

CHECKLIST FOR DRAFT SCHEDULE JUMPING 2011

Event : **CSI 3*-W** **Place:** **PEZINOK, Slovak Republic**
Indoor: **Outdoor:**
Date: **01/09/2011-04/09/2011** **NF:** **SVK NF**

STATUS:

CSIO5*	<input type="checkbox"/>	CSI5*-W	<input type="checkbox"/>	CSIYR-A	<input type="checkbox"/>	CSI5*	<input type="checkbox"/>
CSIO4*	<input type="checkbox"/>	CSI4*-W	<input type="checkbox"/>	CSIJ-A	<input type="checkbox"/>	CSI4*	<input type="checkbox"/>
CSIO3*	<input type="checkbox"/>	CSI3*-W	<input checked="" type="checkbox"/>	CSIP	<input type="checkbox"/>	CSI3*	<input type="checkbox"/>
CSIO2*	<input type="checkbox"/>	CSI2*-W	<input type="checkbox"/>	CSIch	<input type="checkbox"/>		
CSIO1*	<input type="checkbox"/>	CSI1*-W	<input type="checkbox"/>	CSIV-A	<input type="checkbox"/>		
CSIOYR	<input type="checkbox"/>			CSIAm-A	<input type="checkbox"/>		
CSIOJ	<input type="checkbox"/>			CSIU25-A	<input type="checkbox"/>		
CSIOP	<input type="checkbox"/>						
CSIOCh	<input type="checkbox"/>	Championship	<input type="checkbox"/>	Games	<input type="checkbox"/>		
Other	<input type="checkbox"/>	CSI1*	<input type="checkbox"/>				
CSIYH1*	<input type="checkbox"/>	CSIYH2*	<input type="checkbox"/>				

GENERAL CONDITIONS

This event is organised in accordance with:

- FEI Statutes, 22nd edition, effective 15th April 2007, updates effective 1st January 2011
- FEI General Regulations, 23rd edition, effective 1st January 2009, updates effective 1st January 2011
- FEI Veterinary Regulations, 12th edition, effective 5th April 2010, updates effective 1st January 2011
- The Rules for Jumping Events and its Annexes, 23rd edition, effective 1st January 2009, updates effective 1st January 2011, and if applicable the Rules for the FEI World Cup™ Jumping Events
- CSI/CSIO requirements (For all CSI events in Europe and Worldwide – except for CSIO and Amateur events) http://www.fei.org/Disciplines/Jumping/Organisers/Pages/Draft_Schedules.aspx
- CSI requirements for North America (Canada, Mexico and USA) http://www.fei.org/Disciplines/Jumping/Organisers/Pages/Draft_Schedules.aspx
- CSI 3*, 4* invitation system (Europe) and 5* invitation system (Worldwide)
- Equine Anti-Doping and Controlled Medication Regulations (EADCMR), 1st Edition, effective 5th April 2010, updates effective 1st January 2011
- FEI Anti-Doping Rules for Human Athletes (ADRHA), based on the 2009 revised Code, effective 1st January 2011
- 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.

CHECKLIST FOR DRAFT SCHEDULE JUMPING 2011



**THE APPENDIX (13 PAGES) IS PART OF THIS APPROVED AND SIGNED SCHEDULE AND
MUST BE DISTRIBUTED TO ALL OFFICIALS AND NFs AND IS AVAILABLE TO OTHERS
UPON REQUEST**

Approved by the FEI, Lausanne, on 22nd July 2011

A handwritten signature in blue ink that reads 'J.P. Roche'.

John P. Roche
FEI Director Jumping
Director FEI World Cup™ Jumping

I. GENERAL INFORMATION

1. DETAILS OF EVENT (Art. 420.1, 445)

DATE (dd/mm/yy): 01/09/2011 – 04/09/2011

PLACE: PEZINOK, Areál zdravia ROZÁLKA– health resort

COUNTRY: Slovak Republic Website: www.rozalka.sk

Contact Details Show Ground:

Address: Areál Zdravia Rozálka, Suvorovova 9, 902 01 PEZINOK, Slovakia

Telephone: 00421 33 640 2485

Please add a brief summary of your venue's accessibility details (directions by road, nearest airport / train station). The showground is easy accessible from the international Motor way road E65. Take exit "Senec/Pezinok", follow signs "PEZINOK", when enter the town take a right towards the roundabout, take 3rd exit (left) follow the route to the next roundabout, take first exit (right) and continue for about 0,5 km and behind the small bridge take left, this will lead you directly to the Health Resort Rozalka.

2. ORGANISER

Name: IRI AGROFOREST, a.s.

Address: nám. 1.mája 5, 811 06 Bratislava, Slovakia

Telephone: +421 33 640 2485 Fax: +421 33 640 2032

Email: rozalka@rozalka.sk Website: www.rozalka.sk

3. ORGANISING COMMITTEE (Appendix A GR)

Honorary President: MVDr. Juraj Hanulay

President of the Event: Mgr. Marek Vitek

Show Secretary: Zuzana Vavříčková

Mgr.Martin Havlík

Secretary for media and partners of the event: Mgr. Petra Hašová
PhDr.Veronika Cicková

4. EVENT DIRECTOR

Name: Mgr. Marek Vitek

Address: Suvorovova 9, 902 01 Pezinok, Slovakia

Telephone: +421 33 640 2485 Fax: +421 33 640 2032

Email: rozalka@rozalka.sk

5. SPONSOR(S)

Poštová banka, a.s., BMW Group Slovakia

II. OFFICIALS

1. GROUND JURY : (Art. 144, 149, 259.1)

President: RNDr. Robert Fekár (SVK)
Member: Ing. Jaroslav Pecháček (CZE)
Member: Mag. Ines Bejdl (AUT)
Member: Artur Hubner, (SVK)

2. FOREIGN JUDGE : (Art. 148, 259.1)

Name : Dariusz Orzol (POL)
Email address:

3. FOREIGN TECHNICAL DELEGATE : (Art. 152, 153, 446)

Name: N/A
Email:

4. COURSE DESIGNER (Art. 151, 259.5.1)

Name: Eduard Petrovič (CRO)
Email address: eduard.petrovic@zg.t-com.hr

ASSISTANT COURSE DESIGNER

Name: Ľubomír Paučo (SVK)

5. APPEAL COMMITTEE : (Art. 150, 160, 259.3)

President: JUDr. Viera Obšitníková
Email: adobsitnik@gmail.com
Members: Ing. Igor Fekár
JUDr. Ing. Barbora Popelková

6. CHIEF STEWARD : (Art. 155, 244.5, 259.6 and manual for Stewards)

Name: Ing. Bohumil Rejnek (CZE)
Email: rejnek@borhel.cz

7. ASSISTANT STEWARDS :

Name: Ing. Silvia Gavorníková (SVK)
Name: Ing. Ivana Dedinská (SVK)
Name: Ing. Jozefína Mocková (SVK)
Name: Rudolf Kalman (SVK)

CHECKLIST FOR DRAFT SCHEDULE JUMPING 2011



8. FEI VETERINARY DELEGATE : (Art. 154, 259.4.2, 1003, 1007)

Name: MVDr. Zuzana Staššíková

Email:

III. SPECIFIC TECHNICAL CONDITIONS (Art. 201, 202)

1. VENUE :

The event will take place: indoors outdoors

2. COMPETITION ARENA (Art. 201):

Dimensions: 60 x 110 m

Type of Footing: sand with textile

3. PRACTICE ARENA :

Dimensions: 80 x 50 m

Type of Footing: sand with textile

4. STABLES :

Size of boxes 3 m x 3 m **(minimum 3m x 3m)**

5. INVITATIONS (Art. 115, 250, 251.1)

Number of NFs invited: unlimited

NFs invited:

Reserve NFs:

Total number of athletes: 150

Number of home athletes: 50

Number of foreign athletes: 100

Number of athletes per NF: unlimited

Number of horses per athlete: 3

Number of athletes per team: **(only for CSIOs)**

Number of Individual athletes per NF, if applicable: **(only for CSIOs)**

OC Wild Cards: **(only for CSI5*/4*/3*)**

FEI Wild Cards: **(only for CSI5*/4*/3*)**

The Rolex Rankings number 125, established three months prior to this event, will be used for the invitation of athletes. **(only for CSI4*/CSI3*)**

CHECKLIST FOR DRAFT SCHEDULE JUMPING 2011

Summary of Invitation system for	CSI 4*	CSI 3*
1) Invite athletes at top of the Rolex Rankings up to n°25 <i>(must be invited in descending order from the first position of the RR, max. 5 athletes per foreign NF)</i>		n°15
2) Remaining Home Athletes <i>(total number of home athletes (sect. 1 + 2) must represent between 35% and 50% of the total number of invited athletes)</i>	open to ranked or unranked athletes	
3) Remaining Foreign Athletes <i>(exact number in this sect. depends on foreign athletes in sect. 1) (min. 7 foreign NFs in Sect. 1 & 3)</i>	50% within top 300; 50% open (ranked or unranked athletes)	50% within top 600; 50% open (ranked or unranked athletes)
4) O.C. Wildcards (within top 600)	15% max	20% max
5) FEI Invitations	2	2
For more details, please consult Appendix to this Schedule (p.5)		RR = Rolex Rankings

The Rolex Rankings number _____, established two months prior to this event, will be used for the invitation of athletes. **(only for CSI5*)**

Summary of Invitation system for	CSI 5*
1) Compulsory Invitations <i>(must be invited in descending order from the first position of the RR, min. 10 foreign NFs must be invited with at least 2 athletes each)</i>	70%
2) OC invitations <i>(open to ranked or unranked athletes)</i>	30%
3) FEI Invitations <i>(any position on RR)</i>	1 foreign athletes
For more details, please consult Appendix to this Schedule (p.6)	
RR = Rolex Rankings	

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

IV. ENTRIES (Art. 116, 251)

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

Entries in Principle: 01/08/2011
Nominated Entries: 15/08/2011
Definite Entries: 25/08/2011
Last date for substitutions (Art. 251.4): 30/08/2011

Entry fee per horse: 400 €

Each horse is allowed to start in one competition per day only, except saturday when additional start in the Six Bar Competition is permitted.

Entered horses must be at least 7 years of age.

MCP Fee: (for group I & II) Nil CHF 12.50= € 10.00

Entries have to be sent to: rozalka@rozalka.sk

CHECKLIST FOR DRAFT SCHEDULE JUMPING 2011



or fax No. +421 33 640 2032

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.

IMPORTANT - Entry forms must include the following information on:

Horse/Pony: • name • date of birth • breed • country of birth • stud-book initials
• (FEI) Passport number • colour • sex • name(s) of owner(s)
Athlete: • name • gender • date of birth • FEI ID number

V. FACILITIES OFFERED (Art. 132, 133)

1. ATHLETES

HOTEL TATRA**, Nám 1. mája 5, Bratislava, tel. +421259272118, mail: recepacia@hoteltatra.sk the official partner hotel offers special 40% discount for all participants of the CSI 3* PEZINOK**

Accommodated (bed and breakfast) from _____ to _____ at OC Athletes expense

Meals: at the expense of OC Athletes from _____ to _____ .

2. GROOMS

Requests for accommodation must be sent with entries.

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

3. HORSES

Transport expenses to be paid by:

The OC at _____ per km.

The Athlete .

For events in Europe, stabling is free of charge.

Outside Europe, stabling to be paid by OC or Athlete at _____ per stable.

The OC may charge a manure disposal fee of max. 40,- € /horse/event.

4. ADDITIONAL FEES

All further fees (i.e electricity, etc.) must be listed hereunder with the details of the amounts to be charged. These must have received FEI Approval before being included in the published schedule. **Only fees approved by the FEI and listed in the approved schedule can be charged by the OC.**

The electricity plug: 15 € upon on request
Hay: 5 €
Shavings: 7 €
Horse manure disposal: 35 €

5. WELCOME

The time and date of arrival of athletes and horses and their means of transport

CHECKLIST FOR DRAFT SCHEDULE JUMPING 2011



must be given to the OC in order to assist them on arrival.

6. LOCAL TRANSPORTATION - ARRANGEMENTS FROM HOTEL TO SHOWGROUNDS

The official partner Hotel Tatra will have a shuttle transportation to/from the showground from/to the hotel times and frequency depends upon request.

7. ADVERTISING AND PUBLICITY ON ATHLETES AND HORSES (Art. 136.1-2)

The Athletes are authorised to carry the logo of their personal sponsor on the saddle cloth in accordance with Art. 256.3 and 257.3 of the FEI Rules for Jumping. The Chief Steward will check that the advertising and publicity on Athletes and horses complies with these Articles.

VI. MISCELLANEOUS

1. GENERAL CLASSIFICATION AT THE END OF THE COMPETITIONS

Leading athlete award -	(Prize description and value)
Best foreign athlete -	(Prize description and value)
Best home athlete -	(Prize description and value)
Team awards -	(Prize description and value)

2. PRIZE - CLASSIFICATION (Art. 126, 127, 128)

N/A

3. PRIZE GIVING CEREMONY

The owner of the winning horse is invited to the prize giving ceremony for the Grand Prix. First 6 riders come to the prize giving ceremony with their horses.

4. DEDUCTIONS FROM PRIZE MONEY

Tax deduction 20%

5. 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.

6. SAFETY CUPS

Name of Manufacturer:

Top Jump, Moosmühle 14, 853 76 Massenhausen, Germany

7. TIMING DEVICE

Name of Manufacturer: Alge Timing Model: TDC 8001
22020007A

FEI Report number:

8. ENTRY RIGHT TO SHOWGROUNDS (Art. 132, 1005)

have the officials, riders, grooms and owners

9. DOCTOR / MEDICAL SERVICE

Will be on duty free of charge during the whole event

Name: SPORTMED, s.r.o Telephone: +421 902 901 030

Doc. MUDr. Branislav Delej, CSc.

Doc. MUDr. Pavol Kučera, PhD.

10. FARRIER

Will be on duty free of charge during the whole event

Name: Miroslav Egyed Telephone: +421 904 060 200

VII. VETERINARY MATTERS (Art. 280, 1004.2, 1005, 1011)

1. HORSE INSPECTION

Date (dd/mm/yy): 31/08/2011 3:00 p.m. – 7:00 p.m.
Reinspection: 01/09/2011 Time: 9:00 a.m.

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

NEW – EQUINE INFLUENZA VACCINATION

All horses taking part must be vaccinated as per the FEI Vet. Regs. Annex VI (except events taking place in NZL and AUS) updated 1st September 2009. All information regarding the Equine Influenza is available on our website, under the link: <https://www.fei.org/Rules/Veterinary/Pages/Default.aspx>

2. SHOW VETERINARIAN:

Name: MVDr. Tomáš Frey Telephone: +421 905 474 082
Address: Pezinok, Slovakia

3. CUSTOMS FORMALITIES

The OC recommends to participants coming outside the EU to use exclusively ATA carnet.

4. HEALTH REQUIREMENTS FOR THE ENTRY OF HORSES

In the accompanying document or the health certificate or identification document of the horse, the official veterinarian shall certify

1. protective vaccination against equine influenza according to the methodics of the Veterinary Prevention and Protection (hereinafter VPP) plan for 2011,
2. conditions for the monitoring of glanders, infectious anaemia, viral arteritis, contagious equine metritis and dourine according to the VPP plan for 2011 at the horses intended for breeding.

The veterinarian performing supervision at racing competitions shall control the compliance with required veterinary conditions as well as the health status of the horse. The validity of the certification is for the whole racing season.

5. MEDICATION CONTROL LABORATORY

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

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, H.M. King Hussein I Building, Chemin des Délices 9, 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.

CHECKLIST FOR DRAFT SCHEDULE JUMPING 2011



COMPETITIONS

1 st day	1 st September 2011	1,2,3
2 nd day	2 nd September 2011	4,5,6
3 rd day	3 rd September 2011	7,8,9,
4 th day	4 th September 2011	10,11,12

TOTAL AMOUNT OF PRIZE MONEY : **114 000 €**

	Name of Class	Amount (Currency)
Competition No 1	Opening Competition I	1 500 €
Competition No 2	Opening Competition II	2 500 €
Competition No 3	Big Tour – 1 st Grand Prix Qualifier	10 000 €
Competition No 4	Small Tour	3 000 €
Competition No 5	Medium Tour	7 000 €
Competition No 6	CE League FEI World Cup™ Big Tour - 2 nd Grand Prix Qualifier	RR 25 000 €
Competition No 7	Small Tour	3 000 €
Competition No 8	Medium Tour	7 000 €
Competition No 9	Six Bar Competition	8 000 €
Competition No 10	Small Tour – Final	5 000 €
Competition No 11	Medium Tour – Final	10 000 €
Competition No 12	Grand Prix Pezinok	RR 32 000 €

IMPORTANT

The value of the 1st prize must not exceed 1/3 of the total prize money distributed for the competition. The minimum number of prizes offered for each competition must be allocated on the basis of one prize for every commenced four Athletes, with a minimum of five prizes. The total amount of prize money shown for each Competition in the schedule must be distributed. (GR Art 127, 128)

CHECKLIST FOR DRAFT SCHEDULE JUMPING 2011



FIRST DAY : Thursday

DATE: 01/09/2011

COMPETITION No 1

starts at 10:00 a.m.

Opening Competition I	Art. 274.5.3, Table A
Speed/Fixed time	350 m/min
Obstacles 1 st Phase max. height:	120 cm
2 nd Phase max. height:	125 cm
Number of horses per athlete:	2
Total prize money:	1.500 €
Breakdown:	450-300-200-120-80-60-50-40 + 200 € to be distributed among the remaining riders
Last prize (min):	25 €

COMPETITION No 2

starts at 1:00 p.m.

Opening Competition II	Art. 274.5.3, Table A
Speed/Fixed time	350 m/min
Obstacles 1 st Phase max. height:	130 cm
2 nd Phase max. height:	135 cm
Number of horses per athlete:	2
Total prize money:	2.500 €
Breakdown:	650-500-350-250-180-120-80-50 + 320 € to be distributed among the remaining riders
Last prize (min):	40 €

COMPETITION No 3

starts at 4:00 p.m.

Big Tour – GP Qualifier	Art. 238.2.1, Table A, without Jump-Off
Speed/Fixed time	350 m/min
Obstacles height:	140 cm
Number of horses per athlete:	2
Total prize money:	10.000 €
Breakdown:	3000-2000-1400-1000-700-500-300-200 + 900 € to be distributed among the remaining riders
Last prize (min):	100 €

CHECKLIST FOR DRAFT SCHEDULE JUMPING 2011



SECOND DAY : Friday

DATE: 02/09/2011

COMPETITION No 4

starts at 10:00 a.m.

Small Tour Art. 238.2.1, Table A, without Jump-Off
Speed/Fixed time 350 m/min
Obstacles height: 125 cm
Total prize money: 3.000 €
Breakdown: 700-550-400-300-230-170-120-80 + 450 €
to be distributed among the remaining riders
Last prize (min): 50 €

COMPETITION No 5

starts at 1:00 p.m.

Medium Tour Art. 274.5.3, Table A
Speed/Fixed time 350 m/min
Obstacles height 1st Phase: 135 cm
Obstacles height 2nd Phase: 140 cm
Number of horses per athlete: 2
Total prize money: 7.000 €
Breakdown: 2300-1500-1000-700-450-300-170-100 + 480 €
to be distributed among the remaining riders
Last prize (min): 60 €

COMPETITION No 6

starts at 4:00 p.m.

Central European League FEI World Cup™ Rolex Ranking Points Competition

Grand Prix Qualifier Art. 238.2.2, Table A, with Jump-Off
Speed/Fixed time 375 m/min
Obstacles min height: 140 cm
Obstacles max height: 160 cm
Number of horses per rider: 1
Total prize money: 25 000 €
Break down: 8000-5500-3500-2500-1700-1100-700-500 + 1500 €
to be distributed among the remaining riders
Last prize (min): 150 EUR
Starting order will be established by a draw.

CHECKLIST FOR DRAFT SCHEDULE JUMPING 2011



THIRD DAY : Saturday

DATE : 03/09/2011

COMPETITION No 7

starts at 11:00 a.m.

Little Tour Art. 274.5.3, Table A
Speed/Fixed time 350 m/min
Obstacles height 1st Phase: 125 cm
Obstacles height 2nd Phase: 130 cm
Number of horses per athlete: 2
Total prize money: 3.000 €
Breakdown: 700-550-400-300-230-170-120-80 + 450 €
to be distributed among the remaining riders
Last prize (min): 50 €

COMPETITION No 8

starts at 2:00 p.m.

Medium Tour Art. 238.2.1, Table A, without Jump-Off
Speed/Fixed time 350 m/min
Obstacles height: 135 cm
Number of horses per athlete 2
Total prize money: 7.000 €
Breakdown: 2300-1500-1000-700-450-300-170-100 + 480 €
to be distributed among the remaining riders
Last prize (min): 60 €

COMPETITION No 9

starts at 5:00 p.m.

Six Bar Competition Art. 262.3, Table A
Number of horses per athlete: 2
Total prize money: 8.000 €
Breakdown: 2500-1600-1100-800-500-400-300-150 + 650 €
to be distributed among the remaining riders
Last prize (min): 70 €

CHECKLIST FOR DRAFT SCHEDULE JUMPING 2011



FOURTH DAY : Sunday

DATE : 04/09/2011

COMPETITION No 10

starts at 10:00 a.m.

Small Tour Final Art. 238.2.2, Table A, with Jump-Off
Speed/Fixed time 350 m/min
Obstacles height: 130 cm
Number of horses per athlete 2
Total prize money: 5.000 €
Breakdown: 1500-1000-700-480-320-250-180-120 + 450 €
to be distributed among the remaining riders
Last prize (min): 50 €

COMPETITION No 11

starts at 1:00 p.m.

Medium Tour Final Art. 238.2.2, Table A, with Jump-Off
Speed/Fixed time 350 m/min
Obstacles height: 140 cm
Number of horses per athlete 2
Total prize money: 10.000 €
Breakdown: 3000-2000-1400-1000-700-500-300-200 + 900 €
to be distributed among the remaining riders
Last prize (min): 100 €

COMPETITION No 12 **GRAND PRIX PEZINOK**

Rolex Ranking Points Competition

starts at 4:00 p.m. **I**
Art. 238.2.2, Table A, with Jump-Off

Speed/Fixed time 375 m/min
Obstacles height: max. 150 cm
Number of horses per athlete: 1
Total prize money: 32.000 €
Break down: 10000-7000-5000-3000-2000-1500-1000-600
+ 1900 € to be distributed among the remaining riders
Last prize (min): 200 €

First 20 combinations athlete-horse from the 1st Qualifier (Competition No. 3) and first 30 combinations athlete-horse from the 2nd Qualifier (Competition No. 6) are qualified for the Grand Prix. If the athlete and horse are qualified in the 1st Qualifier the result from the 2nd Qualifier does not take into account and next rider and horse from the 2nd Qualifier are qualified.

Starting order will be established by a draw.

**CHECKLIST FOR DRAFT SCHEDULE
JUMPING 2011**



APPENDIX TO JUMPING SCHEDULE
MUST BE DISTRIBUTED TO ALL OFFICIALS, FOR OTHERS AVAILABLE ON REQUEST

VETERINARY MATTERS (Art. 1004.2, 1005, 1011)

1. VETERINARY ASPECTS "A"

VETERINARY REGULATIONS, 12th Edition, effective 5th April 2010, updates effective 1st January 2011 (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 2011 will apply:

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.

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 must have a valid vaccination certificate.

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.

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.

2. VETERINARY ASPECTS "B"**A) CUSTOMS FORMALITIES**

NFs holding an international event in their country should inform their National Veterinary Authority and their Customs Authority at least four weeks beforehand. They should request every facility to assist the movement of horses accompanied by FEI Passports, and the necessary veterinary certification at frontier crossing points into and out of their countries. (Vet. Regs. Art. 1004.2)

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

Under the Medication Control Programme (MCP) in Groups I and II, all samples collected in accordance with Vet. Regs Art. 1016 will be analysed by the:

HFL Sport ScienceQuotient Bioresearch Limited
Newmarket Road,
Fordham,
Cambridgeshire
CB7 5WW
United Kingdom

Tel : +44 (0) 1638 724 229

Fax : +44 (0) 1638 724 221

<http://www.hfl.co.uk/>

Dr. Steve Maynard Email : SMaynard@hfl.co.uk

Please refer to the FEI Website 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).

IMPORTANT - Treatments 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 treatments 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 0041213104747

Invitation System for CSI 3* + 4* events in Europe

The list of the Rolex Rankings established **three** months prior to the event is to be used for the selection of riders. **The Organising Committee must print in the schedule the number of the list which applies for the invitation of riders, as well as the total number of riders to be invited.**

Section 1 Riders at top of the list of the Rolex Rankings

The top 25 riders for CSI-4* / the top 15 riders for CSI-3* on the list of the Rolex Rankings must be invited. The maximum number of riders from a foreign NF in this section must be limited to five.

Section 2 Home Riders

The number of home riders who accept the invitation under **Section 1** will determine the number of remaining home riders to be invited. The number of home riders must neither exceed 50% nor be less than 35% of the total number of riders invited. The NF/OC decides on the exact percentage for this section, which must be printed in the schedule. If the home nation does not fill its quota, the remaining places are filled in accordance with the conditions established for invitation of riders in section 3.

Depending on the number of home riders competing internationally, the number of home riders may be increased to 60% of the total number of riders at the event. This may only be done upon receipt of a request from the NF concerned and may or may not be granted at the discretion of the Director of the FEI Jumping Department.

Section 3 Foreign Riders

3.1 The number of foreign riders who accept the invitation under **Section 1** will determine the number of remaining foreign riders to be invited. 50% of the remaining foreign riders must be selected from the top 300 for CSI-4* or the top 600 for CSI-3* on the list of Rolex Rankings and 50% may be selected from any position on the list or may be unranked.

3.2 At least 7 foreign NFs must be represented (This includes NFs represented by riders in **Section 1**).

3.3 If a NF is invited to send riders but decides not to participate, the Organising Committee selects another NF in accordance with the conditions established for invitation of riders under section 3.1.

Section 4 OC Wildcards

The OC is free to invite 15% for CSI-4* or 20% for CSI-3* of the total number of riders as wildcards. These riders must be selected from the top 600 on the list of the Rolex Rankings. These invitations (for foreign and/or home riders) should be under the same conditions as for other participants and must in no way be directly or indirectly connected with a financial contribution for participation at any international Jumping event. At the same time, it is also unacceptable for riders to ask for an appearance fee.

Section 5 FEI Wildcards

The FEI has the right to nominate two riders by the deadline date established for nominated entries. The maximum number of times a rider can be nominated during the same season for this group is three. Vacant places under this section are filled in accordance with the conditions established for invitation of riders in section 4.

SUMMARY OF INVITATION SYSTEM FOR CSI-3* & CSI-4* EVENTS IN EUROPE

To be printed in Schedule: total number of invited riders, the percentage of home riders to be invited (min. 35% - max. 50%) and the number of the list of the Rolex Rankings which applies. (list established 3 months prior to event)	CSI-4*	CSI-3*
1) Invite riders at top of the Rolex Rankings up to N° (max. 5 riders per foreign NF)	25	15
2) Remaining home riders to be invited:	open to ranked or unranked riders	
3) Remaining foreign riders to be invited after invitations under Section 1: (min. 7 foreign NFs in Sections 1 & 3)	50% within top 300; 50% open (ranked or unranked riders)	50% within top 600; 50% open (ranked or unranked riders)
4) O.C. Wildcards maximum	15% within top 600	20% within top 600
5) FEI Invitations	2	2

There are no restrictions on Organising Committees in relation to the invitation of participants for Amateur Owner competitions and riders specifically invited for small tour competitions only. However, the total number of horses in the small tour must not exceed 100.

The following fines will be imposed on Organising Committees not respecting the above procedure:

1st offence CHF 20'000.-; 2nd offence CHF 40'000.- ; at the 3rd offence, the event will not be permitted to take place. These fines will be payable directly by the Organising Committees concerned to the FEI.

CSI-5* Invitation System (Worldwide)

Section 1 Compulsory Invitations

- 1.1 70% of the total number of competitors invited must be from the top 150 on the FEI World Ranking list established by the FEI two months prior to the event. The following conditions must be respected. Consequently this percentage may need to be reduced.
- 1.1.1 Riders are invited in descending order from the first rider on the FEI World Ranking list.
- 1.1.2 At least ten foreign NFs must be invited with at least two riders per NF.
- 1.1.3 If a NF has only one rider in the above percentage, the NF in question has the right to enter a second rider providing that he is within the top 150 on this list.
- 1.1.4 Organising Committees may limit the number of riders from a single foreign NF to five. However, they are free to accept more than five riders from the same NF providing they are within the above percentage and providing the other NFs invited have entered a second rider.
- 1.1.5 If the Organising Committee cannot fill its quota from the top 150 on the FEI World Ranking list, vacant places will be filled by inviting riders from 150th place on the FEI World Ranking list in descending order.
- 1.1.6 The total number of riders to be invited to the event, as well as the date of the FEI World Ranking list which applies for invitation of competitors must be printed in the Schedule.
- 1.2 If a NF is invited to send participants but decides not to participate, another NF is selected by the Organising Committee in accordance with the conditions established for invitation of competitors in section 1.1.2

Section 2 OC Invitations

Maximum 30% of the total number of competitors invited can be invited as wild cards by the Organising Committee through their NFs (these riders may consist of foreign and/or home competitors). These competitors can be taken from any position on the FEI World Ranking list or not ranked.

These invitations (foreign and/or home riders) should be under the same conditions as for other participants and cannot be granted in return for a financial contribution.

At the same time, it is also unacceptable for riders to ask for an appearance fee.

Section 3 FEI Wild Cards

The FEI has the right to nominate one competitor for CSI-5* events by the deadline date established for nominated entries. The level of the nominated rider must be of the required standard for a CSI-5* event. The maximum number of times a competitor can be nominated during the same season for this section is three. Vacant places under this section are filled in accordance with the conditions established for invitation of riders in section 2.

National events

OCs that wish to organize a National event must comply with the FEI rules for National events. These include the restrictions on the number of foreign competitors and the number of NFs represented by competitors.

Sanctions and consequences

If prior to a CSI-5* event it is known that the event will not follow the FEI technical conditions and the FEI Rules for invitation of competitors, the event may be removed from the FEI calendar at the discretion of the FEI.

If sufficient proof can be established after the event that the FEI technical conditions and the FEI Rules for invitation of competitors have not been respected FEI World Ranking points may be withdrawn at the discretion of the FEI and CSI status may be refused for the following season.

If the event is a FEI World Cup™ or Samsung Super League with FEI it may lose its status for the coming season.

If the event is organized outside the jurisdiction of the host NF, participating competitors will not be allowed to participate at other FEI Events.

MISCELLANEOUS

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

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

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

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

3. SCHOOLING DURING COMPETITIONS

Riders wishing to school during speed competitions (Table A and Table C) must inform the OC before these competitions begin. These riders will start first in these competitions.

4. DISPUTES

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

5. RESULTS

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

STABLE SECURITY/STEWARDING AT INTERNATIONAL EVENTS

MINIMUM REQUIREMENTS TO ENSURE IMPLEMENTATION OF VRs Art. 1005.2.5, Annex IX

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.

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.

It is important that the NFs and OCs of international events liaise closely with the Veterinary Authorities and that the Committee and all officials, particularly the Chief Steward, are aware of the Veterinary Authorities' requirements in respect to access control and separation of horses in the stables and during training.

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 by a means of a night list.

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. Stewards may ask for the appropriate Medication Form if a horse is seen to receive treatment; this also applies to the use of nebulisers.

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

4. GROOMS

We urge Organising Committees to bear in mind, when establishing the competition schedule, that a groom's work day starts well before the first competition and ends long after the last competition of the day. Every effort should be made to provide equitable working conditions for the grooms throughout the event. First competition should not start before 8 am and last competition should not end after 11pm.

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 the Jumping discipline is attached. It is appreciated that flexibility will be required depending on the requirements of other disciplines.

6. STEWARDING OF PRACTICE ARENA

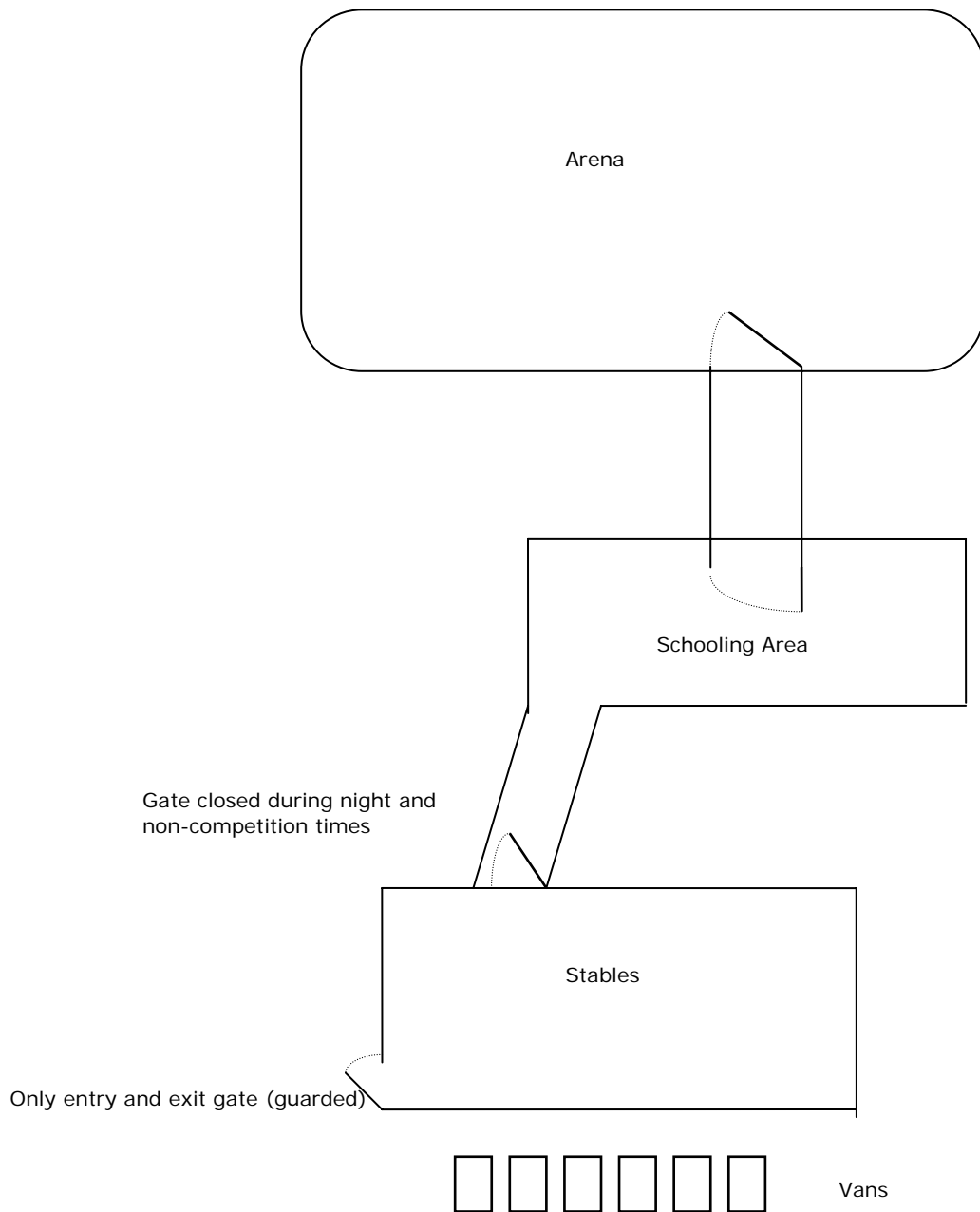
The Chief Steward must ensure that all practice arenas are adequately stewarded all the time that they are officially open. He must also ensure that these arenas are subject to random control when they are officially closed.

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**



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 malina.queorguiev@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

The Press Officer has a key role to play in the organisation of an event. He / she has a good knowledge and understanding of horsesport and media operations in general. He / she is in charge of the press office and has clear recognition within the Organising Committee by being part of the core team.

The main role of the Press Officer and his/her staff is to ensure the smooth running of the press office and related services and provide information, before, during and after the event in a proactive way. An active media information policy, where news is spontaneously and systematically offered, is the best service that can be offered to the media.

Supporting staff: depending on the number of accredited journalists, sufficient additional staff should be available (e.g. to ensure that the necessary copies of results and starting lists are made, the working space is tidy and clean, to accompany journalists to the media stands if

needed, etc.)

Accreditation

All members of the media should be clearly identified; therefore a proper accreditation system needs to be put in place.

The accreditation process shall start six months prior to the event and all media shall be accredited before the event starts. This will allow the Press Officer to determine the size of the Press Centre and prepare adequate facilities. The Press Officer needs to pay full attention on the acceptance of accreditation requests and only grant accreditation to professional members of the media.

At any event, regardless the level of importance, press accreditation shall give access to the following areas: press centre; press stand; training areas; catering areas (including non-public catering services, when applicable); mixed zone or Competitors stand

In accordance with FEI Regulations, press accreditations do not give access to the stabling area. Generally press accreditation does not give access to the field of play, with the exception of accredited photographers wearing special identification (bibs, armllets), or when special activities for the media are organised, such as course walks.

Press Conferences

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

Running order

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

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

Facilities

Press Centre

A standard press centre is composed of the following areas:

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

Work stations

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

Telecommunication system

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

PHOTOGRAPHERS

Photographers are key members of the media. Due to the nature of their activity, there are specific requirements which should be met to allow them to work effectively.

General requirements

- Accredited photographers have priority in the allocation of lockers for storage of their equipment, as well as for parking spaces.
- A separate working area for photographers should be set up in the Press Centre
- It is important that a Photo Manager is appointed to liaise with photographers and ensure that all requirements are met.
- There shall be a dress code for photographers if the event is televised

Identification

All accredited photographers must be provided with a special identification (armlet, bib). This identification is clearly different from other badges and must be communicated to security personnel and technical officials. Bibs are to be numbered and recipients registered. A cash deposit might be asked to ensure return of the bib at the end of the event.

Photo positions

Positioning of the photographers during all phases of the event should be planned in advance by

the Press Officer and the Photo Manager, and agreed with the technical officials. Position of TV cameras need to be taken into account while planning photographers' positions. TV has priority. Photo positions must be planned at a very early stage so that tickets are not sold to seats just behind the area. Photo positions might be either a defined area next to the competition arena, or a smaller clearly marked and roped-off zone with controlled access in the field of play. In the event of a lack of space either around the arena or inside, photographers should be allowed to shoot from the press stand.

Jumping: photo positions shall be organised inside the ring. Photographers should not leave the ring during the competition; they can however change position in between competitors. If there are too many accredited photographers, a rotation system will have to be arranged. The pockets should be placed so that riders can be photographed from the left and from the right. In addition, the photographers should have access to the arena at least at two of the four sides.

Lighting

It should be noted that photographers need more light in an indoor arena than what is required by TV (1000 lux). Photographers need 1200 lux in order to deliver optimal quality pictures.

CRISIS MANAGEMENT

There are four basic types of crisis that can occur during an equestrian competition. They are:

1. Competition related problem. i.e. major horse/rider/spectator accident
2. Veterinary / judicial related problem. i.e. abuse
3. Discipline related problem i.e. competition rules or conditions
4. General organisational problem. i.e. transport, access, electrical breakdown etc.

The Press Officer should always be involved in the crisis management team. The persons within the Organising Committee who are authorised to comment on the incident/accident shall be clearly identified and a detailed plan of action should be agreed in advance.

A press statement shall be transmitted to the press as soon as the exact circumstances and plan of action have been decided. In the meanwhile, the Press Officer shall be in charge of the initial response or holding statement to the press:

"The organisers are investigating the facts surrounding the incident. As soon as these are available, a full statement will be issued and a press conference held."

Replies, either written or verbal, should be brief, calm, objective, clear and factual.

The complete document of the FEI Crisis Management Plan is available from the FEI.