI Article(s)	238.2.2
Jump-off (if any)	1 Jump Off against the Clock
Speed/Fixed time	350 m/min
Obstacles height: max	1,30m
Number of horses/ponies per athlete	2
Maximum number of Starters:	100, if more, the competition must be divided.
Total prize money:	1.250,00 €
Chart to be used:	1 (25% to winner) <input checked="" type="checkbox"/>
	2 (33% to winner) <input type="checkbox"/>

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

COMPETITION No 6 – CSI1* - Big Class (will start at aprox. 17h30)

Table A against the Clock

FEI Article(s)	238.2.1
Jump-off (if any)	Without Jump Off
Speed/Fixed time	350m/min
stacles height: max	1,40 m
Number of horses/ponies per rider	2
Maximum number of Starters:	100, if more, the competition must be divided.
Total prize money:	2.000,00€
Chart to be used:	1 (25% to winner) <input checked="" type="checkbox"/>
	2 (33% to winner) <input type="checkbox"/>

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

THIRD DAY : Sunday

DATE (dd/mm/yy) :02/07/2017

COMPETITION No 7 – CSI1* – Small Class (will start at aprox. 10h30)

Table A against the Clock

FEI Article(s)	238.2.1
Jump-off (if any)	Without Jump Off
Speed/Fixed time	350m/min
Obstacles height: max	1,20m
Number of horses/ponies per athlete	2
Maximum number of Starters:	100, if more, the competition must be divided.
Total prize money:	750,00 €
Chart to be used:	1 (25% to winner) <input checked="" type="checkbox"/>
	2 (33% to winner) <input type="checkbox"/>

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

COMPETITION No 8– CSI1* - Medium Class (will start at aprox.13h30)

Table A against the Clock

FEI Article(s)	238.2.1
Jump-off (if any)	Without Jump Off
Speed/Fixed time	350m/min
Speed/Fixed time	350 m/min
Obstacles height: max	1,30m
Number of horses/ponies per athlete	2
Maximum number of Starters:	100, if more, the competition must be divided.
Total prize money:	1.250,00 €
Chart to be used:	1 (25% to winner) <input checked="" type="checkbox"/>
	2 (33% to winner) <input type="checkbox"/>

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

COMPETITION No 9 – CSI1* - Grand Prix (will start at aprox. 16h30)

Table A against the Clock with 1 Jump Off against the Clock

FEI Article(s)	238.2.2
Jump-off (if any)	1 Jump Off against the Clock
Speed/Fixed time	375 m/min
Obstacles height: max	1,40 m
Number of horses per rider	1
Maximum Number of starters in this competition:	99.

The following Athletes (not Athlete/Horse combinations) are automatically qualified for the Grand Prix at CSI Events, if present:

- 261.4.2.1 The winner of that Event's Grand Prix the previous year;
- 261.4.2.2 The current National Champion of the host country;
- 261.4.2.3 The individual medal winners of the last Olympic and Pan-American Games, the last FEI World and FEI Continental Championships and the winner of the 2016 FEI World Cup™ 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 competition prior to the Grand Prix.

Total prize money: 6.500,00€
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€

X. FACILITIES OFFERED

1. ATHLETES

At the expense of: The Organiser ☐ or Athletes ☒

Hotel Dona Ines

Rua Abel Dias Urbano, 12

3000-001 COIMBRA

Tel: + 351 239 855 800

Fax: + 351 239 855 805

reservas@donaines.pt

<http://www.donaines.pt>

Hotel Vila Galé

Rua Abel Dias Urbano, 20

3000-001 COIMBRA

Tel: + 351 239 240 000

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, 1st July, Jury Box

2. COMPETITION ARENA(S):

Dimensions: 118m x 78m

Type of Footing: Grass Arena



3. PRACTICE ARENA(S) :

Dimensions: 80m x 80m

Type of Footing: Silica Sand and Fibers



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+20% 3m x 4m

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 REIMBURSEMENT 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 29th June 2017.**

ARRIVAL TIMES:

Thursday 29th June 2017: **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 Art. 1023 VI.

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: Custom's Broker
Nuno Braamcamp
Address: Av 24 de Julho, 52 – 2º Dto
1200 Lisboa - Portugal

Telephone: + 351 213 920 240
Fax: + 351 213 907 758
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: N/A
Quarantine period: N/A
Specimen Import Licence applied: N/A

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

3. NATIONAL REQUIREMENTS

If applicable please provide: N/A

4. PONIES

2015 FEI Veterinary Regulations, Chapter IV:

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

5. INJURY SURVEILLANCE

FEI Veterinary Regulations, articles 1036, 1039 and 1040:

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, in CSIP or in CSIch Cat. A 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 II 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 1028

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	1 st Vaccination: day 0 2 nd Vaccination: day 21-92	May compete 7 days after the 2 nd Vaccination
First Booster	Within 7 months of the 2 nd vaccination of the Primary Course	May compete for 6 months +21 days after the 2 nd 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
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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 1032

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 Article 1033, Table 2

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 Article 1034

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 VI

8.1 SAMPLING. FEI VETERINARY REGULATIONS ARTICLES 1057 AND 1058

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 Chapter VII, paragraph 3 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 1056

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://www.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 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

Square 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.

Square 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://www.fei.org/sites/default/files/FEI%20Protest%20Form.pdf>

Appeals: <http://www.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 INFORMATIONS FROM THE OC

Square 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 18 th year	Min 9 y.o.
Continental Championships Senior	As of 18 th year	Min 8 y.o.
Regional Championships/Games (all regions except Latin America)	As of 18 th year	Min 8 y.o.
Regional Championships/Games in Latin America	As of 18 th year As of 16 th 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 18 th year	Min. 8 y.o.
Nations Cup Final	As of 18 th 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 18 th year As of 16 th year with permission of their NF As of 14 th year " " As of 12 th 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 18 th year As of 16 th year with permission of their NF As of 14 th year " " As of 12 th year " "	Min. 7 y.o.
CSI2* Power and Skill or Derby Other Competitions Other Competitions if height max. 1.40m Other Competitions if height max. 1.30m	As of 18 th year As of 16 th year with permission of their NF As of 14 th year " " As of 12 th year " "	Min. 6 y.o.
CSI1* Power and Skill or Derby Other Competitions Other Competitions if height max. 1.30m	As of 18 th year As of 14 th year with permission of their NF As of 12 th year " "	Min. 6 y.o.
CH-Y	As of 16 th year to end 21 st year	Min. 7 y.o.
CSI/CSIO-Y	As of 16 th year to end 21 st year	Min. 7 y.o.
CH-J	As of 14 th year to end 18 th year	Min. 7 y.o.
CSI/CSIO-J	As of 14 th year to end 18 th year	Min. 6 y.o.
CSI/CSIO-Ch/CH-Ch	As of 12 th year to end 14 th year	Min. 6 y.o.
CSI/CSIOP/CH-P	As of 12 th year to end 16 th year Ponies must be registered as ponies with the FEI	Min. 6 y.o.
CSIU-25	As of 16 th year to end 25 th year As of 14 th year if height max. 1.40m	Min. 7 y.o.
CSIV	As of 45 th year for women and 49 th for men	Min. 6 y.o.
CSIAm	As of 12 th year for CSIAm-B As of 14 th year for CSIAm-A	Min. 6 y.o. for Cat. B Min. 7 y.o. for Cat. A;
CSIYH	per Art. 255.3	Min. 6 y.o. – Max. 8 y.o.
CH-M-YH-S	As of 18 th year or 16 th 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

Nº of starters	up to 11	12-48	over 48
Nº 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 1 st placed to the last placed athlete. The remaining prizes, i.e. the prizes foreseen up to 12 th place, are then distributed in descending order starting again with the 1 st placed athlete until there are no more prizes to be distributed. See examples below*.	25	10'000.-
2		20	8000.-
3		15	6000.-
4		10	4000.-
5		7	2800.-
6		5.5	2200.-
7		4	1600.-
8		3	1200.-
9		3	1200.-
10		2.5	1000.-
11		2.5	1000.-
12		2.5	1000.-
total	n/a	100	40'000.-
*Examples:			
5 athletes: winner gets prize for 1 st (25%) and the other athletes get the relevant percentages down to the last athlete, i.e. 5 th place (7%). The prize for 6 th (5.5%) is then given to the winner, the prize for 7 th (4%) is given to the 2 nd placed athlete, the prize for 8 th (3%) is given to the 3 rd placed athlete, the prize for 9 th (3%) is given to the 4 th placed athlete and the prize for 10 th (2.5%) is given to the 5 th placed athlete. The prize for 11 th (2.5%) is then given to the 1 st place athlete and the prize for 12 th (2.5%) is given to the 2 nd placed athlete.			
10 athletes: winner gets prize for 1 st (25%) and 11 th (2.5%), second placed gets prize for 2 nd (20%) and 12 th (2.5%); the remaining athletes receive the prize money for their placing as per the percentages from 3 rd to 10 th 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

Nº of starters	up to 11	12-48	over 48
Nº 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 1 st placed to the last placed athlete. The remaining prizes, i.e. the prizes foreseen up to 12 th place, are then distributed in descending order starting again with the 1 st placed athlete until there are no more prizes to be distributed. See examples below*.	33	13'200
2		20	8000
3		15	6000
4		10	4000
5		6	2400
6		4.5	1800
7		3	1200
8		2.5	1000
9		2	800
10		2	800
11		1	400
12		1	400
total	n/a	100	40'000
*Examples:			
5 athletes: winner gets the prize for 1 st (33%) and the other athletes get the relevant percentages down to the last athlete, i.e. 5 th place (6%). The prize for 6 th (4.5%) is then given to the winner, the prize for 7 th (3%) is given to the 2 nd placed athlete, the prize for 8 th (2.5%) is given to the 3 rd placed athlete, the prize for 9 th (2%) is given to the 4 th placed athlete and the prize for 10 th (2%) is given to the 5 th placed athlete. The prize for 11 th (1%) is then given to the 1 st placed athlete and the prize for 12 th (1%) is given to the 2 nd placed athlete.			
10 athletes: winner gets prize for 1 st (33%) and 11 th (1%), second placed gets prize for 2 nd (20%) and 12 th (1%); the remaining athletes receive the prize money for their placing as per the percentages from 3 rd to 10 th 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:

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.

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 but include IVA

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

Space for organiser to include details if necessary

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)

IMPORTANT

*: Maximum Number of starters per competition: 100.

If more than 100 starters are declared, the OC must split the class 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 afterwards 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 actual number of starters, that determines whether the Competition must be split.

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 ID¹ : 10053057
Name*: Jordao
First Name*: Ana
E-Mail*: anamjordao@sapo.pt
Access Rights*: ☒ Admin² ☐ Consult³

Event(s)⁴:

FEI ID² : 10075849
Name*: Reinas
First Name*: João
E-Mail*: jgreinas@gmail.com
Access Rights*: ☒ Admin² ☐ Consult³

Event(s)⁴:

FEI ID³ : 10120851
Name*: Teixeira
First Name*: David
E-Mail*: davids_miguel@hotmail.com
Access Rights*: ☒ Admin² ☐ Consult³

Event(s)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 Field**

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
ALL OFFICIALS AND NFs AND IS AVAILABLE TO OTHERS UPON REQUEST