

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

I. DENOMINATION OF THE EVENT:

Event:	CSIch-A, CSIP-A	Place:	LE MANS BOULERIE JUMP
	Indoor:	<input checked="" type="checkbox"/>	Manège Chauffé/Heated Arena
Date:	14/12/12 - 16/12/12	NF:	FRA

HIGHER LEVEL EVENT CATEGORIES:

CSIP	<input checked="" type="checkbox"/>
CSIch-A	<input checked="" type="checkbox"/>

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 Jumping Events and its Annexes, 24th edition, effective 1st January 2012
- CSI/CSIO requirements (For all CSI events in Europe and Worldwide – except for CSIO and Amateur events)
http://www.fei.org/sites/default/files/file/OFFICIALS%20%26%20ORGANISERS/ORGANISERS/JUMPING/Technical%20Info/CSI-O_Req_2012.pdf
- CSI requirements for North America (Canada, Mexico and USA)
http://www.fei.org/sites/default/files/file/OFFICIALS%20%26%20ORGANISERS/ORGANISERS/JUMPING/Technical%20Info/CSI-O_Req_N.Am_2012.pdf
- CSI 3*, 4* invitation system (Europe) and 5* invitation system (Worldwide)
- Equine Anti-Doping and Controlled Medication Regulations (EADCMR), 1st Edition, effective 5th April 2010, updates effective 1st January 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 participants are of the correct age.

**THE APPENDIX (10 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**

Approved by the FEI, Lausanne, on 22nd October 2012.



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

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 & French. The Code is also available on the FEI's website: www.fei.org.

III. GENERAL INFORMATION

1. ORGANISER

Name: **ASSOC DES BOULERIES**
Address: LES BOULERIES
PARENCE
72530 YVRE L EVEQUE
Telephone: 0243896693 Fax: 0243894743
Email: philrossi@orange.fr

Contact Details Show Ground:

LES BOULERIES
ROUTE DE FEUMUSSON
72530 YVRE L EVEQUE
<http://pole-europeen-du-cheval.com>
Telephone: 0243896693

Sur l'A28 direction Tours sortie 23 Blois-Orléans-LE MANS CENTRE Puis suivre direction Yvré l'Eveque puis Parence puis fléchage "Boulerie Jump" Adresse GPS :
Route de Feumusson - 72530 Yvré L'Eveque

2. ORGANISING COMMITTEE

Honorary President: Marina ROSSI
President of the Event: Philippe ROSSI
Show Secretary: Catherine EURIAT
Press Officer: Sébastien PROUST

Marie-Hélène ROBIN

3. EVENT DIRECTOR

Name: Philippe ROSSI
Address: haras des Bouleries
72530 Yvré l'Evêque
FRANCE
Telephone: (+33)243896693 Fax: (+33)243894743
Email: philrossi@orange.fr

IV. OFFICIALS

1. GROUND JURY :

President: SYLVIE NAVET MONIER (France (FRA)) - International
Membre: SYLVIE BROSSARD MATHE (France (FRA)) - International
Membre: JEAN PHILIPPE HOYE (France (FRA)) - Candidat International

2. FOREIGN JUDGE :

Name : FAHIMA SEBIANE (Algérie (ALG)) - International
Email address: fsebiane@gmail.com

3. FOREIGN TECHNICAL DELEGATE :

Name:
Email:

4. COURSE DESIGNER

Name: GREGORY BODO (France (FRA)) - Candidat International
Email address: bodo.gregory@wanadoo.fr

ASSISTANT COURSE DESIGNER

5. CHIEF STEWARD :

Name: SERGE CORBIC (France (FRA)) - International
Email: maserco@orange.fr

6. ASSISTANT STEWARDS :

Name: PATRICK BLIN (France (FRA)) ✓
Name : SERGE CORBIC (France (FRA)) – International
Name : PIERRE DI MARTINO (France (FRA)) ✓
Name : BERTRAND QUILLEC (France (FRA)) - International Level 1
Name : CECILE COURATIER (France (FRA)) ✓
Name : SOPHIE ELIE (France (FRA)) ✓
Name : JEAN FRANCOIS SCHOEPPS (France (FRA)) ✓
Name : SYLVIE BROSSARD (France (FRA)) ✓

7. FEI VETERINARY DELEGATE :

Name: FRANCK MESSIALLE (France (FRA)) - International

Email: messialle.franck@wanadoo.fr

!!!NEW REQUIREMENTS!!!

The FEI is **implementing a compulsory FEI Veterinarian ID Card for FEI Events and a new approach to the Veterinary Education system. Consequently, all Veterinarians** requiring access to the stable or other restricted areas and/or carrying out supportive treatments at an FEI Event must be **listed as an FEI Veterinarian** and **carry their FEI Veterinarian identification (ID) card from 1 June 2012.**

For details explaining which veterinarians will here forth be considered as FEI Official Veterinarians or Permitted Treating Veterinarians please refer to the [FEI new veterinarian ID card webpage](#). For [Permitted Treating Veterinarians](#) the process required to obtain the ID card will involve a short, 25 question, multiple choice online examination, based on the applicable and relevant FEI Regulations. Existing FEI Official Veterinarians have been contacted individually regarding how to obtain their FEI Official Veterinarian ID card, they will not be required to take the online examination at this stage.

For full details and further information please refer to the FEI web page on the [New FEI Veterinarian ID card](#). If you have further queries please contact the [FEI Veterinary Department](#)

8. EVENT TREATING VETERINARIAN :

Name: Dr Bussy
Address: Clinique Grand Renaud,
Telephone: (+33)243254040
Fax:
Email:

9. MEDICAL DOCTOR/MEDICAL SERVICES :

Name: Christophe BONNEFOI
Address:
Telephone: (+33)241767009

10. FARRIER :

Name: Vincent Dauphin
Address:
Telephone: (+33)630034595

V. SPECIFIC TECHNICAL CONDITIONS

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

	Date	Time
• Opening of stables:	• 13/12/12	• 08:00
• 1st 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>	13/12/12	13:00 to 18:00
• Horse RE-Inspection:	• 07/12/12	• 07:30 to 08:00
• Declaration of Starters:	•	• 00:00
• Competition n°31	14/12/12	11h00
• Competition n°35	14/12/12	10h00
• Competition n°36	14/12/12	11h00
• Competition n°32	15/12/12	10h00
• Competition n°37	15/12/12	10h00
• Competition n°38	15/12/12	11h00
• Competition n°33	16/12/12	11h00
• Competition n°34	16/12/12	08h30
• Competition n°39	16/12/12	08h00
• Competition n°40	16/12/12	09h00

1 épreuve/jour/cheval

2. VENUE :

The event will take place: ☒ indoors **Manège Chauffé/Heated Arena**

3. COMPETITION ARENA

Petit Manège (70x30m - Nature : Toubin Clément)
Grand Manège (70x45m - Nature : Toubin Clément)

4. PRACTICE ARENA :

Détente Piste Rouge (30x60m - Nature : Toubin Clément)
Détente Piste Bleue (30x60m - Nature : Toubin Clément)

5. STABLES :

Size of boxes 3 m x 3 m (minimum 3m x 3m+10% 3m x 4m)

- Boxes en dur en priorité aux chevaux entiers et aux cavaliers participant au CSI* dans la limite des disponibilités. Les autres chevaux seront logés en boxes démontables. Merci de préciser dans les meilleurs délais les chevaux à regrouper ensemble.
- Plusieurs points de douche à proximité immédiate des boxes.
- Possibilité d'hébergement des chevaux la semaine d'avant ou la semaine

d'après le concours.

- Prix du box inclus dans l'engagement du jeudi matin au lundi matin compris (nuit supplémentaire 20€).
- Boxes supplémentaires pour la durée du concours : 71€ le box démontable, 81€ le box en dur, 20€ la nuit supplémentaire.
- Les chevaux sont logés sur paille.
- Distribution de paille gratuite de 08h00 à 10h00 exclusivement, pas de distribution en dehors des horaires indiqués.
- Possibilité d'achat de copeaux (15€ la balle) ou d'enrubanné (20kg) (13€) en fonction des stocks disponibles, les tickets d'approvisionnement sont à retirer et à régler au secrétariat.
- Horses shower close of stables
- Boxes are book from the Thursday morning until the Monday morning and are including in the entrie fees, (additional night is 20e/night)
- Additional Boxes during the show : 71€ mobile stables, 81€ stables , 20€ by additional night
- Straw included
- You can buy ticket at the office for shaving (15e) or Dust free compact hay (13€/20 Kg)

6. DRAW

Explanation of the Draw with time, date and location:

00:00

VI. INVITATIONS

CSIch-A:

Number of NFs invited:

45

NFs invited:

ALG - ALGERIA , ARG -

ARGENTINA, AUT - AUSTRIA , BEL - BELGIUM, BOL - BOLIVIA, BRA - BRAZIL, BRN - BAHRAIN, COL - COLOMBIA, CZE - CZECH REPUBLICH , DEN - DENMARK, EGY - EGYPT, ESP - SPAIN, FIN - FINLAND, FRA - FRANCE , GBR - GREAT BRITAIN, GER - GERMANY, GRE - GREECE, HUN - HUNGARY, IRL - IRELAND, ISR - ISRAEL, ITA - ITALY, KSA - KINGDOM OF SAUDI ARABIA, LIE - LIECHTENSTEIN, LUX - LUXEMBURG, MAR - MOROCCO, MEX - MEXICO, MON - MONACO, NED - NETHERLANDS, NOR - NORWAY, POL - POLAND, POR - PORTUGAL, QAT - QATAR, RUS - RUSSIA, SEN - SENEGAL, SRB - SERBIA, SUI - SWITZERLAND, SVK - SLOVAKIA, SWE - SWEDEN, TUN - TUNISIA, TUR - TURKEY, UAE - UNITED ARAB EMIRATES, UKR - UKRAINE, URU - URUGUAY , USA - UNITED STATES OF AMERICA, VEN - VENEZUELA

Reserve NFs:

Total number of athletes:

40

Number of home athletes:

30

Number of foreign athletes:

10

Number of athletes per NF: 45
Number of horses per athlete: 3

CSIP-A:

Number of NFs invited: 45
NFs invited: ALG - ALGERIA , ARG - ARGENTINA, AUT - AUSTRIA , BEL - BELGIUM, BOL - BOLIVIA, BRA - BRAZIL, BRN - BAHRAIN, COL - COLOMBIA, CZE - CZECH REPUBLICH , DEN - DENMARK, EGY - EGYPT, ESP - SPAIN, FIN - FINLAND, FRA - FRANCE , GBR - GREAT BRITAIN, GER - GERMANY, GRE - GREECE, HUN - HUNGARY, IRL - IRELAND, ISR - ISRAEL, ITA - ITALY, KSA - KINGDOM OF SAUDI ARABIA, LIE - LIECHTENSTEIN, LUX - LUXEMBURG, MAR - MOROCCO, MEX - MEXICO, MON - MONACO, NED - NETHERLANDS, NOR - NORWAY, POL - POLAND, POR - PORTUGAL, QAT - QATAR, RUS - RUSSIA, SEN - SENEGAL, SRB - SERBIA, SUI - SWITZERLAND, SVK - SLOVAKIA, SWE - SWEDEN, TUN - TUNISIA, TUR - TURKEY, UAE - UNITED ARAB EMIRATES, UKR - UKRAINE, URU - URUGUAY , USA - UNITED STATES OF AMERICA, VEN - VENEZUELA
Reserve NFs:

Total number of athletes: **40**
Number of home athletes: 30
Number of foreign athletes: 10
Number of athletes per NF: 45
Number of horses per athlete: 3

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

VII. ENTRIES

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

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

Entries in Principle:

Nominated Entries:

16/11/12

Definite Entries:

30/11/12

Last date for substitutions :

11/12/12 MINUIT

Entry fee per horse:

CSIch-A: 225,00 EUR

CSIP-A: 225,00 EUR

For the Max. Entry fee please refer to the CSI/CSIO requirements on Annex I

http://www.fei.org/sites/default/files/file/OFFICIALS%20%26%20ORGANISERS/ORGANISERS/JUMPING/Technical%20Info/CSI-O_Req_2012.pdf or

http://www.fei.org/sites/default/files/file/OFFICIALS%20%26%20ORGANISERS/ORGANISERS/JUMPING/Technical%20Info/CSI-O_Req_N.Am_2012.pdf

Stabling fee per horse:

Total fee per horse:

MCP Fee:

12,50 CHF (Non Inclus)

Entries have to be sent to:

The entries will be validate only if we have all the informations about riders and horses:

- Rider name
- Rider FEI number
- Rider adress
- Horse Name
- Horses Passport number
- indicate in which competition you want to make your entries.

A Registration form will be send with the schedule to the federation of each country. You can also ask one at

mariehbouleries@gmail.com

with copy to FFE by email : cso.inter@ffe.com

« Les numéros de têtère fournis donnent l'identité du cheval. Ils doivent apparaitre dans tous les déplacements. Merci de bien vouloir les rapporter à la fin du concours. En cas de perte de ce numéro, il sera facturé 3 euros.

-Les engagements du premier jour se font à la visite vétérinaire.

-Le remboursement d'engagement est intégral pour toute annulation effectuée avant le mardi précédent le concours. Au-dela de cette limite une pénalité de 150€ sera due.

-Cette annulation doit impérativement être justifiée en faisant parvenir à la fédération nationale une demande écrite par fax ou mail accompagnée d'un certificat médical ou vétérinaire. Les annulations ou forfaits effectués sans

justificatif médical ne sont pas remboursés.

-Pour toute annulation après le mardi précédent le concours mais avant la visite

vétérinaire du concours sur présentation d'un certificat médical ou vétérinaire, une

pénalité de 150 euros sera facturée via votre fédération nationale. Pour les cavaliers

Français, elle sera donc débitée et versée à l'organisateur du concours.

-Il n'y a aucun remboursement d'engagement si vous souhaitez annuler votre engagement le jour de la visite vétérinaire ou si vous déclarez forfait sans justificatif.

- Une pénalité de 150 euros sera appliquée aux chevaux déclarés inaptes à l'issue de la visite vétérinaire.
- La non-venue d'un cheval inscrit sur la liste des engagements définitifs (français ou étrangers) ne vaut aucun remboursement. L'engagement sera dû et facturé par le biais de la fédération de son pays d'origine ou du C.O. (voir règlement de CSO de la FEI, 22e édition en vigueur au 1er juin 2007, art. 251 « engagements »).
- Entries for the Friday's competition will be made at the vet check
- **you can cancel your entries free of charge until the last tuesday before the event**
- **Between the last tuesday and the day of the vet check, there is charge fee of 150€**
- The entries fees are not paid back.

Pour les cavaliers français :

Les demandes de participation devront être faites à partir du site www.ffecompet.com rubrique « mes demandes de participation » avant **le 26/11/12** à minuit.

ATTENTION AUCUNE DEMANDE PAR FAX OU PAR COURRIER NE SERA PRISE EN COMPTE

Les engagements définitifs devront également être enregistrés à partir du site www.ffecompet.com rubrique « mes demandes de participation » avant **le 03/12/12** à minuit.

MODIFICATION REGLEMENTAIRE 2012 :

Les cavaliers de **12 ans et +** sont autorisés à participer aux épreuves seniors (CSI1* CSI2*) sur des épreuves de **hauteur max 120 cm.**

Les cavaliers de **14 ans et +** sont autorisés à participer aux épreuves seniors (CSI1* CSI2*) sur des épreuves de **hauteur max 140 cm.**

Les cavaliers de **16 ans et +** sont autorisés à participer aux épreuves seniors (CSI1* CSI2*) sur des épreuves de **hauteur max 145 cm.**

Attention les cavaliers ne peuvent pas participer aux épreuves de leurs labels (ch, J, Y) et aux épreuves seniors lors du même week end.

Attention, toute participation dans des épreuves de hauteurs supérieures à celles autorisées entraînera l'élimination du cavalier.

NO-SHOWS/LATE WITHDRAWALS:

"NB: Withdrawals or no-shows after the date of definite entries 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. The amount to be charged will be 150 € per horse"

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	Please refer to JRs, Annex IX, Art. 6.1	Please refer to JRs, Art. 254.1.1
W-Final	As of 18 th year	Min. 8 y.o.
CSI03*-5*	As of 18 th year	Min. 7 y.o.
CSI02*	As of 18 th year	Please refer to JRs, Art. 254.1.1
CSI01*	As of 18 th year	Min. 6 y.o.
CSI3*-CSI5*	As per JRs, Art. 255	Min. 7 y.o.
CSI2*	As per JRs, Art. 255	Min. 6 y.o.
CSI1*	As per JRs, Art. 255	Min. 6 y.o.
CH-Y	As of 16 th year to end 21 st year	Min. 7 y.o.
CSI/CSI0-Y	As of 16 th year to end 21 st year	Min. 6 y.o.
CH-J	As of 14 th year to end 18 th year	Min. 7 y.o.
CSI/CSI0-J	As of 14 th year to end 18 th year	Min. 6 y.o.
CSI/CSI0-Ch/CH-Ch	As of 12 th year to end 14 th year	Min. 6 y.o.
CSI/CSI0P/CH-P	As of 12 th year to end 16 th year	Min. 6 y.o.
CSIU-25	As of 14 th year to end 25 th year (JRs, Art. 255)	Min. 7 y.o.
CSIV	As of 45 th year for women and 49 th for men	Min. 6 y.o.
CSIAm	As per Rules for Amateurs	As per Rules for Amateurs
CSIYH	As of 18 th year	Min. 6 y.o. – Max. 8 y.o.
CH-M-YH-S	As of 18 th year or 16 y.o. for athletes qualified with the same horse	5 y.o. / 6 y.o. / 7 y.o.

ADDITIONAL FEES/CHARGES BY OC:

- Nuit supplémentaire/additionnal night : 20€/night
- Boxes supplémentaires durant le concours/additional stable during the event : 81€
- Paille a disposition le matin/straw at disposal every morning
- Copeaux/Hay : 15€/balot
- Foin enrubanné/Dust free Hay : (20kg) (13€)/ballot
- No electricity fees.
- No manure disposal fee

VIII. FACILITIES OFFERED

1. ATHLETES

Hotel:

- Le Mans Country Club 4*, Chateau de la ragotterie, 72530 Yvré L'éveque (phone : (+33)243821100)

Sanitary, Showering and catering on the spot.

Accommodated (bed and breakfast) from _____ to _____ at OC ☐ Athletes ☒ expense

Meals: at the expense of OC ☐ Athletes ☒ from _____ to _____ .

2. GROOMS

Requests for accommodation must be sent with entries.

Cost of accommodation will be at the cost of OC ☐ Athletes ☒ from to

Meals: at OC ☐ Athletes ☒ expense from to .

3. HORSES / PONIES

Transport expenses to be paid by:

The OC ☐ at per km.

The Athlete ☒.

For events in Europe, stabling is free of charge.

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

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

4. LOCAL TRANSPORTATION - ARRANGEMENTS FROM HOTEL TO SHOWGROUNDS

NONE

5. WELCOME

Les cavaliers sont attendus sur le site dès le jeudi 13/12/2012, jour de la visite veto. Pour toute arrivée anticipée le préciser par mail:

mariehbouleries@gmail.com

Riders and horses should arrive thursday 13/12/2012, if they 'll come earlier, please send us a mail at:

mariehbouleries@gmail.com

IX. ADVERTISING AND PUBLICITY ON ATHLETES AND HORSES

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

X. ADDITIONAL INFORMATION

1. GENERAL CLASSIFICATION AT THE END OF THE COMPETITIONS

A.

Leading athlete award -	(Description et valeur du prix)
Best foreign athlete -	(Description et valeur du prix)
Best home athlete -	(Description et valeur du prix)
Team awards -	(Description et valeur du prix)

B. PRIZE - CLASSIFICATION

2. PRIZE GIVING CEREMONY

Hormis indication contraire durant le concours, les huit premiers classés sont appelés à la remise des prix à cheval. Si il y a moins de huit classés, tous les classés sont appelés à la remise des prix.

8 first riders placed are called at the prize giving ceremony on horse. If less than 8 riders placed, all the riders placed are called.

3. 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.

The FEI insures all FEI Officials, whose names are published in the FEI Officials lists, against third party liability including Judges, Course Designers, Technical Delegates, FEI Stewards, FEI Veterinary Delegates, Para Classifiers, Members of the Judges' Supervisory Panel and FEI Coaches (FEI MCP Veterinarians are covered under a different policy):

- **Who are acting for or on behalf of the FEI as stated in the approved schedule of the Event or who are acting in the scope and course of the FEI's Business as described in the final approved schedule; and**
- **Who have received the status of FEI Officials at FEI Events through a qualification process.**

The FEI will NOT insure:

- **National officials officiating at FEI Events; and/or**
- **FEI Officials, who have no official function at the Event.**

The insurance extended is for any liability that the FEI Official incurs to a third party, and for the costs of defending any such claim arising as a result of actions undertaken by the FEI Official in good faith (including errors and omissions) on behalf of the FEI. However, the insurance for obvious reasons does not extend to any liabilities incurred as a result of an FEI Official's dishonest, fraudulent, malicious, and/or illegal act.

Should an FEI Official become aware of an incident that he or she believes might result in a claim, that FEI Official should notify the FEI immediately and provide all of the facts known to the FEI Official. The FEI cannot guarantee the insurance coverage described above in circumstances where the FEI Official has good cause to believe that there might be a claim and does not provide such timely notice directly to the FEI

4. ENTRY RIGHT TO SHOWGROUNDS / ACCREDITED PERSONS

Passes for the stables only : 2 per rider, 1 per groom, 2 horse/pony

5. SAFETY CUPS

Name of Manufacturer: CARO Cardinali & Rothenberger GmbH

6. TIMING DEVICE

Name of Manufacturer: ALGE Model: Timer S4 FEI Report number:
22020009A

7. PROTESTS/APPEALS

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

8. EVENT'S ORGANISATION

In exceptional circumstances, together with the approval of Chefs d'Equipe and Ground Jury the OC reserves the right to modify the schedule in order to clarify any matter or matters arising from an omission or due to unforeseen circumstances. Unforeseen circumstances do not include situations arising as a results of the OC altering the approved Schedule without FEI's authorisation. Any such changes must be notified to all competitors and officials as soon as possible and they must be reported to the FEI Secretary General by the Foreign Judge.

9. SCHOOLING DURING COMPETITIONS

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

10. DISPUTES

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

11. 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 marysa.zourel@fei.org or philippe.maynier@fei.org , in the proper Excel or "XML" file 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://www.fei.org/disciplines/officials-organisers/organisers/jumping/results-forms>

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

12. BETTING

Betting **will not** take place at this event.

XI. VETERINARY MATTERS

1. CUSTOMS FORMALITIES

Address: DDSV de la Sarthe

Telephone: (+33)243867050 Fax: (+33)243867051
Email: dds72@agriculture.gouv.fr

2. HEALTH REQUIREMENTS FOR THE ENTRY OF HORSES

Details on compulsory health tests and, where applicable, quarantine periods and protocol, etc. PLEASE APPEND SPECIMEN IMPORT LICENCES WHICH WILL BE APPLIED TO HORSES ATTENDING THIS EVENT. In case of doubt or problems, please contact the FEI Veterinary Department as soon as possible.

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
CSI1*-2*/J-B/Y-B/Ch-B/U25-B/V-B/Am-B/P/Ch-A	Not compulsory for Horses from the host Nation – Compulsory for Horses from the invited Nations
CSI3*-5*/CSIOs/J-A/Y-A/V-A/U25-A/Am-A	Compulsory
All Championships/Games	Compulsory
CSI1*-5*-W	Compulsory

3.2 Art. 137.2

Horses taking part in CNs and CIMs (see Appendix E) and in CSIP and CSIch-A in their country of nationality are not required to have such a passport as is mentioned in paragraph 1. All such horses must be properly registered with the FEI and identifiable and, unless there is no national requirement for equine influenza vaccination in the host country and in the country of origin all horses must have a valid vaccination certificate. 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
- i. 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). General Regulations, 23rd edition, 1 January 2009, updates effective 1 January 2011 39
- 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 competitors 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 treatment 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.

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

COMPETITIONS

International competitions must not start before 08:00 and should not finish after 23:00 unless approved by the FEI.

TOTAL AMOUNT OF PRIZE MONEY : 0,00€

CSIP-A 0,00€

CSIch-A 0,00€

+ value prize in kind (if applicable) **6 100,00€**

Name of Class	Amount (Currency)
Competition n°31 CSI Enfants A - Epreuve internationale Cadeaux	(700,00€)
Competition n°32 CSI Enfants A - Epreuve internationale Coupes, plaques, flots, cadeaux	(700,00€)
Competition n°33 CSI Enfants A - Epreuve internationale Coupes, plaques, flots, cadeaux	(500,00€)
Competition n°34 CSI Enfants A - Epreuve Grand Prix Cadeaux	(800,00€)
Competition n°35 CSI Poneys Cadeaux	(400,00€)
Competition n°36 CSI Poneys Coupes, plaques, flots, cadeaux	(500,00€)
Competition n°37 CSI Poneys Coupes, plaques, flots, cadeaux	(500,00€)
Competition n°38 CSI Poneys Coupes, plaques, flots, cadeaux	(600,00€)
Competition n°39 CSI Poneys Coupes, plaques, flots, cadeaux	(600,00€)
Competition n°40 CSI Poneys - Epreuve Grand Prix Coupes, plaques, flots, cadeaux	(800,00€)

DEDUCTIONS FROM PRIZE MONEY AT COMPETITIONS PRIZE MONEY

Full details of any deductions from prize money must be outlined in the schedule. This includes government taxes. If it is necessary for OCs to deduct such taxes, they must provide participants with an official form indicating the amount of tax deducted. 15%

Maximum Number of starters per competition: 100.

IMPORTANT

The total amount of prize money shown for each Competition in the schedule must be distributed. (GR Art 127, 128)

For details of the Breakdown for each competition please refer to the tables at the end of this document; the OC must specify which of the two tables will be used. The total prize money for the competition must be distributed among the first 12 placed athletes. The OC must provide additional created prizes for athletes placed beyond 12th place. The minimum amount for each of these additional prizes, for athletes placed from 13th to last place, must be clearly specified in the approved schedule.

IMPORTANT

Maximum Number of starters per competition: 100.

If more than 100 starters are entered, the OC must split the class and provide the equivalent amount of prize money for the additional competition.

FIRST DAY

DATE : 14/12/2012

COMPETITION No 31 (will start at 11h00)

CSI Enfants A - Epreuve internationale
Barème A sans chrono, sans barrage (Art. FEI 238.1.1)
Speed/Fixed time: 325 m/min
Obstacles height: 110 cm max
Number of horses per athlete: 3
Maximum number of Starters: 100
Total Prize money : Cadeaux (700,00€)

COMPETITION No 35 (will start at 10h00)

CSI Ponies
Barème A sans chrono, sans barrage (Art. FEI 238.1.1)
Speed/Fixed time: 350 m/min
Obstacles height: 110 cm max
Number of horses per athlete: 3
Maximum number of Starters: 100
Total Prize money : Cadeaux (400,00€)

COMPETITION No 36 (will start at 11h00)

CSI Ponies
CSI Ponies - Grosse
Barème A sans chrono, sans barrage (Art. FEI 238.1.1)
Speed/Fixed time: 350 m/min
Obstacles height: 120 cm max
Number of horses per athlete: 3
Maximum number of Starters: 100
Total Prize money : Coupes, plaques, flots, cadeaux (500,00€)

SECOND DAY

DATE : 15/12/2012

COMPETITION No 32 (will start at 10h00)

CSI Enfants A - Epreuve internationale

Barème A à temps différé (Art. FEI 274.5.6)

Speed/Fixed time: 325 m/min

Obstacles height: 110 cm max

Number of horses per athlete: 3

Maximum number of Starters: 100

Total Prize money : Coupes, plaques, flots, cadeaux (700,00€)

COMPETITION No 37 (will start at 10h00)

CSI Poneys

CSI Poney - Petite

Barème A à temps différé (Art. FEI 274.5.6)

Speed/Fixed time: 350 m/min

Obstacles height: 110 cm max

Number of horses per athlete: 3

Maximum number of Starters: 100

Total Prize money : Coupes, plaques, flots, cadeaux (500,00€)

COMPETITION No 38 (will start at 11h00)

CSI Poneys

CSI Poney - Grosse

Barème A à temps différé (Art. FEI 274.5.6)

Speed/Fixed time: 350 m/min

Obstacles height: 120 cm max

Number of horses per athlete: 3

Maximum number of Starters: 100

Total Prize money : Coupes, plaques, flots, cadeaux (600,00€)

THIRD DAY

DATE : 16/12/2012

COMPETITION No 33 (will start at 11h00)

CSI Enfants A - Epreuve internationale

CSI Children - Petite

Epreuve à difficultés progressives (Art. FEI 269)

Speed/Fixed time: 325 m/min

Obstacles height: 110 cm max

Number of horses per athlete: 3

Maximum number of Starters: 100

Total Prize money : Coupes, plaques, flots, cadeaux (500,00€)

COMPETITION No 34 (will start at 08h30)

CSI Enfants A - Epreuve Grand Prix

Epreuve Children Grand Prix

Barème A au chrono + barrage au chrono (Art. FEI 238.2.2)

Speed/Fixed time: 325 m/min

Obstacles height: 120 cm max

Number of horses per athlete: 1

Maximum number of Starters: 100

Total Prize money : Cadeaux (800,00€)

COMPETITION No 39 (will start at 08h00)

CSI Poneys

CSI ponies - Petit Grand Prix

Barème A sans chrono + barrage au chrono (Art. FEI 238.1.2)

Speed/Fixed time: 350 m/min

Obstacles height: 120 cm max

Number of horses per athlete: 3

Maximum number of Starters: 100

Total Prize money : Coupes, plaques, flots, cadeaux (600,00€)

COMPETITION No 40 (will start at 09h00)

CSI Poneys - Epreuve Grand Prix

CSI Pony - Grand Prix

Barème A au chrono + barrage au chrono (Art. FEI 238.2.2)

Speed/Fixed time: 350 m/min

Obstacles height: 125 cm max

Number of horses per athlete: 1

Maximum number of Starters: 100

Total Prize money : Coupes, plaques, flots, cadeaux (800,00€)

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IMPORTANT

Prize Money Distribution:

Please specify under each Competition which of the two charts you will be using for the distribution of the Prize Money (Chart 1 or Chart 2).

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.

Standardised prize money distribution

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

N° of starters	up to 11	12-48		over 48	
N° of prizes	Same as the number of starters who finish the competition		12		more than 12
Prize money	40'000.-		40'000.-		40'000.-
		%		%	
winner	All athletes having completed the competition receive prize money, to be distributed according to the percentages at right from the 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.	25	10'000.-	25	10'000.-
2		20	8000.-	20	8000.-
3		15	6000.-	15	6000.-
4		10	4000.-	10	4000.-
5		7	2800.-	7	2800.-
6		5.5	2200.-	5.5	2200.-
7		4	1600.-	4	1600.-
8		3	1200.-	3	1200.-
9		3	1200.-	3	1200.-
10		2.5	1000.-	2.5	1000.-
11		2.5	1000.-	2.5	1000.-
12		n/a	2.5	1000.-	2.5
total	40'000	100	40'000.-	100	40'000
*Examples:				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.	
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.					

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

N° of starters	up to 11	12-48		over 48	
N° of prizes	Same as the number of starters who finish the competition		12		more than 12
Prize money	40'000		40'000.-		40'000.-
		%		%	
winner	All athletes having completed the competition receive prize money, to be distributed according to the percentages at right from the 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.	33	13'200	33	13'200
2		20	8000	20	8000
3		15	6000	15	6000
4		10	4000	10	4000
5		6	2400	6	2400
6		4.5	1800	4.5	1800
7		3	1200	3	1200
8		2.5	1000	2.5	1000
9		2	800	2	800
10		2	800	2	800
11		1	400	1	400
12		n/a	1	400	1
total	40'000	100	40'000	100	40'000
*Examples:				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.	
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.					

updated 17 October 2011

THE APPENDIX (10 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