

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

**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**

<b>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.</b> (list established 3 months prior to event)	<b>CSI-4*</b>	<b>CSI-3*</b>
<b>1) Invite riders at top of the Rolex Rankings up to N°</b> <i>(max. 5 riders per foreign NF)</i>	<b>25</b>	<b>15</b>
<b>2) Remaining home riders to be invited:</b>	<i>open to ranked or unranked riders</i>	
<b>3) Remaining foreign riders to be invited after invitations under Section 1:</b> <i>(min. 7 foreign NFs in Sections 1 &amp; 3)</i>	<i>50% within top 300; 50% open (ranked or unranked riders)</i>	<i>50% within top 600; 50% open (ranked or unranked riders)</i>
<b>4) O.C. Wildcards maximum</b>	<b><u>15%</u></b> within top 600	<b><u>20%</u></b> within top 600
<b>5) FEI Invitations</b>	<b>2</b>	<b>2</b>

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:

1<sup>st</sup> offence CHF 20'000.-; 2<sup>nd</sup> offence CHF 40'000.- ; at the 3<sup>rd</sup> 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 150<sup>th</sup> 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.

## **STABLE SECURITY/STEWARDSHIP 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. 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. 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.

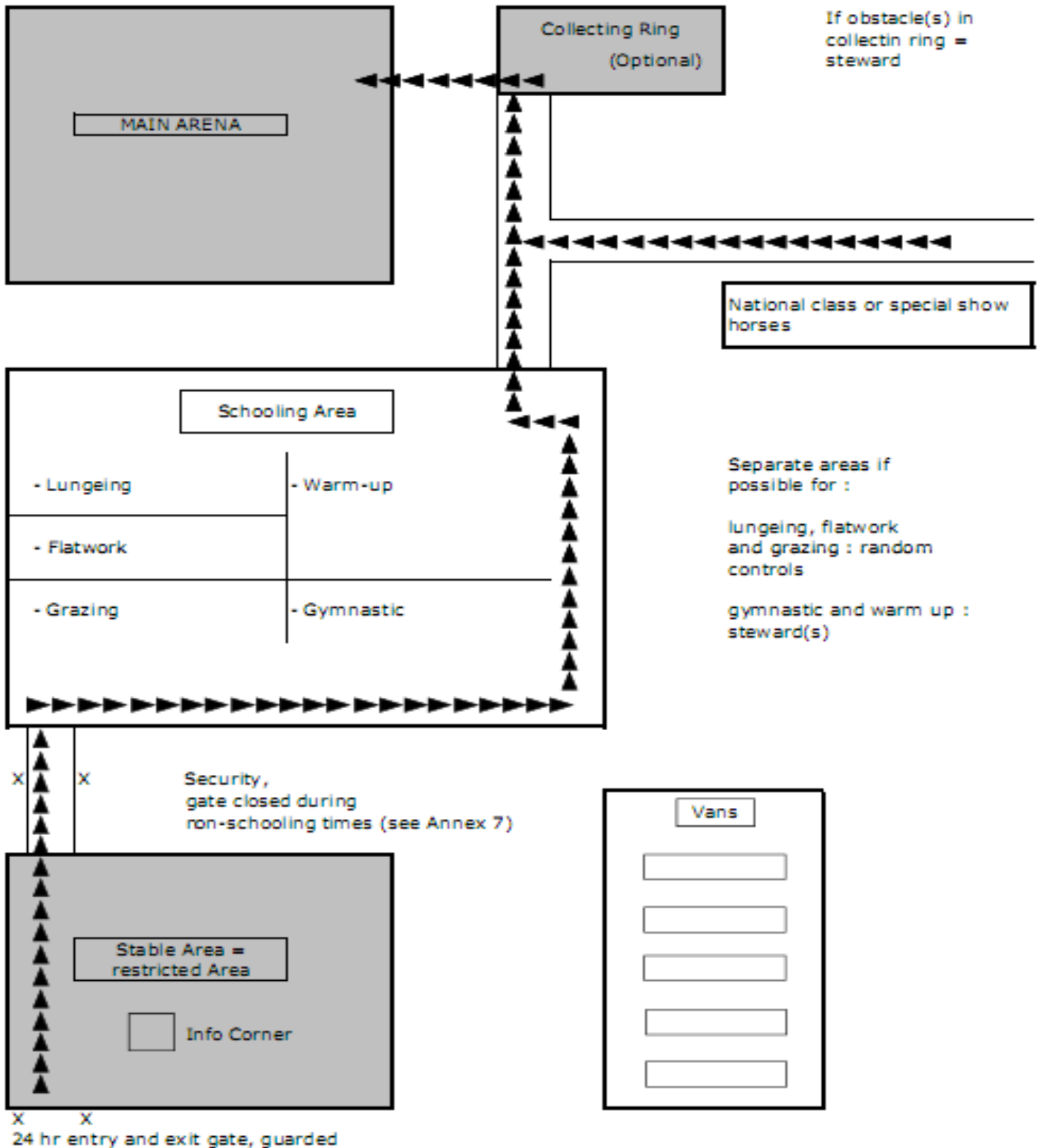
#### **7. GRAZING AREA**

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**

**SITE LAYOUT**  
(example)



## 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:

- The document, Guidelines to Media Operations at FEI Events, is available from FEI headquarters (see below). - It is important to provide good working conditions for the media as they are our voice to the outside world.
- Accessible on the FEI website: Athletes' Biographies; FEI Rule Books; Results.
- Photo Galleries on the FEI Website to publish photos of your event.
- Upon request: Fact sheets of the relative discipline; contact details of members and stakeholders

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

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

An updated version of the manual, "Media Operations at FEI Events, Guidelines and Checklists", is now available from the FEI.

The manual is designed specifically to help FEI Event Organisers provide the best possible working conditions for the media.

The Guidelines outline the necessary steps, decisions and actions that need to be taken before, during and after the Event in order to optimise conditions for the media.

We strongly encourage you to follow the recommendations contained in the manual in order to provide optimal working conditions for media covering your event.

Download details for the manual will be sent to you separately.

Should you have any questions regarding this document, please contact the FEI Press Relations Department at [press@fei.org](mailto:press@fei.org).

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 Press facilities, please do not hesitate to contact Malina Gueorguiev ([malina.queorguiev@fei.org](mailto:malina.queorguiev@fei.org)) or Ruth Grundy ([ruth.grundy@fei.org](mailto:ruth.grundy@fei.org)).

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## IAEJ Guidelines and Checklist for Media Operations at Equestrian Events

### Press Service

The Press Service should be operating according to the size/significance of the event and not later than six months prior to the event.

### Press Officer

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

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

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

### Accreditation

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

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

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

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

### Press Conferences

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

### Running order

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

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

- Thank the guests on stage and to the audience, misc. announcement (programme of the next day, etc.)

## Facilities

### Press Centre

A standard press centre is composed of the following areas:

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

### Work stations

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

### Telecommunication system

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