

CHECKLIST FOR SCHEDULE DRESSAGE 2014



I. DENOMINATION OF EVENT

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): 21/05/2014 – 25/05/2014

PLACE: KAPELLEN

COUNTRY: BELGIUM

II. GENERAL CONDITIONS

This event is organised in accordance with:

- FEI Statutes, 23rd edition, effective 7th November 2013
- FEI General Regulations, 23rd edition, effective 1st January 2009, updates effective 1st January 2014
- FEI Veterinary Regulations, 13th edition, effective 1st January 2014
- The Rules for Dressage Events (25th edition, effective 1st January 2014), and if applicable the Rules for the World Cup Dressage Events.
- Equine Anti-Doping and Controlled Medication Regulations (EADCMR), 1st Edition, effective 5th April 2010, updates effective 1st January 2014
- FEI Anti-Doping Rules for Human Athletes (ADRHA), based on the 2009 revised Code, effective 1st January 2012, updates effective 1st January 2014
- All subsequent published revisions, the provisions of which will take precedence.
- An arbitration procedure is provided for in the FEI Statutes and General Regulations referred to above. In accordance with this procedure, any appeal against a decision rendered by the FEI or its official bodies is to be settled exclusively by the Court of Arbitration for Sport (CAS) in Lausanne, Switzerland.
- It is the responsibility of NFs to ensure their participants are of the correct age.

Approved by the FEI

Lausanne, on 16 april 2014

Signature :

Trond Asmyr

Director

Dressage & Para-Equestrian Dressage

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.

III. GENERAL INFORMATION

1. ORGANISER

Name: Duke of Newcastle Dressage Club vzw
Address: Hofakker 2
B – 2990 Wuustwezel (Belgium)
Telephone: +32 475 43 22 91 Fax:
Email: dukedressage@hotmail.com
Website: dukeofnewcastle.be

Contact Details Show Ground:

Street: Parijseweg
Postal Code: 2950
City: Kapellen (Belgium)
Tel. Show office: **+32 475 22 91 & +32 475 71 86 19**

Brief summary of your venue's accessibility details (directions by road, nearest airport / train station). From Antwerp airport 20 km

Nearest train station: Kapellen 4 km

Highway to Bergen op Zoom – exit Ekeren/Kapellen

2. ORGANISING COMMITTEE

Honorary President: Mrs. Isabelle Buchmann
President of the Event: Mrs. Mariette Withages-Dieltjens
Show Secretary: Mr. Cory Verbocht
Coördinator: Mr. Joachim Arl
Member: Mr. Etienne Roos
Mrt. Luc Verbocht
Press Officer:

3. EVENT DIRECTOR

Name: Mrs. Mariette Withages-Dieltjens
Address: Kanaallei 45 – 2900 Schoten (Belgium)
Telephone: +32 475 71 86 19 Fax: +32 3 658 01 17
Email: m.withages@skynet.be

4. Veterinary Services Manager contact details (24 hours):

Name: Dr. Marc Schelkens (BEL)
FEI ID: 10050129
Telephone: +32 475 72 09 18
Email: marcschelkens@hotmail.c

CHECKLIST FOR SCHEDULE DRESSAGE 2014



IV. OFFICIALS

Ref.	Panel	Function	FEI ID	Name	NF	Level	Contact Email <i>*compulsory</i>
1	Ground Jury ¹	Ground Jury President	10050397	Leif TÖRNBLAD	DEN	5*	let@cosmos.dk
		Ground Jury Member	10052580	Carlos LOPES	PORT	4*	
		Ground Jury Member	10053135	Fouad HAMOUD	ALG	4*	
		Ground Jury Member	10052562	Ulrike NIVELLE	GER	4*	
		Ground Jury Member	10049288	Freddy LEYMAN	BEL	4*	
		Ground Jury Member	10053480	Geert LEMMENS	BEL	3*	
		Ground Jury Member	10051122	Anne Marie SWENDEN-JOLY	BEL	4*	
2	Foreign Judge ²	Foreign Judge	10053127	Irina MCNAMEE	RUS	4*	imcamee@yandex.ru
3	Foreign Technical Delegate ³	Foreign Technical Delegate		N/A			*
4	Appeal Committee ⁴	Appeal Committee President		N/A			*
		Appeal Committee Member					
		Appeal Committee Member					
5	Chief Steward ⁵	Chief Steward	10049677	Ariane BOELENS	BEL	2	ariane.boelens@skynet.be
6	Assistant Stewards ⁶	Assistant Steward	10053108	Jean-Louis VALKENBORGH	BEL	2	
		Assistant Steward	10053833	A.Cathérine FRAEYS DE VEUBEKE	BEL	2	
		Assistant Steward		Andrea SCHOOVAERTS	BEL	National	
		Assistant Steward		Caude RAKIN	BEL	National	
7	FEI Veterinary Delegate ⁷	Veterinary Delegate	10050129	Marc SCHELKENS	BEL		marcschelkens@hotmail.com
8	FEI Veterinary Commission ⁸	Veterinary Commission President					*
		Foreign Veterinary Delegate					
		Veterinary Commission Member					
9	VSM Veterinary Services	Veterinary Services Manager	10098372	David BUSCHMAN	BEL		info@dierenartsenb.be

	Manager / Treating Veterinarian 9 (VR Art 1010)	Treating Veterinarian	10098372	David BUSCHMAN	BEL	info@dierenartsenb.be
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CHECKLIST FOR SCHEDULE DRESSAGE 2014



HOLDING BOX VETERINARIAN¹⁰

Name: David BUSCHMAN
FEI ID: 10098372

DOCTOR / MEDICAL SERVICE

Name: Red Cross of Belgium
Phone number: +32 499 75 37 35

FARRIER

Name: Frans PROOST
Phone number: +32 479 70 20 69

V. SPECIFIC TECHNICAL CONDITIONS (Art. 429)**1. TIMETABLE :**

TIMETABLE (to be provided per category/level)

- Opening of stables:
- Horse Inspection: tests 1 to 5 (CDIY/J/U25/Ch/P)
Tests 6 to 7 (CDI3*)
- Draw for the order of starting:
- Chef's d'Equipe Meeting (if applicable):

Date	Time
20/05/2014	10 h
20/05/2014 21/05/2014	17 h
Following each horse inspection	

1 st day 21/05/2014	1 - 2 - 4 - 5
2 nd day 22/05/2014	6 - 7
3 rd day 23/05/2014	8 - 9 - 10 - 11 - 12
4 th day 24/05/2014	13 - 14
5 th day 25/05/2014	15 - 16 - 17 - 18 - 19 - 20

2. VENUE :

The event will take place: indoors outdoors

3. COMPETITION ARENA :

Total dimensions : 20 X 60 m

Type of Sand Footing: Sand and Geotextile

(Competition arena - dimensions: 20 x 60 m)

4. PRACTICE ARENA :

Arena - dimensions: X 20 x 60 m

Type of Sand Footing: Sand and Geotextile

5. STABLES :

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

6. 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 X

- 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)

7. SCORING - AVERAGE SCORE and OPEN SCORING

Yes

No

VI. INVITATIONS Number of NFs invited : 16

State which NFs are invited : NED – FRA – LUX – GER – GBR –
 ITA – SWI – ESP – POR – BRA – FIN – DEN – SWE - RUS - USA
 AUS -

Reserve NFs: HUN – POL – AUT - BELARUS

Number of home athletes: 16

Number of athletes per NF: 8

Number of horses per athlete: for all categories 2

Wild cards 6

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

VII. ENTRIES

Please refer to Annex I at the last page of this schedule for information on the FEI Online Entry System

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

Nominated Entries: 01/05/2014
 Definite Entries: 15/05/2014
 Last date for substitutions: 20/05/2014

All Entries must be submitted by the NFs through the FEI's Online Entry System only!

Athletes and/or Horses present at the event without having been entered through the FEI's Online Entry System will automatically be disqualified

"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."

FEES/CHARGES BY THE ORGANISER

Entry fee per horse:		€ 450
Stabling fee per horse (if any):		included in entry fee
Extra Stable		€ 150
MCP Fee:	CHF 12.50	
Electricity (upon request)	€ 40	
Manure disposal	0	
Straw	not available	
Shavings	€ 10	

All aforementioned amounts are including VAT

!!!!!!!!!!!!!!!!!!!!!!

ENTRY'S BALANCE TO PAID BEFORE MAY 15th, 2014 BY BANK TRANSFER TO

**Duke of Newcastle Dressage Club vzw
 Hofakker 2 – B – 2990 Wuustwezel (Belgium)
 Bank : KBC
 Number : 402-6147901-38
 Iban : BE24 4026 1479 0138**

Bic : KREDBEBB

Please remember to specify the name/level/horse of the rider in reason for payment of the bank transfer.

VIII. FACILITIES OFFERED AND PRACTICAL INFORMATION

1. ATHLETES

Hotel : Scandic Hotels
Luitenant Lippenslaan 66 – 2140 Antwerp (Belgium)
Tel. +32 3 217 46 20
Mail. Cindy.somers@scandichotels.com

Accommodated (bed and breakfast) at athlete expense

Meals : at the expense of athlete

2. GROOMS

Requests for accommodation must be sent with entries.
Cost of accommodation will be at the cost of athlete.

Meals: at athlete expense.

3. HORSES / PONIES

Transport expenses to be paid by the athlete.
Stabling arrangements, from 20/5/14 to 25/5/14. Cost to be paid by athlete
The first bedstead (shaving) is provided by the O.C. free of charge.

Non-competing horses must be presented at Horse Inspection

4. WELCOME

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

5. LOCAL TRANSPORTATION - ARRANGEMENTS FROM HOTEL TO SHOWGROUNDS

The O.C. will not provide transportation for horses of athletes.

IX. ADDITIONAL INFORMATION

1. ADVERTISING AND PUBLICITY ON COMPETITORS AND HORSES

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.

2. GENERAL CLASSIFICATION AT THE END OF THE EVENT

NONE

3. PRIZE GIVING CEREMONY

Please indicate in the schedule the number of athletes to present themselves for the prize-giving ceremony of each competition.

Min. 5 and max. 8 best in clasifaction.

4. INSURANCES

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.

5. ENTRY RIGHT TO SHOWGROUNDS (Art. 132, 1005) / ACCREDITED PERSONS

Entries to stables are limited : 1 badge per owner, 1 per groom, 2 per rider, 1 for trainer.

Request for accreditations : show secretary before May 10th , 2014

6. 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.

7. PROTESTS/APPEALS

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

8. 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.

9. DISPUTES

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

10. 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 carina.mayer@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.**

11. BETTING

Betting will not take place at this event.

X. VETERINARY MATTERS

VETERINARY REGULATIONS (VRs), 14th edition, effective 1 January 2014

1. CUSTOMS FORMALITIES

Address: EUROPEAN HORSE SERVICE

Telephone: +32 50 62 62 47 Fax: +32 50 62 62 46
 Email: filip@ehs.be

2. HEALTH REQUIREMENTS

GENERAL

In accordance with the FEI Code of Conduct it is imperative that all Horses at FEI Events are physically fit and free from infectious disease before being allowed to compete.

ENTRY OF HORSES

Details on compulsory health tests and, where applicable, quarantine periods 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 your Government Veterinary Services for advice as soon as possible.

3. NATIONAL REQUIREMENTS

OCs to add any applicable National Legislation, for example: Government Welfare, Medication Rules etc.

4. TRANSPORT OF HORSES

Horses must be fit to travel and be transported in vehicles suitable for the transport of horses. Any government requirements for disease testing and control must be requested well in advance, and the Horse be in compliance by the time of arrival at the border of the country where the Event is taking place. Athletes, or their representatives, have a responsibility to be in compliance of national legislation in both the country of origin, return, and the host nation of the Event; where necessary Athletes must contact local government authorities or veterinary advisors for information regarding animal health requirements and transport legislation. Within the European Union (EU), this includes EU Council Regulation (EC) No 1/2005 concerning the protection of animals during transport within the Member States of the EU.

5. VENUE ARRIVAL INFORMATION & FITNESS TO COMPETE

PASSPORTS

General Regulations Article 137

Please address all Horse FEI Passport/FEI Recognition Card issues to your National Federation.

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

FEI Passports or FEI Recognition Cards - for those Horses with a national passport approved by the FEI, are compulsory for FEI Events, with the exception of CNs and CIMs as outlined below.

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

Athletes whose Horse's Passport and/or Recognition Card is not correctly validated, or failing to meet other passport requirements including vaccination and Equine Anti-Doping and Controlled Medication control (Veterinary Regulations Article 1030) will be **subject to Sanctions in accordance with Annex II of the Veterinary Regulations and may not be allowed to compete.**

Athletes will be required to write their name and counter sign next to any passport irregularity entry noted, as an acknowledgement, prior to receiving the passport and leaving the show ground. Following a warning being issued for such an irregularity the Athlete will have 30 days to correct this, failure to correct such irregularities within 30 days will result in a sanction being imposed.

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

VACCINATIONS - EQUINE INFLUENZA

2014 Veterinary Regulations Article 1028

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

VACCINATION	PROTOCOL	ELIGIBILITY TO ENTER VENUE
Primary Course	1 st Vaccination: day 0 (e.g. 1 January) 2 nd Vaccination: day 21-92 (e.g. 1 February)	May compete 7 days after the 2 nd Vaccination
First Booster	Within 7 months of the 2 nd vaccination of the Primary Course (e.g. 1 August)	May compete for 6 months +21 days after the 2 nd vaccination of the Primary Course Must not compete in the 7 days after receiving a vaccination (e.g. may enter venue after 7 August)
Boosters	MINIMUM: within one year of previous booster vaccination IF COMPETING: must be competing in the 6 months +21 days of the previous booster vaccination	Must have been vaccinated with the 6 months +21 days before arriving at the Event Must not compete in the 7 days after receiving a vaccination

Exceptions to the requirement for FEI equine influenza vaccinations currently exist only for those Horses competing at CNs or CIMs where there are no national requirements for influenza vaccination in both the Event host country and the Horse's country of origin (General Regulations Article 137).

EXAMINATION ON ARRIVAL

2014 Veterinary Regulations Article 1032

On arrival at an Event venue all Horses must undergo an examination by a veterinarian to confirm their identification from their passport, their vaccination status and general health. To protect all horses attending events, any Horse with a questionable health status, with regards to vaccination, disease or other concerns, must be stabled within the isolation facilities provided by the Organising Committee pending a decision on entering the venue.

HORSE INSPECTIONS

2014 Veterinary Regulations Article 1033

All Horses will be assessed for their orthopaedic fitness to compete during the Horse Inspection. Any Horse demonstrating questionable fitness may be referred to the Holding Box for further veterinary examination. Horses not deemed fit to compete will be eliminated by the Ground Jury and not be permitted to continue in the competition.

LIMB SENSITIVITY EXAMINATION
2014 Veterinary Regulations Article 1034

Horses are not eligible to compete when a limb, or part of a limb, is hyposensitive or hypersensitive (both of which shall constitute "abnormal limb sensitivity"). Hypersensitive limbs have an excessive or abnormal reaction to palpation. Hyposensitive limbs include any alteration in sensitivity induced by a neurectomy or chemical desensitisation for as long as the alteration in sensitivity persists.

All Horses are subject to Examination under the Protocol for abnormal limb sensitivity throughout the Period of an Event, including, but not limited to, between rounds and before the Jump Off. Horses may be examined once or on multiple occasions during the Period of an Event.

Horses may be selected for Examination under the Protocol randomly or they may be targeted. All Horses selected to be tested must submit promptly to the Examination or are subject to immediate Disqualification. There is no obligation to examine any specific number of Horses at an Event.

6. EQUINE ANTI-DOPING AND CONTROLLED MEDICATION CONTROL
2014 Veterinary Regulations, Chapter VI**EQUINE ANTI-DOPING AND CONTROLLED MEDICATION PROGRAMME**
(EADCMP)

Within FEI Groups I & II, the Organising Committee should charge competitors the equivalent of CHF 12.50 towards the cost of the EADCMP, which is managed by the FEI Veterinary Department.

SAMPLING

All horses competing at FEI Events may be subject to sampling for the presence of FEI Equine Prohibited Substances in accordance with the FEI Equine Anti-Doping and Controlled Medication Regulations (EADCMRs). Horses may be selected for sampling in accordance with obligatory testing, targeted or random sampling procedures (2013 Veterinary Regulations Article 1057 and 1058).

CLEAN SPORT INFORMATION

The current FEI Equine Prohibited Substances List of Banned Substances and Controlled Medications (the EPSL) is available on the FEI Clean Sport website: www.FEICleanSport.org as a PDF document, database or smart phone app. Detection times are also provided for a limited number of Controlled Medication substances where available.

Elective Testing (Article 1056) may be carried out, by Competitors for their Horses, prior to an Event to check for the presence of prohibited substances (please refer to www.FEI.org/veterinary for information and details).

FEI LABORATORY FOR SAMPLE ANALYSIS

GROUPS I & II ONLY – FEI CENTRAL LABORATORY

Under Veterinary Regulations Chapter VI, Article 1057, all samples collected in Groups I and II, must be analysed by the **FEI Central Laboratory, currently Horseracing Forensic Laboratories (H.F.L) Sport Science, Quotient Bioresearch Limited Newmarket Road Fordham, Cambridgeshire CB7 5WW.**

Please quote one the FEI central laboratory below, in relation with the localisation of your show:

Localisation	Contact	Choice
World Wide	Horseracing Forensic Laboratories (HFL) Sport Science Dr. Steve Maynard Quotient Bioresearch Limited Newmarket Road Fordham Cambridgeshire CB7 5 WW Tel: +44 (0) 1638 724 406 Fax: +44 (0) 1638 724 407 email: Smaynard@hfl.co.uk	
Europe	Horseracing Forensic Laboratories (HFL) Sport Science Dr. Steve Maynard Quotient Bioresearch Limited Newmarket Road Fordham Cambridgeshire CB7 5 WW Tel: +44 (0) 1638 724 406 Fax: +44 (0) 1638 724 407 email: Smaynard@hfl.co.uk	X
Australia / Oceania	Australian Racing Forensic Laboratory Dr. Allen Stenhouse PO Box 3 Randwick Racecourse 2031 New South Wales 2031 Tel: (61 2) 83 44 50 00 Fax: (61 2) 96 62 61 07 Email: awadasz@racingnsw.com.au	
United States of America / America	USEF Equine Drug testing and research laboratory M. Tom Lomangino 1509 Bull Lea Road, Suite 100 Lexington, KY 40511 Tel: (1 859) 225 2060 Fax: (1 859) 225 2067 Email: medequestrian@aol.com	
Hong Kong / Asia	The Hong Kong Jockey Club Dr. Terence S.M WAN Racing Laboratory Department 6th Floor, Sha Tin Central Complex Sha Tin Racecourse SHA TIN, NT tel: (852) 2966 6296 Fax: (852) 2607 2618 Email: terence.sm.wan@hkjc.org.hk	

Samples collected outside of FEI Groups 1 and 2 may be analysed at an alternative FEI Approved Laboratory. Addresses and contact details can be found at

FURTHER QUERIES ON THIS INFORMATION NOTE

If you have any further questions please check: www.fei.org/Veterinary

Please feel free to contact veterinary@fei.org for further information. Tel +41 21 544 10 44 or +41 21 310 47 39.

7. PONIES

For all Pony Events, Ponies must be available for Pony Measurement prior to the Horse Inspection and throughout the event be subject to the requirements of the 2014 Veterinary Regulations, Chapter IV.

8. INJURY SURVEILLANCE

Horses participating in FEI Events are subject to injury surveillance protocols; such information is essential to ensure that (i) the Horse's welfare remains paramount at all times and (ii) sound scientific reasoning is applied to the safety of all Horses and Athletes participating at Events.

XI. HUMAN ANTI-DOPING

At a minimum, and pursuant to the ADRHAs, Organisers must provide the following at Events where human anti-doping testing is scheduled to take place at least 2 months prior to the Event:

- 1.** One (1) staff member able to act as point of contact and coordinator for the *Doping Control Officers (DCOs)* with the contact name and details of this staff member to be communicated to the *FEI* at least two (2) weeks prior to the starting date of the *Event*.
- 2.** Human anti-doping facilities reasonably separated from public activity, consisting of:
 - one (1) private room exclusively dedicated for use by the *DCOs* with one (1) table, two (2) chairs, pens and paper and one (1) lockable fridge; and
 - a waiting room/area with a suitable number of chairs as well as an appropriate amount of individually sealed, non-caffeinated and non alcoholic beverages, which includes a mix of natural mineral water and soft drinks ; and
 - one (1) private and clean bathroom/toilet, adjacent or as near as possible to the *DCO* room and waiting area.
- 3.** Staff members (or volunteers) of both genders, able to act as *Chaperones*. The number of *Chaperones* available to the *OC* must be communicated to the *FEI* as early as possible following receipt by the *OC* of the *Testing* plan for the *Event*. Please see the qualifications for *Chaperones* in the ADRHAs.

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 : **€ 27.900**
+ value prize in kind (if applicable)

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 **18 %.**

	Name of Class	Prize money
Competition No 1	Team Test Children	PIK
Competition No 2	Team Test Pony	€ 300
Competition No 3	Team Test Junior	€ 500
Competition No 4	Team Test Young Riders	€ 750
Competition No 5	Intermediate II – U.25	€ 950
Competition No 6	Prix St.Georges	€ 2.000
Competition No 7	Grand Prix	€ 3.500
Competition No 8	Individual Test Children	PIK
Competition No 9	Individual Test Pony	€ 400
Competition No 10	Individual Test Junior	€ 600
Competition No 11	Individual Test Young Riders	€ 850
Competition No 12	Grand Prix – U.25	€ 1.100
Competition No 13	Intermediate I	€ 2.200
Competition No 14	Grand Prix Special	€ 4.000
Competition No 15	Freestyle Test Pony	€ 500
Competition No 16	Freestyle Test Junior	€ 600
Competition No 17	Freestyle Test Young Riders	€ 850
Competition No 18	Freestyle Grand Prix – U.25	€ 1.300

Competition No 19	Freestyle Intermediate I	€ 3.000
Competition No 20	Freestyle Grand Prix	€ 4.500

!!!!!!!!!!!!!!!!!!!!

THE PRIZE MONEY WILL BE WIRED INTO THE ACCOUNT OF THE RIDERS.

WE ASK ALL RIDERS TO SEND THEIR BANK DETAILS WITH THE DEFINITE ENTRIES (NAME OF THE BANK, ACCOUNT HOLDER, ACCOUNT NUMBER, IBAN HUMBERS, SWIFT CODE

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, 128)

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.

FIRST DAY: Wednesday **DATE : 21/05/2014**

COMPETITION No 1

FEI TEAM CHILDREN

Indicate test to be ridden and edition : FEI Team Children ed. 2009
Number of horses per athlete : 1
Starting order: draw art. 425
Total prize money : in kind.

* * * * *

COMPETITION No 2

FEI TEAM PONY

Indicate test to be ridden and edition : FEI Team Pony ed.2012
Number of horses per athlete : 1
Starting order : draw Art. 425.2
Total prize money + split-up : € 300 (75, 60, 45, 40,20,20,20,20)

* * * * *

COMPETITION No 3

FEI TEAM JUNIORS

Indicate test to be ridden and edition : FEI Team Juniors ed. 2009
Number of horses per athlete : 1
Starting order : Draw art. 425.2
Total prize money + split-up : € 500 (100, 85, 70, 65, 45, 45, 45, 45)

* * * * *

COMPETITION No 4

FEI TEAM YOUNG RIDERS (ST. GEORGES)

Indicate test to be ridden and edition : FEI Team Young Riders ed. 2009
Number of horses per athlete : 1
Starting order : Draw Art. 425.2
Total prize money + split-up : € 750 (200, 150, 100, 75, 75, 50, 50, 50)

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COMPETITION No 5

FEI INTERMEDIATE II – U.25

Indicate test to be ridden and edition : FEI Intermediate II ed. 2014
Number of horses per athlete : 1
Starting order : Draw art 425.2
Total prize money + split-up : € 950 (250, 200, 150, 100, 100, 50, 50, 50)

* * * * *

SECOND DAY : Thursday **DATE : 22/05/2014****COMPETITION No 6****FEI PRIX ST. GEORGES**

Indicate test to be ridden and edition : FEI Prix St. Georges ed. 2009

Number of horses per athlete : 1

Starting order: draw Art. 425.2

Total prize money + split-up : € 2.000 (450, 400, 350, 300, 180, 180, 140)

* * * * *

COMPETITION No 7**FEI GRAND PRIX**

Indicate test to be ridden and edition : FEI Grand Prix ed. 2014

Number of horses per athlete : 1

Starting order : draw Art. 425.2

Total prize money + split-up : € 3.500 (675, 615, 585, 455, 400, 385, 385)

* * * * *

THIRD DAY: Friday**DATE : 23/05/2014****COMPETITION No 8****FEI INDIVIDUAL CHILDREN**

Indicate test to be ridden and edition : FEI Individual Children ed. 2009
Number of horses per athlete : 1
Starting order: Draw Art. 425.2
Total prize money : in kind.

* * * * *

COMPETITION No 9**FEI INDIVIDUAL PONY**

Indicate test to be ridden and edition : FEI Individual pony ed. 2012
Number of horses per athlete : 1
Starting order : draw Art. 425.2
Total prize money + split-up : € 400 (100, 75, 60, 50, 40, 25, 25,25)

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COMPETITION No 10**FEI INDIVIDUAL JUNIORS**

Indicate test to be ridden and edition : FEI Individual juniors ed. 2009
Number of horses per athlete : 1
Starting order : draw Art. 425.2
Total prize money + split-up : € 600 (120, 100, 85, 75, 55, 55, 55, 55)

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COMPETITION No 11**FEI INDIVIDUAL YOUNG RIDERS**

Indicate test to be ridden and edition : FEI Individual Young Riders ed. 2009
Number of horses per athlete : 1
Starting order : draw Art. 425.2
Total prize money + split-up : € 850 (220, 170, 130, 75, 75, 60, 60, 60)

* * * * *

COMPETITION No 12**FEI GRAND PRIX – U.25**

Indicate test to be ridden and edition : FEI Grand Prix – U.25 ed. 2009
Number of horses per athlete : 1
Starting order : draw Art. 425.2
Total prize money + split-up : € 1.100 (300, 250, 200, 100, 100, 50, 50, 50)

FOURTH DAY: Saturday**DATE : 24/05/2014****COMPETITION No 13****FEI INTERMEDIATE I**

Indicate test to be ridden and edition : FEI Intermediate I Ed. 2009

Number of horses per athlete : 1

Starting order : draw Art. 425.2

Total prize money + split-up : € 2.200 (550, 450, 350, 300, 200, 200, 150)

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COMPETITION No 14**FEI GRAND PRIX SPECIAL**

Indicate test to be ridden and edition : FEI Grand Prix Special Ed. 2014

Number of horses per athlete : 1

Starting order : draw in groups of 4 in reverse order on the results of GP.

Total prize money + split-up :€ 4.000 (750, 650, 600, 550, 420, 385, 385, 260,)

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FIFTH DAY: Sunday**DATE : 25/05/2014****COMPETITION No 15****FEI FREESTYLE PONY (the 8 best of the Individual Pony)**

Indicate test to be ridden and edition : FEI Free Style Pony Ed. 2009

Number of horses per athlete : 1

Starting order : draw Art. 425.2

Total prize money + split-up : € 500 (120, 90, 75, 55, 55, 35, 35, 35)

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COMPETITION No 16**FEI FREESTYLE JUNIORS (the 8 best of the Individual Juniors)**

Indicate test to be ridden and edition : FEI Freestyle Juniors Ed. 2009

Number of horses per athlete : 1

Starting order : draw Art. 425.2

Total prize money + split-up : € 600 (145, 120, 95, 60, 60, 40, 40, 40)

* * * * *

COMPETITION No 17**FEI FREESTYLE YOUNG RIDERS (the 8 best of the Individual YR)**

Indicate test to be ridden and edition : FEI Freestyle Young Riders Ed. 2009

Number of horses per athlete : 1

Starting order : draw Art. 425.2

Total prize money + split-up : € 850 (200, 160, 140, 100, 100, 50, 50, 50)

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COMPETITION No 18**FEI FREESTYLE GRAND PRIX – U.25 (the 8 best of the Grand Prix – U.25)**

Indicate test to be ridden and edition : FEI Freestyle Grand Prix – U.25 Ed. 2009

Number of horses per athlete : 1

Starting order : draw Art. 425.2

Total prize money + split-up : € 1.300 (300, 250, 200, 200, 200, 50, 50, 50)

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COMPETITION No 19**FEI FREESTYLE INTERMEDIATE I (the 8 best of the Intermediate I)**

Indicate test to be ridden and edition : FEI Freestyle Intermediate I Ed. 2009

Number of horses per athlete : 1

Starting order : draw Art. 425.2

Total prize money + split-up : € 3.000 (750, 600, 450, 350, 250, 200, 200, 200)

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COMPETITION No 20**FEI FREESTYLE GRAND PRIX (the 8 best of the Grand Prix)**

Indicate test to be ridden and edition : FEI Freestyle Grand Prix Ed. 2009

Number of horses per athlete : 1

Starting order : draw in groups of 4 in reverse order of the results of GP

Total prize money + split-up : € 4.500 (1.100, 850, 650, 550, 450, 300, 300, 300)

* * * * *

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. 169.

FOR THE INFORMATION OF ORGANISING COMMITTEES
STABLE SECURITY/STEWARDING AT INTERNATIONAL EVENTS
MINIMUM REQUIREMENTS TO ENSURE IMPLEMENTATION OF
VRs Art. 1023

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. 1023.VI. 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. STEWARDING OF STABLE AREA

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

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

4. GROOMS

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

The Person Responsible must ensure that his/her grooms, or any other authorised persons with access to his/her horses, are familiar with the security and stewarding procedures operating at the event attended.

5. MOVEMENT THROUGHOUT EVENT GROUNDS

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

6. STEWARDING OF PRACTICE ARENA

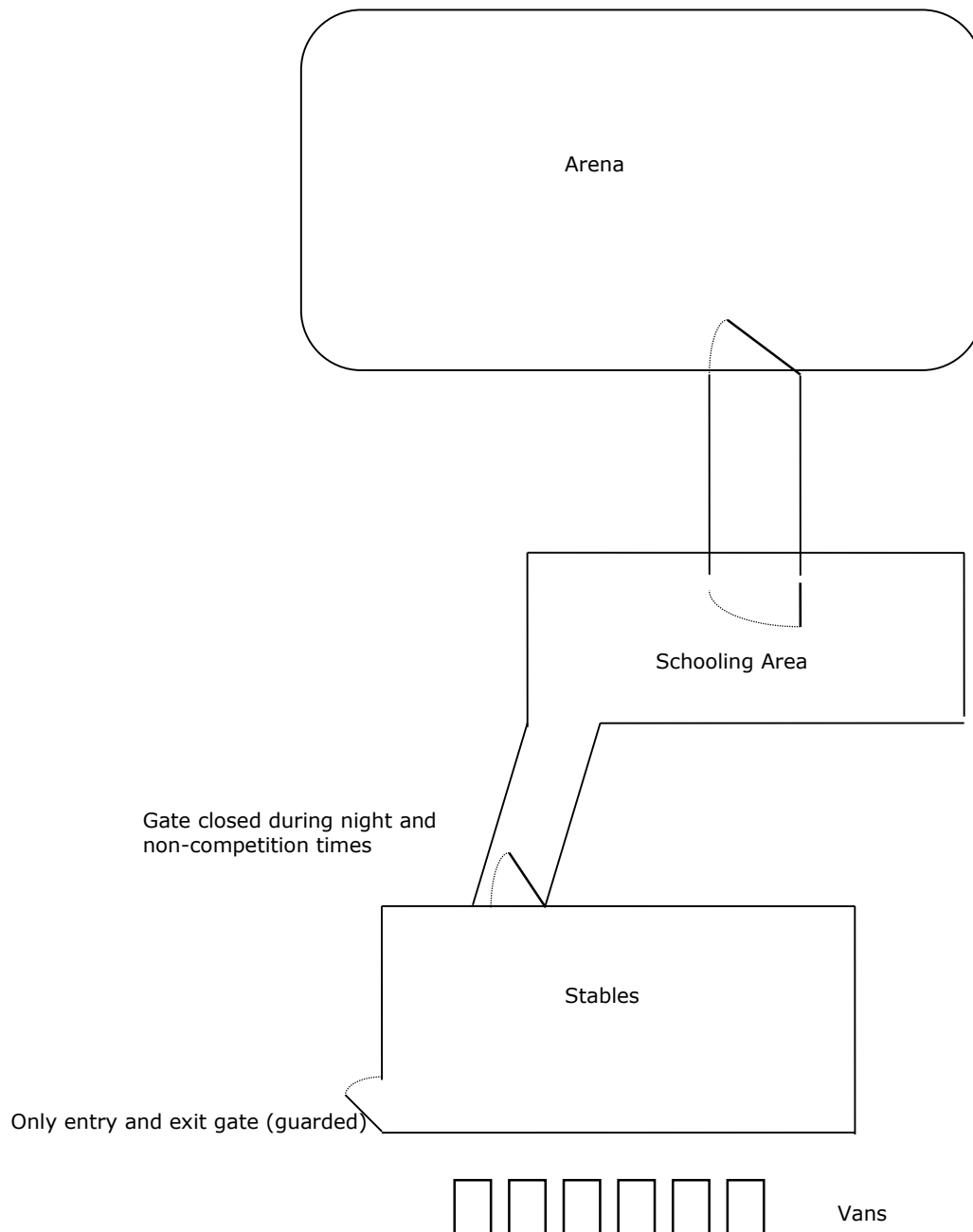
The Chief Steward must ensure that all practice arenas are adequately stewarded all the time that they are officially open. He must also ensure that these arenas are subject to random control when they are officially closed.

7. GRAZING AREA

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

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

**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 OPERATIONS AT FEI EVENTS

The FEI aims to achieve consistent global promotion of FEI Events, and the FEI Press Relations Team would like to take this opportunity to reiterate its commitment to working closely with you, the Organiser, and Event Press Officer to achieve this goal.

Increasing the visibility of our sport is a challenging but important objective, and in order to assist you we provide a number of useful tools to ensure optimal media coverage and working conditions for the media in the lead up to and throughout your event:

1. Media Operations At FEI Events – Guidelines & Checklists (see annex)

The FEI has designed a comprehensive document - "**Media Operations At FEI Events - Guidelines & Checklists**" - which is attached as an annex to this Draft Schedule.

The document outlines the necessary steps, decisions and actions that need to be taken before, during and after the Event in order to optimise working conditions for media at the Event, and to secure positive media coverage of the Event.

IMPORTANT: If Organisers are working with an appointed Event Press Officer or press office team, the FEI recommends that the "**Media Operations At FEI Events - Guidelines & Checklists**" annex is supplied to them as soon as possible, so that all key guidelines within the document can be incorporated into the design and function of the Event's media operations.

2. FEI online resources for media

In addition, the FEI provides a wide range of online information resources to support media, Organisers and Event Press Officers. These include:

FEI Photo Catalogue

Free images for editorial use are available from the FEI Photo Catalogue:

www.feiphotos.org.

Media simply need to register their details and a username and password will be emailed to them.

Social Media

The FEI posts news, images and video on **Facebook** (www.facebook.com/the.fei) and **Twitter** (www.twitter.com/myfei_home). We encourage media, Organisers and Event Press Officers to follow us on Facebook and twitter and share content.

Athlete biographies

Biographies can be found here: www.fei.org/media/biographies

FEI YouTube Channel

Event previews, interviews and behind the scenes footage from many FEI events are available on the FEI's YouTube channel: www.youtube.com/user/feichannel. Feel free to share this content.

FEI TV

Live footage from many Events can be viewed on FEI TV (www.feitv.org), the FEI's official video channel. To subscribe to FEI TV, please click [here](#).

3. Other online resources

FEI rules, results and calendars can be found on www.fei.org, as follows:

- Events: www.fei.org/events
- FEI Calendar: <https://data.fei.org/Calendar/Search.aspx>
- Rules are accessed via the Discipline, e.g.:
www.fei.org/disciplines/dressage/rules
- Rankings & Standings: <https://data.fei.org/Ranking/List.aspx>

4. FEI Crisis Management Plan

The FEI Crisis Management Plan is available from the FEI – please contact the relevant FEI Discipline Director for this document.

The Event Press Officer must be a member of the Crisis Management Team, as explained within the FEI Crisis Management Plan document.

5. FEI Press Relations Team - further support

The FEI Press Relations Team based at FEI headquarters in Lausanne (SUI) is pleased to support the efforts of you, the Organiser, and the Event Press Officer.

In order to support you effectively, please:

- Include the FEI on your press mailing list (press@fei.org)
- Send us a short text presenting your Event, the logo, images (with caption and credit), press kit, press accreditation and hotel reservation details, so that we can publish these details on the FEI website, on social media, in FEI publications and in the FEI Photo Catalogue.

Should you have any questions regarding the **“Media Operations At FEI Events – Guidelines & Checklists”** document, or would like to discuss any media-related issue relating to your Event, please contact the FEI Press Relations Team at press@fei.org or team members:

Grania Willis
Director Press Relations
grania.willis@fei.org
Tel: +41 787 50 6145

Malina Gueorguiev
Manager Media Relations
malina.gueorguiev@fei.org
+41 787 50 6133

Ruth Grundy
Manager Press Relations
ruth.grundy@fei.org
+41 787 50 6145

Annex I FEI Entry System

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

Name* : Verbocht. First Name* : Cory
FEI ID¹ : 10107305 E-Mail* : corry.verbocht@hotmail.com
Access Rights* : Admin² Consult³
Event(s)⁴ : Click here to enter text.

Name* : Withages First Name* : Mariette
FEI ID¹ : 10053800 E-Mail* : m.withages@skynet.be
Access Rights* : Admin² Consult³
Event(s)⁴ : Click here to enter text.

Name* : Verbocht First Name* : Luc
FEI ID¹ : 10107306 E-Mail* : sabine.verbocht@telenet.be
Access Rights* : Admin² Consult³
Event(s)⁴ : Click here to enter text.

¹ If already have an FEI user account.

² Provide you the required access to manage entries and substitutions and download entries/lists.

³ You are just able to consult and download the entries/lists.

⁴ Leave the field blank if the user deals with the entries of all events in the show.

* Mandatory Fields

KAPELLEN (Belgium)**In Capital Letters !!!!!**

Name	
Street & No	
Postal Code & City	
Country	
Mobile number	
Date of Birth	
Email Address	

BANK DATA

Iban	
Start with the country code	
Bank Account Nr.	
Name of the Accountholder	
Name of the Bank	
Country Bank	
Bic/Swift Code	
Routing number (for non-european riders)	

ATTENTION : Make sure you fill in EVERYTHING correct ! If this form has not been completed as requested it will be impossible to wire the money !!

Mail this form to our email : corry.verbocht@hotmail.com