

CHECKLIST FOR DRAFT SCHEDULE DRESSAGE 2007



Event (category): CDIJY

Date: 25th-27th May 2007

Place: ZAKRZOW

NF: POL

GENERAL CONDITIONS

This event is organised in accordance with:

- FEI Statutes, 21st edition, revision effective May 2006,
- FEI General Regulations, 21st edition, revision effective 1st June 2006,
- FEI Veterinary Regulations, 10th edition, effective 1st June 2006,
- The Rules for Dressage Events (22nd edition, effective 1st January 2006), and if applicable the Rules for the World Cup Dressage Events.
- 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, and that riders 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

The following must be printed in the schedule

Approved by the FEI

Lausanne, on 19th February 2007

Signature :

Eva Salomon
Director Dressage Department

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 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, riders, 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.

GENERAL INFORMATION**1. EVENT NUMBER****D1_POL022_07**
D2_POL022_07**2. DENOMINATION OF EVENT (Art. 103, 420.1, 445)****STATUS:** CDIY CDIJ

DATE (dd/mm/yy): 25.05 – 27.05.2007

PLACE: Zakrzow

COUNTRY: POLAND

3. ORGANISERName: LKJ "Lewada"
Address: 23, Parkowa Str.
Zakrzow
POLAND

Telephone: +48.77.4875417
FAX: +48.77.4875364
Email: lewada@kjlewada.pl
Website: www.kjlewada.plName: Polish Equestrian Federation
Address: 29, Lektykarska Str.
01-687 Warszawa
POLANDTelephone: +48.22.6393240
FAX: +48.22.8336158
Email: pzej@pzej.pl
Website: www.pzej.pl**4. COMPLETE POSTAL ADDRESS OF THE SHOWGROUND**Street: Parkowa 23
Postal: 47-263
City: Zakrzow**5. ORGANISING COMMITTEE (Art. 101.6)**

President of the Event : Mr Andrzej SALACKI

Show Secretary : Mrs. Dorota KARPINSKA

6. EVENT DIRECTOR

Name : Mrs. Justyna KAWALEC

Address: 23, Parkowa Str.
47-263 Zakrzow
POLAND

Telephone: +48.603224960 Fax: +48.77.4875364

Email: lewada@kjlewada.pl

OFFICIALS (First name, Name and Nationality)**1. GROUND JURY : (Art. 148, 153, 437, 446)****(For CDIs3* and above: min. 3 foreign judges of different nationality)**

President :	Mr. Slawomir PIETRZAK	"C"	(POL)
Member :	Mrs. Elisabeth KOFFMAHN	"I"	(AUT)
Member :	Mr. Aristides MYLONAS	"C"	(GRE)
Member :	Mr. Janusz LAWIN	"I"	(POL)
Member :	Mrs. Ewa HORODYNSKA	"N"	(POL)
Member :	Mr. Wacław PRUCHNIEWICZ	"I"	(POL) (reserve)

2. FOREIGN JUDGE : (Art. 437)**(For all other events, the President or another member of the Ground Jury must be nominated in the schedule as Foreign Judge)**

Name :	Mrs. Elisabeth KOFFMAHN	"I"	(AUT)
Email address:	ekoffmahn@aon.at		

3. CHIEF STEWARD : (Art. 144, 428.5 and manual for Stewards)**(must be selected from the FEI Directory, List of Chief Stewards for Dressage)**

Name :	Mr. Jan SZUMILAS	(POL)
Email address:		

4. FEI VETERINARY DELEGATE : (Art. 158, 440.2, 1003, 1007)**(must be selected from the FEI Directory)**

Name :	Dr. Jacek STEC	(POL)
Email :		

I. SPECIFIC TECHNICAL CONDITIONS (Art. 429)**1. VENUE :**The CDIY CDIJ

will take place: indoors outdoors

2. COMPETITION ARENA :

Sand arena - dimensions : 20 x 60 m

3. PRACTICE ARENA :

Sand arena - dimensions: 20 x 60 m

4. 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 : 14

State which NFs are invited : AUT, BLR, CZE, DEN, EST, HUN, LAT, LTU, NED, SLO, SWE, SVK, RUS, UKR

Number of home riders : 20

Number of riders per NF : 4

Number of horses per rider : 2

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

II. ENTRIES (Art. 121)

Entries in Principle : 10th April 2007

Nominated Entries : 20th April 2007

Definite Entries : 11th May 2007

Entry fee per horse: 150 €
MCP 12,50 CHF (or equivalent)

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.”

5. FACILITIES OFFERED (Art. 132, 133)

A) COMPETITORS

Hotel : Hotel “COURT”, 2 Boleslawa Smialego Str., Kedzierzyn Kozle (about 20 km from show ground),
Phone no.: +48.77.4837000, fax no.: +48.77.4810500

Cost of accommodation will be at the cost of competitor

Meals for the participants at their own expense - available on the competition area from 24th till 27th May 2007

B) GROOMS

Requests for accommodation must be sent with entries.

Cost of accommodation will be at own cost from 23rd to 27th May 2007: 15€/night (including breakfast)

Meals for the participants at their own expense - available on the competition area from 24th till 27th May 2007.

N.B. OCs must provide sufficient sanitary and showering facilities, with hot and cold water for male and female grooms.

Electricity connection: 25€ (whole competition)

C) HORSES / PONIES

Transport expenses to be paid by competitor .

Stabling arrangements, from 23rd to 27th May 2007.

Cost to be paid by OC.

Exact dimensions of stables: boxes 9m² and 12m² (number limited)

D) WELCOME

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

E) LOCAL TRANSPORTATION - ARRANGEMENTS FROM HOTEL TO SHOWGROUNDS

OC will not ensure local transportation

F) VETERINARY INSPECTION

Date (dd/mm/yy) : 24th May 2007

Time : 05.00 o'clock pm.

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

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

The competitors are or are not authorised to carry the logo of their personal sponsor on the saddlecloth in accordance with Art. 136.1-2. The Chief Steward will check that the advertising and publicity on competitors and horses complies with Article 136 of the General Regulations.

x Yes

No

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

1. SHOW VETERINARIAN:

(The Show Veterinarian may never be the same person as the FEI Veterinary Delegate)

Name: Dr. Marek Nierychlo
Address: Polska Cerekiew
1-go Maja str. 10
Phone no.: +48.77.4875113

2. CUSTOMS FORMALITIES

It should be written in veterinary passports that a horse is not ill and was examined by means of the Coggins test (**conc. horses out of UE**)
All vaccinations must be put down in the FEI international passport or national one approved by the FEI.

Border stations:

Direction Eastern Europe Bezledy, Budzisko, Koroszczyn-Kukuryki,
Kuznica Bialostocka, Medyka.
Border stations are open from 6 a.m. to 10 p.m.

The Polish Equestrian Federation will deliver special documents concerning transport to customs offices at the above mentioned border stations.

The ATA Carnet is indispensable to cross the UE border. The O.C. (and PEF) will not act as financial guarantor versus the Customs Authorities in cases where teams import horses into Poland without ATA Carnets.

Name: C. Hartwig S.A. (international Shipping Company)
Address: 4 Rownolegla Str.
02-235 Warsaw
Telephone: +48.22.8683471 Fax: +48.22.8466996
Email: s.kepczynski@c.hartwig.pl

3. MEDICATION CONTROL LABORATORY

Details of FEI Approved Laboratory appointed to carry out analyses on samples collected at this event. (Vet. Regs. Art. 1021 and FEI Bulletin).

**Laboratoire des Courses Hippiques (LCH)
F - 91370 VERRIERES LE BUISSON ; 15, Rue de Paradis**

4. NAME OF DOCTOR / MEDICAL SERVICE

Name: Dr. Andrzej REITER

5. NAME OF FARRIER

Name: Mr. Krystian ANIOL

TO BE PUBLISHED VERBATIM IN ALL SCHEDULES**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 competitors must be fit, competent and in good health before they are allowed to compete. This encompasses medication use, surgical procedures that threaten welfare or safety, pregnancy in mares and the misuse of aids.
3. Events must not prejudice horse welfare. This involves paying careful attention to the competition areas, ground surfaces, weather conditions, stabling, site safety and fitness of the horse for onward travel after the event.
4. Every effort must be made to ensure that horses receive proper attention after they have competed and that they are treated humanely when their competition careers are over. This covers proper veterinary care, competition injuries, euthanasia and retirement.
5. **The FEI urges all involved with the sport to attain the highest levels of education in their areas of expertise.**

A full copy of this Code can be obtained from the Fédération Equestre Internationale, Avenue Mon-Repos 24, CH-1005 Lausanne, Switzerland. Telephone: +41 21 310 47 47. The Code is available in English & French. The Code is also available on the FEI's website: www.horsesport.org.

A P P E N D I X

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FIRST DAY : Friday**DATE (dd/mm/yy) : 25.05.2007****COMPETITION No 1****CDIJ**

Indicate test to be ridden and edition : (C3) FEI International Preliminary Competition Test – Juniors Ed. 2006. Open for all junior riders

Number of horses per rider : 2

Starting order : draw according to art. 425

Prize in kind – distributed to 25% of participants

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COMPETITION No 2**CDIY**

Indicate test to be ridden and edition : FEI International Team Competition Test - Young Riders; Ed. 2004

Number of horses per rider : 2

Starting order : draw according to art. 425

Prize in kind – distributed to 25% of participants

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SECOND DAY : Saturday**DATE (dd/mm/yy) : 26.05.2007****COMPETITION No 3****CDIJ**

Indicate test to be ridden and edition : (C4) FEI International Team Competition Test – Juniors; Ed. 2006. Open to all juniors riders.

Number of horses per rider : 2

Starting order : draw according to art. 425

Prize in kind – distributed to 25% of participants

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COMPETITION No 4**CDIY**

Indicate test to be ridden and edition : FEI International Individual Competition Test – Young Riders (Prix St-Georg Ed. 2000)

Number of horses per rider : 2

Starting order : draw according to art. 425

Prize in kind – distributed to 25% of participants

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THIRD DAY : Sunday

DATE (dd/mm/yy) : **27.05.2007**

COMPETITION No 5

CDIJ

Indicate test to be ridden and edition : (C5) FEI International Individual Competition Test – Juniors; Ed. 2006. Open to all juniors riders

Number of horses per rider : 1

Starting order : draw according to art. 425

Prize in kind – distributed to 25% of participants

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COMPETITION No 6

CDIY

Indicate test to be ridden and edition : FEI International Young Riders Freestyle Test; Ed. 2006

Number of horses per rider : 1

Open and compulsory for up to the 15 best horse/rider combination in the YR Prix St-Georg

Starting order : draw within group of five in reverse order of the results of competition no 4.

Prize in kind – distributed to 25% of participants

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APPENDIX TO SCHEDULE**VETERINARY MATTERS (Art. 1004.2, 1005, 1011)****1. VETERINARY ASPECTS "A"****VETERINARY REGULATIONS, 10th Edition, 1st January 2006**

(see website www.horsesport.org)

THE FOLLOWING TEXT MUST BE PUBLISHED IN VERBATIM IN ALL SCHEDULES**VETERINARY EXAMINATIONS, HORSE INSPECTIONS & PASSPORT CONTROLS**

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

"General Regulations", 21st Edition, effective 1st January 2005 will apply:

Art. 139.1

Every horse entered for any competition at CNs or CIMs (see Appendix D) in a foreign country (see GRs 141.2), and all horses entered for other CIs, CIOs, Championships, Regional and Olympic Games, whether at home or in foreign countries (see GRs 141.2), must have an official, valid FEI Passport, or a National Passport approved by the FEI and accompanied by an FEI Recognition Card and, when applicable, an FEI registration number, as a means of identification and to establish ownership.

Art. 139.2

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

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

All horses and ponies for which an FEI Passport, or a National Passport approved by the FEI has been issued, must have the vaccination section endorsed by a veterinarian, stating that it has received two injections for primary vaccination against equine influenza, given between 1 and 3 months apart. In addition, a booster injection must be recorded as having been given within each succeeding 6 months, subsequent to the second injection of the primary vaccination. None of these injections must have been given within the preceding 7 days including the day of the competition or of entry into the competition stables.

The above are the minimum requirements for influenza vaccination. Both primary and first and subsequent booster injections should be given according to the manufacturer's instructions which will fall within the stipulation of the FEI ruling.

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

Regular sampling is carried out in CCI3*/4*, CSIs (3*, 4*, 5*), CIOs, World Cup Qualifiers and Finals, Championships and Games, whereas at other CIs sampling is recommended. When testing takes place, the number of horses tested is at the discretion of the Testing Veterinarian/Veterinary Delegate; however, a minimum of three is recommended (Vet. Regs. Art. 1016)

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

MEDICATION CONTROL PROGRAMME (GROUP I & II ONLY)

The Organising Committees of FEI events within Groups I & II are advised to charge competitors the equivalent of CHF 12.50 per horse per event as a contribution towards the costs of the MCP programme.

2. VETERINARY ASPECTS "B"

A) HEALTH REQUIREMENTS FOR THE ENTRY OF HORSES

A Polish official veterinary certificate form is necessary for the entry of sports horses into Poland. It must be filled in the language of the home country and in Polish

B) MEDICATION CONTROL LABORATORY

MCP CENTRAL LABORATORY - APPLICABLE ONLY TO GROUPS I & II

Under the Medication Control Programme (MCP) in **Groups I and II**, all samples collected in accordance with Vet. Regs. Art. 1016 will be analysed by the **Laboratoire des Courses Hippiques (L.C.H), Verrières le Buisson, France**. The central MCP Laboratory will be reviewed in June 2009. Please refer to FEI Bulletin for further information. For events other than those listed in Vet. Regs. Art. 1016 or for events other than in Groups I and II, samples may be analysed at an alternative FEI listed laboratory (Vet. Regs. Art. 1021).

MISCELLANEOUS

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

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

2. PRIZE - CLASSIFICATION (Art. 128, 129, 130)

The leading rider in the classification will be appointed after every competition

3. INSURANCES

The following is to be published verbatim in each schedule:

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

4. EVENT'S ORGANISATION (Art. 114 - 115)

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

5. ENTRY RIGHT TO SHOWGROUNDS (Art. 133, 1005)

Cards of entrance for Chefs d'Equipe, trainers, horse owners (up to 2 per horse), riders, grooms (one per competitor) will be issued by the O.C.

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 RIDERS 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 rider 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 riders and trainers maintain standards of riding and warming-up in accordance with art. 143 and 144 of the FEI General Regulations.

Should any spectator, rider, 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

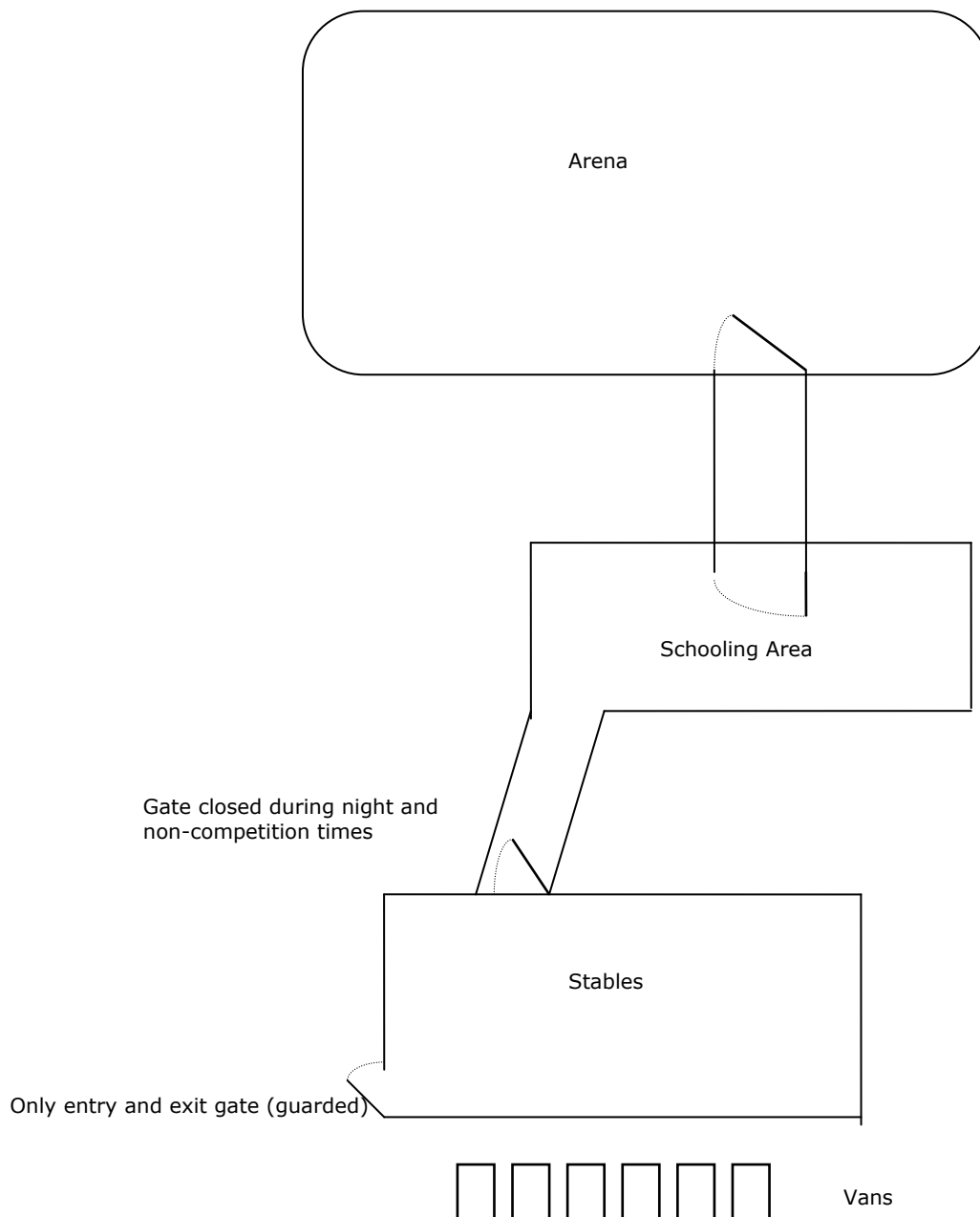
The Chief Steward must ensure that all practice arenas are adequately stewarded all the time that they are officially open. He must also ensure that these arenas are subject to random control when they are officially closed.

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**SPECIAL GUIDELINES FOR VETERINARY ASPECTS**

The section of the Checklist entitled "Veterinary Aspects" is comprised of four sections as follows:

1. Veterinary Aspects "A" (see page 5)

This page **must be published verbatim** in all schedules. It refers to:

- veterinary examinations, horse inspections and passport controls;
- equine influenza vaccination (note: some events take place, either at venues or in countries which impose more stringent equine influenza vaccination requirements than the FEI. Any deviations from the FEI requirements must be clearly indicated as an addition to the text in Veterinary Aspects "A" which must be published verbatim in the schedules
- sampling for prohibited substances;
- Medication Control Programme.

2. Veterinary Aspects "B" (see page 6)

This page **must be fully completed** and **returned to the FEI** with the Draft Schedule.

3. Code of Conduct (see page 9)

This page **must be published** in all schedules and it is recommended that it also be published in all programmes of international events.

4. Order Form for FEI Sampling Kits (see page 20)

The MCP is effected in Groups I and II, by Testing Teams of veterinarians and technicians and by Laboratories all directly instructed by the FEI.

At international events outside the MCP area or at those which are covered by the MCP but at which sampling is required when the Testing Teams are not present, the Veterinary Commission/Delegate will operate in accordance with Vet. Regs Chapter VI.

To provide for this eventuality, FEI Sampling Kits should be ordered directly on the form provided, from:

LABORATOIRE DES COURSES HIPPIQUES (LCH)
15, rue de Paradis
F - 91370 Verrières le Buisson
Telephone: +33 1 69 75 28 28
Telefax: +33 1 69 75 28 30

Orders must be received at least two months in advance of the date required. Any kits ordered, other than by FEI appointed MCP Testing Veterinarians, will be invoiced directly by LCH.

NFs are encouraged to stock an adequate number of sampling kits for use by organisers of international events.

**TO BE USED BY NATIONAL FEDERATIONS AND
ORGANISING COMMITTEES TO ORDER MEDICAL
EQUIPMENT REQUIRED FOR MCP**

FEI SAMPLING KIT ORDER FORM

TO: Dr Yves Bonnaire, Directeur
LABORATOIRE DES COURSES HIPPIQUES (LCH)
15, rue de Paradis
F-91370 Verrières le Buisson

FAX: +33 1 69 75 28 30

CC: FEDERATION EQUESTRE INTERNATIONALE
Dr Frits Sluyter
Administrator of Medication Control Program
Avenue Mon-Repos 24
CH-1005 Lausanne

FAX: +41 21 310 47 60

(Please print or type)

ORDER FORM (National Federation / Organising Committee)

Competition

OC / NF

Contact Name

Contact Address

City

Country

Phone

Fax

Please invoice the following order to NF / OC as above :

FEI/LAB KITS indicate number required

1 kit per horse to be sampled
(including syringes, needles, etc...)

Date:

Signature:

Please allow 28 days for delivery

FOR INFORMATION PURPOSES

**P H O T O G R A P H S
GAMES AND CHAMPIONSHIPS**

Please remember to provide the FEI with photographs of your event.

Your photos are needed for the publication of the results of the Games/Championships in the FEI Bulletin and the Awards Ceremony to be held during the annual FEI General Assembly.

Criteria for Photographs

- Photos must be taken by an accredited photographer
- Photos of individual winners in each discipline (1st, 2nd and 3rd place)
- Photos of team winners in each discipline (1st, 2nd and 3rd place)
- Each photo must have a legible caption
- Please address photos to Wiveka Lundh, Commercial Department

Thank you for sending us your photos as soon as possible after your event so that they can be published in the corresponding Bulletin.

FOR INFORMATION**BASIC PRESS FACILITIES**
Requirements from the International Alliance of Equestrian Journalists (IAEJ)

Helping the media to provide good coverage for your competition is one of the cheapest forms of publicity available. Stories in newspapers, magazines or on the radio or television will do a lot for your event, for your sponsors and for the overall visibility of equestrian sport in your area. While media requirements at the top levels can be elaborate, attention to some very simple and easy details can do a lot to help the media exposure of even the smallest competition.

- Programmes, starting orders, course plans and results must be available at all times. The media must be given priority in the distribution of final results.
- A small, reserved working area should be available. This can be a small room or a separate space within the secretariat or show office.
- At least one telephone line must be exclusively available for the media and must be accessible for modem. It does not have to be for free, but available for the media. It can be difficult for the media to find a suitable phone for connecting a laptop so this is a very helpful thing to provide.
- One telefax must be available. As above, it does not have to be for free. Journalists can pay for their phone calls, but it does need to be available.
- Press stand. Some seats should be reserved for the media close to the competitors.
- Press officer. Even in the smallest show, there should be somebody aware that the media might show up and need some help. Within the organizing committee, somebody should be responsible for answering questions from the media if needed (including on the telephone) or to organize a press conference.
- Access to the warm-up areas. It is essential that journalists and photographers have a chance to contact the riders for interviews, photos etc., and this is best done near the warm-up area.
- Parking. At least for the photographers who have to carry heavy equipment, there should be a possibility of getting into reserved parking areas next to the competition venue.
- It would be helpful if accredited press have the opportunity to have some food and drink readily available.