

**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 any 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\* of 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 Invitations for foreign riders or home riders domiciled outside the home country

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.

OCs of CSI3\*/CSI4\* events that are part of "Tours" (multiple events held on consecutive weekends at the same venue) must respect the Invitation Rules for their category; however, if due to lack of space not all entries can be accepted, OCs may state in the Schedule that preference will be given to athletes who enter the entire Tour.

### 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*
<b>1) Invite riders at top of the Rolex Rankings up to N°</b>	<b>25</b>	<b>15</b>
<i>(max. 5 riders per foreign NF)</i>		
<i>The number of home/foreign riders who accept this invitation will determine the number of remaining home/foreign riders to be invited in Sections 2 &amp; 3.</i>		
<b>2) Remaining home riders:</b>	open to ranked or unranked riders	

<b>3) Remaining foreign riders to be invited after invitations under Section 1:</b> (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)
<b>4) O.C. Wildcards maximum</b>	<b>15%</b> within top 600	<b>20%</b> within top 600
<b>5) FEI Invitations</b>	<b>2</b>	<b>2</b>

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 athletes 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 Athletes are invited in descending order from the first athlete on the FEI World Ranking list.
- 1.1.2 At least ten foreign NFs must be invited with at least two athletes per NF.
- 1.1.3 If a NF has only one athlete in the above percentage, the NF in question has the right to enter a second athlete providing that he is within the top 150 on this list.
- 1.1.4 Organising Committees may limit the number of athletes from a single foreign NF to five. However, they are free to accept more than five athletes from the same NF providing they are within the above percentage and providing the other NFs invited have entered a second athlete.
- 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 athletes from 150<sup>th</sup> place on the FEI World Ranking list in descending order.
- 1.1.6 The total number of athletes to be invited to the event, as well as the date of the FEI World Ranking list which applies for invitation of athletes 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 athletes in section 1.1.2

### Section 2 OC Invitations

Maximum 30% of the total number of athletes invited can be invited as wild cards by the Organising Committee through their NFs (these may consist of foreign and/or home athletes). These athletes can be taken from any position on the FEI World Ranking list.

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 athletes to ask for an appearance fee.

### Section 3 FEI Invitations for Foreign athletes or home athletes domiciled outside the home country

The FEI has the right to nominate one athlete for CSI-5\* events by the deadline date established for nominated entries. The level of the nominated athlete must be of the required standard for a CSI-5\* event. The maximum number of times an athlete 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 athletes in section 2.

OCs of CSI5\* events that are part of "Tours" (multiple events run on consecutive weekends at the same venue) must respect the Invitation Rules for CSI5\* events; however, if due to lack of space not all entries can be accepted, OCs may state in the Schedule that preference will be given to athletes who enter the entire Tour.

#### 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 athletes and the number of NFs represented by athletes.

#### 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 athletes, 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 athletes 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 an FEI World Cup™ event it may lose its status for the coming season if the conditions for invitations laid down in the FEI World Cup™ Jumping Rules are not respected. For FEI World Cup™ events it is forbidden to accept invitations in return for payment of any kind.

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

## 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.

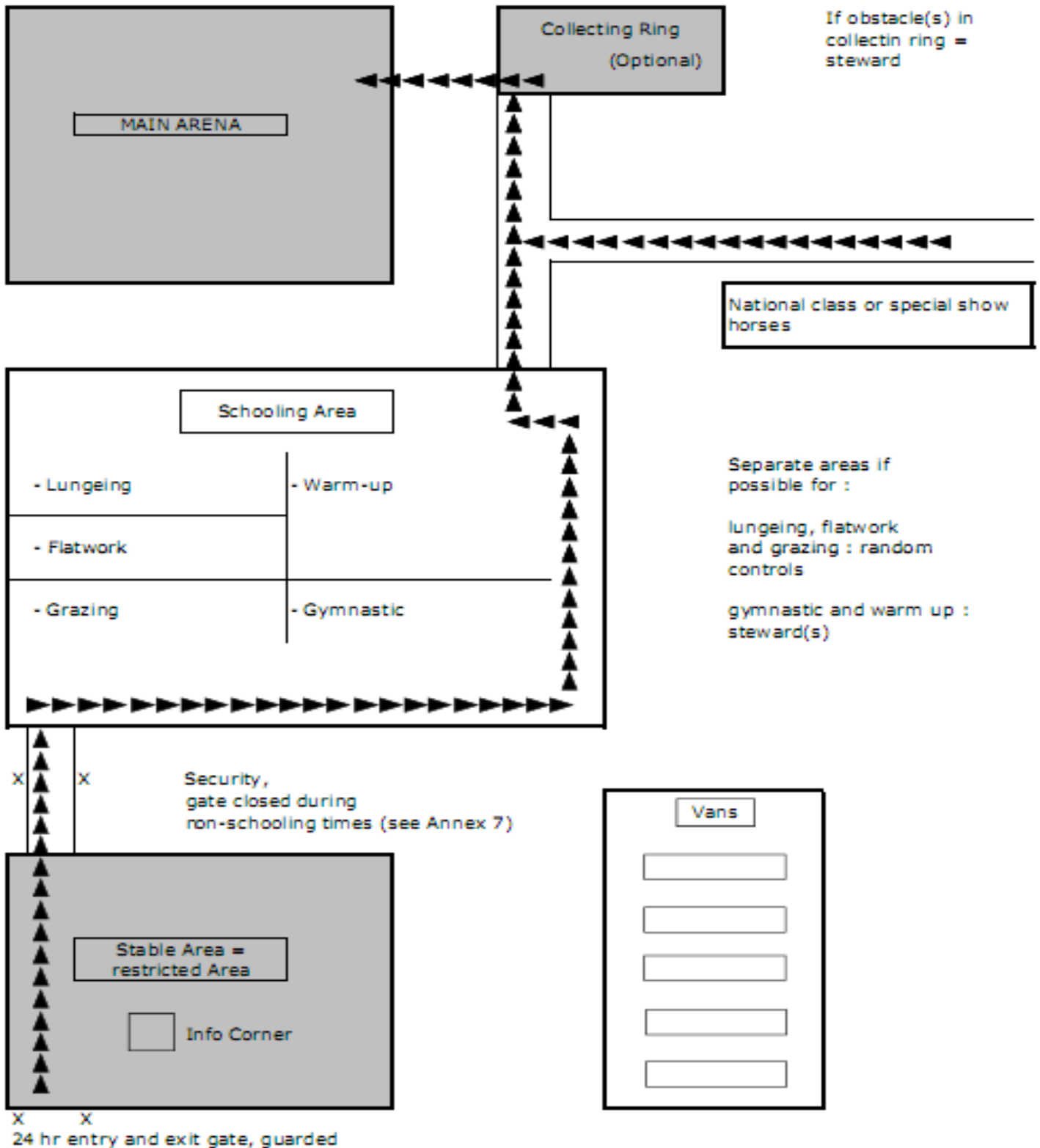
**7. GRAZING AREA**

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**

**SITE LAYOUT**  
(example)



## MEDIA OPERATIONS AT FEI EVENTS

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

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

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

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

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

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

### 2. **FEI online resources for media**

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

#### **FEI Photo Catalogue**

Free images for editorial use are available from the FEI Photo Catalogue: [www.feiphotos.org](http://www.feiphotos.org). Media simply need to register their details and a username and password will be emailed to them.

#### **Social Media**

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

#### **Athlete biographies**

Biographies can be found here: [www.fei.org/media/biographies](http://www.fei.org/media/biographies)

#### **FEI YouTube Channel**

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

#### **FEI TV**

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

### 3. **Other online resources**

FEI rules, results and calendars can be found on [www.fei.org](http://www.fei.org), as follows:

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

### 4. **FEI Crisis Management Plan**

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

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

#### **5. FEI Press Relations Team - further support**

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

In order to support you effectively, please:

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

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

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