

CHECKLIST FOR DRAFT SCHEDULE DRESSAGE 2012



DENOMINATION OF EVENT (Art. 103, 420.1, 445)

STATUS: CDI1* CDI2* CDI3* CDI4* CDI5*
 CDI-W
 CDIO2* CDIO3* CDIO4* CDIO5*
 CDIY CDIOY CDIJ CDIOJ CDIP CDIOP
 CDI-Ch CDIO-Ch Young Horses CDI-U25
 Championship Games Final

DATE (dd/mm/yy): 06/07/12 – 08/07/12

PLACE: VIERZON

COUNTRY: FRANCE

I. GENERAL CONDITIONS

This event is organised in accordance with:

- FEI Statutes, 22nd edition, effective 15th April 2007, updates effective 1st January 2012,
- FEI General Regulations, 23rd edition, effective 1st January 2009, updates effective 1st January 2012
- FEI Veterinary Regulations, 12th edition, effective 5th April 2010, updates effective 1st January 2012
- Equine Anti-Doping and Controlled Medication Rules (EADCMR), 1st edition, effective 5th April 2010, updates effective 1st January 2012
- FEI Anti-Doping Rules for Human Athletes (ADRHA), based on the 2009 revised Code, effective 1st January 2012
- The Rules for Dressage Events (24th edition, effective 1st January 2011, updates effective 1st January 2012), 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.

This schedule is approved, provided the corrections and additions as made by the FEI have been made. The National Federation and Organising committee are obliged to ensure that the mandatory sections in the approved schedule is forwarded to guest NFs and Officials for their information.

THE APPENDIX IS PART OF THIS APPROVED AND SIGNED SCHEDULE AND MUST BE DISTRIBUTED TO ALL OFFICIALS AND NFs AND IS AVAILABLE TO OTHERS UPON REQUEST

CHECKLIST FOR DRAFT SCHEDULE DRESSAGE 2012



The following signature must be printed in the schedule

Approved by the FEI

Lausanne, on 08may 2012

Signature :

Trond Asmyr

Director

FEI Dressage Department

FEI World Cup™ Dressage

N.B. All text in GREEN must be carefully noted by Organising Committees and NF and may be deleted from the schedule before printing, ONLY after the final approval of the FEI.

NOTICE TO NFs/OCs FOR ALL INTERNATIONAL EVENTS

Any competitions other than those covered in the Rules for Dressage Events must be approved by the FEI before they may be added to the schedule

Schedules for CDI3*, CDI4*, CDI5*, CDI-Ws, CDI0s 2*, CDI0s 3* and Championships are approved by the FEI.

Schedules for these events must be sent to the FEI Secretariat for approval by the NF concerned, at least 16 weeks before the event is due to take place.

Definite schedules must be sent to the FEI Secretariat by the NFs concerned at least 4 weeks before the event takes place.

Final approval of the draft schedule by the FEI, in accordance with Art. 115.1, denotes only that the contents conform to the FEI Statutes, General Regulations and Rules. By no means does this entail implicit acceptance of any liability by the FEI for any damages to third parties caused by the Organising Committee and its officials, athletes, drivers, owners, and their horses.

IMPORTANT

The Definite schedules must be sent to the FEI Secretariat by the NFs concerned, no later than 4 weeks before the event takes place.

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

II. GENERAL INFORMATION

1. ORGANISER

Name: S H DE VIERZON
Address: SOCIETE HIPPIQUE
LA PICARDIERE
18100 VIERZON

Telephone: 0248754925
Email: centre.equestre.vierzon@wanadoo.fr
Fax:
Website: www.centre-equestre-vierzon.com

COMPLETE POSTAL ADDRESS OF THE SHOWGROUND

LA PICARDIERE
SOCIETE HIPPIQUE
18100 VIERZON
Telephone: 0248754925

2. ORGANISING COMMITTEE (Art. 101.6)

Honorary President:
President of the Event: Alain LOUCKX
Show Secretary: Catherine CAMBOURIEU

3. EVENT DIRECTOR

Name: Pierre CAMBOURIEU
Address:
LA PICARDIERE
18100 VIERZON
FRANCE
Telephone: 0033619399425
Fax: 0033(0)248755529
Email: centre.equestre.vierzon@wanadoo.fr

III. OFFICIALS

1. GROUND JURY (Art. 148, 153, 437, 446)

(For CDIs3 and above: min. 3 foreign judges of different nationality, CDI5* at least 3 5*-Judges, CDI4* at least 2 5*-Judges (5* judge=0-judge))*

For 2011 following dispensation may be granted based on application from the relevant NF:

For CDI3 and below outside Europe, NOT championships*

- Big tour to be judged by 5 judges as today, but an option to use three judges from host nation, instead of two as it is in the rules.

- Small tour can be judged by three judges (at least one foreign).

President : BERNARD MAUREL (France) - International officiel - CDIYH5, CDIP, CDIYH6, CDI3* ✓

Member : KATHY AMOS JACOB (France) - International - CDI3*, CDIYH6, CDIP, CDIYH5 ✓

Member : JUAN CARLOS CAMPOS ESCRIBANO (Espagne) - International - CDI3*, CDIP ✓

Member : CARLOS LOPES (Portugal) - Candidat International - CDIP, CDI3* ✓

Member : IRINA MAKNAMI (Fédération de Russie) - Candidat International - CDIYH6, CDI3*, CDIP, CDIYH5 ✓

Member : JANINE ROHR-CICUREL L. (Argentine) - International - CDI3*, CDIP ✓

Member : RAPHAEL SALEH (France) - International - CDIYH5, CDIYH6, CDIP, CDI3* ✓

Member : AXEL STEINER (Etats-Unis) - International officiel - CDIP, CDIYH5, CDI3*, CDIYH6 ✓

Member : LORRAINE STUBBS (Canada) - International - CDI3*, CDIP, CDIYH6, CDIYH5 ✓

Member : MAJA STUKELJ (Slovénie) - International - CDIYH6, CDI3*, CDIYH5, CDIP ✓

Member : FRANCIS VERBEEK-VON ROOY (Pays-Bas) - International officiel - CDIYH6, CDIP, CDIYH5, CDI3* ✓

Member : CARA WHITHAM (Canada) - International officiel - CDIP, CDIYH6, CDI3*, CDIYH5 ✓

Member : SABINE ANGELA WINDISCH BILTON (Brésil) - Candidat International - CDIYH5, CDIP, CDIYH6, CDI3* ✓

2. FOREIGN JUDGE : (Art. 437)

AXEL STEINER (USA) - International officiel - CDIP, CDIYH5, CDI3*, CDIYH6 ✓

3. FOREIGN TECHNICAL DELEGATE : (Art. 156, 157, 446)

(Compulsory only for World Cup™ Finals, Championships and Games and appointed by the FEI)

4. APPEAL COMMITTEE : (Art. 154, 164, 438, 447)
(Compulsory only for CDIOs, FEI World Cup™ Finals, FEI World Cup™ League Finals, Championships, Regional and Olympic Games. One member must be foreign.)

5. CHIEF STEWARD : (Art. 144, 442 and manual for Stewards)
(must be selected from the FEI Directory, List of Chief Stewards for Dressage)

Chief Steward : SERGE CALONNE (France) - International - CDIP, CDIYH5, CDI3*, CDIYH6 ✓

Email : serge@calonne.net

Assistant Stewards:

FEI recommends that the Assistant Stewards are FEI Level1 Stewards.

Marcelle NEJSZATEN: marcelle.nejszaten@skynet.be

Jean Louis VALKENGORGH: jeanlouis.valkenborgh@skynet.be

Albert MANUEL ✓

6. FEI VETERINARY DELEGATE : (Art. 158, 440.2, 1003, 1007)
(must be selected from the FEI Directory, List of Veterinarians for Dressage)

Veterinary Delegate : SOLVEIG KUHSE (France) - International - CDI3*, CDIYH5 ✓

7. OTHER OFFICIALS

EVENT TREATING VETERINARIAN:

(may never be the same as the FEI Veterinary Delegate)

Name: Docteur Thomas GAY

Address: 2 route de la Chapelle 18000 BOURGES

Phone number: 06 98 00 14 79

DOCTOR / MEDICAL SERVICE

Name: Docteur Elisabeth HOVASSE

Phone number: 06 03 51 46 65

FARRIER

Name: Florent DIRIG

Phone number: 06 10 83 76 09

IV. SPECIFIC TECHNICAL CONDITIONS (Art. 429)

1. TIMETABLE

TIMETABLE (to be provided per category/level)

	Date	Time
• Opening of stables:	04/07/12	08H
• Horse Inspection:	05/07/12	04.30pm
• Draw for the order of starting ✓	05/07/12	06.30pm
• Competition n°1	06/07/12	08h00
• Competition n°2	06/07/12	la suite
• Competition n°3	06/07/12	14h00
• Competition n°4	06/07/12	13h30
• Competition n°5	07/07/12	08h00
• Competition n°6	07/07/12	la suite
• Competition n°7	07/07/12	14h00
• Competition n°8	07/07/12	08h00
• Competition n°9	07/07/12	13h30
• Competition n°10	08/07/12	09h30
• Competition n°11	08/07/12	la suite
• Competition n°12	08/07/12	la suite
• Competition n°13	08/07/12	la suite

2. VENUE :

The event will take place: indoors outdoors

3. COMPETITION ARENA :

ARENA 2 (20x60m - Footing : Sand)

ARENA 2 (20x60m - Footing : Sand)

~~ARENA 2 (Dimensions non transmises - Nature : Herbe)~~

ARENA 1 (20x60m - Footing : Sand)

ARENA 1 (20x60m - Footing : Sand)

4. PRACTICE ARENA :

ARENA 3 (60x20m - Footing : Sand)

ARENA 4 (60x20m - Footing : Sand)

5. STABLES :

Size of boxes 3 m x 3 m ✓ (minimum 3mx3m+10% 3mx4m)

Entries include box and first bedding (for shavings). Straw free.

V. INVITATIONS

(Art. 107-110, 120, 420, 423, 444, YR3, J3; also see Categories of Events, Dressage Rules; Art. 484 of the Rules for FEI World Cup™ Dressage)

Number of NFs invited: 11 ✓
State which NFs are invited:
AUT/BEL/GBR/GER/EST/ITA/LUX/NED/POR/SPA/SWI
Reserve NFs: AUS/CAN/FIN/IRL/HUN/POL/RUS/SWE/USA
Number of home athletes: 22
Number of athletes per NF: 4
Number of horses per athlete: 2

French riders : 12BT - 10ST
Foreign riders : 3BT - 4ST - 4YH - 4P
2 horses per rider in ST and/or BT. Idem for young horses.
The number of athletes per nation might be modified depending on the number of athletes entered.

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

1. DRAW FOR THE ORDER OF STARTING (Art. 425, 456)

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

• 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 11-15th 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)

2. SCORING - AVERAGE SCORE and OPEN SCORING

Please provide details if there will be Average Percentage Score or Open Scoring (Open scoring must not be visible to judges or athletes). Average percentage score is compulsory for Championships (GP and GP Special) and World Cup Dressage Qualifiers (GP).

Yes

No ✓

VI. ENTRIES

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

Entries in Principle: 07/05/12
Nominated Entries: 07/06/12 (compulsory for Championships & Games)
Definite Entries: 21/06/12
Last date for substitutions: 29/06/12
Entries have to be sent to:
Entries have to be sent to :
centre.equestre.vierzon@wanadoo.fr. If you have any information to ask,
please contact :
In english : 00 33 619 39 94 25
In french : 00 33 608 99 09 66
with copy to FFE by email : dressage.inter@ffe.com

Pour les cavaliers français :

Les demandes de participation devront être faites a partir du site www.ffecompet.com rubrique « mes demandes de participation » avant **le** 18/06/12 à minuit.

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

Les engagements définitifs devront également être enregistrés a partir du site www.ffecompet.com rubrique « mes demandes de participation » avant **le** 25/06/12 à minuit.

IMPORTANT – Entries 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

Organising Committees may include the following in the schedule:

“NB : Withdrawals after the date of definite entries or no-shows 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.”

VII. CHARGES BY THE ORGANISER

Entry fees per horse:	CDI3* - Petit Tour: 400,00 EUR
	CDI3* - Grand Tour: 400,00 EUR
	CDIP: 320,00 EUR
	CDIYH 6 ans: 350,00 EUR
	CDIYH 5 ans: 350,00 EUR

Starting fee per horse (if any):

MCP Fee: 12,50 CHF (Inclus)

Additional fees (if any):

Extra day per horse: 25 EUR.

A bale of shaving: 15 EUR.

A bale of hay: 15 EUR.

Tack box with reservation: 100 EUR.

MPC included in entry fee.

VIII. FACILITIES OFFERED AND PRACTICAL INFORMATION (Art. 132, 133)

1. ATHLETES

Hotel:

- OFFICE DE TOURISME DE VIERZON, 11 rue de la Société Française 18100 Vierzon (phone : 0033(0)248530614)

List of hotels : www.centre-equestre-vierzon.com

An invitation will be given to each rider for the reception of Saturday evening 7
Accommodated (bed and breakfast) from _____ to _____ at OC athlete
expense

Meals: at the expense of OC athlete from _____ to _____ .✓

2. GROOMS

Requests for accommodation must be sent with entries.

Cost of accommodation will be at the cost of OC athlete from _____ to _____

Meals: at OC athlete expense from _____ to _____ at _____ .✓

N.B. OCs must provide sufficient sanitary and showering facilities, with hot and cold water for male and female grooms. These must be regularly maintained in a proper state of cleanliness.

3. HORSES / PONIES

Transport expenses to be paid by the OC athlete . If by the OC, at _____ per km.

Stabling arrangements, from 04/07/12 to **08/07/12**. Cost to be paid by OC athlete ✓

4. WELCOME

The time and date of arrival of athletes and horses and their means of transport must be given to the OC in order to facilitate them on arrival. No arrival before Wednesday 4 except for horses from Pompadour. The horses from Pompadour can arrive on Sunday evening on Vierzon show. In order to optimize the organisation, please inform the CO.

5. LOCAL TRANSPORTATION - ARRANGEMENTS FROM HOTEL TO SHOWGROUNDS

IX. ADVERTISING AND PUBLICITY ON COMPETITORS AND HORSES (Art. 136.1-2)

The athletes **are** authorised to carry the logo of their personal sponsor in accordance with Art. 135.1-2. The Chief Steward will check that the advertising and publicity on athletes and horses complies with Article 135 of the General Regulations. ✓

X. ADDITIONAL INFORMATION

1. GENERAL CLASSIFICATION AT THE END OF THE EVENT

Leading athlete award – As every year, the organising team will award the "Prix de l'Elégance HERMES". A very fine gift will be offered by HERMES to the most elegant rider of the Grand Prix Freestyl Test.

Best foreign athlete - (Description et valeur du prix)

Best home athlete - (Description et valeur du prix)

Team awards – (Description et valeur du prix)

(Art. 126, 127, 128)

Details of system to determine the leading athlete etc. Any other details pertaining to prize distribution.

2. PRIZE GIVING CEREMONY

The prize-giving will take place on the show ground at the end of each competition. The place dompetitors must present themselves mounted.

Min 5 for CDIYH, Saint Georges, Intermediate1 and ponies. Min 8 for Grand Prix, Grand Prix Special, Freestyle Grand Prix, Freestyle inter1

3. INSURANCES

Details pertaining to insurance of athletes, horses etc. Responsibility of OC for damages, fire, theft etc.

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

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

- Who are acting for or on behalf of the FEI as stated in the approved schedule of the Event or who are acting in the scope and course of the FEI's Business as described in the final approved schedule; and

- Who have received the status of FEI Officials at FEI Events through a qualification process.

The FEI will NOT insure:

- National officials officiating at FEI Events; and/or

- FEI Officials, who have no official function at the Event.

The insurance extended is for any liability that the FEI Official incurs to a third party, and for the costs of defending any such claim arising as a result of actions undertaken by the FEI Official in good faith (including errors and

omissions) on behalf of the FEI. However, the insurance for obvious reasons does not extend to any liabilities incurred as a result of an FEI Official's dishonest, fraudulent, malicious, and/or illegal act.

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

4. ENTRY RIGHT TO SHOWGROUNDS (Art. 133, 1005) / ACCREDITED PERSONS

Please list person with right of entry to show grounds (owners, grooms, athletes, other persons)

2 badges per owner, 2 badges per rider, 1 badge per groom

5. 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.

6. OBJECTIONS AND COMPLAINTS

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

7. EVENT'S ORGANISATION

In exceptional circumstances, together with the approval of Chefs d'Equipe and Ground Jury, the OC reserves the right to modify the schedule in order to clarify any matter or matters arising from an omission or due to unforeseen circumstances. 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.

8. DISPUTES

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

9. RESULTS

In order to proceed with the results publication and for qualification purposes the FEI requires results to be sent in immediately after the conclusion of the event.

Results including the amount of prize money awarded (if any) and the value of the prizes in kind are to be sent by e-mail to anna.milne@fei.org, in the proper Excel file immediately after the event. Please refer to compulsory format for CDIs; the file can be downloaded using the following link: <http://www.fei.org/disciplines/officials-organisers/organisers/dressage/results-forms>

All results must include FEI Passport Registration number of horses and the FEI ID numbers of Riders. The name and nationality of the horses owner

must also be included with the results. **All athletes who have not completed the event must appear on the results sheets.**

XI. VETERINARY MATTERS (Art. 1004.2, 1005, 1011)

1. CUSTOMS FORMALITIES

Name of horse Transport Company representing the OC, required and customs documents, border crossing points, times of opening etc.

Address: D.D.S.V. du Cher (18)

Telephone: 216, rue Louis Mallet - 18020 Bourges Cedex Fax: Fax
02 48 27 56 01

Email: ddsv18@agriculture.gouv.fr

2. 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.

3. PASSPORTS

VETERINARY REGULATIONS, 12th Edition, effective 5th April 2010, updates effective 1st January 2012 (see website www.fei.org)

VETERINARY EXAMINATIONS, HORSE INSPECTIONS & PASSPORT CONTROLS

These will be carried out in accordance with the "Veterinary Regulations", Art. 1011 & the discipline rules.

"General Regulations", 23rd Edition, effective 1st January 2009, updates effective 1st January 2012 will apply:

3.1.1 Art. 137.1

Every horse entered for any competition at CNs or CIMs (see Appendix E) in a country other than the country of the Horse's nationality and all Horses entered for other CIs, CIOs, FEI Championships, Regional, Olympic Games and Paralympic Games, whether at home or away from the country of its nationality (see GRs 139.2), must have an official, valid FEI passport, or a national passport approved by the FEI and accompanied by an FEI Recognition Card and, when applicable, an FEI registration number, as a means of identification and to establish ownership. In the case of horses permanently resident in a member state of the European Union, all horses must have an acceptable National EU approved passport in compliance with regulation (EC) No 504/2008, to which an FEI recognition is applied. The exception to the latter being the possession of AM FEI passport which has been continually revalidated without any interruption.

3.1.2 Art. 137.2

Horses taking part in CNs and CIMs (see Appendix E) and in CSIP and CSIch-A in their country of nationality are not required to have such a passport as is mentioned in paragraph 1. All such horses must be properly registered with the FEI and identifiable and, unless there is no national requirement for equine influenza vaccination in the host country and in the country of origin all horses

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must have a valid vaccination certificate. All horses permanently resident within a member state of the European Union, must have as minimum a suitable national EU approved passport in compliance with regulation (EC) No 504/2008.

Event's Category	FEI Passport/Recognition Card
National Events	Not compulsory
CDI1*-2* / CDIY/J/U25/P/Ch	Not compulsory for Horses from the host nation – Compulsory for Horses from the invited Nations
CDI3*-5*-W	Compulsory
CDIO*3-5*/CDIO-U25/Y/J/P/Ch	Compulsory
All Championships/Games	Compulsory

- 3.1.3 All FEI and/or national passports must include the full name, address and signature of the Owner as registered by the NF. The description of the Horse and the diagram must be accurately completed in order to be acceptable and the FEI and/or national passport, must include a record of all vaccinations and medication control tests. Whenever the name of a Horse with an FEI and/or national passport is changed, or any pertinent changes are made to an FEI and/or National Passport, the NF must notify the FEI.
- 3.1.4 NFs are responsible for issuing FEI passports and FEI Recognition Card for all Horses required to have them and for ensuring that the FEI and/or national passports are correctly completed, as specified in the VRs, prior to being authenticated by the stamp of the NF and the signature of an Official of the NF. IN ALL CASES NFs MUST BE CONTENT THAT THE DESCRIPTION OF THE HORSE MUST BE ACCURATELY COMPLETED TO A SUITABLE STANDARD. NFs must provide the identification page to the FEI for registration. The Person Responsible for a Horse at an Event is responsible for the accuracy of the FEI and/or national passport and for presenting it at the passport control, except for Events with borrowed Horses (Article 111) where it is the responsibility of the host NF
1. As of 1 January 2010 the FEI does not issue passports for horses which are statutory subject to the European Union identification requirements laid down in Commission Regulation (EC) No 504/2008. Art. 1010 and Annex XVII, VRs apply to EU Horses documentation procedures. THE EXCEPTION BEING THE REVALIDATION OF AN FEI PASSPORT THAT HAS BEEN CONTINUOUSLY REVALIDATED WITHOUT INTERRUPTION.
- 3.1.5 A Horse may only have one FEI passport or one national passport with an FEI Recognition Card as per paragraph 1 of this Article and one permanent FEI number. If an NF is satisfied that an FEI and/or national passport has been lost or if any section of the FEI and/or national passport is full, it may issue an FEI and/or national passport clearly marked "duplicate" and bearing the same number as the original FEI passport. The issue of a duplicate FEI and/or national passport must be reported to the FEI (see VRs). General Regulations, 23rd edition, 1 January 2009, updates effective 1 January 2011 39
- 3.1.6 OCs must arrange for each Horse to be positively identified at the passport control during the examination on arrival, in accordance with the VRs. Any case of misleading or inaccurate information in an FEI and/or national passport, or if the Horse cannot be positively identified, must be reported to the President of the Appeal Committee, who must report the case to the FEI, giving the number of the FEI and/or national passport with the FEI Recognition Card and the name of the Horse.
- 3.1.7 All Horses taking part in FEI Events must be registered with the FEI.

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

From 1 January 2005 onwards, influenza vaccination for all Horses competing in FEI competitions requires a vaccination within six months + 21 days of the competition.

1. All Horses intending to participate in FEI competition must have at least received an initial primary course of two vaccinations, given between 21 and 92 days apart. Thereafter, a third dose (referred to as the first booster) must be given within 7 months after the date of administration of the second primary dose, with at least annual boosters given subsequently (i.e. within one year of the last dose).

2. If the Horse is scheduled to take part in an FEI competition, the last booster must have been given within 6 months + 21 days of arrival at the FEI Event. (The 21-day window has been provided to enable vaccination requirements to fit in with the competition schedule).

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

4. All Horses that were certified as correctly vaccinated under the previous FEI equine influenza vaccination rule prior to 1st January 2005, do not need to start a primary course again provided that they have complied with the previous rule of primary course and annual re- vaccinations and the new rule of a booster vaccination within 6 months + 21 days of the day of arrival at the FEI Event.

<http://www.fei.org/veterinary/vaccinations-and-health-requirements>

5. MEDICATION CONTROL LABORATORY

SAMPLING FOR PROHIBITED SUBSTANCES (Vet. Regs. Chapter V & VI and Annex III)

Regular sampling is carried out in CCI3* and CCI4*, CSIs (3*, 4*, 5*), CIOs, World Cup Qualifiers and Cup Finals, Championships and Games, whereas at other CIs sampling is recommended. Where testing takes place, the number of Horses tested is at the discretion of the Testing Veterinarian/Veterinary Delegate. At CCI3* and CCI4*, CSIs (3*, 4*, 5*), CIOs, World Cup Qualifiers and Cup Finals, Championships and Games it is recommended that a minimum of 5% of all Horses (with a minimum of 3 Horses tested) must be sampled (see also VRs Art. 1016.5.).

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

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.

Details of FEI Approved Laboratory appointed to carry out analyses on samples collected at this event. (Vet. Regs. Art. 1021). The list of approved Laboratories and further information is available on the FEI website.

Name: Horseracing Forensic Laboratories (HFL) Sport & Science

Att.: Dr Steve Maynard
Quotient Biosearch Limited
Address: Newmarket Road
Fordham
Cambridgeshire CB7 5WW
United Kingdom
Telephone: +44-1638 724 406 Fax: +44-1638 724 407
Email: SMaynard@hfl.co.uk

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

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

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

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

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

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

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

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

An agreed treatment area and supervision is not required for simple treatments such as "Ice", water, cold laser, "magnetic therapies", "heated blankets" etc. Supervision of all such treatments by FEI Officials may take place directly or by requesting to see a copy of the relevant authorization. No treatments may take place without coming under such control and authority except in the case of a clear emergency, when a retrospective authority may be considered, but may not be issued in all cases.

Notes to Organising Committees

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

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

Further Queries on this Information

Note

If you have any further questions please check

<http://www.fei.org/Veterinary/veterinary-updates>

Please feel free to contact dominique.rochat@fei.org or veterinary@fei.org for further information. Tel 0041 21 310 4747.

Please be aware of the new requirements from 1 June 2012 for all Veterinarians, both FEI Official and Treating, attending FEI Events.

All Veterinarians, as either an FEI Official Veterinarian (Veterinary Delegate etc) or a Permitted Treating Veterinarian: Treating Veterinarians appointed by the Organising Committee, Team Veterinarians and/or Competitor's Private Veterinarians, must carry a FEI Veterinarian ID Card in order to access restricted and/or stable areas and when administering treatments at all FEI Events.

For further information and the implications of the above on the role of the Organising Committee, please refer to the additional documents and [web page](#).

C O M P E T I T I O N S

**International competitions should not start before 8:00 am
and should not finish after 23:00 pm unless approved by the FEI.**

TOTAL AMOUNT OF PRIZE MONEY : **30 000,00€**
+ value prize in kind (if applicable) **0,00€**

Full details of any deductions from prize money must be outlined in the schedule.

This includes government taxes. If it is necessary for OCs to deduct such taxes, they must provide participants with an official form indicating the amount of tax deducted.

	Name of Class	Amount (€)
Competition n°1	FEI 5 years old preliminary	1 000,00€
Competition n°2	FEI 6 years old preliminary	1 000,00€
Competition n°3	FEI Team Pony	kind
Competition n°4	FEI Prix St-Georges - CDI3*	2 000,00€
Competition n°5	FEI 5 years old Final	1 500,00€
Competition n°6	FEI 6 years old Final	1 500,00€
Competition n°7	FEI Individual Pony	kind
Competition n°8	FEI Intermediate I - CDI3*	2 500,00€
Competition n°9	FEI Grand Prix - CDI3*	6 000,00€
Competition n°10	FEI Olympic Grand Prix Special - CDI3*	6 000,00€
Competition n°11	FEI Freestyle pony	kind
Competition n°12	FEI Freestyle Intermediate I - CDI3*	2 500,00€
Competition n°13	FEI Freestyle Grand Prix - CDI3*	6 000,00€

IMPORTANT

The total amount of prize money shown for each Competition in the schedule must be distributed. If fewer competitors take part in a Competition than the number of prizes indicated in the schedule, the President of the Ground Jury is responsible for recalculating the prize money to be distributed. The value of the 1st prize must not exceed 1/3 of the total prize money distributed for the competition. Distribution of prize money - min. 5 if less than 20 competitors in the competition, distributed to 25 % of participants. (GR Art 127)

The retail value of all prizes in kind must be mentioned as well as detail of model, type and special features for cars.

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

CHECKLIST FOR DRAFT SCHEDULE DRESSAGE 2012



FIRST DAY DATE: 06/07/2012

COMPETITION No 1 (08h00)

FEI 5 year old Preliminary

Test to be ridden and edition : FEI Preliminary Dressage Test for 5-year old horses (Edition 2004, updated 2009)

Starting order : Art. 425

Number of horses per athlete : 2

TOTAL PRIZE MONEY : 1 000,00€

1er: 330,00€, 2ème: 250,00€, 3ème: 200,00€, 4ème: 120,00€, 5ème: 100,00€

COMPETITION No 2 (la suite)

FEI 6 year old Preliminary

Test to be ridden and edition : FEI Preliminary Dressage Test for 6-year old horses (Edition 2004, updated 2009)

Starting order : Art. 425

Number of horses per athlete : 2

Dotation totale de l'épreuve : 1 000,00

1er: 330,00€, 2ème: 250,00€, 3ème: 200,00€, 4ème: 120,00€, 5ème: 100,00€

COMPETITION No 3 (14h00)

FEI Team Pony

Test to be ridden and edition : FEI pony team competition (edition 2012)

Starting order : Art. 425

Number of horses per athlete : 2

Prizes : gifts

COMPETITION No 4 (13h30)

FEI Prix Saint-Georges

Test to be ridden and edition : FEI Prix Saint-Georges (edition 2009)

Starting order : Art. 425

Number of horses per athlete : 2

TOTAL PRIZE MONEY : 2 000,00€

1er: 550,00€, 2ème: 450,00€, 3ème: 350,00€, 4ème: 250,00€, 5ème: 160,00€, 6ème: 80,00€, 7ème: 80,00€, 8ème: 80,00€

CHECKLIST FOR DRAFT SCHEDULE DRESSAGE 2012



SECOND DAY DATE: 07/07/2012

COMPETITION No 5 (08h00) FEI 5 year old Final

Test to be ridden and edition : FEI Dressage Test for 5-year old horses – Final (Edition 2004, updated 2009)
Starting order : Art. 425
Number of horses per athlete : 2
TOTAL PRIZE MONEY : 1 500,00€

1er: 400,00€, 2ème: 350,00€, 3ème: 300,00€, 4ème: 250,00€, 5ème: 200,00€

COMPETITION No 6 (la suite) FEI 6 year old Final

Test to be ridden and edition : FEI Dressage Test for 6-year old horses – Final (Edition 2004, updated 2009)
Starting order : Art. 425
Number of horses per athlete : 2
TOTAL PRIZE MONEY : 1 500,00€

1er: 400,00€, 2ème: 350,00€, 3ème: 300,00€, 4ème: 250,00€, 5ème: 200,00€

COMPETITION No 7 (14h00) FEI Individual Pony

Test to be ridden and edition : FEI pony individual competition (edition 2012)
Starting order : Art. 425
Number of horses per athlete : 2
Prizes : Gifts

COMPETITION No 8 (08h00) FEI Intermediate 1

Test to be ridden and edition : FEI Intermediaire I (edition 2009)
Starting order : Art. 425
Number of horses per athlete : 2
TOTAL PRIZE MONEY : 2 500,00€

1er: 650,00€, 2ème: 550,00€, 3ème: 450,00€, 4ème: 350,00€, 5ème: 200,00€, 6ème: 100,00€, 7ème: 100,00€, 8ème: 100,00€

COMPETITION No 9 (13h30)
FEI Grand Prix

Test to be ridden and edition : FEI Grand Prix (edition 2009)
Starting order : Art. 425 **Riders to opt for GPS or GPFS before the draw.**
Number of horses per athlete : 2
TOTAL PRIZE MONEY : 6 000,00€
1er: 1 500,00€, 2ème: 1 200,00€, 3ème: 1 000,00€, 4ème: 800,00€, 5ème:
650,00€, 6ème: 150,00€, 7ème: 150,00€, 8ème: 150,00€, 9ème: 100,00€,
10ème: 100,00€, 11ème: 100,00€, 12ème: 100,00€

THIRD DAY DATE: 08/07/2012

COMPETITION No 10 (09h30)
FEI Olympic Grand Prix Special

Test to be ridden and edition: FEI Olympic Grand Prix Special (edition 2011
update 23.02.11)
Open to the 15 best GP couples (competition No 4), who have chosen to
compete in GP Special.
Number of horses per athlete: 1
Starting order: Art. 425 draw within groups of five in reverse order of the
result of the Grand Prix (group of 5 riders last in GP to start first).
TOTAL PRIZE MONEY: 6 000,00€
1er: 1 500,00€, 2ème: 1 200,00€, 3ème: 1 000,00€, 4ème: 800,00€, 5ème:
650,00€, 6ème: 450,00€, 7ème: 220,00€, 8ème: 180,00€

COMPETITION No 11 (la suite)
FEI Freestyle Pony

Test to be ridden and edition : FEI Pony Riders Freestyle test (edition 2007,
revision 2009)
Open to the 15 best in competition N°7
Starting order : Art. 425
Number of horses per athlete : 1
Prizes : Gifts

COMPETITION No 12 (la suite)
FEI Freestyle Intermediate 1

Test to be ridden and edition: FEI Intermediate I Freestyle Test (edition 1998, revision 2009)

Open to the 15 best GP couples (competition No 8), who have compete in Intermediate 1.

Starting order: Art. 425 In reverse order of the result of the Inter 1 (group of riders placed last, to start first. Last group to start should always be a group of 5)

Number of horses per athlete: 1

TOTAL PRIZE MONEY: 2 500,00€

1er: 650,00€, 2ème: 550,00€, 3ème: 450,00€, 4ème: 350,00€, 5ème: 200,00€, 6ème: 100,00€, 7ème: 100,00€, 8ème: 100,00€

COMPETITION No 13 (la suite)
FEI Freestyle Grand Prix

Test to be ridden and edition: FEI Grand Prix Freestyle Test (edition 1999, revision 2009)

Open to the 15 best GP riders, who have chosen to compete in GP Freestyle.

Number of horses per athlete: 1.

Starting order: draw within groups of five in reverse order of the result of the Grand Prix (group of riders placed 11 - 15th to start first).

TOTAL PRIZE MONEY: 6 000,00€

1er: 1 500,00€, 2ème: 1 200,00€, 3ème: 1 000,00€, 4ème: 800,00€, 5ème: 650,00€, 6ème: 450,00€, 7ème: 220,00€, 8ème: 180,00€

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

**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

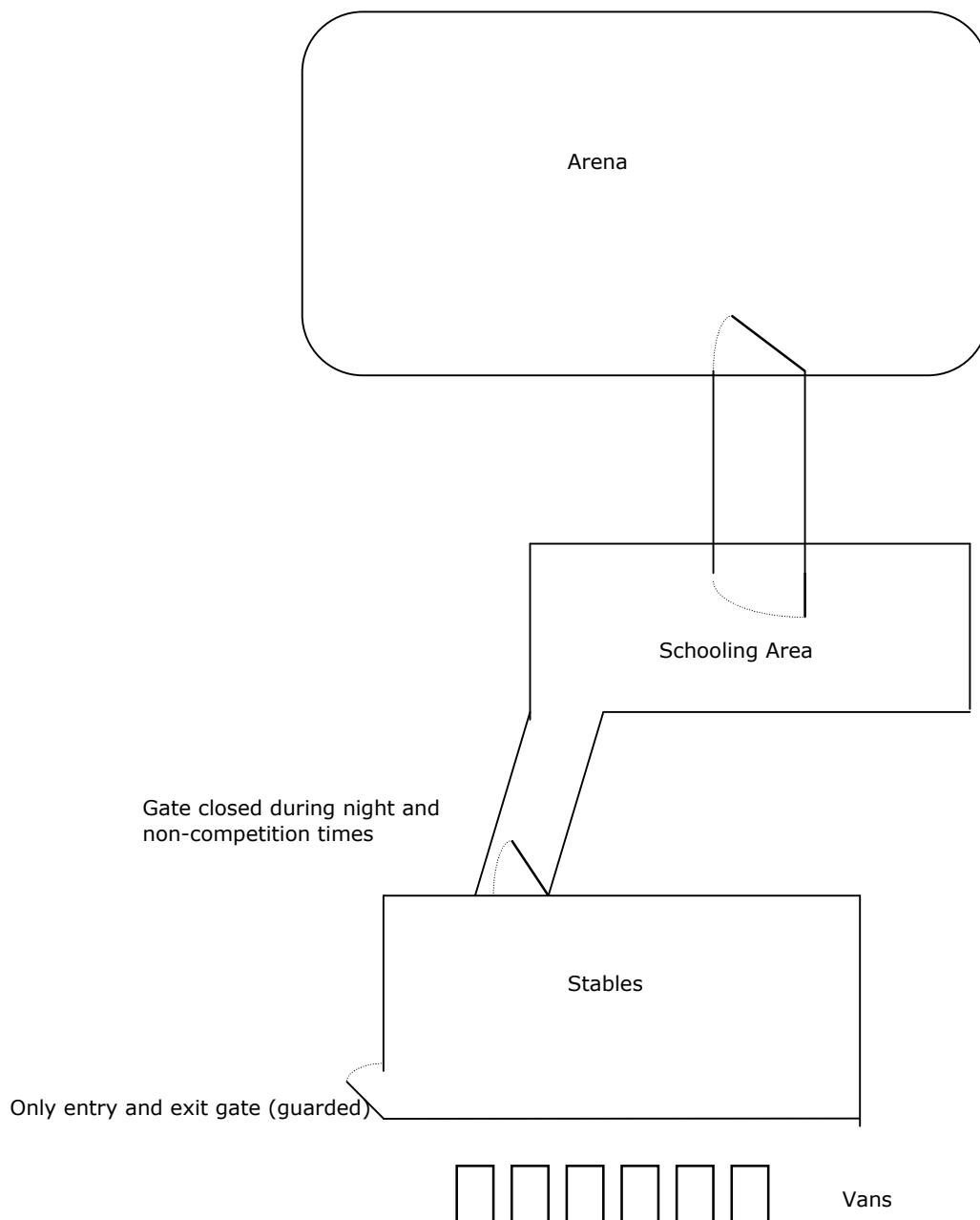
The Chief Steward must ensure that all practice arenas are adequately stewarded all the time that they are officially open. He must also ensure that these arenas are subject to random control when they are officially closed.

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.

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



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 and 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
- 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
- Send a selection of photos (high resolution preferably - with captions and credit) to 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 or Olivia Robinson (olivia.robinson@fei.org).

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

CHECKLIST FOR DRAFT SCHEDULE DRESSAGE 2012



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:

CHECKLIST FOR DRAFT SCHEDULE DRESSAGE 2012

- **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.

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.

7. *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

8. *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.

9. *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:

CHECKLIST FOR DRAFT SCHEDULE DRESSAGE 2012



"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.