

Event (category): Senior CCI3/2/1* and CIC3*
 (Place): Blair Castle, Blair Atholl, Perthshire, Scotland
 (NF): GBR

Date: 23-26 August 2012

Updated 07.02.2012

I. DENOMINATION OF THE EVENT

Status: CIC CCI CCIO/CICO CIC3*-W
 Championship Games

Category: Seniors Young Rider Junior Pony Young Horses

Level: 1* 2* 3* 4*

Date: 23-26 August 2012

Place: Blair Castle, Blair Atholl, Perthshire

Country: Scotland

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.

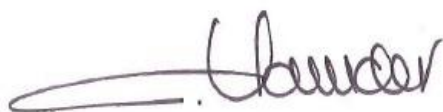
It is the responsibility of NFs to ensure their participants are of the correct age and that athletes and horses are registered with the FEI.

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 18th of July 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>.

III. GENERAL INFORMATION

1. ORGANISER

Name: Mr Alec Lochore (Director)

Mr Rupert Laing (Assistant Director)

Address: Atholl Estates Office

Blair Atholl

Perthshire

Scotland

Postal Code: PH18 5TH

Phone: +44 (0) 1796 481543

Fax : +44 (0) 1796 481211

Email: info@blairhorsetrials.co.uk

Website: www.blairhorsetrials.co.uk

2. ORGANISING COMMITTEE AND SHOW GROUND DETAILS

President of the Event: Mr Duncan McDiarmid

Event Director: Mr Alec Lochore

Show Secretary: Mrs Tanya Adamson

Press Officer: Mrs Erika Hay

Email: info@blairhorsetrials.co.uk

3. EVENT DIRECTOR

Name: As above

Email: As above

Phone: As above

IV. OFFICIALS

1. GROUND JURY

specified on the competitions pages

2. TECHNICAL DELEGATE

1. TECHNICAL DELEGATE CCI3* and CIC3*

Name: Geoff Sinclair (AUS)

Email: geoff@brigadoonhorses.com.au

2. TECHNICAL DELEGATE CCI2 and 1*

Name: Iain Graham (GBR)

Email: Iain.Graham@BritishShowjumping.co.uk

3. COURSE DESIGNER

Name: Ronald Alexander (GBR) I

Email: lorna.alexander1@btinternet.com

1. JUMPING COURSE DESIGNER

Name: Colin Hexley (GBR)

Email: colin@chexley.freemove.co.uk

4. APPEAL COMMITTEE

President: N/A

Member:

Member:

5. CHIEF STEWARD

Name: Fiona Muirhead (GBR)

Email: fionahead2@aol.com

6. Assistant Stewards:

Name: David Reid (GBR)

Name: Richard Fraser (GBR)

7. VETERINARY COMMISSION

1. DELEGATE & ASSOCIATE MEMBER

Veterinary Delegate: Ian Harbit BVM&S, MRCVS

Associate Member: Dr Tim Watson BVM&S, PhD MRCVS

2. Veterinary Delegate

Veterinary Delegate:

8. EVENT TREATING VETERINARIAN

Name: Alasdair Ryder

Address: 73 Atholl Road, Pitlochry, Perthshire, PH16 5BL

Phone Number : 01796 472 201

9. DOCTOR/ MEDICAL SERVICE

Name: Mr Jonathan Forty (Consultant)

Phone Number: 0191 264 4863

10. FARRIER

Name: Jason Sim and Andrew Dryburgh

Phone Number: 01569 731541 (Jason Sim)

V. TECHNICAL CONDITIONS**1. OVERALL TIMETABLE - Provisional****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
21/8/12	12.00
21/8/12	14.00
22/8/12	16.00
22/8/12	17.00
23/8/12	09.00
25/8/12	08.30
26/8/12	08.00
26/8/12	10.00
26/8/12	12.30

CCI2*

- Opening of stables:
- Official Course Inspection:

Date	Time
21/8/12	12.00
21/8/12	14.00

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

22/8/12	16.00
22/8/12	17.00
23/8/12	10.30
25/8/12	16.30
26/8/12	08.00
26/8/12	13.00
26/8/12	15.00

Date

Time

CCI3*

- 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:

21/8/12	12.00
21/8/12	14.00
22/8/12	16.00
22/8/12	17.00
23/8/12	09.30
25/8/12	14.30
26/8/12	08.00
26/8/12	15.00
26/8/12	16.30

Date

Time

CIC3*

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

21/8/12	12.00
21/8/12	14.00
22/8/12	16.00
22/8/12	17.00
24/8/12	08.30
25/8/12	12.30
25/8/12	10.00
25/8/12	16.00

2. VENUE

DRESSAGE	Grass
CROSS COUNTRY	Type of ground: Grass and some woodland
JUMPING	Grass Size of arena: 120m x 100m

3. STABLES:

Size of boxes 3m x 3m (**minimum 3m x 3m**)

4. PRIZE GIVING CEREMONY

Details of prize giving ceremony:

Top 10, plus any special prize winner, required to attend a mounted prize giving.

Total amount of prizemoney of the event:

Total amount of prize money CCI3* £15600
 CCI2* £6360
 CCI1* £6120
 CIC3* £3700
 *prizes allocated per 1 in 4
 starters, therefore total amount
 dependant on starters

Specific prize money per competition specified on competition pages

VI. 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	Unlimited (although restricted to 4 XC rides per day as per FEI rules)
Ballot procedure in case of excessive entries. Must be specified	After accepting foreign riders, and any horses at the special request of the GB Selectors, horses will, in the event of oversubscription, be excluded as follows: i) Any horse whose entry form, including the qualification and over-subscription sections, has not been correctly or completely filled in, and if still oversubscribed ii) Any horse that has started in the dressage at another Three Day Event within 2 months of the Closing Date for entries, and if still oversubscribed

	iii) All riders will be confined to starting on 1 horse only and if still oversubscribed iv) by ballot
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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.

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)

Entry Closing	2 August 2012
Entry fee:	CCI1/2/3* £341.90 CIC3* £187.90
Details Entry procedure fee / payment	Cheque payable to Blair Castle Estate Limited, or credit card details, to be included with entry form. Competitors travelling from abroad only may pay by BACS transfer using the following details:

	Bank: Royal Bank of Scotland Branch Code: 83-2617 Account Name: Blair Castle Estate Ltd Account Number: 00103268 Swift: BIC RBOS GB 2L IBAN GBO3 RBOS 8326 1700 1032 68
Entries to be sent to:	Mrs Tanya Adamson, The Steading, Mains of Cairnies, Glenalmond, Perthshire, PH1 3SE, SCOTLAND Or online at www.blairhorsetrials.co.uk
Refund procedure if rider/horse cannot compete : (presentation of certificate)	REFUND POLICY - 100% refund for withdrawals received in writing by ballot date. 50% refund will be made for withdrawals between ballot date and 6 August. Any withdrawn entry replaced from a wait list will be refunded minus £25 administration fee. No stabling refunds after ballot date unless stable can be filled.

b. ADDITIONAL FEES/CHARGES BY OC:

Electricity: Electrical Hook Up: £62.40 per connection incl VAT

Haylage: a limited amount will be available to purchase from the stable manager

Shavings: 2 bags provided free of charge. Additional bags available to purchase.

VIII. FACILITIES OFFERED

1. ATHLETES

No specified hotel – details of local accommodation at www.visitscotland.com

Accommodation at the athlete's expense.

Meals: at the expense of the athlete available from evening of 21st August 2012 in the Riders and Grooms marquee on site.

2. GROOMS

No specified hotel – details of local accommodation at www.visitscotland.com

Accommodation at the athlete's expense.

Meals: at the expense of the athlete from evening of 21st August 2012 in the Riders and Grooms marquee on site.

Toilets and showers are available on site in the horsebox park from midday 21 August 2012.

3. HORSES / PONIES

Transport expenses to be paid by the athlete.

All stables on site, including CIC. See also Stable Security Annex 13 Eventing Rules

4. LOCAL TRANSPORTATION - ARRANGEMENTS FROM HOTEL TO SHOWGROUNDS

Public transportation in the area is limited, but there are some bus and train service from Pitlochry to Blair Atholl. Blair Atholl train station is a 5 minute walk from the event site.

5. WELCOME

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

IX. ADVERTISING & PUBLICITY ON ATHLETES & HORSES

The athletes are authorised to carry the logo of their personal sponsor in accordance with Art. 135.1 & .2 (compulsory for all events).

X. ADDITIONAL INFORMATION / INSURANCES/ MEDICAL CARD

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

"All owners and competitors 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 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.

OCs of International Events must inform the FEI and NFs whose teams or individuals have taken part, of the results and prize money paid to each placed Athlete and team, within five (5) days following the Event, unless otherwise specified for qualification and ranking reasons as communicated by the FEI. Any result must be provided to the FEI in a format specified by the FEI in the approved schedule. Failure from OCs of International Events to provide the FEI with the appropriate result(s) and/or prize money information by the aforesaid deadline and/or in the aforesaid format shall entail a warning for the first violation and thereafter a fine of CHF 1,000.- per violation.

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)

Name of horse transport company representing the OC:

Excell Equine Ambulance Services

Advie Mains Farmhouse, Advie, Grantown on Spey, PH26 3LP

01807 510 334

chris@excellequine.com

AND

Equisave

Stewartfield, Hartrigge, Jedburgh, TD8 6TF

01835 869 657

dunatequisave@btinternet.com

2. HEALTH REQUIREMENTS FOR THE ENTRY OF HORSES

For all Customs enquiries and information on any required import licences (incl. for Laboratory Health Tests), which will be applied to horses attending this event, please contact our Official Transport Agent:

Peden Bloodstock

Dogtails, Borough Court Road, Hartley Wintney, Hampshire RG27 8JA Great Britain

Tel: +44 (0) 1252 844042 / Fax: +44 (0) 1252 844043

e-mail: henry@peden.co.uk; atock@peden.de; henry.bullen@london2012.com

Peden Bloodstock must be given the following information at least ten days prior to the

arrival of horses of EU origin, and at least two weeks prior to the arrival of horses from outside the EU:

Information on all horses - EU and non-EU

- Name, age, colour, sex, FEI Passport Number and height
- Name and address of Owner and/or Rider
- Address where the horse is resident
- Address to which the horse will return after the event
- Port and date of arrival in Great Britain
- Port and date of departure from Great Britain
- Registration number of the vehicle that the horse will travel in

Horses from the European Union

All horses from EU nations must be accompanied by the official health certificate for travel within the Union; the certificate must show the FEI Passport Number, and the Passport must accompany the horse at all times. This certificate is not required for horses from Ireland or France.

Horses from outside the European Union

Horses from outside the EU must be accompanied by the health certificate appropriate to their country of origin; details of the correct certificate and of any blood tests which may be needed can be obtained from the Official Transport Agents. As DEFRA has to be advised well in advance of the arrival of horses from outside the EU, it is important that full details of travel plans are provided to Peden Bloodstock at least three weeks prior to arrival.

Horses that arrive with incorrect certification may be refused entry into Great Britain.

Customs Documentation

Horses from outside the EU must arrive with an ATA Carnet issued in the country of origin, to cover the horse and its accompanying equipment. Should any horse travel without an ATA Carnet then either the National Federation or the competitor concerned will be responsible for the costs in connection with temporary import into the EU.

Export of Horses

All horses will require an Export Licence and Health Certificate to leave Great Britain. These are issued by DEFRA, and Peden Bloodstock will obtain them providing the essential information is supplied at least ten days before the start of the event.

PLEASE NOTE that the Organising Committee will not be responsible for any taxes or fines which may be due if any horse or equipment does not return to its country of origin at the end of the event. Should any claim be made against the Organising Committee for any taxes or fines on horses or equipment which has remained in Great Britain or the European Union the National Federation making the entry will be responsible for paying these.

3. PASSPORTS

VETERINARY REGULATIONS, 12th Edition, effective 5th April 2010, updates effective 1st January 2011 (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:

3.1.1 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.

3.1.2 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.

3.1.3 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.

3.1.4 NFs are responsible for issuing FEI passports and FEI Recognition Card for all Horses required to have them and for ensuring that the FEI and/or national passports are correctly completed, as specified in the VRs, prior to being authenticated by the stamp of the NF and the signature of an Official of the NF. IN ALL CASES NFs MUST BE CONTENT THAT THE DESCRIPTION OF THE HORSE MUST BE ACCURATELY COMPLETED TO A SUITABLE STANDARD. NFs must provide the identification page to the FEI for registration. The Person Responsible for a Horse at an Event is responsible for the accuracy of the FEI and/or national passport and for presenting it at the passport control, except for Events with borrowed Horses (Article 111) where it is the responsibility of the host NF

3.1.4.2 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.

3.1.5 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

3.1.6 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.

3.1.7 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

4. 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.

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).
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).
3. 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.

4. MEDICATION CONTROL PROGRAMME

a. 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.

b. 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 **Horsing 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 CCIs 4/3*, CCI0s, World Cup™ Qualifiers and Finals, Championships and Games, whereas at other CCIs/CICs 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).

5. MEDICATION CONTROL LABORATORY

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

Name: HFL Sport Science

Address: Newmarket Road, Fordham, Cambridgeshire

Post Code: CB7 5WW

Phone: 01638 720500

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

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

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

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

- Treatment generally must take place in allocated designated treatment areas for this purpose unless by special agreement with FEI Veterinary Officials. The only exception to this is a clear emergency, when a retrospective ETUE may be considered, but may not be authorized in all cases
- **Equine Therapeutic Use Exemption (ETUE) Form 2 - Declaration for administration of altrenogest to mares competing in FEI competitions**. This must be submitted before the start of the event. No Ground Jury countersignature is needed.

- Treatment may take place in own stables

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

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

- Treatment may be required in the designated treatment areas, but in the case of some treatments i.e. intravenous fluids, or lack of sufficient treatment areas agreement may be made for this to be undertaken in own stables
- Agreed treatment areas are required for the supervised activities of Physical Therapists, but such areas for this activity may be the horses own stable.

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

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

Notes to Organising Committees

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

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

Further Queries on this Information Note

If you have any further questions please check <http://www.fei.org/Veterinary/veterinary-updates>
Please feel free to contact dominique.rochat@fei.org or veterinary@fei.org for further information. Tel 0041213104747

Category : **CIC**Level : **1***

COMPETITION

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

1. Officials

CCI1***President:** Viv Graham (GBR)**Member:** Sue Hendry (GBR)**Technical Delegate:** Iain Graham (GBR)

2. Technical Conditions

DRESSAGE TEST

FEI 2009 1* B

CROSS-COUNTRY

Event	Length	CCI1* 4160-4680m
	Speed	CCI1* 520mpm
	Approx. number of efforts	Max efforts : CCI1* 32

JUMPING

Event	Distance	Max 600m
	Speed:	CCI1* 350m/min
	Number of efforts:	Max efforts: CCI1* 13
	Number of Obstacles:	CCI1* 10-11

PRIZE – CLASSIFICATION

Total amount of prize money (currency)	CCI1* £6120 *prizes allocated per 1 in 4 starters, therefore total amount dependant on starters
Breakdown per category / placing (1 prize per 4	CCI1* 1st £800, 2nd £700, 3rd £600, 4th £500, 5th £400, 6th £300, 7th-13th £260, 14th and subsequent £200 All prizes awarded in the ratio of 1 in 4 starters.

athletes)	
Other details on PM distribution	All competitors should complete a Prize Money Schedule (a copy will be in the Rider Pack on arrival) and return this to the Stable Manager. In the event of prize money being won, where no Schedule has been completed cheques will be made payable to the rider. Prize money cheques for CCI classes will be sent within 7 working days of the conclusion of the event.
Tax deduction	Prize money won by overseas riders may be subject to deduction of UK tax in accordance with Inland Revenue regulations.

Category : CCI

Level : 2*

COMPETITION

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

1. Officials

CCI2*

President: Jill Sinclair (AUS)**Member:** Gill Makey-Harfield (GBR)**Technical Delegate:** Iain Graham (GBR)

2. Technical Conditions

DRESSAGE TEST

FEI 2009 2* B

CROSS-COUNTRY

Event	Length	CCI2* 4950-5500m
	Speed	CCI2* 550mpm
	Approx. number of efforts	Max efforts : CCI2* 37

JUMPING

Event	Distance	Max 600m
	Speed:	CCI2* 350m/min
	Number of efforts:	Max efforts CCI2* 14
	Number of Obstacles:	CCI2* 10-11

PRIZE – CLASSIFICATION

Total amount of prize money (currency)	CCI2* £6360 *prizes allocated per 1 in 4 starters, therefore total amount dependant on starters
Breakdown per category / placing (1 prize per 4 athletes)	CCI2* 1st £1200, 2nd £1000, 3rd £800, 4th £600, 5th £500, 6th £400, 7th £300, 8th and subsequent £260 All prizes awarded in the ratio of 1 in 4 starters.
Other details on	All competitors should complete a Prize Money Schedule (a copy

PM distribution	will be in the Rider Pack on arrival) and return this to the Stable Manager. In the event of prize money being won, where no Schedule has been completed cheques will be made payable to the rider. Prize money cheques for CCI classes will be sent within 7 working days of the conclusion of the event.
Tax deduction	Prize money won by overseas riders may be subject to deduction of UK tax in accordance with Inland Revenue regulations.

Category : CCI

Level : 3*

COMPETITION

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

1. Officials

CCI3*

President: Helen Christie (NZL)**Member:** Nikki Herbert (GBR)**Member:** Christina Klingspor (SWE)**Jumping Test Judge (3*&4*):** Myrtle Peak (IRL)**Technical Delegate:** Geoff Sinclair (AUS)

2. Technical Conditions

DRESSAGE TEST

FEI 2009 3* B

CROSS-COUNTRY

Event	Length	CCI3* 5700-6270m
	Speed	CCI3* 570mpm
	Approx. number of efforts	Max efforts : CCI3* 40

JUMPING

Event	Distance	Max 600m
	Speed:	CCI3* 375m/min
	Number of efforts:	Max efforts: CCI3* 15
	Number of Obstacles:	CCI3* 11-12

PRIZE – CLASSIFICATION

Total amount of prize money (currency)	CCI3* £15600 *prizes allocated per 1 in 4 starters, therefore total amount dependant on starters
Breakdown per category / placing (1 prize per 4)	CCI3* 1st £4500, 2nd £3500, 3rd £2500, 4th £1500, 5th £1000, 6th £750, 7th £650, 8th £500, 9th £400, 10th and subsequent £300 All prizes awarded in the ratio of 1 in 4 starters.

athletes)	
Other details on PM distribution	All competitors should complete a Prize Money Schedule (a copy will be in the Rider Pack on arrival) and return this to the Stable Manager. In the event of prize money being won, where no Schedule has been completed cheques will be made payable to the rider. Prize money cheques for CCI classes will be sent within 7 working days of the conclusion of the event.
Tax deduction	Prize money won by overseas riders may be subject to deduction of UK tax in accordance with Inland Revenue regulations.

Category : CIC**Level : 3***

COMPETITION

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

1. Officials

CIC3***President:** Helen Christie (NZL)**Member:** Nikki Herbert (GBR)**Member:** Christina Klingspor (SWE)**Jumping Test Judge (3*&4*):** Myrtle Peak (IRL)**Technical Delegate:** Geoff Sinclair (AUS)

2. Technical Conditions

DRESSAGE TEST

FEI 2009 3* B

CROSS-COUNTRY

Event	Length	CIC3* 3200-4000m
	Speed	CIC3* 570mpm
	Approx. number of efforts	Max efforts : CIC3* 36

JUMPING

Event	Distance	Max 600m
	Speed:	CIC3* 375m/min
	Number of efforts:	Max efforts: CIC3* 15
	Number of Obstacles:	CIC3* 11-12

PRIZE – CLASSIFICATION

Total amount of prize money (currency)	CIC3* £3700 *prizes allocated per 1 in 4 starters, therefore total amount dependant on starters
Breakdown per category / placing (1 prize per 4	CIC3* 1st £1000, 2nd £800, 3rd £600, 4th £400, 5th £300, 6 th £200, 7th and subsequent £100 All prizes awarded in the ratio of 1 in 4 starters.

athletes)	
Other details on PM distribution	All competitors should complete a Prize Money Schedule (a copy will be in the Rider Pack on arrival) and return this to the Stable Manager. In the event of prize money being won, where no Schedule has been completed cheques will be made payable to the rider. Prize money cheques for CCI classes will be sent within 7 working days of the conclusion of the event.
Tax deduction	Prize money won by overseas riders may be subject to deduction of UK tax in accordance with Inland Revenue regulations.

ENTRY FORM

FEDERATION EQUESTRE INTERNATIONALE
2012 Standard Entry Form/Qualification form

Event Name: _____

Date: _____

Format: <input type="checkbox"/> CCI / <input type="checkbox"/> CIC	Level	<input type="checkbox"/> 1* (one star) <input type="checkbox"/> 2* (two star)
		<input type="checkbox"/> 3* (three star) <input type="checkbox"/> 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: _____

2012 MINIMUM ELIGIBILITY REQUIREMENTS FOR ATHLETES AND HORSES

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

HORSE Name..... FEI Registration No

Minimum Eligibility Requirements as specified under Art 506.2

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

ATHLETE Name FEI Registration No

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

Minimum Eligibility Requirements as specified under Art 506.2

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

Signature: Athlete
(Signed) -----

NF
(Signed) -----

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

Recommended Entry Details

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

Contact Telephone Numbers:

- Next of kin
- Groom / Athlete (night time)

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

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

Country: _____ Post/Zip Code: _____

Tel No: _____ Fax No: _____

Mobile No: _____ Email Address: _____

*Company contact name: _____

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

Country: _____ Post/Zip Code: _____

Tel No: _____ Fax No: _____

Mobile No: _____ Email Address: _____

*Company contact name: _____

HORSE:

Name: _____

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

Year of Birth: _____ Breed: _____

Sex: _____ Height: _____

Colour: _____ Stud Book No: _____

Sire: _____ Country of Birth: _____ :

COMMENTARY NOTES

Horse: _____
Athlete: _____ XC Colours: _____
Marital Status: _____ Maiden Name: _____
Partner's Name _____ Occupation: _____
Previous Competitor at
Event: _____
Name of Trainer: _____
Owner's Details: _____

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

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

II. Results requirements

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

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

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

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

Position (rank)

PositionStatus = Result, Eliminated, Withdrawn, Retired, Disqualified

Competitor FEI ID

Competitor First Name

Competitor Family Name

Competing For (nation)

Horse FEI ID

Horse Complete Name

Prize (if applicable)

Prize Currency (if applicable)

Dressage Penalty (penalty points and positive values only)

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

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

Jumping Obstacle Penalty (penalty points and positive values only)

Jumping Time Penalty (penalty points and positive values only)

Total Penalty (penalty points and positive values only)

I. STABLE SECURITY/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.

**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 FAX: 0041 21 310 47 60
Mrs Dominique Rochat, MCP Coordinator
Administrator of Medication Control Program
Avenue Rumine 37
P.O. Box 157

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

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, armlets), or when special activities for the media are organised, such as course walks.

Press Conferences

A press conference shall be organised when there is a need for it and important news needs to be communicated to the media. If the news does not require direct interaction between the organisation and the media, there is no need of a press conference. The subject and main points on the agenda of the press conference, as well as the main speakers shall be communicated to the media in advance.

Running order

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

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

- Thank the guests on stage and to the audience, misc. announcement (programme of the next day, etc.)

Facilities

Press Centre

A standard press centre is composed of the following areas:

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

Work stations

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

Telecommunication system

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

Press Conference Room

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

A press conference room is most of the time arranged in theatre style, with a podium for the speakers. The number of seats shall be relative to the number of accredited press (approx. 1 seat every 5 accredited press).

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

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

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

Press Stand

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

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

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

Press Parking

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

PRESS INFORMATION

A constant flow of information regarding the event should be provided to the press before and during the event. According to the press mailing list, press releases and/or newsletters should be circulated via e-mail and the official website of the event. A press kit containing useful information such as programme of the show, entries, nationalities represented, prize money by class, history of the show, interview / presentation of key officials such as show president, show director, course designer, famous riders, side events such as charity actions, list of sponsors should be sent two months before the event. During the

event, information should be provided through the distribution of: press releases, newsletters, flash quotes, press conferences. All information produced on site shall be made available to the non-attending media via fax, e-mail and the website.

Information should include:

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

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

Please note updated biographies of international competitors are available on the FEI website www.horsesport.org.

PHOTOGRAPHERS

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

General requirements

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

Identification

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

Photo positions

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

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

Lighting

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

CRISIS MANAGEMENT

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

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

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

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

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

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

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