

I. DENOMINATION OF EVENT

VENUE: Alter do Chão
DATE: 21-23/03/2025
NF: POR
Indoor: Outdoor:

CDI1* CDI2* CDI3* CDI4* CDI5* CDI-W
 CDIO1* CDIO2* CDIO3* CDIO4* CDIO5* -NC
 CDIJ CDIY CDIP CDIU25 CDIch
 CDIOJ CDIOY CDIOP CDIYOU25 CDIOCh
 CDIAm CDIYH
 Championship Games

II. GENERAL CONDITIONS

- FEI Statutes, 25th edition, effective 21 November 2023.
- FEI General Regulations, 24th edition, 1 January 2020, updates effective 1 January 2025.
- FEI Veterinary Regulations, 15th edition, 1 January 2023, updates effective 1 January 2025.
- **FEI Dressage Rules (26th edition, 1 January 2023, updates effective 1 January 2025) and if applicable the FEI Dressage World Cup™ Rules 2024/2025 and 2025/2026 and FEI Dressage Nations Cup™ Rules 2025.**
- FEI Equine Anti-Doping and Controlled Medication Regulations, 4th Edition, effective 1 January 2025.
- FEI Anti-Doping Rules for Human Athletes, adopted on 23 November 2020. Takes effect on 1 January 2021, updates effective 1 January 2024.
- All subsequent published revisions, the provisions of which will take precedence.

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Approved by the FEI, Lausanne, on 16/01/2025. Updated 05/02/2025.

Updated 10/03/2025. Updated 18/03/2025.



Ronan Murphy
FEI Dressage Director.

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III. THE FEI CODE OF CONDUCT FOR THE WELFARE OF THE HORSE

The Fédération Equestre Internationale (FEI) expects all those involved in international equestrian sport to adhere to the FEI's Code of Conduct and to acknowledge and accept that at all times the welfare of the horse must be paramount and must never be subordinated to competitive or commercial influences.

1. At all stages during the preparation and training of competition horses, welfare must take precedence over all other demands. This includes good horse management, training methods, farriery and tack, and transportation.
2. Horses and athletes must be fit, competent and in good health before they are allowed to compete. This encompasses medication use, surgical procedures that threaten welfare or safety, pregnancy in mares and the misuse of aids.
3. Events must not prejudice horse welfare. This involves paying careful attention to the competition areas, ground surfaces, weather conditions, stabling, site safety and fitness of the horse for onward travel after the event.
4. Every effort must be made to ensure that horses receive proper attention after they have competed and that they are treated humanely when their competition careers are over. This covers proper veterinary care, competition injuries, euthanasia and retirement.
5. The FEI urges all involved with the sport to attain the highest levels of education in their areas of expertise.

A full copy of this Code can be obtained from the Fédération Equestre Internationale, Chemin de la Joliette 8, CH-1006 Lausanne, Switzerland. Telephone: +41 21 310 47 47. The Code is available in English. The Code is also available on the FEI's website: <http://inside.fei.org/>

IV. GENERAL INFORMATION

1. ORGANISER

Name: Companhia das Lezírias, S.A / Coudelaria de Alter
Address: Coudelaria de Alter - Tapada do Arneiro - 7440-152 Alter do Chão
Telephone: +351245610060
Email: geral@alterreal.pt
Website: www.alterreal.pt

Contact Details Show Ground:

Address: Coudelaria de Alter - Tapada do Arneiro - 7440-152 Alter do Chão
Telephone: +351245610060
GPS Coordinates: 39° 22' 22.95" N 7° 68' 70.64"W

Accessibility details (directions by road, nearest airport/train station):

- Nearest Airport - Lisbon International airport
- By car - from lisbon take the A2 direction Spain and leave in Estremoz exit direction to Portalegre, then follow the direction to Alter do Chão.

2. ORGANISING COMMITTEE

Honorary President: Presidente da Companhia das Lezírias
President of the event: Eng Eduardo Oliveira e Sousa
Show Secretary: Coudelaria de Alter
Press Officer: Coudelaria de Alter

3. EVENT DIRECTOR

Name: Francisco Beja
Address: Coudelaria de Alter
Mobile: +351245610060
Email: geral@alterreal.pt

**FEI APPROVED SCHEDULE
ALTER do CHÃO (POR) 21-23 March 2025**

V. OFFICIALS

Please note that the schedule has been approved under the provision that all appointed Officials have successfully passed the on-line FEI Competency Evaluation Test, and that the appointed VSM fulfils the requirement of being listed as Level 1 OV before the start of the event.

	Panel	Function	FEI ID	Name	NF	Level
1	Ground Jury	President	10049287	Elisabeth Max-Theurer	AUT	4/YH
		Member	10147437	Kerrie Swan-Bates	AUS	3/YH
		Member	10051062	Maria Colliander	FIN	4/YH
		Member	10095170	Knut Danzberg	GER	3/YH
		Member	10034593	Miguel Gonçalves	POR	2/YH
		Member	10184209	Cláudia Matos	POR	2/YH
		Foreign Judge	10053322	Maarten van der Heijden	NED	4/YH
		Foreign Judge	10093684	Sandra Hotz	USA	3/YH
2	Foreign Technical Delegate	Foreign Technical Delegate				
3	Stewards	Chief Steward	10063553	Armindo Caixinha	POR	3
		Steward	10050871	Luis Pedro Machado	POR	3
		Steward	10159463	Bruno Caseirão	POR	3
		Steward				
		Steward				
4	FEI Veterinary Delegate	Veterinary Delegate	10053024	Bruno Miranda	POR	3
		Additional Veterinary Delegate				
	FEI Veterinary Commission	Veterinary Commission President				
		Foreign Veterinary Delegate				
		Veterinary Commission Member				
5	Veterinary Services Manager / Treating Veterinarian	Veterinary Services Manager	10087303	José Miranda Veiga	POR	1
		Permitted Treating Veterinarian (One for every 200 horses)	10087303	José Miranda Veiga	POR	
		Permitted Treating Veterinarian (One for every 200 horses)				
6	Doctor/Medical Service	Doctor/Medical Service		Bombeiros Voluntários de Alter do Chão	POR	
7	Farrier	Farrier		Pedro Rodrigues	POR	
8	NF Delegate	NF Delegate (if applicable)				

VI. INVITATIONS

Number of NFs invited:	All
State which NFs are invited:	All
Reserve NFs:	N/A
Total Number of athletes:	80
Number of home athletes:	40
Number of athletes per NF:	No limit
Number of horses per athlete:	See competition

Athletes are invited by the Organiser through their NF.

One (1) groom per athlete.

The OC reserves the right to invite athletes (through their respective NF) in the limit of available entries and to limit the entries in order to judge 40 horses per day and per judge. The OC reserves the right to increase or reduce the number of riders by NF and / or horses by rider in the case where nominative entries would be deficient or too numerous or according to the definite entries. Any such changes will be immediately notified to all competitors, officials, NFs and FEI include additional details if necessary.

VII. ENTRIES

- You must use the FEI Entry System for all categories of this Event: https://entry.fei.org/index.php?page=PFO_Entries_NF_EventSearch
- You will find additional documentation on: <https://inside.fei.org/fei/your-role/it-services/it-platforms/fei-entry-system>
- All Athletes and Horses participating in any International Competition must be registered with the FEI.
- Athletes and/or Horses present at the Event without having been entered through the FEI's Online Entry System will automatically be disqualified unless compelling circumstances warrant otherwise.

1. ENTRY DATES AND FEES:

Deadlines for entries

Definite Entries: 12/03/2025

Last date for substitutions: 14/03/2025 until 12am

Entries have to be in accordance with the FEI Dressage Rules and the FEI General Regulations.

**FEI APPROVED SCHEDULE
ALTER do CHÃO (POR) 21-23 March 2025**

Entry fee per horse:

CDICh / CDIP	395€ (VAT excluded)
CDIJ / CDIY / CDIYH	420€ (VAT excluded)
CDI3* / CDIU25	435€ (VAT excluded)
CDI2* / CDI1*	420€ (VAT excluded)
VAT:	23% (to be added to the Entry Fees mentioned above)

Total fee per horse:

CDICh / CDIP	485,85€
CDIJ / CDIY / CDIYH	516,60€
CDI3* / CDIU25	535,05€
CDI2* / CDI1*	516,60€

Entry Fees have to be paid until the Definite Entries date: 10/03/2025 by bank transfer to:

IBAN: PT50 0781 0112 01120014305 05

SWIFT CODE: IGCPPTPL

Account holder name: IGCP, EPE.

The evidence of payment shall be sent to: geral@alterreal.pt

2.NO-SHOWS/LATE WITHDRAWALS:

NB: In the case of withdrawals after the date of definite entries or no-shows the athlete or the respective NF will be held liable to reimburse the Organiser for the actual financial loss incurred by the Organiser (i.e., stabling and hotel expenses) as a result of the late withdrawal or no-show.

Amount charged: 375€ + 23% VAT

3.ADDITIONAL FEES/CHARGES BY ORGANISING COMMITTEE:

All other fees must be listed hereunder with the details of the amounts to be charged and approved by the FEI. (Refer to FEI Dressage Rules) Only fees approved by the FEI and listed in the approved Schedule can be charged by the Organiser.

EADCMP Fee:

Included in compulsory entry fee Not included in compulsory entry fee

Lower-Level Events (CIMs) CHF 18 per horse per event
(For definition of CIMs see Appendix E of the FEI General Regulations)

Higher-Level Events CHF 25 per horse per event
(All other events not defined as CIM)

FEI APPROVED SCHEDULE
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Stabling fee per horse:	Included in the entry fee
Manure disposal:	28€
Hay:	15€
Straw:	9€
Shavings:	15€
Health/customs documents per horse:	40€ (if requested by the Athlete).
Lorry Parking:	Free parking per lorry (if requested by the Athlete).
Electricity hook-up:	75€ per lorry (if requested by the Athlete)
Tack box*:	165€ (if requested by the Athlete)
Non competing horse:	300€ per horse (limited & under request only before 07/03/2025)

All afore mentioned amounts are excluding VAT.

VAT Number of the Organiser: 500068054

* Tack boxes are limited and have to be reserved in advance, they will be made available on a first come first serve basis.

Please make the tack box reservation or any request to the following mail:
geral@alterreal.pt

VIII. TIMETABLE

Competitions must not start before 08:00 and must not finish after 23:00 unless prior approval is granted by the FEI.

The current edition of Dressage Tests at the date of the show will be used and all tests must be ridden from memory.

<https://inside.fei.org/fei/your-role/organisers/dressage/tests>

	Day	Date	Time
• <u>Opening of stables</u>	Thursday	20/03/2025	09:00 (all horses must arrive until 18:00)
• <u>Horse Inspection</u>	Friday	21/03/2025	10:00
• <u>Briefing Meeting on welfare matters (Athletes, Trainers, Key Officials, ...)</u>	Friday	21/03/2025	13:00
• <u>Declaration of Starters</u>	Not later than one (1) hour after the horse inspection.		
• <u>Draw:</u>			
Friday's Competitions	Friday	21/03/2025	Following the horse inspection
Saturday's Competitions	Friday	21/03/2025	Following the end of the last competition
Sunday's Competitions	Saturday	22/03/2024	Following the end of the last competition

Competitions CDIP:	Day	Date	Time	Prize Money
Competition n° 04 - Pony Riders Team	Friday	21/03/2025	Not Before 14:00	N/A
Competition n° - 17 - Pony Riders Individual	Saturday	22/03/2025	Not Before 8:00	N/A
<u>Total Prize Money</u>				N/A
<u>Prizes in Kind</u>				Trophies / Rosettes

Competitions CDICH:	Day	Date	Time	Prize Money
Competition n° 05 - Children Team	Friday	21/03/2025	Not Before 14:00	N/A
Competition n° 18 - Children Individual	Saturday	22/03/2025	Not Before 8:00	N/A
<u>Total Prize Money</u>				N/A
<u>Prizes in Kind</u>				Trophies / Rosettes

FEI APPROVED SCHEDULE
ALTER do CHÃO (POR) 21-23 March 2025

Competitions CDIJ:	Day	Date	Time	Prize Money
Competition nº 06 – Juniors Team	Friday	21/03/2025	Not Before 14:00	N/A
Competition nº 19 – Juniors Individual	Saturday	22/03/2025	Not Before 8:00	250€
Total Prize Money				250€
Prizes in Kind				Trophies / Rosettes

Competitions CDIY:	Day	Date	Time	Prize Money
Competition nº 07 – Young Riders Team	Saturday	22/03/2025	Not Before 8:00	N/A
Competition nº 15 – Young Riders Individual	Sunday	23/03/2025	Not Before 8:00	250€
Total Prize Money				250€
Prizes in Kind				Trophies / Rosettes

Competitions CDIU25:	Day	Date	Time	Prize Money
Competition nº 08 – Intermediate II	Saturday	22/03/2025	Not Before 8:00	N/A
Competition nº 16 – Grand Prix 16-25	Sunday	23/03/2025	Not Before 8:00	250€
Total Prize Money				250€
Prizes in Kind				Trophies / Rosettes

Competitions CDIYH:	Day	Date	Time	Prize Money
Competition nº 01 – 5 YO Preliminary	Friday	21/03/2025	Not Before 14:00	N/A
Competition nº 12 – 5 YO Final	Sunday	23/03/2025	Not Before 8:00	250€
Competition nº 02 – 6 YO Preliminary	Friday	21/03/2025	Not Before 14:00	N/A
Competition nº 13 – 6 YO Final	Sunday	23/03/2025	Not Before 8:00	250€
Competition nº 03 – 7 YO Preliminary	Friday	21/03/2025	Not Before 14:00	N/A
Competition nº 14 – 7 YO Final	Sunday	23/03/2025	Not Before 8:00	250€
Total Prize Money				750€
Prizes in Kind				Trophies / Rosettes

Competitions CDI1*:	Day	Date	Time	Prize Money
Competition nº 09 – Prix St Georges	Saturday	22/03/2025	Not Before 8:00	250€
Competition nº 20 – Intermediate I	Sunday	23/03/2025	Not Before 8:00	250€
Total Prize Money				500€
Prizes in Kind				Trophies / Rosettes

FEI APPROVED SCHEDULE
ALTER do CHÃO (POR) 21-23 March 2025

Competitions CDI2*:	Day	Date	Time	Prize Money
Competition nº 10 – Intermediate A	Saturday	22/03/2025	Not Before 8:00	250€
Competition nº 21 – Intermediate B	Sunday	23/03/2025	Not Before 8:00	250€
<u>Total Prize Money</u>				500€
<u>Prizes in Kind</u>				Trophies / Rosettes

Competitions CDI3*:	Day	Date	Time	Prize Money
Competition nº 11 – Grand Prix	Saturday	22/03/2025	Not Before 8:00	900€
Competition nº 22 – Grand Prix Special	Sunday	23/03/2025	Not Before 8:00	1000€
<u>Total Prize Money</u>				1900€
<u>Prizes in Kind</u>				Trophies / Rosettes

1. DEGREE OF DIFFICULTY – FLOORPLAN GRAND PRIX FREESTYLE

DoD will be used. DoD will not be used. Not Applicable.

Athletes are required to login using their own credentials on to <http://dressagefreestyle.fei.org> to create or assign their Grand Prix Freestyle floorplan at the latest 2 hours prior to:

- the horse inspection.
- the draw of the Grand Prix / Short Grand Prix

2. GENERAL CLASSIFICATION AT THE END OF THE COMPETITIONS:

Leading athlete award – N/A
 Best foreign athlete - N/A
 Best home athlete – N/A
 Team awards – N/A

IX. COMPETITIONS DETAIL

FIRST DAY: FRIDAY

DATE: 21/03/2025

COMPETITION No 1

CDIYH

Test: FEI Preliminary for 5 – Year old Horses
Number of horses per athlete: 2
Open to: All Athlete/Horse combinations entered
Draw/Art: Ordinary draw Art. 417.3.1
Prize money: None

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COMPETITION No 2

CDIYH

Test: FEI Preliminary for 6 – Year old Horses
Number of horses per athlete: 2
Open to: All Athlete/Horse combinations entered
Draw/Art: Ordinary draw Art. 417.3.1
Prize money: None

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COMPETITION No 3

CDIYH

Test: FEI Preliminary for 7 – Year old Horses
Number of horses per athlete: 2
Open to: All Athlete/Horse combinations entered
Draw/Art: Ordinary draw Art. 417.3.1
Prize money: None

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COMPETITION No 4

CDIP

Test: FEI Pony Riders Team
Number of horses per athlete: 2
Open to: All Athlete/Horse combinations entered
Draw/Art: Ordinary draw Art. 417.3.1
Prize money: None

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COMPETITION No 5

CDICH

Test: FEI Children Team
Number of horses per athlete: 2
Open to: All Athlete/Horse combinations entered
Draw/Art: Ordinary draw Art. 417.3.1
Prize money: None

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COMPETITION No 6

CDIJ

Test: FEI Juniors Team
Number of horses per athlete: 2
Open to: All Athlete/Horse combinations entered
Draw/Art: Ordinary draw Art. 417.3.1
Prize money: None

SECOND DAY: SATURDAY

DATE: 22/03/2025

COMPETITION No 7

CDIY

Test: FEI Young Riders Team
Number of horses per athlete: 2
Open to: All Athlete/Horse combinations entered
Draw/Art: Ordinary draw Art. 417.3.1
Prize money: None

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COMPETITION No 8

CDIU25

Test: FEI Intermediate II
Number of horses per athlete: 2
Open to: All Athlete/Horse combinations entered
Draw/Art: Ordinary draw Art. 417.3.1
Prize money: None

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COMPETITION No 9

CDI1*

Test: Prix St Georges
Number of horses per athlete: 2
Open to: All Athlete/Horse combinations entered
Draw/Art: Ordinary draw Art. 417.3.1
Prize money: 250 euros
Breakdown: 83/65/50/30/22

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COMPETITION No 10

CDI2*

Test: Intermediate A
Number of horses per athlete: 2
Open to: All Athlete/Horse combinations entered
Draw/Art: Ordinary draw Art. 417.3.1
Prize money: 250 euros
Breakdown: 83/65/50/30/22

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COMPETITION No 11

CDI3*

Test: Grand Prix
Number of horses per athlete: 2
Open to: All Athlete/Horse combinations entered
Draw/Art: Ordinary draw Art. 417.3.1
Prize money: 900 euros
Breakdown: 297/225/180/135/63

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COMPETITION No 17

CDIP

Test: FEI Pony Riders Individual
Number of horses per athlete: 2
Open to: All Athlete/Horse combinations entered
Draw/Art: Ordinary draw Art. 417.3.1
Prize money: None

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COMPETITION No 18

CDICH

Test: FEI Children Individual
Number of horses per athlete: 1
Open to: the best 15 Athlete/Horse combinations from the
Children Team
Draw/Art: Art. 417.3.3
Prize money: None

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COMPETITION No 19

CDIJ

Test: FEI Juniors Individual
Number of horses per athlete: 2
Open to: All Athlete/Horse combinations entered
Draw/Art: Ordinary draw Art. 417.3.1
Prize money: 250 euros
Breakdown: 83/65/50/30/22

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THIRD DAY: SUNDAY

DATE: 23/03/2025

COMPETITION No 12

CDIYH

Test: FEI Final for 5 – year old horses
Number of horses per athlete: 2
Open to: All Athlete/Horse combinations entered
Draw/Art: Ordinary draw Art. 417.3.1
Prize money: 250 euros
Breakdown: 83/65/50/30/22

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COMPETITION No 13

CDIYH

Test: FEI Final for 6 – year old horses
Number of horses per athlete: 2
Open to: All Athlete/Horse combinations entered
Draw/Art: Ordinary draw Art. 417.3.1
Prize money: 250 euros
Breakdown: 83/65/50/30/22

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COMPETITION No 14

CDIYH

Test: FEI Final for 7 – year old horses
Number of horses per athlete: 2
Open to: All Athlete/Horse combinations entered
Draw/Art: Ordinary draw Art. 417.3.1
Prize money: 250 euros
Breakdown: 83/65/50/30/22

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COMPETITION No 15

CDIY

Test: FEI Young Riders Individual
Number of horses per athlete: 2
Open to: All Athlete/Horse combinations entered
Draw/Art: Ordinary draw Art. 417.3.1
Prize money: 250 euros
Breakdown: 83/65/50/30/22

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COMPETITION No 16

CDIU25

Test: FEI Grand Prix 16-25
Number of horses per athlete: 2
Open to: All Athlete/Horse combinations entered
Draw/Art: Ordinary draw Art. 417.3.1
Prize money: 250 euros
Breakdown: 83/65/50/30/22

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COMPETITION No 20

CDI1*

Test: Intermediate I
Number of horses per athlete: 2
Open to: All Athlete/Horse combinations entered
Draw/Art: Ordinary draw Art. 417.3.1
Prize money: 250 euros
Breakdown: 83/65/50/30/22

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COMPETITION No 21

CDI2*

Test: Intermediate B
Number of horses per athlete: 2
Open to: All Athlete/Horse combinations entered
Draw/Art: Ordinary draw Art. 417.3.1
Prize money: 250 euros
Breakdown: 83/65/50/30/22

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COMPETITION No 22

CDI3*

Test: Grand Prix Special
Number of horses per athlete: 1
Open to: and compulsory for the best 15 Athlete/Horse combinations from the Grand Prix
Draw/Art: Ordinary draw Art. 417.3.3
Prize money: 1000 euros
Breakdown: 330/250/200/150/70

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X. FACILITIES OFFERED

1.ATHLETES

Accommodation.

Hotel: Vila Galé Alter Real Collection

Address: Tapada do Arneiro, 7440-152, Alter do Chão

Telephone: 245240130

Hotel: Convento d'Alter

Address: Rua de Santo António, nº23, 7440-059 Alter do Chão

Telephone: 266009970

At the expense of the Organiser or the Athlete

Meals.

At the expense of the Organiser or the Athlete

2.GROOMS

Accommodation.

Requests for accommodation must be sent with entries.

At the expense of the Organiser or the Athlete

Meals.

At the expense of the Organiser or the Athlete

N.B. Organisers must provide proper sanitary conditions. The showering facilities should be sufficient for both male and female grooms with hot and cold water. Shower facilities as well as restrooms should at all times be in a state of cleanliness.

As much as possible in accordance with the Organisers Guide, Point 4.7.2 - Facilities, Services & Conditions for Grooms"

<https://knowledgebase.fei.org/index.php?action=artikel&cat=11&id=132&artlang=en>

XI. LOGISTICAL/ADMINISTRATIVE/TECHNICAL INFORMATION

1.DRAW

Location of the draw: At the Show office

2.COMPETITION ARENA(S)

Total dimensions: 100 x 60 m (Competition arena - dimensions: 20 x 60 m)

Type of Footing: All weather ebb and flow

3.PRACTICE ARENA(S)

Total dimensions: 70 x 45 m (Competition arena - dimensions: 20 x 60 m)

Type of Footing: All weather ebb and flow

4.STABLES

Size of boxes: 3 m x 3 m (at least 3m x 3m)

An adequate number of stables must be at least 4m x 3m to accommodate the larger Horses.

The stables will be closed from 21:00 till 06:00

Possibility to buy shavings, additional straw and hay according to available stocks

5.PAPERLESS JUDGING

It is compulsory to have a certified software/solution in order to offer Paperless Judging at FEI Dressage Events.

Will you use a FEI Certified Paperless Judging Software/Solution to manage judging at your Event? (The list of Certified Service Providers is available here: <https://inside.fei.org/fei/your-role/it-services/it-providers/list>)

No and as OC, we confirm that no Paperless Judging Software/Solution will be used.

6.SCORING PROVIDER/TIMING PROVIDER

Will you use a FEI Certified Service Provider to manage the scoring and timing at your Event? (The list of Certified Service Providers is available here: <https://inside.fei.org/fei/your-role/it-services/it-providers/list>)

Contact person at Event:

Name: Rita Cabral Moura

FEI ID number: 10154843

Contact email: ritacabralmoura@sapo.pt

The FEI may require to be provided with real time results data feed of your Events according to FEI requirements; in this case you and your provider will be informed accordingly.

7.AVERAGE SCORE/OPEN SCORING

Average Score and Open Scoring: Yes No

8.OTHER TECHNOLOGY/SERVICE PROVIDER(S)

Will you use other technology/service provider(s) at your Event?

No

9.PRIZE GIVING CEREMONY

The number of athletes required to present themselves for the prize giving ceremony of each competition is three (3).

10. ADVERTISING ON ATHLETES AND HORSES

The athletes are authorised to carry the logo of their personal sponsor. The Chief Steward will check that the advertising and publicity on athletes and horses complies with the FEI General Regulations.

11. TICKETING

Are you selling ticket for spectator to attend your event: Yes No

12. BETTING

Betting will be authorised by the Organiser: Yes No

13. TRANSPORT REIMBURSEMENT HORSES/PONIES

Transport expenses to be paid by the Athlete

14. WELCOME

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

15. LOCAL TRANSPORTATION - ARRANGEMENTS FROM HOTEL TO SHOWGROUNDS

Walking distance

Public Transport to be paid by the Organiser or the Athlete

Taxi to be paid by the Organiser or the Athlete

16. ENTRY RIGHT TO SHOWGROUNDS/ACCREDITED PERSONS

Entry right to the stable areas according to the FEI Veterinary Regulations.

NUMBER ACCREDITED PERSONS:

Athlete: 1
Partner: 1
Groom: 1
Horse Owner: two (2) accreditations per horse acc. to FEI Passport
Other: Extra Accreditation 70€

17. SUSTAINABILITY

Please consider the environment when organising an FEI Event. Please find useful information on FEI Sustainability here: <http://inside.fei.org/fei/your-role/organisers/handbook>

XII. VETERINARY MATTERS

1. CUSTOMS FORMALITIES

Name: Nuno Braamcamp
Address: Av. 25 Julho, 1200-868 Lisboa
Telephone: +351213922040
Email: nuno.braamcamp@despachante.cdo.pt

2. HEALTH REQUIREMENTS

GENERAL

In accordance with the FEI Code of Conduct for the Welfare of the Horse it is imperative that all Horses at FEI Events are physically fit, free from infectious disease and meet the FEI's health requirements before being allowed to compete.

ENTRY OF HORSES

Required health tests and vaccinations: N/A
Quarantine period: N/A
Specimen Import Licence applied: N/A

Horses moved from other member states or outside must be accompanied by an identification document. Directive 2009/156/EC Regulation (EC 5041 2008).

Health papers are required for horses coming to Portugal. 1.Horses coming from Portugal: Transport and Health Certificate. 2.Horses from the EU: International Transport Certificate valid between EU members. 3.Horses coming from other countries: valid certificate which required any moment of import.

3. NATIONAL REQUIREMENTS

N/A

4.PONIES

Ponies must be in compliance with the Veterinary Regulations to be eligible to compete in pony events.

5.INJURY SURVEILLANCE

FEI Veterinary Regulations: Horses participating in FEI Events are subject to injury surveillance protocols; and in the event of fatality, a post-mortem examination.

6.TRANSPORT OF HORSES

Horses must be fit to travel and be transported in suitable vehicles. Any government requirements for infectious disease testing and control must be requested well in advance, to ensure that the horse is in compliance by the time of arrival at the border of the country where the Event is taking place. Athletes, or their representatives, have the responsibility to comply with national legislation in both their country of origin and the host nation of the Event. Where necessary athletes must contact local government authorities or veterinary advisors for information regarding animal health requirements and transport legislation.

7.VENUE ARRIVAL INFORMATION & FITNESS TO COMPETE

7.1 PASSPORTS. FEI General Regulations.

For all issues relating to FEI Horse Passports/FEI Recognition Cards please contact your National Federation.

All Horses competing at FEI Events must be registered with the FEI.

FEI Passports or FEI Recognition Cards (for those Horses with a national passport approved by the FEI) are compulsory for FEI Events.

NB: Horses entered in CIMs in their country of residence are not required to have an FEI Passport or FEI Recognition Card but must be properly registered with the FEI and identifiable (FEI General Regulations).

Athletes who do not present a Horse's Passport and/or Recognition Card, or one that is not correctly validated or fail to meet other passport requirements will be **subject to Sanctions in accordance with the FEI Veterinary Regulations** and may not be allowed to compete.

NB for Horses permanently resident in a Member State of the European Union: all Horses must have a national EU passport in compliance with EU Regulations to which a FEI Recognition card is applied. The exception to this being Horses in possession of an FEI passport which has been continually revalidated without interruption.

7.2 VACCINATIONS - EQUINE INFLUENZA.

Horses competing at FEI Events must comply with the requirements for Equine Influenza vaccination in accordance with the Veterinary Regulations.

All FEI registered Horses intending to compete at FEI Events (including CIMs) must be vaccinated against Equine Influenza in accordance with these Veterinary Regulations. The exception being if the applicable domestic legislation prevents the use of Equine Influenza vaccines within the relevant territory.

7.3 EXAMINATION ON ARRIVAL.

On arrival at an Event venue, all Horses must undergo an examination by an FEI veterinarian to confirm their identification from their passport and microchip (where present), their vaccination status and meet the FEI's health requirements to access the FEI Stables Area. To protect all horses attending events, any Horse with a questionable health status concerning vaccination, infectious disease or other concerns, must be stabled within the isolation facilities provided by the Organising Committee pending a decision on entering the venue. PRs must fulfil the Horse Health Requirements via the FEI HorseApp in advance of the event which will be checked at the Examination on Arrival.

7.4 HORSE INSPECTIONS.

All Horses will be assessed for their fitness to compete during the Horse Inspection. Any Horse demonstrating questionable fitness may be referred to the Holding Box for further veterinary examination. Horses not deemed fit to compete by the Inspection Panel will not be permitted to compete.

7.5 LIMB SENSITIVITY EXAMINATION.

Horses may be subject to examination under the protocol for abnormal limb sensitivity throughout the period of an Event. For Jumping that includes, but is not limited to, between rounds and before the Jump Off. For Endurance that includes, but is not limited to, pre-ride, during the ride and after the ride. Horses may be examined once or on multiple occasions during the Period of an Event. Horses may be selected for examination under the protocol randomly or they may be targeted. All Horses selected to be tested must submit promptly to the examination or are subject to immediate disqualification. There is no obligation to examine any specific number of Horses at an Event.

8. EQUINE ANTI-DOPING AND CONTROLLED MEDICATION PROGRAMME (EADCMP).

8.1 SAMPLING.

All horses competing at FEI Events may be subject to sampling for the presence of Prohibited Substances in accordance with the Anti-Doping and Controlled Medication Regulations (EADCMRs). Horses may be selected for sampling in accordance with obligatory testing, targeted or random sampling procedures. Refer to FEI Financial Charges for details of fees relating to Equine and Human Anti-Doping program (EADCMP), which OCs/NFs have the right to charge to the athlete (applicable for all FEI events worldwide).

8.2 ELECTIVE TESTING.

Elective Testing may be carried out prior to an Event to check for the presence of Prohibited Substances. Please refer to <https://inside.fei.org/fei/cleansport/horses> for information and details.

XIII. HUMAN ANTI-DOPING

Athletes can be tested at any FEI Event, by the FEI or by other Anti-Doping Organisations with Testing jurisdiction. Organisers will have the responsibility to provide facilities and staff/volunteers to facilitate such Testing if requested by the FEI as outlined in the FEIs' Anti-doping Rules for Human Athletes (ADRHA).

The ADRHA rules are published on the FEI's website at <http://inside.fei.org/content/anti-doping-rules>

XIV. ADDITIONAL INFORMATION

1.INSURANCES AND NATIONAL REQUIREMENTS

Equestrian sports involve inherent dangerous risks. To the greatest extent permitted by law, the FEI and the FEI Event Organiser shall NOT be liable for any damages relating to loss of property or injury of any kind to Athletes, Owners, Support Personnel or Horses at or in connection with an FEI Event and the FEI expressly excludes all such liability.

1.1 ATHLETES, OWNERS AND SUPPORT PERSONNEL

1.1.1 Personal Accident and Health Insurance

It is your responsibility as an Athlete/Owner/ Support Personnel to ensure that you have adequate personal accident insurance in place to cover your participation at FEI Events and in particular to insure against any personal injury or medical expenses arising from an accident, injury or illness which may occur at a FEI Event.

You should check with your National Federation to confirm if your National Federation's insurance policy (if any) covers personal accidents and/or illnesses which may occur when you are attending at/participating in FEI Events.

If your National Federation does not have a personal accident/health insurance policy or if the National Federation's insurance policy does not cover personal accident or health claims, then you should obtain your own personal accident and health insurance policy to cover your attendance/participation at FEI Events.

1.1.2 Personal Property Insurance

You should also ensure that you are insured against property loss, theft or damage which may occur at an FEI Event.

Again, the advice is to check with your National Federation to confirm if they have an insurance policy in place which would cover you in case of such property loss, theft or damage. If not, then you should obtain your own personal property insurance to cover such situations.

1.1.3 Press Equipment

Press equipment and other items left in the Press workroom, Press lockers, the Press Tribune or anywhere on the showgrounds are left entirely at the owner's risk. The Organising Committee does not accept any responsibility for any loss or damage to such equipment or items. Members of the Press are advised not to leave any equipment or personal items unattended.

1.2 ATHLETES AND OWNERS

1.2.1 Third Party Liability Insurance

As an Athlete/Owner you are personally responsible for damages to third parties caused by you, your employees, Support Personnel, your agents or your Horses. You are, therefore, strongly advised to take out third-party liability insurance providing full coverage in relation to FEI Events at home and abroad, and to keep the policy up to date.

The FEI and the Organiser will NOT be responsible for any damage caused to third parties by you, your employees, Support Personnel, your agents or your Horses.

1.2.2 Additional Liability Information

N/A

1.2.3 Horse Insurance

As an Owner you should ensure that your Horses are adequately insured against any injuries or illnesses they may sustain while participating at a FEI Event.

2.PROTESTS/APPEALS

To be valid, all Protests and Appeals must be made in writing and accompanied by a deposit of CHF 150.- or equivalent, as mentioned in the FEI General Regulations: <https://inside.fei.org/content/general-regs-statutes>

3.DISPUTES

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

4.MODIFICATION TO SCHEDULE

In exceptional circumstances, together with the Approval of the Chefs d'Equipe, host NF delegate, if any, and the Ground Jury, the OC may change the schedule in order to clarify any matters arising from an omission or due to unforeseen circumstances. Any such changes must be notified to all Athletes and Officials

as soon as possible and they must be reported to the FEI by the Foreign Judge.

5.ADDITIONAL INFORMATION FROM THE ORGANISER

Dogs must be leashed and affixed to a human or stationary object on the showground and in the stable area. Violation of this rule will incur a fine of 100€ per offence and, in case of repeated offence at the Event, may lead to exclusion from the Venue (Art.109.13 General RG)

Smoking is not allowed in the stables.

DEDUCTIONS FROM PRIZE MONEY AT COMPETITIONS:

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

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

Government taxes deducted from the prize money: IVA 23% and/or IRS 25%

Reimbursement of prize money will be paid out by bank transfer per athlete (neither per horse responsible nor per horse owner) within 10 days after the CDI (athletes must send the invoice immediately after the CDI).

For this purpose the NFs are requested to state the bank information (nome of recipient, bank name, bank code, account number, IBAN and BIC codes) or their athletes together with the online entries. In case the money transaction does not go through due to incorrect or incomplete bank information, the OC reserves the right to charge a lump sum of 50€ for any handling fees charged by the bank. The Organizing Committee is authorized to deduct any possible outstanding duties from the payment. Each athlete is obliged to forward the prize-money as well as any reimbursement to the respective horse owner. Each athlete is requested to check and sign the final account at the accounting office before departure. The horse passport will only be handed out after the accounts have been settled. Square for Organizer to include details if necessary.

IMPORTANT

The total amount of prize money shown for each Competition in the schedule must be distributed. (FEI General Regulations)

The value of the 1st prize must not exceed 1/3 of the total prize money announced for the competition. Distribution of prize money: distributed to 25 % of participants. If there are between 5 and 19 athletes in the competition, min 5 prizes must be distributed.

If there are 4 or less athletes in the competition, the table below applies.

Number of Starters	1	2	3	4	From 5 and above
1 st	33%	33%	33%	33%	All the prize money scheduled must be distributed among all placed athletes.
2 nd		25%	25%	25%	
3 rd			20%	20%	
4 th				15%	
Total distributed	33%	58%	78%	93%	

The amount to be given to each athlete must be stated in the schedule.

XV. ANNEXES

1. FEI ENTRY SYSTEM

Please fill the form below in order to provide you and the other members of your committee access to the FEI Entry System.

FEI ID¹: 10034629
Name*: Queiroz
First Name*: Gonçalo
E-Mail*: goncalo@gqhorses.pt
Access Rights*: Admin² Consult³

FEI ID¹:
Name*:
First Name*:
E-Mail*:
Access Rights*: Admin² Consult³

FEI ID¹:
Name*:
First Name*:
E-Mail*:
Access Rights*: Admin² Consult³

- 1) If already have an FEI user account.
2) Provide you the required access to manage entries and substitutions and download entries/lists.
3) You are just able to consult and download the entries/lists.
*) Mandatory Fields

2. RESULTS

In order to proceed with the results publication and for qualification purposes the FEI requires results to be uploaded directly on the FEI Database within two days after the conclusion of the event.

All relevant information, file format and tutorial can be found on this page:
<https://inside.fei.org/fei/your-role/it-services/results/dressage-results-forms>

If you or your provider are unable to produce the required files, results will be accepted by e-mail to dressageresults@fei.org in the proper XML format immediately after the event.

Please refer to compulsory format for CDIs; the file can be downloaded using the following link: <https://inside.fei.org/fei/your-role/it-services/xml-format>

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

Please note that as per the FEI Regulations: 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 two (2) days following the Event for all disciplines managed by an online entry system and five (5) days for all other discipline(s), unless otherwise specified for qualification and ranking reasons as communicated by the FEI.

Failure from organisers 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.