

APPROVED SCHEDULE

CIC1* /CIC2* Velen 2012



I. DENOMINATION OF THE EVENT:

Event: CIC 1* und CIC 2*
Place: Velen
Date: 26. – 29. April 2012
NF: GER

II. GENERAL CONDITIONS

This event is organised in accordance with:

- FEI Statutes, 22nd edition, effective 15th April 2007, updates effective 1st January 2012
- FEI General Regulations, 23rd edition, effective 1st January 2009, updates effective 1st January 2012
- FEI Veterinary Regulations, 12th edition, effective 5th April 2010, updates effective 1st January 2012
- The Rules for Eventing Events and its Annexes, 23rd edition, effective 1st January 2009, updates effective 1st January 2012
- Equine Anti-Doping and Controlled Medication Regulations (EADCMR), 1st Edition, effective 5th April 2010, updates effective 1st January 2012
- FEI Anti-Doping Rules for Human Athletes (ADRHA), based on the 2009 revised Code, effective 1st January 2012
- All subsequent published revisions, the provisions of which will take precedence.
- An arbitration procedure is provided for in the FEI Statutes and General Regulations referred to above. In accordance with this procedure, any appeal against a decision rendered by the FEI or its official bodies is to be settled exclusively by the Court of Arbitration for Sport (CAS) in Lausanne, Switzerland.
- It is the responsibility of NFs to ensure their athletes are of the correct age, and that athletes and horses are registered with the FEI.
- The OC acknowledges that para 1.4 LPO (German Show Rules) is binding for international events in Germany.

List of Attachments to Check-List

- I. Entry Form & Qualification Form
- II. Results Requirements
- III. Stable Security/ Stewarding at international Events
- IV. MCP Forms
- V. IAEJ Guidelines for media operations at Equestrian Events
- VI. Athlete Coordinator at CCI/CIC – information – sent with approved draft schedule
- VII. TD's compensation form (if applicable) – sent with approved draft schedule
- VIII. Request for qualifications 4/3* level events (if applicable) – sent with approved draft schedule

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 des Délices 9, 1006 Lausanne, Switzerland. Telephone: +41 21 310 47 47. The Code is available in English & French. The Code is also available on the FEI's website: www.fei.org.

III. GENERAL INFORMATION

1. ORGANISER

Name: Reiterverein Velen e.V.
Address: Borkener Damm 12, D46342 Velen
Website: www.rv-velen.de

CONTACT DETAILS SHOW GROUND

Street: Borkener Damm 12
Postal Code: D46342
City: Velen
Tel. Show office: +49 2863 4655

BRIEF SUMMARY OF YOUR VENUE'S ACCESSIBILITY DETAILS:

Arrival by car: From Ahaus via A 31 take exit Gescher/Coesfeld. Follow sign to Gescher/Südlohn-Oeding. Follow the road approx. 5 km up to traffic circle, take 3rd exit in direction to Velen. After approx. 4 km at a small road crossing turn right until next road crossing go straight. After approx. 150 m you will find the riding hall on the left side.

Arrival by train: station Coesfeld or Borken, then by bus to Velen

Arrival by plane: airport Münster-Osnabrück or Düsseldorf

2. ORGANISING COMMITTEE

President: President of the Reiterverein Velen e. V.
Vice-President: Marion Bradenbrink
Financial Matters: Josef Schnermann
Secretary: Theresa Hante
Calculation Office: Udo Albersmann
Show Secretary: Maren Vens, Brigitte Vens

3. EVENT DIRECTOR

Name:	Maren Vens	Brigitte Vens	Egon Storcks
Address:	Beckelmannsweg 5 D46342 Velen	Beckelmannsweg 5 D46342 Velen	Breehegge 1 D46342 Velen
Telephone:	0049(0)151 12483751	0049 (0)2863 382839	0049(0)2863 6985
Fax:		0049 (0)2863 4697	
Email:	maren.vens@gmx.de	brigitte-vens@t-online.de	

IV. OFFICIALS

1. GROUND JURY :

CIC1*

President: Dr. Cees Vellenga; NED
Email: vellenga@planet.nl
Member: Tonius Lehmkuhl; GER

CIC2*

President: Dr. Joachim Dimmek; GER
Email: lionsranch@aol.com
Member: Roeli Bril; NED

2. TECHNICAL DELEGATE :

Name: Wilfried Thiebes, GER
Email: fohlenhof.hausdorp@t-online.de

3. COURSE DESIGNERS:

Cross Country

Name: Martin Plewa, GER
Email: m.plewa@wrfs-muenster.de

Jumping

Name: Martin Plewa, GER
Email: m.plewa@wrfs-muenster.de

Assistant Course Designers Cross Country and Jumping

Name: Egon Storcks, GER
Name: Franz Schroer, GER

4. APPEAL COMMITTEE :

President: ./.

5. CHIEF STEWARD :

Name: Nathaly Fulda, GER
Email: Nathaly_Fulda@freenet.de

6. ASSISTANT STEWARD:

Name: Rudolf Lodewick, GER

7. FEI VETERINARY DELEGATE :

Name: Dr. Michael Düe, GER
Email: mduuee@fn-dokr.de

8. EVENT TREATING VETERINARIAN:

Name: Till Neuhaus, GER
Address: Heidener Straße 47, D 46325 Borken
Telephone: +49 171 7488679
Email: info@tierarztpraxis-neuhaus.de

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9. MEDICAL DOCTOR/MEDICAL SERVICES:

Name: German Red Cross with Emergency Doctor,
Address: Venneweg 18, D 48712 Gescher
Telephone: +49 171 9936381

10. FARRIER:

Name: Dirk Brumann, GER
Address: Fishediek 128, D 46342 Velen
Telephone: +49 171 6522692

11. DELEGATE/SAFETY DELEGATE OF NF GER

Name Wilfried Thiebes, GER

V. SPECIFIC TECHNICAL CONDITIONS

1. TIMETABLE (subject to alterations)

	Day	Date	Time
Opening of stables:	Wednesday	25.04.2012	08:00 a. m.
Official Course Inspection: CIC1* + CIC2*	Thursday	26.04.2012	morning
1 st Horse Inspection: CIC1* + CIC2*	Friday	27.04.2012	morning
1 st Horse Inspection: CIC1* + CIC2* (Possible alternative date)	(Thursday)	(26.04.2012)	(before dressage)
Declaration of Starters: CIC1* + CIC2*	Wednesday	25.04.2012	by 7 p. m.
1 st Start – Dressage: CIC1* + CIC2*	Friday	27.04.2012	morning
(Possible alternative date)	(Thursday)	(26.04.2012)	afternoon
1 st Start – Cross Country: CIC1* + CIC2*	Saturday	28.04.2012	In the morning
2 nd Horse Inspection: CIC1* + CIC2*	Sunday	29.04.2012	In the morning
1 st Start – Jumping:	Sunday	29.04.2012	In the morning
Prize-Giving Ceremony	Sunday	29.04.2012	In the afternoon

2. VENUE :

1. DRESSAGE TEST

- 1.1. Competition Arena: 20 x 60m, grounds: grass
1.2. Practice Arena: 30 x 80m, grounds: sand
30 x 30m, grounds: grass

2. CROSS-COUNTRY

- 2.1. Type of ground: grass, sand, forests

3. JUMPING

- 3.1. Competition Arena: 50 x 100 m, grounds: sand
3.2. Practice Arena: 60 x 20 m – indoor, sand
Practice Arena: 30 x 30 m, grounds: sand

3. STABLES :

Size of boxes 3 m x 3 m

VI. PARTICIPATION/INVITATIONS

Foreign Athletes:

Foreign Athletes, who must be qualified acc. to VII. "Minimum Eligibility Requirements of Athletes & Horses, are invited by the Organizing Committee through their NF.

German Athletes:

Acc. to a special handicap agreed upon with NF GER.

Number of horses per Athlete	3 per competition
Age of horses	5 years or older

Ballot procedure in case of excessive entries:

Number of Athletes per foreign NF	6
Number of horses per Athlete	2

All Athletes:

Number of horses per Athlete: 3 per competition (5 years or older)
One groom per athlete.

VII. ENTRIES

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

Foreign Athletes will be entered through their home NF.

EVENTING MINIMUM ELIGIBILITY REQUIREMENTS OF ATHLETES & HORSES

Please include relevant part for level and category of event

Each NF must certify the minimum eligibility requirements of each horse and athlete and list the competitions which enabled horse and athlete to qualify, according to the qualification procedure established for each star level as laid out in Art. 506. Relevant level and criteria must be included in the schedule.

1.1. Principles

In order to compete at an international event, an athlete and horse must have obtained the minimum eligibility requirements at a number of events at a lower level. The requirements are laid out below. With the approval of the FEI and their own NF, OCs may impose additional qualifications for horses and/or athletes, which must be published in the schedule.

1.2. Minimum eligibility requirements (MER)

The minimum eligibility requirements are achieved by completing a competition within minimum parameters of all round performance. As follows:

- Dressage Test: not more than 75 penalty points;
- Cross Country Test CIC: 0 penalties at obstacles
- Cross Country Test CCI: not more than 20 penalties at obstacles

Not more than 90 seconds exceeding the optimum time in the Cross. At 4* events, the maximum time by which the optimum time may be exceeded is 120 seconds; and

- Jumping Test: not more than 16 penalties at obstacles.

1.3. Certification of Qualification for Events

1.3.1. All NFs, including the host nation, are responsible to certify that athletes and horses entered by them in international events are correctly qualified in accordance with all the requirements of the Rules.

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1.3.2. All qualifying events must be identified, and any national events must be certified as of at least the equivalent standard of difficulty as the relevant international star level of competition.

1.3.3. The Technical Delegate or his nominee shall check that all horses and athletes starting at all International events are properly certified as qualified by their NF or duly exempted in accordance with this article.

1.4. Qualifying Period and Deadline

1.4.1 Minimum eligibility requirements for CIOs, CCI and CICs must be obtained in the calendar year in question or the 2 preceding calendar years.

1.4.2 The Minimum Eligibility Requirement at a CCI must be obtained at least 24 days before the Cross Country test of the event for which it is needed; a Minimum Eligibility Requirement at a CIC must be obtained at least 10 days before the event for which it is needed.

1.4.3 Minimum eligibility requirements may be achieved as a combination or separately by athlete and horse.

1.4.4 Where a Minimum Eligibility Requirement at a CIC is specified, one Minimum Eligibility Requirement at a CCI of the same level is equally acceptable.

1.5. Required minimum Eligibility Requirements (MER) for CCIO/CCI/CIC/CICO

CIC1*	Horses and Athletes must be certified as competent to take part by their NF
CIC2*	Minimum 1 MER required: 1x CIC 1* or 1x CNC 2*

IMPORTANT - Entry forms must include the following information on:

Horse/Pony: • name • date of birth • breed • country of birth • stud-book initials
• (FEI) Passport number/FEI ID • colour • sex • name(s) of owner(s)

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

Definite Entries: 28.03.2012

Last date for substitutions: 27.04.2012

Entry fee CIC1*:

per horse: 85,00 € (incl. VAT)

Entry fee CIC2*:

per horse: 95,00 € (incl. VAT)

For late entries (after 28/03/2012) the OC reserves the right to charge a fee acc. to the rules for late entries of NF GER – this rule applies to both German and foreign Athletes.

MCP Fee: CHF 12.50

Fees for stabling, caravans / trucks including electricity, electricity, and entry fee has to be handed in together with the entries by means of a crossed cheque or via bank transfer on the following account:

Depositor: Reiterverein Velen e.V.
Bank: Sparkasse Westmuensterland
Account 5110897 - Bank code 401 545 30
IBAN: **DE49401545300005110879**
BIC: WELADE3W

In case the German online system will be used, the amount will be charged by direct debit.

Entries will not be accepted unless the entry fee and possible further fees (such as stabling fee, fee for power supply etc.) will be paid with the entries.

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Entries have to be sent to:

Name: Maren Vens
Address: Beckelmannsweg 5, D 46342 Velen
Telephone: +49 151 12583751
Fax: +49 2863 4697
Email: maren.vens@gmx.de

Entries are not accepted unless they contain full details according to FEI requirements, especially including the records of results.

NO-SHOWS/LATE WITHDRAWALS:

In case of withdrawals or no-shows after the date of definite entries the athlete or the respective NF will be held liable to reimburse the OC for the actual financial loss incurred by the OC as a result of the late withdrawal or no-show. The amount to be charged will be to the height of the respective entry fee per horse. For boxes which have already been reserved and which have not been cancelled by 14/04/2012, the respective athlete will be charged € 105.00 per box.

CIC1*

Age of Athletes: 14 years and older
Age of horses: 5 years and older

CIC2*

Age of Athletes: 16 years and older
Age of horses: 5 years and older

ADDITIONAL FEES/CHARGES BY OC:

Box with straw	125,00 €
Box with shavings	135,00 €
Tack box	105,00 €
Electricity (upon request)	35,00 €
Caravan, Tent	15,00 €
Live-in-horse transporter	15,00 €

VIII. FACILITIES OFFERED

1. ATHLETES

Hotel: see: www.rv-velen.de

Accommodation and meals will be at the competitor's own expense.

2. GROOMS

Accommodation and meals will be at the competitor's own expense.

OC provides sufficient sanitary and showering facilities, with hot and cold water for male and female grooms.

3. HORSES / PONIES

Horses will be stabled from 25/04/2012 to 30/04/2012 at the cost of the Athletes.

Box reservation will only be possible by 15/04/2012. Boxes which have already been reserved by be cancelled by 14/04/2012.

Forage has to be brought along.

Power supply will be made available at a fee of 35,00 € per charge.

4. LOCAL TRANSPORTATION - ARRANGEMENTS FROM HOTEL TO SHOWGROUNDS

No local transportation will be available.

5. WELCOME

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

IX. ADVERTISING AND PUBLICITY ON ATHLETES AND HORSES:

The Athletes **are** authorised to carry the logo of their personal sponsor in accordance with Art. 135.1 & 2 of the FEI Rules for Jumping. The Chief Steward will check that the advertising and publicity on Athletes and horses complies with these Articles.

X. ADDITIONAL INFORMATION

1. EVENTING MEDICAL CARD

Has to be handed in when start is declared!!!

It is compulsory that athletes, during the Cross-Country Test, carry visibly on their person a medical card including any relevant medical history of serious illness, injury (particularly to the head), tetanus immunity status, drug allergies, current medication and blood group. Organising Committees need to collect all athletes' Medical cards upon their arrival at the event. These cards must then be checked by the Organising Committee's Medical Officer. It is recommended that a copy be kept during the event by the OC Secretariat. Each athlete should also provide the contact numbers of two persons close to kin at this time.

Athletes are responsible to record all injuries on the Medical card.

2. GENERAL CLASSIFICATION AT THE END OF THE COMPETITIONS

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3. PRIZE GIVING CEREMONY

Placed Athletes are asked to attend the prize giving ceremony with their horses.

4. INSURANCES

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

LIABILITY

The organizer declines any liability for property or pecuniary damage which may happen to visitors, athletes, grooms and horse owners through slight negligence of the organizer, his delegates or his assistants. The OC is liable in case of intent, gross negligence as well as in case of injury to life, body or health and in further cases he is liable for compelling legal liability acc. to the legal requirements. Furthermore he also declines any liability for theft or other incidents.

5. ENTRY RIGHT TO SHOWGROUNDS

Entry right to the stable area acc. to VR Art. 1005.2.5. Stabling Security acc. to VR Art.1005.2 and Eventing Rules Annex 13.

6. PROTESTS

To be valid, all Protests and Appeals must be made in writing and accompanied by a deposit of CHF 150.- or equivalent.

7. EVENT'S ORGANISATION

In exceptional circumstances, together with the approval of the Delegate of the NF GER and Ground Jury the OC reserves the right to modify the schedule in order to clarify any matter or matters arising from an omission or due to unforeseen circumstances. Unforeseen circumstances do not include situations arising as a results of the OC altering the approved Schedule without FEI's authorisation. 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 Foreign Judge.

8. DISPUTES

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

9. RESULTS

In order to proceed with the results publication and for qualification purposes the FEI requires results to be sent in immediately after the conclusion of the event.

Results are to be sent by e-mail to annelise.moens@fei.org, in the proper Excel file immediately after the event. Please refer to compulsory format for CCIs and CICs ; the file can be downloaded using the following link:

<http://www.fei.org/disciplines/officials-organisers/organisers/eventing/results-forms>
All results must include FEI Passport Registration number of horses and FEI ID numbers of Riders. All athletes who have not completed the event must appear on the results

X. VETERINARY MATTERS

1. CUSTOMS FORMALITIES

For questions pertaining to the veterinary and animal diseases legislation for horses from abroad and regarding the horses' transportation, the OC is ready to assist.

For customs and veterinary fees will not be taken over.

2. HEALTH REQUIREMENTS FOR THE ENTRY OF HORSES

Every Athlete is supplied to deliver all necessary certificates of health for the transport to the event or identification o the horses before they come into the stables:

- a) in case of arrival from a EU-member-country, a certificate for registered horses acc. to sample of Annex B to Reglements 90/426 of the actual valid form will be necessary.
- b) in case of arrival from a country not concerning to the EU, a certificate of health for registered horses acc. to sample of annex II of the decision of the commission 92/260 of the actual valid form will be necessary.

A certificate must be done in at least one official language of the country of destination and in one official language of the member country. The Athlete must carry with him the original certificate, not a copy.

The organiser sees to it that on the competition site, an official state veterinarian is present to issue the health certificates which are necessary for the transport of the horses to their destination abroad.

In case the OC has entrusted to a forwarding agency, the latter is ready to assist regarding the required documents.

Furthermore, questions relating to health requirements for horses can be directed to the veterinary authorities in the country of origin or in Germany.

3. PASSPORTS

VETERINARY REGULATIONS, 12th Edition, effective 5th April 2010, updates effective 1st January 2012 (see website www.fei.org)

VETERINARY EXAMINATIONS, HORSE INSPECTIONS & PASSPORT CONTROLS

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

"General Regulations", 23rd Edition, effective 1st January 2009, updates effective 1st January 2012 will apply:

3.1 Art. 137.1

Every horse entered for any competition at CNs or CIMs (see Appendix E) in a country other than the country of the Horse's nationality and all Horses entered for other CIs, CIOs, FEI Championships, Regional, Olympic Games and Paralympic Games, whether at home or away from the country of its nationality (see GRs 139.2), must have an official, valid FEI passport, or a national passport approved by the FEI and accompanied by an FEI Recognition Card and, when applicable, an FEI registration number, as a means of identification and to establish ownership. In the case of horses permanently resident in a member state of the European Union, all horses must have an acceptable National EU approved passport in compliance with regulation (EC) No 504/2008, to which an FEI recognition is applied. The exception to the latter being the possession of AM FEI passport which has been continually revalidated without any interruption.

Event's Category	FEI Passport and or Recognition Card
National Events	Not compulsory
CCI1*/CCI2* CIC1*/CIC2*	Not compulsory for Horses from the host Nation – Compulsory for Horses from the invited Nations
CCI3*/CCI4*/CIC3* CCIO/CICO	Compulsory
All Championships/Games	Compulsory

3.2 Art. 137.2

Horses taking part in CNs and CIMs (see Appendix E) in their country of nationality are not required to have such a passport as is mentioned in paragraph 1. All such horses must be properly registered with the FEI and identifiable and, unless there is no national requirement for equine influenza vaccination in the host country and in the country of origin all horses must have a valid vaccination certificate. All horses permanently resident within a member state of the European Union, must have as minimum a suitable national EU approved passport in compliance with regulation (EC) No 504/2008.

- 3.3** All FEI and/or national passports must include the full name, address and signature of the Owner as registered by the NF. The description of the Horse and the diagram must be accurately completed in order to be acceptable and the FEI and/or national passport, must include a record of all vaccinations and medication control tests. Whenever the name of a Horse with an FEI and/or national passport is changed, or any pertinent changes are made to an FEI and/or National Passport, the NF must notify the FEI.
- 3.4** NFs are responsible for issuing FEI passports and FEI Recognition Card for all Horses required to have them and for ensuring that the FEI and/or national passports are correctly completed, as specified in the VRs, prior to being authenticated by the stamp of the NF and the signature of an Official of the NF. IN ALL CASES NFs MUST BE CONTENT THAT THE DESCRIPTION OF THE HORSE MUST BE ACCURATELY COMPLETED TO A SUITABLE STANDARD. NFs must provide the identification page to the FEI for registration. The Person Responsible for a Horse at an Event is responsible for the accuracy of the FEI and/or national passport and for presenting it at the passport control, except for Events with borrowed Horses (Article 111) where it is the responsibility of the host NF.
- 3.4.1** As of 1 January 2010 the FEI does not issue passports for horses which are statutory subject to the European Union identification requirements laid down in Commission Regulation (EC)No 504/2008. Art. 1010 and Annex XVII, VRs apply to EU Horses documentation procedures. THE EXCEPTION BEING THE REVALIDATION OF AN FEI PASSPORT THAT HAS BEEN CONTINUOUSLY REVALIDATED WITHOUT INTERRUPTION.
- 3.5** A Horse may only have one FEI passport or one national passport with an FEI Recognition Card as per paragraph 1 of this Article and one permanent FEI number. If an NF is satisfied that an FEI and/or national passport has been lost or if any section of the FEI and/or national passport is full, it may issue an FEI and/or national passport clearly marked "duplicate" and bearing the same number as the original FEI passport. The issue of a duplicate FEI and/or national passport must be reported to the FEI (see VRs).
- 3.6** OCs must arrange for each Horse to be positively identified at the passport control during the examination on arrival, in accordance with the VRs. Any case of misleading or inaccurate information in an FEI and/or national passport, or if the Horse cannot be positively identified, must be reported to the President of the Appeal Committee, who must report the case to the FEI, giving the number of the FEI and/or national passport with the FEI Recognition Card and the name of the Horse.
- 3.7** All Horses taking part in FEI Events must be registered with the FEI.
- 4. EQUINE INFLUENZA VACCINATION, VET. REGS. ANNEX VI** (except events taking place in NZL & AUS)

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

- 4.1. All Horses intending to participate in FEI competition must have at least received an initial primary course of two vaccinations, given between 21 and 92 days apart. Thereafter, a third dose (referred to as the first booster) must be given within 7 months after the date of administration of the second primary dose, with at least annual boosters given subsequently (i.e. within one year of the last dose).
- 4.2. If the Horse is scheduled to take part in an FEI competition, the last booster must have been given within 6 months + 21 days of arrival at the FEI Event. (The 21-day window has been provided to enable vaccination requirements to fit in with the competition schedule).
- 4.3. No vaccination shall be given within 7 days of the day of arrival at the FEI Event.
- 4.4. All Horses that were certified as correctly vaccinated under the previous FEI equine influenza vaccination rule prior to 1st January 2005, do not need to start a primary course again provided that they have complied with the previous rule of primary course and annual re- vaccinations and the new rule of a booster vaccination within 6months + 21 days of the day of arrival at the FEI Event.

MEDICATION CONTROL PROGRAMME (GROUP I & II ONLY)

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

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

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

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

<http://www.fei.org/veterinary/vaccinations-and-health-requirements>

5. MEDICATION CONTROL LABORATORY

Name: Horseracing Forensic Laboratories (HFL) Sport & Science
Att.: Dr Steve Maynard
Quotient Biosearch Limited

Address: Newmarket Road
Fordham
Cambridgeshire CB7 5WW
United Kingdom

Telephone: +44-1638 724 406
Fax: +44-1638 724 407
Email: SMaynard@hfl.co.uk

6. VETERINARY TREATMENT AND DESIGNATED TREATMENT AREAS AT FEI EVENTS:

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

See: www.feicleansport.org.

Permission to undertake treatments and the location where they take place, is under the control and the authority of the FEI Veterinary Officials present. The following documentation must be completed when permission to treat is required.

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

- Treatment generally must take place in allocated designated treatment areas for this purpose unless by special agreement with FEI Veterinary Officials. The only exception to this is a clear emergency, when a retrospective ETUE may be considered, but may not be authorized in all cases

Equine Therapeutic Use Exemption (ETUE) Form 2 - Declaration for administration of altrenogest to mares competing in FEI competitions. This must be submitted before the start of the event. No Ground Jury countersignature is needed.

- Treatment may take place in own stables

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

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

- Treatment may be required in the designated treatment areas, but in the case of some treatments i.e. intravenous fluids, or lack of sufficient treatment areas agreement may be made for this to be undertaken in own stables

- Agreed treatment areas are required for the supervised activities of Physical Therapists, but such areas for this activity may be the horses own stable.

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

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

Notes to Organising Committees

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

Organizing Committees are to also ensure that there are adequately trained stewards who liaise fully with FEI Veterinary Officials to assist with the supervision of treatment areas in order to meet the above criteria. If such stewards are not available the FEI Veterinary officials are to designate individuals that can fulfill such a role. The organizing committee is also responsible for making sure the veterinary officials have an office space with a copy machine close to the FEI stables available to them so as to facilitate the required paperwork process. The FEI Veterinary Delegate is required to make only ETUE 1 available to the Ground Jury. ETUE 1, ETUE 2 and MF 3 are required to be kept by the FEI Veterinary Delegate and referenced in their report to the FEI.

Further Queries on this Information Note

If you have any further questions please check:
<http://www.fei.org/Veterinary/veterinary-updates>

Please feel free to contact dominique.rochat@fei.org or veterinary@fei.org for further information. Tel 0041213104747

C O M P E T I T I O N S

TOTAL AMOUNT OF PRIZE MONEY : **3,000.00€**

	Name of Class	Amount
Competition No 1	CIC1*	1,000.00€
Competition No 2	CIC2*	2,000.00€

DEDUCTIONS FROM PRIZE MONEY AT COMPETITIONS PRIZE MONEY

Distribution of Prizes and Indemnities

All prize money and all prizes in kind rewarded instead of prize money as well as reimbursements (e. g. transport charges, travelling expenses) will be distributed acc. to FEI-RG Art. 127/128 following the last competition at the latest. The scheduled prizes are gross amounts.

Settlement will be done per athlete. Depending on the agreement with the horse owner, each athlete binds himself to pass on to the horse owners the prize money or prizes in kind rewarded instead of prize money. The organizer is allowed to deduct possibly outstanding debts of the athlete. Acc. to § 50a EstG this also applies to foreign horse owners. After having deducted the VAT from the prize money or prizes in kind rewarded instead of prize money, as a rule the following income tax will be due: no taxes up to 250 EUR, 15 % exceeding 250 EUR (in force as of 01.01.2009); plus solidarity fee (at present 5.5 %) of the income amount. Travelling expenses being taken over or reimbursed are only regarded as revenues if they exceed the actual costs and the reimbursement for additional meal allowances acc. to § 4 Abs. 5 Satz 1 Nr. 5 EstG. The tax deduction has to be certified on demand. Those foreign athletes being exempted from tax deduction are kindly asked to submit an exemption certificate either with the entry or on the first show day at the latest. Every athlete himself is responsible for the correctness of the details he submits.

If Athletes have to be placed equally, the money value of the prizes in kind (e. g. a car) is divided accordingly.

IMPORTANT

The total amount of prize money shown for each Competition in the schedule must be distributed. If fewer athletes take part in a Competition than the number of prizes indicated in the schedule, the President of the Ground Jury is responsible for recalculating the prize money to be distributed. The value of the 1st prize must not exceed 1/3 of the total prize money distributed for the competition. Distribution of prize money - min. 5 if less than 20 athletes in the competition, distributed to 25 % of participants. (GR Art 127)

Participation acc. to VI. und VII.

Dress and Saddlery acc. to 521 and 522

Classification acc. to 502.1

APPROVED SCHEDULE

CIC1* /CIC2* Velen 2012



COMPETITION No 1

CIC1*

1. Dressage

Dressage Test: FEI One Star Test 2009-A, to be ridden by memory

2. Cross Country

Length: 2,400 -3,200 m

Speed: 520 m/min

Number of efforts: max. 29

3. Jumping

Distance: 350-450 m

Speed: 350 m/min

Height of obstacles: 1.15 m

Number of efforts: 10-11

Number of obstacles: 13

Maximum number of Athletes: 3

Starting order: acc. to Art. 512 und 513
1st test: Dressage: by draw
2nd test: Cross Country: as Dressage
3rd test: Jumping: as dressage, however 15 best riders will start last in reverse order of merits after Dressage and Cross Country.

Total prize money: € 1,000

Breakdown of prize-money: 190/160/135/125/110/100/90/90

* * * * *

COMPETITION No 2

CIC2*

1. Dressage

Dressage Test: FEI Two Star Test 2009-A, to be ridden by memory

2. Cross Country

Length: 2,800 -3,600 m

Speed: 550 m/min

Number of efforts: max. 32

3. Jumping

Distance: 400-500 m

Speed: 350 m/min

Height of obstacles: 1.20 m

Number of efforts: 10-11

Number of obstacles: 14

APPROVED SCHEDULE CIC1*/CIC2* Velen 2012



Maximum number of Athletes: 3
Starting order: acc. to Art. 512 und 513
1st test: Dressage: by draw
2nd test: Cross Country: as Dressage
3rd test: Jumping: as dressage, however 15 best riders will start last in reverse order of merits after Dressage and Cross Country.
Total prize money: € 2,000
Breakdown of prize-money: 400/300/250/200/3x150/4x100

* * * * *

Final approval of the Check-List for this Draft Schedule by the FEI, in accordance with Art. 110.1 denotes only that the contents are conform to the FEI Statutes, General Regulations and Rules. By no means does this entail implicit acceptance of any liability of the FEI for any damages to third parties caused by the Organising Committee and its officials, Athletes, owners, and their horses.

THE APPENDIX IS 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 German Equestrian Federation
Warendorf, on 23-Dec-11

signed

Gabriele Wentrup
Sports Department NF GER

ENTRY FORM

FEDERATION EQUESTRE INTERNATIONALE
2012 Standard Entry Form/Qualification form

Event

Name: _____

Date: _____

Format:

CCI / CIC

Level

1* (one star) 2* (two star)

3* (three star) 4* (four star)

Status:

Championship Games CCIO World Cup™

ATHLETE: *(See separate sheet for qualifications)*

Full

Name: _____

Mr/Mrs/Miss

FEI Reg

No: _____

Permanent

Address: _____

Country: _____

Post/Zip

Code: _____

Tel No: _____

Fax No: _____

Mobile No: _____

Email

Address: _____

Nationality: _____

Date of Birth: _____

Country of
Residence: _____

*(for tax
purposes)*

Contact

Address: _____

(if different from above)

Country: _____

Post/Zip

Code: _____

Tel No: _____

Fax No: _____

Mobile No: _____

Email

Address: _____

HORSE: *(See separate sheet for qualifications)*

Name: _____

FEI Reg _____

Year of Birth: _____

**APPROVED SCHEDULE
CIC1* /CIC2* Velen 2012**



No: _____

I certify that the above information is correct and that if the entry is accepted, I will abide by the FEI Rules and Regulations and by the conditions of the Schedule of the Competition.

Signed: _____ Date: _____

(Athlete)

National Federation Approval:

By signing the below, the NF of the athlete mentioned on this entry form confirms that the athlete and the horse (s) are duly qualified as per attached qualification form or competent to compete (CCI*, CIC*, CCIO*) for the event as per all applicable rules.

Name of NF: _____

Signature of NF _____

Representative: _____

Stamp of the NF: _____

2012 MINIMUM ELIGIBILITY REQUIREMENTS FOR ATHLETES AND HORSES

This form must be completed and returned with Entry Form for all competitions above 1 star level

HORSE Name..... **FEI Registration No**

Minimum Eligibility Requirements as specified under Art 506.2

Type of Event	Level	Name of event	Date	Athlete	Dressage %	XC Time Pen.	XC Jump Pen.	SJ Jumping Pen.	Final Placing

ATHLETE Name **FEI Registration No**

(need only be completed if different to Horse qualification above)

Minimum Eligibility Requirements as specified under Art 506.2

Type Event	Level	Name of event	Date	Horse	Dressage %	XC Time Pen.	XC Jump Pen.	SJ Jumping Pen.	Final Placing

Signature: Athlete
(Signed) -----

NF
(Signed) -----

Annex: **Entry Details** (specific to each Event and individual Events may add their own items)

Recommended Entry Details

- Options:
- Method of Payment
 - Stabling requirements
 - Arrival and departure dates/times
 - Bedding
 - Forage
 - Horsebox electrical connection
 - Accommodation for athletes, grooms, owners
 - Eligibility for special prizes

- Contact Telephone Numbers:
- Next of kin
 - Groom / Athlete (night time)

OWNER(S) (As recorded in the FEI Passport)

1. Full Name: _____ Mr/Mrs/Miss/*Company
Address: _____

Country: _____ Post/Zip Code: _____

Tel No: _____ Fax No: _____

Mobile No: _____ Email Address: _____

*Company contact name: _____

2. Full Name: _____ Mr/Mrs/Miss/Company
Address: _____

Country: _____ Post/Zip Code: _____

Tel No: _____ Fax No: _____

Mobile No: _____ Email Address: _____

*Company contact name: _____

HORSE:

Name: _____

FEI REG / FEI Pass.No: _____ Dam: _____

Year of Birth: _____ Breed: _____

Sex: _____ Height: _____

Colour: _____ Stud Book No: _____

Sire: _____ Country of Birth: _____ :

COMMENTARY NOTES

Horse: _____

Athlete: _____ XC Colours: _____

Marital Status: _____ Maiden Name: _____

Partner's Name _____ Occupation: _____

Previous Competitor at Event: _____

Name of Trainer: _____

Owner's Details: _____

Athlete's Equestrian History, i.e. important past successes:

Horse's Previous Form, e.g Three Day Events (CCI), Championship, CICs etc:

II. Results requirements

Results must be sent to the FEI a maximum of 4 days after the event is finished (FEI Rules for Eventing Art.509). It is essential that the order and format of the file(s) available on FEI.org is respected and that the results contain correct and complete rider/horse names and FEI ID numbers in order for the system to recognize the results and correctly calculate the results and MER's.

The FEI Excel results sheet and results descriptions can be downloaded using the below link:

<http://www.fei.org/disciplines/officials-organisers/organisers/eventing/results-forms>

The following information is mandatory for all CIC's and CCI's of all levels:

Position (rank)

PositionStatus = Result, Eliminated, Withdrawn, Retired, Disqualified

Competitor FEI ID

Competitor First Name

Competitor Family Name

Competing For (nation)

Horse FEI ID

Horse Complete Name

Prize (if applicable)

Prize Currency (if applicable)

Dressage Penalty (penalty points and positive values only)

Cross Country Obstacle Penalty (penalty points and positive values only)

Cross Country Time Penalty (penalty points and positive values only)

Jumping Obstacle Penalty (penalty points and positive values only)

Jumping Time Penalty (penalty points and positive values only)

Total Penalty (penalty points and positive values only)

I. STABLE SECURITY/STEWARDSHIP AT INTERNATIONAL EVENTS

**Minimum requirements to ensure implementation of Veterinary Regulations,
Art.1005.2 – SEE ALSO ANNEX 13 EVENTING RULES**

1. ACCESS TO STABLE AREA

For an optimal stable security, the stables must be completely enclosed within a suitably restrictive perimeter (stable area) which will act both as a deterrent to the admission of unauthorised persons and to the exit of horses. The area must be sufficiently large to allow horses to be evacuated from the stables in an emergency but still remain within the confines of the perimeter. However, several disciplines allow in specific situations a lower level of stable security (see discipline rules).

Whenever possible the stable area must include only stables; lorries, caravans, etc., should not be permitted within the area unless specifically needed as accommodation for horses and/or grooms.

Access to stables must be limited to those persons indicated in VRs Art. 1005.2.5.3. It is essential that the official issuing authorised access be a responsible person of seniority within the OC.

2. CONTROL OF ACCESS

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

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

3. STEWARDSHIP OF STABLE AREA

At least one stable steward, directly responsible to the Chief Steward, must be present or readily available in the vicinity of the stable area 24 hours a day during the entire duration of the event. He may be assisted by deputies as required. The steward/deputies must regularly patrol the stable area, without establishing any predetermined pattern, to discourage any form of illegal practices or abuses to horses. Any misdemeanours must be reported immediately to the stable steward who must, in turn, report to the Chief Steward.

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

4. GROOMS

It is appreciated that grooms wish to remain with their horses during the night. Only grooms duly registered with the OC are permitted to do so.

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

5. MOVEMENT THROUGHOUT EVENT GROUNDS

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

6. STEWARDING OF PRACTICE ARENA

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

7. GRAZING AREA

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

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

IV. MCP FORM

ORDER FORM FOR FEI APPROVED SAMPLING KITS

The MCP is effected in Groups I and II, by Testing Teams of veterinarians and technicians and by Laboratories all directly instructed by the FEI.

At international events outside the MCP area or at those which are covered by the MCP but at which sampling is required when the Testing Teams are not present, the Veterinary Commission/Delegate will operate in accordance with Vet. Regs Chapter VI.

To provide for this eventuality, FEI Approved Sampling Kits should be ordered directly on the form provided, from:

TO: Horseracing Forensic Laboratories (H.F.L) Sport Science
Dr. Steve Maynard
Quotient Bioresearch Limited Newmarket Road Fordham
Cambridgeshire CB7 5WW
Telephone: +44-1638 724 406
Fax: +44-1638 724 407
Email: SMaynard@hfl.co.uk

Orders must be received at least two months in advance of the date required.

Any kits ordered, other than by FEI appointed MCP Testing Veterinarians, will be invoiced directly by H.F.L.

NFs are encouraged to stock an adequate number of sampling kits for use by organisers of international events.

FEI MEDICATION CONTROL PROGRAMME

EQUIPMENT ORDER FORM

TO: Horseracing Forensic Laboratories (H.F.L) Sport Science
Dr. Steve Maynard
Quotient Bioresearch Limited Newmarket Road Fordham
Cambridgeshire CB7 5WW
Telephone: +44-1638 724 406
Fax: +44-1638 724 407
Email: SMaynard@hfl.co.uk

cc: FEDERATION EQUESTRE INTERNATIONALE FAX: 0041 21 310 47 60
Mrs Dominique Rochat, MCP Coordinator
Administrator of Medication Control Program
Fédération Equestre Internationale,
HM King Hussein I Building,
Chemin des Délices 9, 1006 Lausanne, Switzerland

FROM: Name _____
Street _____
City _____
Country _____
Phone _____
Fax _____

Please invoice the following order to FEI as above:

FEI/LAB KITS

1 kit per horse to be sampled
(including syringes, needles, etc...)

indicate number required
.....

Date: Signature:

Please allow 28 days for delivery

V. IAEJ Guidelines and Checklist for Media Operations at Equestrian Events

As for last year every international event, with the exception of Championship Team events, will need to appoint a 'Rider Co-Ordinator' for their event. This important initiative was proposed by the Professional Event Riders Association (PERA) and approved by the FEI Eventing Committee, and is intended to improve communication in general between riders and officials. It was felt the system worked very well in 2000.

The objective is to establish the Rider Co-Ordinators as the focus when serious concerns are expressed by riders. The idea is for the Co-Ordinator to meet with the Ground Jury and/or Technical Delegate everyday (starting on the first day of dressage) to discuss any rider concerns over fences, ground conditions, roping & course distance etc (this is particularly important at the start of events).

The Rider Co-Ordinator will be chosen from a list of suitably qualified riders (were possible with Three & Four* experience) and be entered to ride at the event.

In the past the channels of communication between riders and officials have not always been clear. It has been easy to be 'wise after the event', and hopefully this initiative will improve co-operation between all parties making it possible to be 'wise at the event', particularly for the welfare of the horses and safety of riders.

CAVALIER COORDINATEUR LORS DE CCI/CIC

Comme pour l'année dernière, chaque concours international, à l'exception des Championnats par équipes, devra nommer un «cavalier coordinateur». Cette importante initiative fut proposée par l'Association des Cavaliers Professionnels de Concours Complet (PERA), et a reçu l'approbation de la Commission de Concours Complet de la FEI, dans le but d'améliorer la communication générale entre cavaliers et officiels. Le système semble avoir bien fonctionné en 2000.

Le principal objectif de ce cavalier coordinateur est de centraliser toutes les informations lorsque de sérieuses inquiétudes sont émises par les cavaliers. Il s'agit pour le cavalier coordinateur de rencontrer chaque jour (dès le premier jour de Dressage) le Jury de Terrain et/ou le Délégué Technique et de passer en revue chaque inquiétude émise par tout cavalier, que ce soit à propos des obstacles, des conditions du terrain, de la mise en place des cordes ou des distances à parcourir, etc... (ceci est particulièrement important avant le départ du concours).

Le cavalier coordinateur devra être choisi parmi une liste de cavaliers qualifiés (si possible au bénéfice d'une expérience de niveau Trois et Quatre*) et dont le nom figure parmi les entrées audit concours.

Par le passé, les voies de communication entre cavaliers et officiels n'ont pas toujours été très claires. C'était facile d'être «sage après le concours», mais nous espérons que cette initiative permettra d'améliorer la coopération entre toutes les parties, rendant possible «la sagesse durant le concours», particulièrement pour le bien-être des chevaux et la sécurité des cavaliers.

Press Service

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

Press Officer

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

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

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

Accreditation

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

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

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

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

Press Conferences

A press conference shall be organised when there is a need for it and important news needs to be communicated to the media. If the news does not require direct interaction between the organisation and the media, there is no

need of a press conference. The subject and main points on the agenda of the press conference, as well as the main speakers shall be communicated to the media in advance.

Running order

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

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

Facilities

Press Centre

A standard press centre is composed of the following areas:

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

Work stations

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

Telecommunication system

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

Press Conference Room

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

A press conference room is most of the time arranged in theatre style, with a podium for the speakers. The number of seats shall be relative to the number

of accredited press (approx. 1 seat every 5 accredited press).

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

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

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

Press Stand

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

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

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

Press Parking

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

PRESS INFORMATION

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

Information should include:

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

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

Please note updated biographies of international competitors are available on

the FEI website www.horsesport.org.

PHOTOGRAPHERS

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

General requirements

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

Identification

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

Photo positions

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

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

Lighting

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

CRISIS MANAGEMENT

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

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

The Press Officer should always be involved in the crisis management team.

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

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

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

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

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