



**Event** (category): CDI5\*, CDI3\*, CDI 1\*, CDIY, CDIJ, CDIP

**Place:** West Palm Beach, FL

**Date:** 9-12 Mar 2011

**NF:** USA

USEF # 324026

## GENERAL CONDITIONS

This event is organised in accordance with:

- FEI Statutes, 22<sup>nd</sup> edition, effective 15<sup>th</sup> April 2007, updates effective 1<sup>st</sup> January 2011,
- FEI General Regulations, 23<sup>rd</sup> edition, effective 1<sup>st</sup> January 2009, updates effective 1<sup>st</sup> January 2011
- FEI Veterinary Regulations, 12<sup>th</sup> edition, effective 5<sup>th</sup> April 2010, updates effective 1<sup>st</sup> January 2011
- Equine Anti-Doping and Controlled Medication Rules (EADCMR), 1<sup>st</sup> edition, effective 5<sup>th</sup> April 2010, updates effective 1<sup>st</sup> January 2011
- FEI Anti-Doping Rules for Human Athletes (ADRHA), based on the 2009 revised Code, effective 1<sup>st</sup> January 2011
- The Rules for Dressage Events (24<sup>th</sup> edition, effective 1<sup>st</sup> January 2011), and if applicable the Rules for the World Cup Dressage Events.
- All subsequent corrections and modifications to the above Rules and Regulations as published by the FEI.
- 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.

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Approved by the FEI

Lausanne, on 14 February 2011  
*UPDATED 23 February 2011*

Signature:

Trond Asmyr  
Director  
FEI Dressage Department  
FEI World Cup™ Dressage

## GENERAL INFORMATION

USEF Number: 324026

### 1. DENOMINATION OF EVENT

STATUS: CDI5\*, CDI3\*, CDI 1\*, CDIY, CDIJ, CDIP  
DATE: 9-12 March 2011 (Veterinary Inspections 9 March)  
PLACE: Palm Beach County Jim Brandon Equestrian Center;  
West Palm Beach, FL  
COUNTRY: USA

### 2. ORGANISER/EVENT DIRECTOR

Name: Noreen O'Sullivan  
Address: Wellington Classic Dressage, Inc.  
14457 Draft Horse Lane  
Wellington, FL 33414 USA  
Telephone: 561-227-1570  
FAX: 561-227-1571  
Email: [nosullivan@wellingtonclassicdressage.com](mailto:nosullivan@wellingtonclassicdressage.com)  
Website: [www.wellingtonclassicdressage.com](http://www.wellingtonclassicdressage.com)

### 3. ORGANISING COMMITTEE

Organizing Committee: Wellington Classic Dressage, Inc.  
President of the Event: Noreen O'Sullivan  
Show Secretary: Monica Meyers Fitzgerald  
11924 W Forest Hill Blvd Suite 22-148  
Wellington, FL 33414 USA  
Telephone: 954-647-7940  
Fax 561-227-1571  
E-mail: [mon1206@aol.com](mailto:mon1206@aol.com)  
Sr. Press Officer: John Flanagan  
E-Mail: [jflanagan@wellingtonclassicdressage.com](mailto:jflanagan@wellingtonclassicdressage.com)  
Telephone: 561-714-90258  
Press Officer: Phelps Media/Mason Phelps  
E-Mail: [mpjr@phelpsmediagroup.com](mailto:mpjr@phelpsmediagroup.com)  
Telephone: 561-753-3389

### 4. COMPLETE POSTAL ADDRESS OF THE SHOWGROUND

Palm Beach County Jim Brandon Equestrian Center  
7500 Forest Hill Blvd  
West Palm Beach, FL 33413 USA

## OFFICIALS

### 1. GROUND JURY:

President: Wim Ernes (O) NED  
Member: Stephen Clarke (O) GBR  
Member: Gary Rockwell (O) USA  
Member: Cara Whitham (O) CAN  
Member: Lois Yukins (I) USA  
Member: Lorraine McDonald (I) CAN  
Member: Jayne Ayres (I) USA  
Member: Hans Christian Matthieses (I) DEN

### 2. FOREIGN JUDGE:

Name: Wim Ernes (O) NED

### 3. FOREIGN TECHNICAL DELEGATE: N/A

### 4. APPEAL COMMITTEE: N/A

### 5. CHIEF STEWARD:

Name: Frances J Cross  
King Oak Farm, P.O. Box 12  
Southampton, MA 01073 USA  
Email address: [tcross4454@charter.net](mailto:tcross4454@charter.net)

### 6. FEI VETERINARY DELEGATE:

Name: Dr. Allen Leslie, DVM (USA)  
550 Bell Road  
Christiana, PA 17509 USA  
Email address: [lesliedvm@aol.com](mailto:lesliedvm@aol.com)

## SPECIFIC TECHNICAL CONDITIONS

1. **VENUE:** The event will take place:  indoors  outdoors

## **2. COMPETITION ARENA:**

Sand arena - dimensions: 20 x 60 m

Total dimensions: Fenced area of 106 meters X 53 meters (300 feet X 150 feet). Containing 20 X 60 meter performance arena (sand/all weather footing). Covered pavillion-type seating for 300 & open air seating for 100. Sports lighted for night riding if required.

## **3. PRACTICE ARENA:**

Arena - dimensions: 20 x 60 m

Type of Sand Footing: sand/all weather footing

## **4. STABLES:**

Size of boxes 3.5 m x 3.5 m

CDI1\*/CDI3\* Stabling is available from 8:00 am on 9 March 2011 at the cost of \$200 per stable.

CDI5\* Stabling is available free of charge from 12:00pm on 8 March 2011 to 12 March or by special arrangement with the OC; For horses additionally brought in to the event, a stable fee of \$200 per stable will be levied. First bedding (shavings) free of charge. Additional bedding/shavings may be purchased at \$7.00 per bag.

## **5. INVITATIONS**

### **A. INVITATIONS CDI3\*/1\*/Y/J/P**

Number of NFs invited: 22

State which NFs are invited : NED, DEN, SWE, GER, GBR, CAN, ITA, POL, AUS, BRA, COL, ESP, FRA, FIN, IRL, JAM, MEX, PER, POR, AUT, BEL, SUI

Reserve NFs:

Number of home riders: No limit

Number of riders per NF: No limit

Number of horses per rider: 2

Athletes are invited by the Organising Committee through their NF.

One groom per rider.

### **B. INVITATIONS CDI5\***

Foreign Athletes will be invited by the OC through their home NF. In total max. 20 Athlete/Horse combinations will be admitted to the CDI5\*

#### **1. Foreign Athletes:**

NED, DEN, SWE, GER, CAN, (2 athletes per nation)

Reserve (on request): ITA, POL, GBR, ESP, BEL, FRA, SUI, FIN, AUT

## 2. US Athletes:

5 Athletes, who in agreement with the OC are nominated by the NF federal trainer dressage.

## 3. Wildcards

OC Wildcards: 2  
FEI Wildcards: 1

The 2 best Athletes from the CDI3\* Grand prix (comp no. 4) will be invited for the CDI5\* ~~at the discretion of the OC~~, provided the Athlete does not start another horse in the CDI5\*, ~~but can choose to continue in the CDI3\*~~.

Number of horses per Athlete: 1 horse (8 years or over)

To participate in the CDI5\* an athlete/horse combination must have achieved a minimum of 64% in a Grand Prix at two different CDI3\*-5\*/CDIO.

### CDI3\* / CDI5\*

Total number of horses per athlete for the whole event (CDI3\* and CDI5\*) is limited to 3.

## 6. ENTRIES - *N.B. All Athletes & Horses participating in any International competition must be registered with the FEI.*

Entries in Principle:	18 February 2011
Nominated Entries:	21 February 2011
Definite Entries:	21 February 2011

### CDI3\*/1\*/Y/J/P Entry fee per horse:

**\$95** Pony Riders Team, Pony Rider Individual Test & Pony Rider Freestyle;

**\$150** Young Riders Team, Young Rider Individual Test & Young Rider Freestyle; Junior Rider Team, Junior Rider Individual & Junior Rider Freestyle

**\$200** for Prix St. George, Intermediaire I, Intermediaire I Freestyle

**\$250** for Grand Prix, Grand Prix Special

### CDI 5\* Entry fee per horse(for the weekend):

**€ 400** for Grand Prix, Grand Prix Special, Grand Prix Freestyle

### **IMPORTANT - Entry forms must include the following information on horses/ponies and athletes:**

**Horses:** • name of horse • date of birth • breed • country of birth • stud-book initials • passport number/FEI horse registration number • colour • sex • name(s) of owner(s)

**Athletes:** • name of athlete • nationality of athlete • FEI rider registration number

**Entries will not be accepted unless OC has received the money either by cashed check, completed credit card processing or bank wire.**

**"NB : For Withdrawals after the date of definite entries or no-shows,**

**the Athlete or the respective NF will be held liable to reimburse the OC for the actual financial loss incurred by the OC (i.e. stabling and hotel expenses) as a result of the late withdrawal or no-show."**

## **FACILITIES OFFERED AND PRACTICAL INFORMATION**

### **1. ATHLETES**

Hotel: Hampton Inn & Suites At Wellington Green Mall,  
Wellington, FL 561-472-9696 -OR-

Hampton Inn Lake Worth/Fl Turnpike,  
Lake Worth, FL 561-472-5980

Hotel reservations have to be ordered with the nominated entries by **21 February 2011**, including date of arrival, date of departure and information whether a single or double room is needed. If reservations are not made by then, the organiser cannot guarantee that the rooms will be available as requested.

#### **CDI3\*/1\*/Y/J/P Athletes:**

Accommodations and meals will be at the Athletes' own expense.

#### **CDI5\* Athletes:**

The OC takes over the cost for accommodation (incl. breakfast) in the above mentioned event hotel (Hampton Inn & Suites) for max. 4 overnight stays. If an athlete wishes to be accommodated in another hotel, the OC is not obligated to take over these costs. \*Meals: free breakfast, lunch and dinner in the Athlete's catering "lounge".

### **2. GROOMS CDI3\*/CDI5\* only**

\*1 groom per Athlete

OC takes over the hotel cost for the grooms of the CDI5\* riders. They will be booked in the Clarion Hotel, Lake Worth Road, Lake Worth, FL 561-968-5000

\*Meals: free breakfast, lunch and dinner in the Athlete's catering "lounge".

### **3. WELCOME**

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

CDI1\*/CDI3\* Stabling is available from 8:00 am on 9 March 2011 at the cost of \$200 per stable and must be cleared by 12 March 2011 9pm.

### **4. HORSES**

#### **CDI1\*/CDI3\* Horses:**

Transport & stabling expenses to be paid by the OC  competitor .

If by the competitor, at \$200 per stable.

**CDI5\* Horses:**

Transport & stabling expenses to be paid by the OC

CDI5\* Stabling is available free of charge from 12:00pm on 4 March 2011 to 12 March; For horses additionally brought in to the event, a stable fee of \$200 per stable will be levied. First bedding (shavings) free of charge. Additional bedding/shavings may be purchased at \$7.00 per bag.

**5. LOCAL TRANSPORTATION - ARRANGEMENTS FROM HOTEL TO SHOWGROUNDS**

Local transportation from hotel to the showgrounds will be made available by the organizer for CDI5\* competitors.

**6. HORSE INSPECTION**

*All horses taking part in this event must be presented during the first horse inspection otherwise they are not permitted to participate.*

**CDI1\*/CDI3\* Horses:**

Wednesday 9 March 2011, 10:00 am – 12:00 pm

**CDI5\*Horses:**

Wednesday 9 March 2011, 12:30 pm – 1:30 pm

**7. DRAW FOR THE ORDER OF STARTING**

Competitions other than Grand Prix, Grand Prix Special and Grand Prix Freestyle according to Art. 425

Wednesday 9 March 2011 - 2:30pm upon completion of Vet Inspection.

**• GRAND PRIX**

- a) Ordinary draw
- b) In reverse order of the World Ranking List (in groups of five)   
(obligatory for CDI-W)

**• GRAND PRIX SPECIAL**

- a) CDIO2\*-5\* and Championships 
  - draw within groups of five in reverse order of the result of the Grand Prix (group of riders placed 26-30th to start first)
- b) CDI3\* / CDI4\* / CDI5\* 
  - draw within groups of five in reverse order of the result of the Grand Prix (group of riders placed 11-15th to start first)

**• GRAND PRIX LEVEL FREESTYLE TEST**

- a) CDIO2\*-5\* and Championships 
  - draw within groups of five in reverse order of the results of the Grand Prix Special (group of riders placed 11-15<sup>th</sup> to start first)

- b) CDI3\* / CDI4\* / CDI5\* and CDI-W
- draw within groups of five in reverse order of the result of the Grand Prix (group of riders placed 11-15th to start first)

## 8. ADVERTISING AND PUBLICITY ON COMPETITORS AND HORSES

The athletes **are** authorised to carry the logo of their personal sponsor on the saddlecloth in accordance with Art. 136.1-2. The Chief Steward will check that the advertising and publicity on athletes and horses complies with Article 136 of the General Regulations.

## 9. SCORING - AVERAGE SCORE and OPEN SCORING

Yes  No

## VETERINARY MATTERS

### 1. SHOW VETERINARIAN:

Name: Palm Beach Equine Clinic  
Address: 13125 Sourdfields Rd.  
Wellington, FL 33414  
Telephone: 561.793.1599

### 2. CUSTOMS FORMALITIES

The Dutta Corporation; E-Mail: [TimDutta@aol.com](mailto:TimDutta@aol.com)  
104 Titicus Rd; Suite G,  
North Salem, NY 10560 USA  
Telephone: (0) +1914 276 3880 Fax: +1914 276 3883

### 3. HEALTH REQUIREMENTS FOR THE ENTRY OF HORSES

Miami Animal Import Center-P.O. Box 660657 Miami Springs, FL 33266  
Ph305.526.2926

New York Animal Import Center-200 Drury Lane Rock Tavern, NY 12575  
Ph845.564.2950

Los Angeles Import Center-11850 S La Cienega Blvd Hawthorn CA 90250  
ph310.725.1970

\* Please check with the State of Destination as to any additional State Health requirements that must be met. Some States have health requirements that are in addition to those required by the Federal Government. If importing a horse into the United States, call to find out current rates and whether or not you are required to do a 3-Day, 7-Day or 60-Day Quarantine. Go to



<http://www.aphis.usda.gov/vs/ncie>

#### **4. MEDICATION CONTROL LABORATORY**

Name: USEF Drug Testing and Research Laboratory  
Address: 1509 Bull Lea Road, Suite 100  
Lexington, KY 40511  
Phone: (1 859) 225 2060  
Fax: (1 859) 225 2067

#### **5. NAME OF DOCTOR / MEDICAL SERVICE**

Paramedic Services/Emergency Medical Technicians are provided by Wellington Classic Dressage and are on-site during show hours. Show Veterinarian will be on call on a 24-hour basis. Emergency call numbers will be posted in the secretary's office and by public telephones.

#### **6. NAME OF FARRIER**

Name: Albert Gomez, (Davie, FL)  
Farrier will be on grounds during show hours.

### **MISCELLANEOUS**

#### **A) GENERAL CLASSIFICATION AT THE END OF THE COMPETITIONS**

Prize money to be awarded to top six in the Intermediaire I and Intermediaire I Freestyle, Grand Prix, and Grand Prix Freestyle.

#### **B) PRIZE - CLASSIFICATION**

Prize money will be paid to the owner of the horse, unless otherwise instructed. All prize money will be distributed after the class closes.

Twenty-five percent of participants per competition must receive prize money. (one prize for each group of four commenced competitors or part thereof)

#### **C) PRIZE GIVING CEREMONY**

Top six places will receive prize money in Intermediaire I and Intermediaire I Freestyle, Grand Prix, Grand Prix Special, and Grand Prix Freestyle

Awards Ceremonies as announced each day. Riders are to appear properly attired and mounted. Any rider not present for the Awards Ceremony will forfeit Cash Prize. Specifics will be announced.

#### **D) DEDUCTIONS FROM PRIZE MONEY**

Per U.S. Government requirements.

## **E) INSURANCES**

The competition carries commercial general liability insurance with a general aggregate of \$2,000,000, and each occurrence, \$1,000,000, fire damage, \$50,000, and medical expense per person of \$5,000.

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

***WARNING! Under Florida law, an equine activity sponsor or equine professional is not liable for an injury to, or the death of a participant in equine activities resulting from the inherent risk of equine activities.***

All participants (which include, without limitation, the owner, lessee, trainer, manager, agent, coach, driver, rider, handler and the horse), for themselves, their principals, representatives, employees and agents shall agree that they participate voluntarily in the competition fully aware that horse sports and the competition involve inherent dangerous risk of serious injury or death, and by participating, they expressly assume any and all risks of injury or loss, and they agree to indemnify and hold the USEF, the Organizing Committee, its officials, directors, employees, and agents harmless from and against all claims including for any injury or loss resulted, directly or indirectly, from the negligent acts or omissions of said officials, directors, employees or agents of the USEF or Competition.

*The use of properly fastened protective riding headgear is strongly recommended when training and at warm-ups at CDIs.*

## **F) ENTRY RIGHT TO SHOWGROUNDS (Art. 133, 1005)**

Details concerning right of entry to show grounds of owners, grooms, riders, other persons. Access to stables must be limited to those persons indicated in VRs Art. 1005.2.5. It is essential that the official issuing authorised access be a responsible person of seniority within the Organising Committee.

## **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, Avenue Rumine 37, CH-1005 Lausanne, Switzerland. Telephone: +41 21 310 47 47. The Code is available in English & French. The Code is also available on the FEI's website: [www.fei.org](http://www.fei.org).

## COMPETITIONS

### CDI3\*/CDI1\*/CDIY/CDIJ/CDIP

TOTAL PRIZE MONEY - \$6,000

	<u>Name of Class</u>	<u>Amount</u>
Competition No 1	FEI Prix St. Georges (2009)	\$1,000.00
Competition No 2	FEI YR Team Test (2009)	No prize money
Competition No 3	FEI JR Team Test (2009)	No prize money
Competition No 4	FEI Grand Prix B (2009)	\$2,000.00
Competition No 5	FEI Intermediaire I (2009)	\$500.00
Competition No 6	FEI YR Individual Test (2009)	No prize money
Competition No 7	FEI Junior Rider Individual (2009)	No prize money
Competition No 8	FEI Grand Prix Special (2009)	\$1000.00
Competition No 9	FEI Intermediaire I Freestyle (2009)	\$500.00
Competition No 10	FEI YR Freestyle (2009)	No prize money
Competition No 11	FEI JR Freestyle (2009)	No prize money
Competition No 12	FEI Grand Prix Freestyle (2009)	\$1,000.00
Competition No 13	FEI Pony Team Test (2009)	No prize money
Competition No 14	FEI Pony Individual Test (2009)	No prize money
Competition No 15	FEI Pony Freestyle Test (2009)	No prize money

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### CDI5\*

TOTAL PRIZE MONEY – 100'000 EUR

Competition No 16	FEI Grand Prix B (2009)	10'000€
Competition No 17	FEI Grand Prix Special (2009)	30'000€
Competition No 18	FEI Grand Prix Freestyle (2009)	60'000€

**FIRST DAY: Wednesday**                      **DATE (dd/mm/yy): 9 March 2011**

**COMPETITION No 4 CDI3\* [Preliminary Start Time 2:00pm] - FEI Grand Prix**

Indicate test to be ridden and edition: FEI Grand Prix B, 2009 Edition

International Qualifier for Competition 8

Number of horses per rider: 2

Starting order: By draw in reverse order of the current World Ranking List (in groups of 5). Riders with more than 1 horse will be drawn first. **Athletes to opt for GPS or GPFS before the draw.**

Total Prize money + split-up: \$2000/split-

1<sup>st</sup> \$600, 2<sup>nd</sup> \$360, 3<sup>rd</sup> \$320, 4<sup>th</sup> \$280, 5<sup>th</sup> \$240, 6<sup>th</sup> \$200

Distribution of prize money – min. 5 per competition, distributed to 25% of participants.

Entry fee: \$200.00

\*Note: Athletes places 1<sup>st</sup> and 2<sup>nd</sup> in comp No 4 may opt to leave the CDI3\* competition and start in the CDI5\*(comp 16-18), provided the Athlete does not start another horse in the CDI5\*.

**SECOND DAY: Thursday**                      **DATE (dd/mm/yy): 10 March 2011**

**COMPETITION No 1 CDI1\* - FEI Prix St. Georges**

Indicate test to be ridden and edition: FEI Prix St Georges, 2009 Edition

Number of horses per rider: 4

Starting order: By draw according to Art 425

Total prize money + split-up: \$1,000.00

1<sup>st</sup> \$300, 2<sup>nd</sup> \$180, 3<sup>rd</sup> \$160, 4<sup>th</sup> \$140, 5<sup>th</sup> \$120, 6<sup>th</sup> \$100

Distribution of prize money – min. 5 per competition, distributed to 25% of participants

Entry fee: \$175.00

**COMPETITION No 2 CDIY – Young Rider Team**

Indicate test to be ridden and edition: FEI Young Rider Team Test, 2009 Edition  
Open to Young Riders

Number of horses per rider: 4

Starting order: By draw according to Art 425

Total prize money + split-up: No prize money

Entry fee: \$125.00

**COMPETITION No 3 CDIJ – Junior Team**

Indicate test to be ridden and edition: FEI Junior Rider Team Test, Edition 2009  
Open to Junior Riders

Number of horses per rider: 4

Starting order: By draw according to Art 425

Total prize money + split-up: No prize money

Entry fee: \$125.00

**COMPETITION No 13 CDIP – Pony Team**

Indicate test to be ridden and edition: FEI Pony Team Test, Edition 2009  
Open to Pony Riders

Number of horses per rider: 4

Starting order: By draw according to Art 425

Total prize money + split-up: No prize money

Entry fee: \$75.00

**COMPETITION No 16 CDI5\* Preliminary Start Time 1:00pm – FEI Grand Prix**

Indicate test to be ridden and edition: FEI Grand Prix B, 2009 Edition

International Qualifier for Competition 17 and 18

Open to max. 18 starters acc. To C.1-3 as well as the two best Athlete/horse combinations from comp 4, who are allowed to take part, provided the Athlete does not start another horse in comp, 16. Horses acc. To Art. 422.8 and 9. Should a qualified Athlete start already with another horse in comp. 16, the next best Athlete may move up, provided the Athlete fulfils the requirements mentioned under V.C.

Athletes may opt a 1st and 2nd choice (i.e. athlete will opt for GP Freestyle as 1st choice and GP Special as 2nd choice, following the conclusion of the class. If the Freestyle is oversubscribed, the athlete may then start in the GP Special instead). Participation is, however, only possible in one of the competitions with the same horse (Article 422.9)

Number of horses per rider: 1

Starting order: By draw acc to Art. 425.2.1.A.

Total Prize money + split-up: 10.000 In Euros/split-

1<sup>st</sup> 2.800, 2<sup>nd</sup> 2.000, 3<sup>rd</sup> 1.700, 4<sup>th</sup> 1.400, 5<sup>th</sup> 1.000, 6<sup>th</sup> 600, 7<sup>th</sup> 300, 8<sup>th</sup> 200

Distribution of prize money – min. 5 per competition, distributed to 25% of participants.

CDI 5\* Entry fee: 400 Euros per horse including stabling

**THIRD DAY: Friday**                      **DATE: 11 March 2011**

**COMPETITION No 5 CDI1\* - Intermediaire I**

Indicate test to be ridden and edition: FEI Intermediaire 1, 2009 Edition

Number of horses per rider: 4

Starting order: By draw according to Art 425

Total Prize money+ split-up: \$500/split-  
1<sup>st</sup> \$170, 2<sup>nd</sup> \$120, 3<sup>rd</sup> \$90, 4<sup>th</sup> \$60, 5<sup>th</sup> \$40, 6<sup>th</sup> \$20

Distribution of prize money-min 5 per competition, distributed to 25% of participants

Entry Fee: \$175.00

**COMPETITION No 6 CDIY – Young Rider Individual**

Indicate test to be ridden and edition: FEI Young Rider Individual Test, 2009 Edition  
Open to Young Riders

Number of horses per rider: 4

Starting Order: By draw according to Art 425

Total prize money + split up: No prize money

Entry Fee: \$125.00

**COMPETITION No 7 CDIJ – Junior Rider Individual**

Indicate test to be ridden and edition: FEI Junior Rider Individual, Edition 2009  
Open to Junior Riders

Number of horses per rider: 4

Starting Order: By draw according to Art 425

Total prize money + split up: No prize money

Entry Fee: \$125.00

**COMPETITION No 14 CDIP – Pony Rider Individual**

Indicate test to be ridden and edition: FEI Pony Individual, Edition 2009  
Open to Pony Riders

Number of horses per rider: 4

Starting Order: By draw according to Art 425

Total prize money + split up: No prize money

Entry Fee: \$75.00

**COMPETITION No 8 CDI3\*- Preliminary Start Time 8:00 am – Grand Prix Special**

Indicate test to be ridden and edition: FEI Grand Prix Special, 2009 edition

Limited to and compulsory for the 15 best horse/rider combinations in the initial Grand Prix(Competition 4) including those who tie for the 15<sup>th</sup> place who have opted for the GPS.

Number of horses per rider: 1

Starting order: By draw in reverse order of the result of the Competition 4 (in groups of 5)

Total prize money + split-up: \$1000.00

1<sup>st</sup> \$300, 2<sup>nd</sup> \$180, 3<sup>rd</sup> \$160, 4<sup>th</sup> \$140, 5<sup>th</sup> \$120, 6<sup>th</sup> \$100

Distribution of prize money – min. 5 per competition, distributed to 25% of participants

Entry Fee: \$200.00

**COMPETITION No 17 CDI-5\* - Preliminary Start Time 1:00pm – Grand Prix Special**

Indicate test to be ridden and edition: FEI Grand Prix Special, 2009 Edition

Open to and compulsory for up to the 12 best horse/rider combinations from Competition 16 who opt for the Grand Prix Special.

Number of horses per rider: 1

Starting order: Draw in groups of four: the group of Athletes placed 1<sup>st</sup> to 4<sup>th</sup> in comp. 16 start last.

Total prize money + split-up: 30.000 Euros

1<sup>st</sup> 7.500, 2<sup>nd</sup> 5.300, 3<sup>rd</sup> 3.700, 4<sup>th</sup> 3.100, 5<sup>th</sup> 2.500, 6<sup>th</sup> 1.900, 6 X 1.000

Distribution of prize money – min. 5 per competition, distributed to 25% of participants

Entry Fee: [invitation of organizer](#)

**COMPETITION No 18 CDI5\* – Preliminary Start 7pm - FEI Grand Prix Freestyle**

Indicate Test to be ridden and edition: FEI Grand Prix Freestyle, 2009 Edition

Open to and compulsory for the 8 best Athlete/horse combinations from comp. 16 who opt for the Grand Prix Freestyle.

Number of horses per rider: 1

Starting Order: By draw in groups of four. The Athletes ranked 1<sup>st</sup> to 4<sup>th</sup> in comp. 16 has to start last.

Total prize money + split-up: 60.000 Euros

1<sup>st</sup> 18.000, 2<sup>nd</sup> 11.000, 3<sup>rd</sup> 8.600, 4<sup>th</sup> 7.400, 5<sup>th</sup> 5.600, 6<sup>th</sup> 4.400, 7<sup>th</sup> 2.500, 8<sup>th</sup> 2.500

Distribution of prize money-min 5 per competition, distributed to 25% of participants

Entry Fee: [invitation of organizer](#)



**Fourth Day: Saturday                      DATE: 12 March 2011**

**COMPETITION No 12 CDI3\* - Grand Prix Freestyle**

Indicate Test to be ridden and edition: FEI Grand Prix Freestyle, 2009 Edition

Optional & Open to only the 6 (minimum) to 15 (maximum) best riders who qualified in the Grand Prix (Competition #4). Riders who declare their intention to qualify for the Grand Prix Freestyle are obliged to compete if qualified.

Number of horses per rider: 1

Starting Order: By draw in reverse order of result from Competition #4 (in groups of 5)

Total prize money + split-up: \$1000.00

1<sup>st</sup> \$300, 2<sup>nd</sup> \$180, 3<sup>rd</sup> \$160, 4<sup>th</sup> \$140, 5<sup>th</sup> \$120, 6<sup>th</sup> \$100

Distribution of prize money-min 5 per competition, distributed to 25% of participants

Entry Fee: \$225.00

**COMPETITION No 9 CDI1\* - Intermediaire I Freestyle**

Indicate Test to be ridden and edition: FEI Intermediaire 1 Freestyle, 2009 Edition

Open to and compulsory for the 15 best horse/rider combinations from Competition 5

Number of horses per rider: 1

Starting Order: By draw in reverse order of result from Competition #5, (in groups of 5)

Total prize money + split up: \$500/ split-

1<sup>st</sup> \$170, 2<sup>nd</sup> \$120, 3<sup>rd</sup> \$90, 4<sup>th</sup> \$60, 5<sup>th</sup> \$40, 6<sup>th</sup> \$20

Distribution of prize money-min 5 per competition, distributed to 25% of participants

Entry Fee: \$175.00

**COMPETITION No 10 CDIY – Young Rider Freestyle**

Indicate Test to be ridden and edition: FEI Young Rider Freestyle 2009 Edition

Open to and compulsory for the 15 best horse/rider combinations from Competition 6

Number of horses per rider: 1

Starting Order: By draw in reverse order of the result from Competition 6(in groups of 5)

Total Prize money + split up: No prize money

Entry Fee: \$125.00

**COMPETITION No 11 CDIJ – Junior Rider Freestyle**

Indicate Test to be ridden and edition: FEI Junior Rider Freestyle Edition 2009

Open to and compulsory for the 15 best horse/rider combinations from Competition 7

Number of horses per rider: 1

Starting Order: By draw in reverse order of the result from Competition 7(in groups of 5)

Total Prize money + split up: No prize money

Entry Fee: \$125.00

**COMPETITION No 15 CDIP – Pony Freestyle**

Indicate Test to be ridden and edition: FEI Pony Freestyle Edition 2009

Open to and compulsory for the 15 best horse/rider combinations from Competition 14

Number of horses per rider: 1

Starting Order: By draw in reverse order of the result from Competition 14(in groups of 5)

Total Prize money + split up: No prize money

Entry Fee: \$75.00

**APPENDIX TO SCHEDULE**  
**MUST BE DISTRIBUTED TO ALL OFFICIALS,**  
**FOR OTHER AVAILABLE ON REQUEST**

## **VETERINARY MATTERS** (Art. 1004.2, 1005, 1011)

### **1. VETERINARY ASPECTS "A"**

**VETERINARY REGULATIONS, 12th Edition, 5<sup>th</sup> April 2010/1<sup>st</sup> January 2011** (see website [www.fei.org](http://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, updated 1<sup>st</sup> January 2011 will apply:**

#### **Art. 139.1**

Every horse entered for any competition at CNs or CIMs (see Appendix D) in a foreign country (see GRs 141.2), and all horses entered for other CIs, CIOs, Championships, Regional and Olympic Games, whether at home or in foreign countries (see GRs 141.2), 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.

#### **Art. 139.2**

Horses taking part in CNs and CIMs (see Appendix D) in their country of residence are not required to have such a passport as is mentioned in paragraph 1. All such horses must be properly registered 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.

**EQUINE INFLUENZA VACCINATION, VET. REGS. ANNEX VII** (except events taking place in NZL & AUS)

Please see FEI Veterinary Regulations at [www.fei.org](http://www.fei.org)

#### **SAMPLING FOR PROHIBITED SUBSTANCES (Vet. Regs. Chapter V & VI and Annex IV)**

Regular sampling is carried out in CCI3\*/4\*, CSIs (3\*, 4\*, 5\*), CIOs, World Cup Qualifiers and Finals, Championships and Games, whereas at other CIs 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).

**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.

**2. VETERINARY ASPECTS "B"****A) HEALTH REQUIREMENTS FOR THE ENTRY OF HORSES**

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

**B) CUSTOMS FORMALITIES**

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)

**C) MCP CENTRAL LABORATORY - APPLICABLE ONLY TO GROUPS I & II**

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 **HFL Sport Science**, Quotient Bioresearch Limited, Newmarket Road, Fordham, Cambridgeshire, CB7 5WW, United Kingdom, [www.hfl.co.uk](http://www.hfl.co.uk), Tel +44 (0) 1638 724 220 Fax +44 (0) 1638 724 221.

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).

**MISCELLANEOUS****1. OBJECTIONS/COMPLAINTS (Art. 167-171)**

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

**2. EVENT'S ORGANISATION (Art. 114 - 115)**

In exceptional circumstances, together with the approval of Chefs d'Equipe and Ground Jury the OC reserves the right to modify the schedule in order to clarify any matter or matters arising from an omission or due to unforeseen circumstances. Any such changes must be notified to all competitors and officials as soon as possible and they must be reported to the FEI Secretary General by the Foreign Judge.

**3. START LISTS & RESULT SHEETS**

The name of the owner of each horse/pony will be added to all start lists and result sheets, as well as its stud book initials, country of birth, sex and age.

**4. DISPUTES**

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

## 5. RESULTS

Results including the amount of prize money awarded (if any) and the value of the prizes in kind must be sent to the FEI **within one week following the event** using the standard excel results form. The horses' passport, name and nationality of the horses owner must also be included with the results.

### **FOR THE **INFORMATION** OF ORGANISING COMMITTEES AND OFFICIALS**



### **THE INTERNATIONAL DRESSAGE RIDER CLUB (IDRC) THE INTERNATIONAL DRESSAGE TRAINER CLUB (IDTC) FEDERATION EQUESTRE INTERNATIONALE (FEI)**

#### **REMINDER FOR ATHLETES AND TRAINERS REGARDING WARMING-UP AND TRAINING AREAS**

In recent years the warming-up areas have become more accessible to spectators, judges, press and media who enjoy watching skilful and sensitive riding and training methods.

Every athlete and trainer must accept his responsibility to uphold the high level of horse welfare our sport has achieved.

All warming-up and training areas are supervised by officially appointed FEI stewards. Their job is to ensure that FEI regulations are enforced and athletes and trainers maintain standards of riding and warming-up in accordance with art. 143 and 144 of the FEI General Regulations.

Should any spectator, athlete, trainer or judge be concerned about, or feel they are witnessing rough or unfair riding or training, without delay they should immediately report the incident to the FEI Steward. The FEI Steward will then decide on the appropriate course of action including reporting the incident to the Chief Steward who will report to the President of the Ground Jury.

More detailed information regarding disciplinary procedures can be found in the FEI General Regulations, art. 174.

## **FOR THE **INFORMATION** OF ORGANISING COMMITTEES**

### **STABLE SECURITY/STEWARDSHIP AT INTERNATIONAL EVENTS**

#### **MINIMUM REQUIREMENTS TO ENSURE IMPLEMENTATION OF VRs Art. 1005.2.5, Annex X**

##### **1. ACCESS TO STABLE AREA**

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.

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. It is essential that the official issuing authorised access be a responsible person of seniority within the Organising Committee.

##### **2. CONTROL OF ACCESS**

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

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

##### **3. STEWARDSHIP OF STABLE AREA**

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

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

##### **4. GROOMS**

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

The Person Responsible must ensure that his/her grooms, or any other

authorised persons with access to his/her horses, are familiar with the security and stewarding procedures operating at the event attended.

#### **5. MOVEMENT THROUGHOUT EVENT GROUNDS**

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

#### **6. STEWARDING OF PRACTICE ARENA**

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

#### **7. GRAZING AREA**

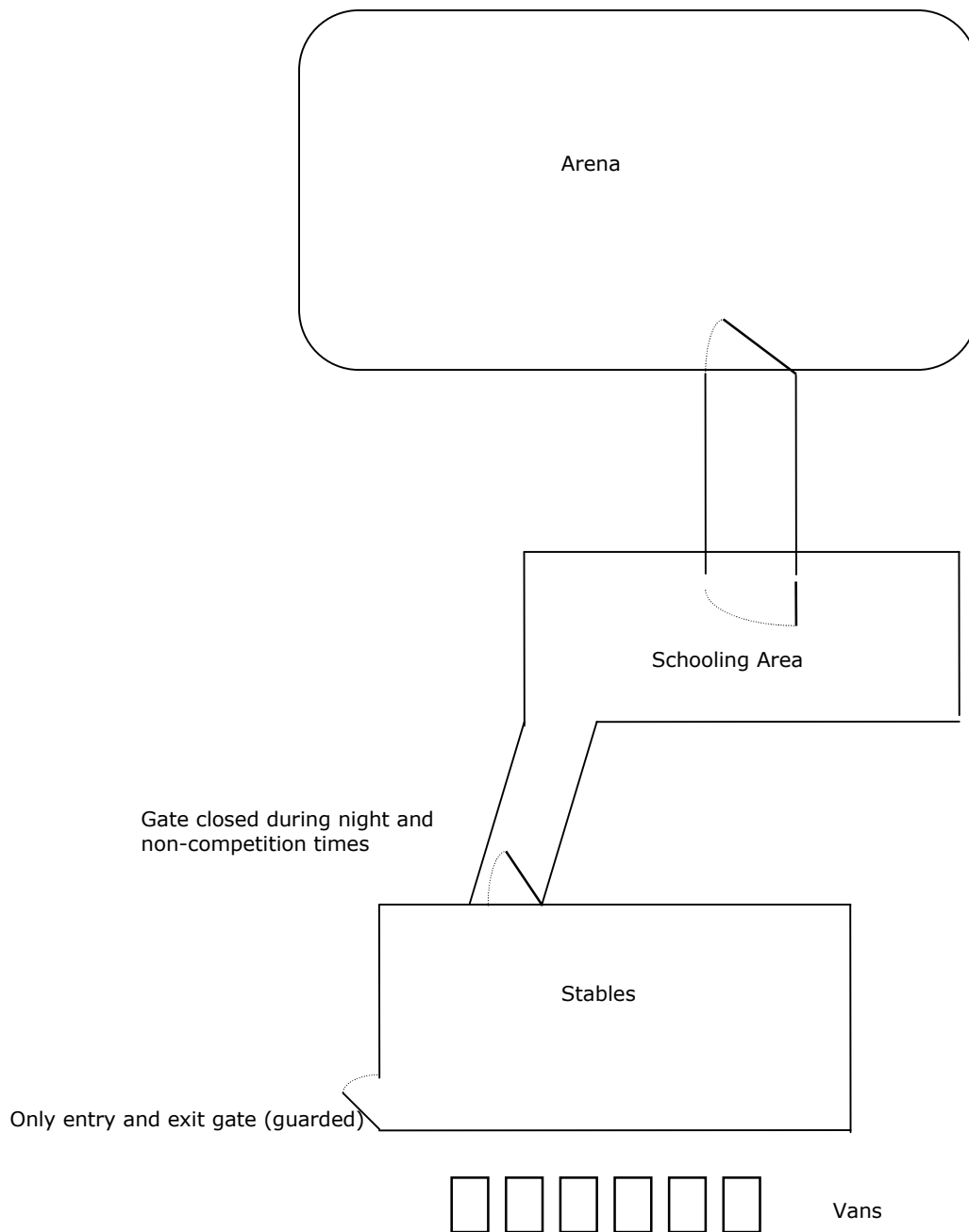
It is recommended that a grazing area be provided at all outdoor events, and that this be subject to random control. If available, horses must only be grazed or walked in hand within this area.

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

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**STABLE SECURITY / STEWARDING AT INTERNATIONAL EVENTS  
EXAMPLE LAYOUT FOR STABLES AND SHOWGROUND**

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**FOR INFORMATION PURPOSES****Effective as of 15 January 2007****For the information of NF's and Organising Committees of CDI's****SANCTIONS AGAINST CDI ORGANISING COMMITTEES  
BREAKING FEI RULES****Arena advertising (Article 429):**

Advertising on arena fence exceeding stipulated maximum 44 meters.

1. Warning letter and financial fine of CHF 5.000 per meter in excess.
2. If second violation occurs, the event will not be granted CDI status at the next application to FEI calendar.

**Foreign Judge (Article 437):**

Use of only 2 Foreign Judges at CDI3\*/CDIOs without receiving exemption from FEI.

1. Warning letter.
2. If second violation the event will not be granted CDI status at next application to FEI calendar.

**FEI Dressage Committee**

**FOR INFORMATION****MEDIA AND PRESS**

How the FEI can assist you in the lead up to your event

In order to ensure that your event features prominently in all press and media related issues, the FEI Communications Dept would like to take this opportunity to reiterate its commitment and dedication to providing you, the Organiser, with a variety of press and media related services so as to ensure optimal coverage and conditions in the lead up and throughout your event.

Increasing the visibility of our sport is a challenging goal. In order to assist you, we would like to begin by providing you with the following:

- IAEJ Guidelines and Checklist for Media Operations at Equestrian Events (here the simplified version is included). We may send you the detailed version upon request – It is important to provide good working conditions for the media as they are our voice to the outside.
- Accessible on the FEI website: Rider's Biographies; FEI Rule Books; Results and past results.
- Photo Galleries on the FEI Website to publish photos of your event.
- Upon request: Fact sheets of the relative discipline; contact details of members and stakeholders

In order to support you as efficiently as we can in promoting your event, we kindly ask you to:

- Include the FEI on your press mailing list ([malina.queorguiev@fei.org](mailto:malina.queorguiev@fei.org) and [olivia.robinson@fei.org](mailto:olivia.robinson@fei.org));
- Send us the press kit, press accreditation and hotel reservation forms in order to publish them on the FEI website [www.fei.org](http://www.fei.org)
- Send us the logo of your event and a short text presenting your show for publication in the FEI Press News;
- Send the complete results to [results@fei.org](mailto:results@fei.org)
- Send a selection of photos (high resolution preferably - with captions and credit) to [olivia.robinson@fei.org](mailto:olivia.robinson@fei.org) which may be included both in a number of FEI publications and the FEI Website Photo Galleries and Catalogue.

The FEI aims for the consistent global promotion of Championships and Games and looks forward to a fruitful collaboration with the press officers. It's important that we work together and strengthen our relationship as we are all working for the same goals.

For any further information regarding Media and Press facilities, please do not hesitate to contact Malina Gueorguiev ([malina.queorguiev@fei.org](mailto:malina.queorguiev@fei.org)) or Olivia Robinson ([olivia.robinson@fei.org](mailto:olivia.robinson@fei.org)).

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

### **Press Conferences**

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

#### Running order

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

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

### **Facilities**

#### Press Centre

A standard press centre is composed of the following areas:

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

#### Work stations

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

### Telecommunication system

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

### Press Conference Room

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

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

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

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

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

### Press Stand

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

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

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

### **Press Parking**

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

### **PRESS INFORMATION**

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

Information should include:

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

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

Please note updated biographies of international competitors are available on the FEI website [www.fei.org](http://www.fei.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.