

CONCOURS COMPLET D'ÉQUITATION

Les **INTERNATIONAUX**
de **CLUNY**

CIC** - CIC* - CCI*

du 31 mai
au 3 juin

2012

ENTRÉE
LIBRE

500 chevaux - 5 000 visiteurs

Village d'exposants
Produits du terroir
Métiers d'art
Animations pour enfants
Restauration sur place

CROSS
samedi et dimanche

HIPPODROME DE CLUNY



www.cluny-cce.com

CLUNY CONCOURS COMPLET INTERNATIONAL

1st – 3rd June 2012

Event (category):CIC*-CCI*-CIC** (Place):CLUNY MACON (NF):FRANCE
Date:01/06/12-03/06/12

I. DENOMINATION OF THE EVENT (Art. 102, 103, 106 & 503)

Status: **CIC** **CCI** CCIO/CICO
 Championship Games

Category: Seniors Young Rider Junior

Level: **1*** **2*** 3* 4*

Date: **01/06/2012 to 03/06/2012**

Place: **CLUNY**

Country: FRANCE

II. GENERAL CONDITIONS

The event will be run in accordance with:

- FEI Statutes, 22nd Edition, effective 15 April 2007, updates effective 1st January 2012
- FEI General Regulations, 23rd Edition, 1st January 2009, updates effective 1st January 2012
- FEI Veterinary Regulations, 12th edition effective 5th April 2010, updates effective 1st January 2012
- FEI Rules for Eventing, 23rd Edition, 1st January 2009, updated 1st January 2012
- 2011 FEI World Cup™ Eventing Rules (if applicable)
- Equine Anti-Doping and Controlled Medication Regulations (EADCMR), 1st Edition, effective 5 April 2010, updates effective 1st January 2012
- FEI Anti-Doping Rules for Human Athletes (ADRHA), 2nd Edition, effective 1st January 2009
- All subsequent corrections and modifications as published by the FEI with its provisions taking 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.

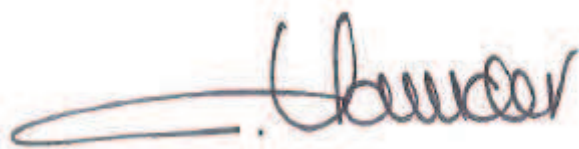
It is the responsibility of NFs to ensure their participants are of the correct age and that athletes and horses are registered with the FEI.

Please note that some of the provisions mentioned in this schedule are subject to final approval by the FEI General Assembly to be held on 14 November 2011.

Approved by the FEI

Lausanne, on the 20th of April 2012

Signature:



Catrin Norinder
Director Eventing & Olympic Departments

Draft schedules and results are to be sent by e-mail to annelise.moens@fei.org

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, 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: <http://www.fei.org/about-us/standards>.

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III. GENERAL INFORMATION

1. ORGANISER

Name: **Association CLUNY CONCOURS COMPLET**

Address: Chez DUTERTE - Ferme de Givry - 71870 LAIZÉ

Postal Code: 71870 LAIZE / FRANCE

Phone: 06 11 22 41 93 Fax :03 85 23 00 06 (country code 00 33)

Email: info@cluny-cce.com

Website: cluny-cce.com

2. ORGANISING COMMITTEE AND SHOW GROUND DETAILS

Press Officer:

Clavel Anne

Email : info@cluny-cce.com

Show Secretary:

Cournac Fabienne

Email : info@cluny-cce.com

Perben Rosine :

Phone : 06 70 64 82 80

Phone : 06 20 45 35 03

3. EVENT DIRECTOR

Duterte Christophe

Email : info@cluny-cce.com

Phone: 06 11 22 41 93

IV. OFFICIALS

1. GROUND JURY

President : Solange PANNETIER (Fra) Juge 1 / 2*

President : Emmanuelle MALANDIN (Fra) Juge 1 / 2*

President : Joseph BURGER (SUI) Juge 3 / 4*

Member : Astrid RINGOT (Fra) N

Member : Yann PIERRE (Fra) N

Member : Laure ESLAN (Fra) Juge 1 / 2*

2. TECHNICAL DELEGATE

Guillaume BLANC (Fra)

Emmanuel QUITTET (Fra)

Email: guillaume.blanc@orange.fr

Email: emmanuel.quittet@wanadoo.fr

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3. COURSE DESIGNER

Mathieu GRASSET (Fra)

Email: mattgrasset@orange.fr

Emmanuel QUITTET (Fra)

Email: emmanuel.quittet@wanadoo.fr

4. JUMPING COURSE DESIGNER

Raymond LECHAUVE (FRA)

Email: Raymond.lechauve@wanadoo.fr

5. CHIEF STEWARD

Dominique PACAUD (Fra)

Email:

6. ASSISTANT STEWARDS

Ronan CREACH CADEC (Fra)

Damien CARREAU (Fra)

Email : info@cluny-cce.com

7. VETERINARY COMMISSION

Veterinary Delegate: Denis GIRAUD (Fra)

8. APPEAL COMMITTEE

President:

Member:

Member:

9. EVENT TREATING VETERINARIAN

Delphine COMBET

Address: Clinique de Randan - 8 Place de la mairie - 63310 Randan

Phone Number : 06 72 27 32 92

10. DOCTOR/ MEDICAL SERVICE

VUILLAUME Jean François

Phone Number : 06 74 76 76 13

11. FARRIER

BOUROUNOFF Serge

Phone Number : 04 74 25 41 60

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V. TECHNICAL CONDITIONS

1. OVERALL TIMETABLE

TIMETABLE CIC1*

- Opening of stables:
- Official Course Inspection:
- 1st Horse Inspection:
- Declaration of Starters:
- 1st Start –Dressage:
- 1st Start - Cross Country:
- 2nd Horse Inspection:
- 1st Start – Jumping:
- Prize-giving:

Date	Time
30/05/12	12h
31/05/12	On arrival
31/05/12	17h
31/05/12	20h
01/06/12	08h
02/06/12	15h
End of cross-Country	
02/06/12	09h
02/06/12	18h30

TIMETABLE CIC2*

- Opening of stables:
- Official Course Inspection:
- 1st Horse Inspection:
- Declaration of Starters:
- 1st Start –Dressage:
- 1st Start - Cross Country:
- 2nd Horse Inspection:
- 1st Start – Jumping:
- Prize-giving:

Date	Time
30/05/12	12h
31/05/12	On arrival
31/05/12	17h
31/05/12	20h
02/06/12	09h
03/06/12	12h30
End of cross-Country	
02/06/12	17h30
03/06/12	17h

TIMETABLE CCI1*

- Opening of stables:
- Official Course Inspection:
- 1st Horse Inspection:
- Declaration of Starters:
- 1st Start –Dressage:
- 1st Start - Cross Country:
- 2nd Horse Inspection:
- 1st Start – Jumping:
- Prize-giving:

Date	Time
30/05/12	12h
31/05/12	On arrival
31/05/12	17h
31/05/12	20h
01/06/12	8h
02/06/12	12h
03/06/12	08h
03/06/12	10h
03/06/12	12h

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2. VENUE

a. TYPE OF GROUND

DRESSAGE	Grass
CROSS COUNTRY	Grass, Race course (Hippodrome)
JUMPING	Sand Size of arena: 100x 80m

b. STABLES

Size of stable 3 m x 3 m (minimum 3m x 3m)

- **Stabling included in entry fee. In case of withdrawal 100 % of entry refunded until closing date. No refund after closing date (100 € per stable).**
- **Additional stables can be booked for horses which do not take part in the event for a cost of 100€. Booking must be specified with payment of entry.**

c. PRIZEGIVING CEREMONY

Total amount of prize money and currency: 23 000 €

VI. PARTICIPATION / INVITATIONS

One groom per athlete

Number of NFs invited	Unlimited
Number of athletes from the host nation	Unlimited
Number of athletes per NF	Unlimited
Number of horses per athlete	4 per level
Ballot procedure in case of excessive entries. Must be specified	Max 80 per level ,with a max of 180 for the 3 levels

VII. ENTRIES

1. REGISTRATION OF ATHLETES & HORSES

(Athletes are entered by the Organising Committee through their NF.(Art. 115.1 will apply) All entries must include first name, last name and FEI ID of rider as well as full name and FEI ID of the horse.

All athletes and horses participating in any International competition must be registered with the FEI. Any athlete and/or horse who is not registered with the FEI (at the start of the event) shall be automatically disqualified.

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2. QUALIFICATIONS

Each NF must certify the qualification 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. Please include the relevant procedure according to level of event in schedule (refer to Part B attached and Rules for Eventing Art. 506).

Minimum Age Limitation:

	RIDERS	HORSES
CIC 1*	14	5
CIC 2*	16	5
CIC 3*	18	6
CCI 1*	14	6
CCI 2*	16	6
CCI 3*/4* CH3*	18	7
CHS 1*/2*	18	6
CHs 4*	18	8

3. DEADLINES

a. CCI / CIC / CCIO –Closing Date for entries is established by the OC (Art. 510.1)

	CIC1*	CIC2*	CCI1*
Entry Closing date	May 23 rd 2012		
Entries in Principle (8 weeks before):	April 5 th 2012		
Nominated Entries (4 weeks before):	May 4 th 2012		
Definite Entries / Closing date	May 23 rd 2012		
Entry fee:	CIC1*	CIC2*	CCI1*
MCP Fee 12,50 CHF inclus	250,00 €	300,00 €	270,00 €
Entries to be sent to:	info@cluny-cce.com Association Cluny Concours Complet Ms Fabienne Cournac Domaine de Givry 71870 LAIZE With copy to cce.inter@ffe.com		
REFUND POLICY	100% will be refunded for withdrawals up to closing date. From the closing date <u>100 euros per horse will be kept by the organisers</u>		

For programme purpose, forms must be received by May 4th 2012

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Payment :

1. Transfer payment in euro : 3 working days for international transfer

They must be credited by the closing date (May 23rd) to

IBAN : FR76 3000 4011 5400 0044 1896 605

SWIFT : BNPAFRPPCHL

Athletes or representatives who enter are responsible for bank charges

A copy of the bank transfer must be sent together with definite entries

Please state serie of the entry and horse's name as reason for payment on the bank transfer.

2. Payment by cheque in euro

made to CLUNY CONCOURS COMPLET

must be received by the closing date.

Send to Association Cluny Concours Complet

Ms Fabienne Cournac

Domaine de Givry

71870 LAIZE

Please state serie of the entry and horse's name on the back of the cheque.

3. Late entries will be taxed an extra 50 € applicable to all horses competing whose payment hasn't been received by the 23rd May

b. ADDITIONAL FEES/CHARGES BY OC:

On arrival, the stables will be delivered with straw bales. Thereafter the renewal of straw is at the rider's expense.

Electricity: 25€

HAY: 12€

Straw : 6€

Shavings: must be requested with stable reservation, supplement to be paid on site

Pour les cavaliers français :

Les demandes de participation devront être faites a partir du site www.ffecompet.com rubrique « mes demandes de participation » avant **le 14/05/12** à minuit.

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

Les engagements définitifs devront également être enregistrés a partir du site www.ffecompet.com rubrique « mes demandes de participation » avant **le 21/05/12** à minuit.

Tous les cavaliers français doivent remplir les formulaires téléchargeables sur www.cluny-cce.com et les adresser à Association cluny concours complet Mme Cournac Fabienne Domaine de Laizé Ferme de Givry 71870 Laizé ou par mail à info@cluny-cce.com

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VIII. FACILITIES OFFERED

Hotels : possibility to réserver rooms in a hotel on the competition site .Numbers limited (26 rooms)

Reservation : Mme Cournac Fabienne Domaine de Laizé Ferme de Givry 71870 Laizé

Email info@cluny-cce.com

Price : 80€ per night including breakfast. (double or 2 singles)

Reservation and payment before nominative entries May 4th 2012

1. ATHLETES

Accommodated (bed and breakfast) from to at € / **athlete expense**

Meals: at the expense of € / **athlete** from 30/05/12 to 03/06/12 .

2. GROOMS

Requests for accommodation must be sent with entries.

Cost of accommodation will be at the cost of € / **athlete** from to .

Meals: at € / **athlete** expense from 30/05/12 to 03/06/12

3. HORSES / PONIES

Transport expenses to be paid by the € / **athlete**. If by the OC, at per km.

4. 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 facilitate them on arrival.

5. LOCAL TRANSPORTATION - ARRANGEMENTS FROM HOTEL TO SHOWGROUNDS

IX. ADVERTISING & PUBLICITY ON ATHLETES & HORSES

The athletes **are authorised** or ~~are not authorised~~ to carry the logo of their personal sponsor in accordance with Art. 135.1 & .2 (compulsory for all events).

X. INSURANCES/ MEDICAL CARD/ ADDITIONAL INFORMATION

1.EVENTING MEDICAL CARD (Annex 7 "Rules for Eventing")

OCs must draw the attention of all competitors that they must carry readily accessible on themselves a medical card for the Cross-Country Test. Armbands must be checked by the OC upon arrival to the competition by the athletes and checked by the Official Doctor and the Technical Delegate for accurate information.

2.INSURANCES

Details pertaining to insurance of competitors, horses, etc

Responsibility of OC for damages, fire, theft, etc

The following is to be published **in verbatim** in all schedules:

"All owners and competitors are personally responsible for damages to third parties caused by

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themselves, their employees, their agents or their horses. They are therefore strongly advised to take out a third-party insurance providing full coverage for participation in equestrian events at home and abroad and to keep the policy up to date".

3. ENTRY RIGHT TO SHOWGROUNDS

OC to include details concerning right of entry to show-grounds of owners, grooms, athletes, other persons.

4. PROTESTS(Art. 163, 167)

All protests to be valid must be made in writing and accompanied by a deposit of CHF 150 or equivalent.

5. EVENT'S ORGANISATION (Art. 109 & 110)

The OC reserves the right to modify the schedule in order to clarify any matters or matters arising from an omission or due to unforeseen circumstances. All modifications made to the schedule must have the approval of the FEI Secretary General.

6. DISPUTES

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

7. 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**

XI. VETERINARY MATTERS

1. CUSTOM FORMALITIES

Details of required customs documents, border crossing points, times of opening and customs agencies.

NFs holding an international event in their country should inform their National Veterinary Authority and their Customs Authority at least four weeks beforehand. They should request every facility to assist the movement of horses accompanied by FEI Passports, and the necessary veterinary certification at frontier crossing points into and out of their countries. (Vet. Regs. Art. 1004.2)

Address : Cité Administrative 24 Bd Henri Dunand BP22017 71020 Mâcon CEDEX9

Phone : 03 85 22 57 00 Telefax : 03 85 22 57 90 E-mail : ddpp@saone-et-loire.gouv.fr

2. HEALTH REQUIREMENTS FOR THE ENTRY OF HORSES

Details on compulsory health tests and, where applicable, quarantine, etc.

Please annex specimen import licences (for Laboratory Health Tests), which will be applied to horses attending this event. In case of doubts or problems, please contact the FEI Veterinary Department as soon as possible.

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1. 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 2011 will apply:

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.

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.

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.

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.

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

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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

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.

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

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.

All Horses taking part in FEI Events must be registered with the FEI.

Passport Requirement:

Event's Category	FEI Passport and / or Recognition Card
National Events (CN)	Not compulsory
CIM : CCI 1* / 2* CIC 1* / 2*	Not compulsory for Horses from the host Nation – Compulsory for Horses from the invited Nations
CCI 3* / 4* CIC 3* CHs/ Games of all levels	Compulsory

VACCINATIONS

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. 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). If the Horse is scheduled to take part in an FEI competition, the last booster must have been given within

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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).

No vaccination shall be given within 7 days of the day of arrival at the FEI Event.

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

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.

GROUPS I & II ONLY – MCP CENTRAL LABORATORY UPDATE 1st SEPTEMBER 2009

Under the Medication Control Programme (MCP) in **Groups I and II**, all samples collected in accordance with Vet. Regs. Art. 1016 will be analysed by the **Horseracing Forensic Laboratories (H.F.L) Sport Science, Quotient Bioresearch Limited Newmarket Road Fordham, Cambridgeshire CB7 5WW**. For events other than those listed in Vet. Regs. Art. 1016 or for events other than in Groups I and II, samples may be analysed at an alternative FEI listed laboratory (Vet. Regs. Art. 1021).

C. SAMPLING PROCEDURE FOR PROHIBITED SUBSTANCES

Regular sampling is carried out in CCI's 4/3*, CCI's, World Cup™ Qualifiers and Finals, Championships and Games, whereas at other CCI's/CIC's sampling is recommended. When testing takes place, the number of horses tested is at the discretion of the Testing Veterinarian/Veterinary Delegate; however, a minimum of three is recommended (Vet. Regs. Art. 1016).

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

FEI APPROVED LABORATORY

Details of FEI Approved Laboratory appointed to carry out analyses on samples collected at this event

Name: HFL Sport Science, Quotient Bio research Limited

Address: Newmarket Road, Fordham
Cambridgeshire CB7 5WW,
United Kingdom

Telephone: +44-1638 724 229 Fax: +44-1638 724 221

Email : SMaynard@hfl.co.uk

Website : www.jfl.co.uk

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

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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

CLUNY CONCOURS COMPLET INTERNATIONAL

1st – 3rd June 2012

Category : CIC Level : 1*

COMPETITION CCI CLUNY

This competition will be in accordance with Rules for Eventing, 23rd Edition 2009,
updated 1 January 2011,

1. Ground Jury

President: Solange PANNETIER – Juge 1 / 2*
Member: Astrid RINGOT - N

2. Technical Conditions

DRESSAGE TEST

FEI 2009 1* A / B

CROSS-COUNTRY

Length	2400 – 3200 m
Speed	520 m/min
Approx. number of efforts	25

JUMPING

Distance	600 m
Speed	350 m/min
Approx. number of efforts	13
Approx. number of obstacles	11

PRIZE – CLASSIFICATION

Total amount of prize money Euro	5000
1°	1000
2°	800
3°	650
4°	550
5°	450
6°	350
7°	250
8°	200
1 prize per 4 athletes All the following ranked riders will share the total amount with a maximum of	150
Tax deduction	15% for foreign riders

CLUNY CONCOURS COMPLET INTERNATIONAL

1st – 3rd June 2012

Category : CIC Level : 2*

COMPETITION CCI CLUNY

This competition will be in accordance with Rules for Eventing, 23rd Edition 2009,
updated 1 January 2011,

1. Ground Jury

President: Joseph BURGER – Juge 3 / 4*
Member: Laure ESLAN – Juge 1 / 2*

2. Technical Conditions

DRESSAGE TEST

FEI 2009 2* A / B

CROSS-COUNTRY

Length	2800 – 3400 m
Speed	550 m/min
Approx. number of efforts	30

JUMPING

Distance	600 m
Speed	350 m/min
Approx. number of efforts	14
Approx. number of obstacles	11

PRIZE – CLASSIFICATION

Total amount of prize money Euro	12000
1°	2400
2°	1920
3°	1560
4°	1320
5°	1080
6°	840
7°	600
8°	480
1 prize per 4 athletes All the following ranked riders will share the total amount with a maximum of	200
Tax deduction	15% for foreign riders

CLUNY CONCOURS COMPLET INTERNATIONAL

1st – 3rd June 2012

Category : CCI Level : 1*

COMPETITION CCI CLUNY

This competition will be in accordance with Rules for Eventing, 23rd Edition 2009,
updated 1 January 2011,

1. Ground Jury

President: Emmanuelle MALANDIN – Juge 1 / 2*
Member: Yann PIERRE – N

2. Technical Conditions

DRESSAGE TEST

FEI 2009 1* A / B

CROSS-COUNTRY

Length	3640 – 3900 m
Speed	520 m/min
Approx. number of efforts	30

JUMPING

Distance	600 m
Speed	350 m/min
Approx. number of efforts	13
Approx. number of obstacles	11

PRIZE – CLASSIFICATION

Total amount of prize money Euro	6000
1°	1200
2°	960
3°	780
4°	660
5°	540
6°	420
7°	300
8°	240
1 prize per 4 athletes All the following ranked riders will share the total amount with a maximum of	170
Tax deduction	15% for foreign riders

CLUNY CONCOURS COMPLET INTERNATIONAL

1st – 3rd June 2012

ENTRY FORM

FEDERATION EQUESTRE INTERNATIONALE

2011 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 No: _____ **Year of Birth:** _____

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: _____

CLUNY CONCOURS COMPLET INTERNATIONAL

1st – 3rd June 2012

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

CLUNY CONCOURS COMPLET INTERNATIONAL

1st – 3rd June 2012

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: _____ :

CLUNY CONCOURS COMPLET INTERNATIONAL

1st – 3rd June 2012

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:

CLUNY CONCOURS COMPLET INTERNATIONAL

1st – 3rd June 2012

EMERGENCY CONTACT DETAILS

Please complete & return with Entry Form
(this information will only be used by the Organisers)

CONTACT DETAILS (at event in case of emergency)

Horse Name : _____

Rider Name : _____ mob n° : _____

Owner / Groom : _____ mob n° : _____

HORSE BOX DETAILS

Registration N° : _____

Colour : _____

Make : _____

Length : _____

NEXT OF KIN CONTACT DETAILS

(Please provide next of kin details for 2 people who will be able to contact during the event)

NEXT OF KIN DETAILS (Please state if next of kin attending this event)

Name : _____ attending event : yes / no

Address : _____

Tel n° _____ Mob n° : _____

Relation to rider : _____

Name : _____ attending event : yes / no

Address : _____

Tel n° _____ Mob n° : _____

Relation to rider : _____

CLUNY CONCOURS COMPLET INTERNATIONAL

1st – 3rd June 2012

STABLING FORM

Date of arrival : Wed May 30th / Thurs May 31st AM / PM

Please state type of bedding you require : SHAVINGS / STRAW

Please note that two bales of shavings will be provided on arrival, any further bales will need to be paid for at the Stable Manager's office. Straw is provided. Hay can be bought on site.

Special requests : _____

If riding another horse please state : _____

Please present your rider record and medical card at the secretary office on arrival in exchange of your stable number and rider pack.

Name of Groom : _____

I hereby acknowledge that before making this entry, I have received and carefully read the General Conditions of Le Grand Complet Haras du Pin Horse Trials and that I make this entry in accordance therewith and at my own risk. I agree in all respects to comply with and abide by these General Conditions. I acknowledge that save for death or personal injury caused by the negligence of the Organisers or anyone for whom they are in law responsible, neither the organisers, the Organising Committee of the event, the FEI, the French Federation, the Haras du Pin Estate nor any agent, employee or representative of these bodies accepts any liability for any accident, loss, damage, injury, illness to horses, owners, riders, grooms, spectators, land or any other person or property whatsoever, whether caused by their negligence, breach or contract or any way whatsoever. I further agree to keep the Organising Committee of Le Grand Complet Haras du Pin and their said principals fully indemnified against all claims and actions for any loss or damage, howsoever caused, that shall be made against them and also against any loss or damage, howsoever caused, that shall be suffered by them arising from or contributed to in any act, neglect or omission of myself or of any person for whom or any animal for which I may be responsible :

SIGNED : date :

I enclose

Entry form (one per horse)

Entry fee or copy of the bank transfer

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)

CLUNY CONCOURS COMPLET INTERNATIONAL

1st – 3rd June 2012

I. STABLE SECURITY/STEWARDING 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. STEWARDING 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:

Horseracing Forensic Laboratories (H.F.L) Sport Science
Dr. Steve Maynard
Quotient Bioresearch Limited Newmarket Road Fordham
Cambridgeshire CB7 5WW
Tel: +44 (0) 1638 724 229
Fax: +44 (0) 1638 724 221
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.

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**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
Tel: +44 (0) 1638 724 229
Fax: +44 (0) 1638 724 221
Email: SMaynard@hfl.co.uk

cc: FEDERATION EQUESTRE INTERNATIONALE
Mrs Dominique Rochat, MCP Coordinator
Administrator of Medication Control Program
Avenue Rumine 37
P.O. Box 157

FAX: 0041 21 310 47 60

CH-1000 Lausanne 5

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.

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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.)

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- 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

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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

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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.