

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

Invitation Rules for CSI2*/CSI3*/CSI4*/CSI5* Events (Worldwide)

The following rules apply for all CSI2*/CSI3*/CSI4*/CSI5* Events at which the number of invited Athletes as indicated in the Schedule is restricted, except for CSI5*-W Events in the FEI World Cup™ Western European League, where invitations are regulated by Art. 654 of the FEI World Cup™ Jumping Rules. The CSI Invitation Rules do not apply to CSIOs.

For all Events at which the CSI Invitation Rules apply, a certain percentage of Athletes must be invited in descending order of the Longines Ranking, a certain percentage of Athletes will be home Athletes selected by the host NF and a certain percentage will be Athletes invited by the Organising Committee (OC). For the purpose of invitation of Athletes in descending order of the Longines Ranking, the Longines Ranking list established **three** months prior to the Event is to be used. The OC must indicate in the Draft Schedule the number of the Longines Ranking list which applies for the invitation of Athletes.

For all Events taking place as of 4 July 2017 or as of another date to be established by the FEI and communicated to all parties with sufficient prior written notice, the CSI invitation rules will be managed through an online invitation system.

For the purpose of the invitation system, Events are grouped according to the week in which the Event begins, each week starting on Monday (as defined in the GRs).

For each Event the OC/host NF must provide the FEI with the following information at least 16 weeks before the week of the Event. This information must also be included in the Draft Schedule.

- Maximum number of Athletes to be invited.
- Maximum number of Horses that may be entered
- Maximum number of Horses per Athlete
- Closing date for entries
- Percentage of home Athletes to be invited in relation to the maximum number of Athletes to be invited (see Section 1).

If this information is not received 16 weeks prior to the week of the Event, the following default values will be applied for the purpose of the invitation system:

Max. N° of Athletes to be invited: 50	Max. N° of Horses per Athlete: three (= Max. 150 Horses may be entered)	Closing date for entries: four days before start of Event	Percentage of Athletes selected from the Longines Ranking: 60% Percentage of home Athletes selected by host NF: 20% Percentage of OC invitations: 20%
---------------------------------------	--	---	---

Events for which the Schedule states that overseas air transportation of Horses will be provided/organised by the OC are, for logistical reasons, authorised to establish the closing date for entries at the earliest four weeks prior to the week of the Event.

Section 1 Compulsory Invitations

1.1 Percentage of Athletes to be selected in descending order of the Longines Ranking
The percentage of Athletes to be invited in descending order of the Longines Ranking will depend on the percentage of home Athletes to be invited under Section 2: Home Athletes. The following percentages apply:

Option 1	Option 2	Option 3	Option 4
Compulsory invitations 60%	Compulsory invitations 50%	Compulsory invitations 40%	Compulsory invitations 30%
Home athletes quota 20%	Home athletes quota 30%	Home athletes quota 40%	Home athletes quota 50%

1.2 Individual gold medal winners Olympic Games and World Championship

The individual gold medal winner of the most recent Olympic Games and the individual gold medal winner of the most recent World Championship must receive an invitation to all CSIs. These invitations are included in the quota for compulsory invitations established under 1.1, regardless of the position of the individual gold medal winners on the Longines Ranking.

1.3 Timeline for compulsory invitations

Compulsory invitations for any given Event will be issued between the Monday eight weeks prior to the week of the Event and the Sunday three weeks prior to the week of the Event. All Athletes who have the right to participate at an Event based on their position on the Longines Ranking, or their status as reigning Olympic gold medal winner or World Champion, will receive an invitation on the Monday eight weeks prior to the week of the Event. Invitations that are declined by the Athlete or rejected by the NF will be re-issued to the next best placed Athlete on the Longines Ranking, and so on until the closing of compulsory invitations (Sunday three weeks prior to the week of the Event).

1.4 Confirmation of compulsory invitations (The deadlines below are applicable for Events taking place once the online invitation system has been implemented; for Events taking place prior to the implementation of the online invitation system, the OC may indicate in the Schedule a preliminary date for NFs to make online entries of Athletes invited eight weeks prior to the Event.)

Athletes must either accept or decline the invitation within four days of the issuance of the invitation; the NF must then either accept or reject the Athlete's accepted invitation within the next three days, i.e. within seven days of the issuance of the invitation, for the entry to be guaranteed in the FEI Entry System. If the invitation is declined by the Athlete or is rejected by his NF, it will be re-issued to the next best placed Athlete on the Longines Ranking; failure to accept or decline the invitation within the seven day timeline after the invitation is issued will also result in the loss of the invitation.

1.5 Filling the quota of compulsory invitations

If the quota of compulsory invitations cannot be filled by the closing date for entries of Athletes invited under compulsory invitations (Sunday two weeks prior to the week of the Event), the remaining invitations will revert to Section 3: OC Invitations.

Section 2 Home Athletes

2.1 Percentage of home Athletes

The host NF/OC will establish the number of home Athletes to be selected by the NF; a minimum of 20% and a maximum of 50% of the total number of Athletes to be invited may be selected by the NF for this section. This percentage does not include the home Athletes invited under Section 1: Compulsory Invitations.

If the host NF/OC does not indicate, by 16 weeks prior to the week of the Event, the percentage of home Athletes to be invited under this Section, the default value of 20% home Athletes will be applied. In this case, 60% of the total number of Athletes to be invited must be selected in descending order of the Longines Ranking (see Section 1: Compulsory Invitations), and 20% may be invited by the OC (see Section 3: OC Invitations).

2.2 Timeline for entries of home Athletes selected by the host NF

Entries for home Athletes in this section must be made through the FEI Entry System between the Monday eight weeks prior to the week of the Event and the Sunday four weeks prior to the week of the Event.

2.3 Filling the quota of home Athletes

If the host NF cannot fill its quota of home Athletes by the closing date for entries of home Athletes (Sunday four weeks prior to the week of the Event), the remaining invitations will revert to Section 1: Compulsory Invitations.

Section 3 OC Invitations

3.1 OC Quota

20% of the total number of athletes invited may be invited by the Organising Committee through their NFs (these may consist of foreign and/or home athletes). In addition, if the quota of invitations from Sections 1 and 2 cannot be filled by the respective deadlines, the OC may avail of these invitations and may invite foreign and or home Athletes through their NFs to fill the vacant places. Athletes invited by the OC may be taken from any position on the Longines Ranking list, or may be unranked. All OC invitations must be under the same conditions as for other participants and cannot be granted in return for a financial contribution.

3.3 Timeline for OC Invitations

OC invitations will be issued from the Monday seven weeks prior to the week of the Event up until the closing date for entries as indicated in the Schedule. Related entries are to be made by the NFs concerned through the FEI Entry System.

Section 4 FEI Invitations for Foreign athletes or home athletes domiciled outside the home country

The FEI has the right to nominate two Athletes for CSI2*/CSI3*/CSI4* events and one athlete for CSI5* events. These invitations are included in the quota for compulsory invitations established under Section 1.1. The level of the nominated athlete must be of the required standard for the Event in question.

The maximum number of times an athlete can be nominated during the same season for this section is three. Vacant places under this section will revert to Section 3: OC Invitations.

Section 5 General

NFs are responsible for selecting and entering qualified Horses and Athletes. This includes the fitness and capability of the Horses and the Athletes to participate in the Competitions for which they are entered. (JRs Art. 251.4)

It is unacceptable for athletes to ask for an appearance fee.

OCs of CSI2*/3*/4*/5* Events that are part of an FEI-approved Series may not accept entries in excess of the maximum number of Athletes indicated in the Schedule; for Events that are not part of a Series, OCs will be permitted to invite a limited number of additional Athletes if, at the closing of entries, the maximum number of Horses that may be entered has not been reached.

OCs of CSI2*/3*/4*/5* events that are part of "Tours" (multiple events run on consecutive weekends at the same venue) at which the number of Athletes to be invited is limited must respect the CSI Invitation Rules. OCs of Tours that run over consecutive weeks overlapping from one month to another may use the Longines Ranking established three months prior to the first Event of the Tour for the invitation of Athletes under Section 1 for all Events of the 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 an Event it is known that the Event will not follow the FEI technical conditions and the CSI Invitation Rules, the event may be removed from the FEI calendar at the discretion of the FEI.

The following fines will be imposed on Organising Committees not respecting the CSI Invitation Rules: 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.

If sufficient proof can be established after the event that the FEI technical conditions and the CSI Invitation Rules have not been respected, Longines 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.

An Athlete and/or Horse, even if registered with the FEI, is not eligible to participate in an International Event or National Event (and so may not be invited by an OC to such Event or entered by an NF in such Event) if that Athlete and/or Horse has participated, in the six months prior to the first day of the International Event or National Event in question, in an Unsanctioned Event (see GRs Art. 113.4).

STABLE SECURITY/STEWARDSING AT INTERNATIONAL EVENTS

MINIMUM REQUIREMENTS TO ENSURE IMPLEMENTATION OF VRs Art. 1023

1. ACCESS TO STABLE AREA

The stables must be completely enclosed within a suitably restrictive perimeter (stable area) which will act both as a deterrent to the admission of unauthorised persons and to the exit of horses. The area must be sufficiently large to allow horses to be evacuated from the stables in an emergency but still remain within the confines of the perimeter.

Access to stables must be limited to those persons indicated in VRs Art. 1023.VI. It is essential that the official issuing authorised access be a responsible person of seniority within the Organising Committee.

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. STEWARDSING 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 Veterinary 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.

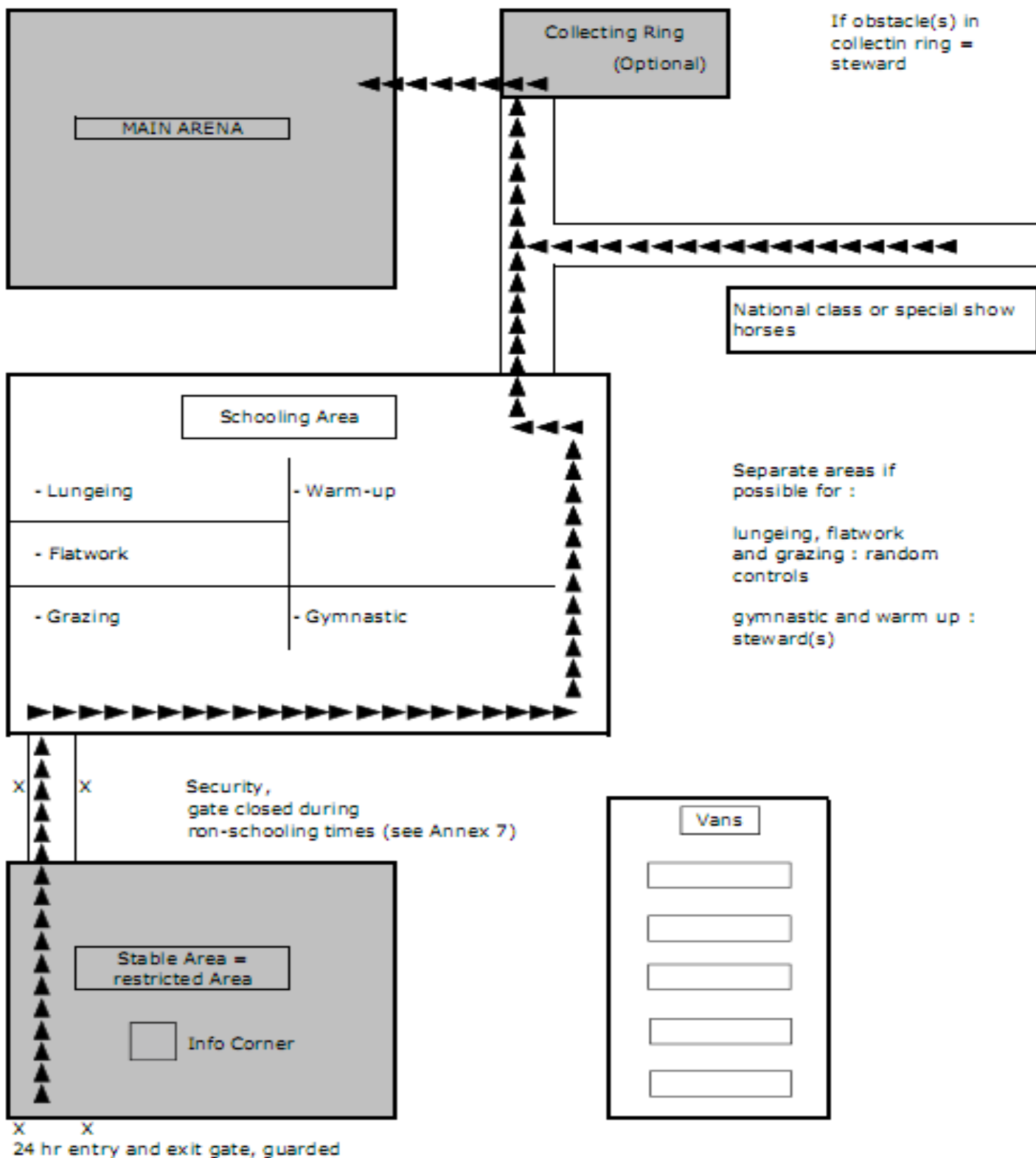
7. GRAZING AREA

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 can be provided by the FEI on demand.

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

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

2. **FEI online resources for media**

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

FEI Photo Catalogue

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

Social Media

The FEI posts news, images and video on **Facebook** (www.facebook.com/the.fei) and **Twitter** (https://twitter.com/FEI_Global). 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: <http://www.fei.org/bios>

FEI YouTube Channel

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

FEI TV

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

3. **Other online resources**

FEI rules, results and calendars can be found on <http://inside.fei.org>, as follows:

- Events: <http://inside.fei.org>
- FEI Calendar: <https://data.fei.org/Calendar/Search.aspx>
- Rules are accessed via the Discipline, e.g.: <http://inside.fei.org/fei/regulations/jumping>
- Rankings & Standings: <https://data.fei.org/Ranking/List.aspx>

4. FEI Crisis Management Plan

The FEI Crisis Management Plan is available from the FEI online: <http://inside.fei.org/fei/your-role/organisers/jumping/draft-schedules>

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

5. FEI Press Relations Team - further support

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

In order to support you effectively, please:

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

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

Grania Willis

Director Press Relations

grania.willis@fei.org

Tel: +41 78 750 6142

Shannon Gibbons

Manager Media Relations

shannon.gibbons@fei.org

Tel +41 78 750 6146

Ruth Grundy

Manager Press Relations

ruth.grundy@fei.org

Tel +41 78 750 6145

Leanne Williams

Manager Press Relations

leanne.williams@fei.org

Tel +41 21 544 1178
