

# CHECKLIST FOR DRAFT SCHEDULE JUMPING 2009

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<b>Event</b> (category): <b>CSIO 3* - W</b>	<b>Place:</b> <b>Bratislava</b>
<b>Date:</b> <b>06 - 09/08/2009</b>	<b>NF:</b> <b>SVK</b>

## GENERAL CONDITIONS

This event is organised in accordance with:

- FEI Statutes, 22<sup>nd</sup> edition, effective 15 April 2007, updated 21 November 2008
- FEI General Regulations, 23<sup>rd</sup> edition, effective 1<sup>st</sup> January 2009,
- FEI Veterinary Regulations, 11<sup>th</sup> edition, effective 1<sup>st</sup> January 2009,
- The Rules for Jumping Events and its Annexes, 23<sup>rd</sup> edition, effective 1<sup>st</sup> January 2009, and if applicable the Rules for the FEI World Cup™ Jumping Events.
- CSI/CSIO requirements (For all CSI events in Europe and Worldwide for CSIO and Amateur events),
- CSI 3\*, 4\* invitation system (Europe) and 5\* invitation system (Worldwide),
- Equine Anti-Doping and Medication Control Rules (EADMCR), 1<sup>st</sup> edition, effective 1 June 2007, updated 10 April 2008,
- FEI Anti-Doping Rules for Human Athletes (ADRHA), 2<sup>nd</sup> edition, revision effective 1<sup>st</sup> January 2009,
- 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.

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**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 02.03.2009



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

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## I. GENERAL INFORMATION

### 1. DENOMINATION OF EVENT (Art. 420.1, 445)

**STATUS:** CSIO 3\* - W

DATE (dd/mm/yy): 06/08/09 – 09/08/09

PLACE: Bratislava COUNTRY: Slovak Republic

Website: see organizer

Contact Details Show Ground:

Address: see organizer Telephone: see organizer

Venue is situated on the right bank of the river Danube near the University of Economy, nearest airport Bratislava / train station Bratislava

### 2. ORGANISER

Name: JK TJ Slávia STU

Address: Májová 21, 850 55 Bratislava, Slovak Republic

Telephone: 00421-2-4929 4961

Fax: 00421-2-6224 0880

Email: ingrid.janeckova@daimler.com

Website: www.csio.sk

### 3. ORGANISING COMMITTEE (Appendix A GR)

President of the Event: Ing.Andrej Glatz

Show Secretary: Ing.Ingrid Janečková, Ing.Rastislav Noskovič

Press Officer: Mgr. Zuzana Gejmovská

### 4. EVENT DIRECTOR

Name: Ing. Andrej Glatz

Address: JK TJ Slávia STU

Májová 21

850 55 Bratislava

Telephone: 00421-2-4929 4961

00421-905-342 021

Fax: 00421-2-6224 0880

Email: ingrid.janeckova@daimler.com

### 5. SPONSOR(S)

Mercedes-Benz, Aegon životná poisťovňa, Allianz-SP, Tatra banka, Zentiva

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## OFFICIALS

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

President:	Ing. Peter Herchel	SVK
Member:	Ing. Igor Fekár	SVK
Member:	Dr. Miloš Kravec	SVK
Member:	Jiří Kuška	CZE
Member:	Col. Friedrich Schuster	AUT

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

Nam :	Lena Levidis	GRE
Email address:	levidil@otenet.gr	

### 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:		

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

President:	Dr. Alexander Vietor	SVK
Email:		
Members:	Dr. Robert Fekár	SVK
	Dr. Štefan Karahuta	SVK

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

Name:	Rudolf Kalman	SVK
Email:		

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

Name:	N/A
Email:	

### VETERINARY COMMISSION : (Art. 154, 259.4.1, 1003, 1008)

President:	Dr. Zdeněk Žert	CZE
Foreign Veterinary Delegate:	Dr. Balázs Burucs	HUN
Associate Member:	Dr. Michal Hollý	SVK

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## II. SPECIFIC TECHNICAL CONDITIONS (Art. 201, 202)

### 1. VENUE :

The event will take place:  outdoors

### 2. COMPETITION ARENA (Art. 201):

Dimensions: 70 x 100 m

Type of Footing: Grass

### 3. PRACTICE ARENA :

Dimensions: 30 x 70 m

Type of Footing: Sand

### 4. STABLES :

Size of boxes 3 x 3 and 3,5 x 3,5 m

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

Number of NFs invited: 16

NFs invited:

AUT,BEL,BUL,CRO,CZE,EST,GER,GRE,HUN,ITA,NOR,POL,SLO,SUI,SVK,TUR

Reserve NFs: Top 3 teams in Nation Cup Series

Total number of athletes: 94

Number of home athletes: 15

Number of horses per athlete in the team: 2 or 3

Number of athletes per team: 4

Number of horses per team: 10

Number of Individual athletes per NF: 1

Number of horses per individual athlete : 2

Top 10 riders taken from standings of Central European North (or South) sub-league 2 weeks prior to this event are invited and they have the right to take part in the FEI World Cup™ competition.

**During the show each horse can take part in the competitions of the same tour and in the Competition No 9 (Six Bar Competition) only.**

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

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## III. ENTRIES (Art. 116, 251)

**All athletes & horses participating in any International competition must be registered with the FEI.**

Entries in Principle:	15/05/2009
Nominated Entries:	01/07/2009
Definite Entries:	15/07/2009
Last date for substitutions (Art. 251.4):	01/08/2009
Entry fee per horse:	500 EUR
MCP Fee:	12.50 CHF (8 EUR)
Entries have to be sent to:	organizer

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.

**Entry forms must include the following information on horses/athletes:** • name of horse/pony • horse/pony date of birth • breed • country of birth • stud-book initials • passport number • colour • sex • name(s) of owner(s) • year of birth of athlete

## IV. FACILITIES OFFERED (Art. 132, 133)

### 1. ATHLETES

Hotel:	Holiday Inn		
	Bajkalská 25/A	Tel :	+421 (0) 2 482 45 111
	825 03 Bratislava	e-mail :	<a href="mailto:holidayinn@holidayinn.sk">holidayinn@holidayinn.sk</a>

Reservations to be done exclusively via the OC.

Athletes will be accommodated (bed and breakfast) from 05/08/09 to 10/08/09.

Team members at OC expense.

5<sup>th</sup> (Individual) athlete at athlete's expense.

Meals from 05/08/09 to 09/08/09 at the showground.

Team members at OC expense (will be covered with the financial value of 13 EUR per rider per day). 5<sup>th</sup> (Individual) athlete at athlete's expense.

### 2. GROOMS

Requests for accommodation must be sent with entries.

Grooms will be accommodated from 05/08/09 to 10/08/09.

Grooms of the team members at OC expense.

Groom of the 5<sup>th</sup> (individual) athlete at athlete's expense.

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Meals from 05/08/09 to 09/08/09 at the showground.

Grooms of the team members at the OC expense (will be covered with the financial value of 13 EUR per rider per day). Groom of the 5<sup>th</sup> (individual) athlete at athlete's expense.

Connection to the electric power 35 EUR/van/show.

### 3. HORSES / PONIES

Transport expenses for the team members from the slovak border to the showground and back to be paid by the OC at 0,10 EUR per km and per horse.

For events in Europe, stabling is free of charge.

### 4. WELCOME

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

The arrivals before 05/08/09 will be not accepted.

### 5. LOCAL TRANSPORTATION - ARRANGEMENTS FROM HOTEL TO SHOW- GROUNDS

Arrangements from the hotel to the Show ground will be provided by the OC

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

The athletes are authorised authorised to carry the logo of their personal sponsor on the saddle cloth in accordance with Art. 136.1-2. The Chief Steward will check that the advertising and publicity on athletes and horses complies with Article 136 of the General Regulations.

## V. MISCELLANEOUS

### 1. GENERAL CLASSIFICATION AT THE END OF THE COMPETITIONS

Leading athlete award –	---
Best foreign athlete -	---
Best home athlete –	Prize of Honour
Team awards –	---

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

The leading home rider will be established according to gained points as set in following table

Competition	Points				
	1st PI	2nd PI	3rd PI	4th PI	5th PI
1	5	4	3	2	1
2	6	5	4	3	2
3	8	7	6	5	4
4	6	5	4	3	2
5/1	12	10	8	7	0
5/2	12	10	8	0	0
6	8	7	6	5	4
7	8	7	6	5	4
8	11	9	8	7	6
9	8	7	6	5	4
10	10	8	7	6	5
11	12	10	8	7	6

## 3. PRIZE GIVING CEREMONY

6 best riders in each competition are invited to the Prize Giving Ceremony

The owner of the winning horse/pony is invited to the prize giving ceremony for the Grand Prix.

## 4. DEDUCTIONS FROM PRIZE MONEY

The government taxes by 19 percent from the prize money will be deducted in accordance with the valid regulations, in case the whole amount will exceed 150 EUR

## 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

Top Jump, Moosmühle 14, 853 76 Massenhausen, Germany

## 7. TIMING DEVICE

Name of Manufacturer: Alge Timing      Model: TDC 8001

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### **8. ENTRY RIGHT TO SHOWGROUNDS (Art. 133, 1005)**

have the officials, riders, grooms and owners

### **9. DOCTOR / MEDICAL SERVICE**

Will be on duty free of charge during the whole event

Name: Andrea Herchelová                      Telephone: +421 903 818 148

### **10. FARRIER**

Will be on duty free of charge during the whole event

Name: Gábor Hegyi                              Telephone: +421 910 630 201

## **VI. VETERINARY MATTERS (Art. 280, 1004.2, 1005, 1011)**

### **1. HORSE INSPECTION**

Date (dd/mm/yy):	05/08/09	Reinspection:	06/08/09
Time:	4 p.m.	Time:	9 a.m.

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

### **2. SHOW VETERINARIAN:**

Name: Dr. Eva Cykřitov  
Address: Kasrensk 7  
931 01 Őamorn  
Slovak Republic

### **3. CUSTOMS FORMALITIES**

The OC recommends to use as customs documents for the horse transportation exclusively the ATA Carnet.

### **4. HEALTH REQUIREMENTS FOR THE ENTRY OF HORSES**



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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 2009 and 2008,
2. conditions for the monitoring of glanders, infectious anaemia, viral arteritis, contagious equine metritis and dourine according to the VPP plan for 2009 and 2008 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: Laboratoire des Courses Hippiques (LCH)  
Address: 15, Rue de Paradis, 91370 Verrières le Buisson  
France  
Telephone: 0033-1-6975 2830 Fax: 0033-1-6975 2829  
Email: yves.bonnaire@libertysurf.fr

**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, Avenue Mon-Repos 24, 1005 Lausanne, Switzerland. Telephone: +41 21 310 47 47. The Code is available in English & French. The Code is also available on the FEI's website: [www.horsesport.org](http://www.horsesport.org).

# CHECKLIST FOR DRAFT SCHEDULE JUMPING 2009

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## C O M P E T I T I O N S

### Preliminary Time-Table

1 <sup>st</sup> day (06/08/09)	Competition No. 1	10 a.m.
2 <sup>nd</sup> day (07/08/09)	Competition No. 4	10 a.m.
3 <sup>rd</sup> day (08/08/09)	Competition No. 7	10 a.m.
4 <sup>th</sup> day (09/08/09)	Competition No. 11	10 a.m.

All times in the schedule indicating begin of the competition are informative and can be modified.

**TOTAL AMOUNT OF PRIZE MONEY : 100 000 EUR**

	Name of Class	Amount (Currency)
Competition No 1	Small Tour	2 000 EUR
Competition No 2	Middle Tour	3 000 EUR
Competition No 3	Big Tour	5 000 EUR
Competition No 4	Small Tour	3 000 EUR
Competition No 5	FEI Nations Cup 3* of Slovakia	20 000 EUR
Competition No 6	Small Tour - Final	4 000 EUR
Competition No 7	Middle Tour	5 000 EUR
Competition No 8	Big Tour	20 000 EUR
Competition No 9	Six Bar Competition	8 000 EUR
Competition No 10	Little Prix Bratislava - Middle Tour Final	8 000 EUR
Competition No 11	Grand Prix Bratislava FEI World Cup™	22 000 EUR

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**FIRST DAY : Thursday**

**DATE (dd/mm/yy) : 06/08/09**

## **COMPETITION No 1**

**aprox. 10 a.m.**

Small Tour	Art. 274.5.3, Table A
Speed/Fixed time	350 m/min
Obstacles 1 <sup>st</sup> Round	max. height: 130 cm
2 <sup>nd</sup> Round	max. height: 135 cm
Number of horses/ponies per athlete	2
Total prize money:	2 000 EUR
Break down:	550-400-250-150-100-80-70-50 + 350
Last prize (min):	30 EUR

## **COMPETITION No 2**

**aprox. 1 p.m.**

Middle Tour	Art. 274.5.3, Table A
Speed/Fixed time	350 m/min
Obstacles 1 <sup>st</sup> Round	max. height: 135 cm
2 <sup>nd</sup> Round	max. height: 140 cm
Number of horses/ponies per athlete	2
Total prize money:	3 000 EUR
Break down:	800-500-300-250-200-150-120-80 + 600
Last prize (min):	40 EUR

## **COMPETITION No 3**

**aprox. 4 p.m.**

Big Tour	Art. 238.2.1, Table A, without Jump-Off
Speed/Fixed time	375 m/min
Obstacles max. height:	145 cm
Number of horses/ponies per athlete	2
Total prize money:	5 000 EUR
Break down:	1400-1000-700-450-300-200-150-100 + 700
Last prize (min):	55 EUR

First qualification for Grand Prix

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**SECOND DAY : Friday**

**DATE (dd/mm/yy) : 07/08/09**

### **COMPETITION No 4**

**aprox. 10 a.m.**

Small Tour	Art. 238.2.1, Table A, without Jump-Off
Speed/Fixed time	350 m/min
Obstacles max. height:	135 cm
Number of horses/ponies per athlete	2
Total prize money:	3 000 EUR
Break down:	800-500-300-250-200-150-120-80 + 600
Last prize (min):	40 EUR

### **COMPETITION No 5**

**aprox. 2 p.m.**

FEI Nations Cup 3* of Slovakia	Art. 264
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The international official team jumping (4 riders) competition. The total number of teams (3 riders) in the 2nd round will be 8. Those teams equal on penalties for the last place to participate in the 2nd round will be separated by the times of the 3 best riders of each team in the 1st round. The starting order in the 2nd round will be in reverse order of the total penalties incurred by the 3 best riders of the teams in the 1st round. Teams with equal penalties take the same order as in the 1st round. The home team can take part in the 2nd round if not qualified among the top 8 teams, providing its score does not exceed that of the last qualified team by more than 8 penalties. The starting order in the 1st round will be established by a draw. In case of equality of penalties for 1st place after both rounds there will be a jump-off against the clock with one rider per team.

Starting order will be established by a draw.

Total prize money:	20 000 EUR
Break down:	6400-4400-2800-2000-1600-1200-800-400 + 400
Last prize (min):	400 EUR

First round of the FEI NC is the second qualification for Grand Prix

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**THIRD DAY : Saturday**

**DATE (dd/mm/yy) : 08/08/09**

## **COMPETITION No 6**

**aprox. 10 a.m.**

Small Tour Final	Art. 238.2.2, Table A, with Jump-Off
Speed/Fixed time	375 m/min
Obstacles max. height:	140 cm
Jump Off, obstacles max. height:	145 cm
Number of horses/ponies per athlete	2
Total prize money:	4 000 EUR
Break down:	1100-750-450-300-250-200-150-100 + 700
Last prize (min):	50 EUR

## **COMPETITION No 7**

**aprox. 1 p.m.**

Middle Tour	Art. 238.2.1, Table A, without Jump-Off
Speed/Fixed time	375 m/min
Obstacles max. height:	140 cm
Number of horses/ponies per athlete	2
Total prize money:	5 000 EUR
Break down:	1400-1000-700-450-300-200-150-100 + 700
Last prize (min):	55 EUR

## **COMPETITION No 8**

**aprox. 4 p.m.**

Big Tour	Art. 238.2.1, Table A, without Jump-Off
Speed/Fixed time	375 m/min
Obstacles max. height:	150 cm
Number of horses/ponies per athlete	2
Total prize money:	20 000 EUR
Break down:	6000-4500-3000-2000-1200-800-600-400 + 1500
Last prize (min):	120 EUR

Third qualification for Grand Prix

## **COMPETITION No 9**

**aprox. 9 a.m.**

Six Bar Competition	Art. 262.3, Table A
Number of horses/ponies per rider	2
Total prize money:	8 000 EUR
Break down:	2400-1500-1000-700-500-350-300-250 + 1000
Last prize (min):	80 EUR

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**FOURTH DAY : Sunday**

**DATE (dd/mm/yy) : 09/08/08**

## **COMPETITION No 10**

**aprox. 12 a.m.**

Little Prix Bratislava - Middle Tour Final Art. 238.2.2, Table A, with Jump-Off

Speed/Fixed time 375 m/min

Obstacles max. height: 145 cm

Jump Off, obstacles max. height: 150 cm

Number of horses/ponies per athlete 2

Total prize money: 8 000 EUR

Break down: 2400-1500-1000-700-500-350-300-250 + 1000

Last prize (min): 80 EUR

## **COMPETITION No 11**

**aprox. 3 p.m.**

Mercedes Grand Prix Bratislava - Big Tour Final - FEI World Cup™ Qualifier  
Art. 238.2.2, Table A, with Jump-Off

Speed/Fixed time 375 m/min

Obstacles min. height: 140 cm

max height: 160 cm

Jump Off, obstacles max. height: 160 cm

Number of horses per rider: 1

Total prize money: 22 000 EUR

Break down: 7000-5000-3200-2200-1400-900-600-400 + 1300

Last prize (min): 150 EUR

For the Grand Prix 60 riders will be qualified. The best 20 riders from the Competition No 3, the best 20 riders from the 1<sup>st</sup> Round of the Competition No 5 (NC) not having been qualified in the Competition No 3 and the best 20 riders from the Competition No 8 not having been qualified in the Competitions No 3 and No 5. The order will be established according to the faults and time achieved in the competitions. Automatically qualified are winners of Grand Prix competitions at CSIO 4\* and 5\* events in the past 12 months and CSIO 3\* organized in 2009.

Top 10 riders taken from standings of Central European North (or South) sub-league 2 weeks prior to this event are invited and they have the right to take part in the FEI World Cup™ competition.

Ten World Cup results per rider. Riders who do not want their World Cup results to count for the standings must declare to the ground jury before the competition.

Starting order will be established by a draw.

**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, 11th Edition, effective 1<sup>st</sup> January 2009**

(see website [www.fei.org](http://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", 22<sup>nd</sup> Edition, effective 1st June 2007 will apply:**

**Art. 139.1**

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

**Art. 139.2**

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

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

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 6 months + 21 days 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 IV)**

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 VR Art. 1016.6.).

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 **Laboratoire des Courses Hippiques (LCH), 15, rue de Paradis, F-91370 Verrières le Buisson**. The central MCP Laboratory will be reviewed in June 2009. Please refer to FEI Bulletin for further information. For events other than those listed in Vet. Regs Art. 1016 or for events other than in Groups I and II, samples may be analysed at an alternative FEI listed laboratory (Vet Regs Art. 1021).

**CSI REQUIREMENTS EFFECTIVE FOR EUROPE – FROM 1 January 2009**  
**CSIO REQUIREMENTS EFFECTIVE WORLDWIDE – FROM 1 January 2009**



Changes to existing requirements are indicated in **bold print**.

Requirements	Amateur Owner (worldwide)	CSI + CSIO 1* + 2*	CSI + CSIO 3*	CSI + CSIO 4*	CSI + CSIO 5*
Prize Money (worldwide)	No restrictions	1*: Max CHF 49'999 2*: CHF 50'000 – <b>149'999</b>	CHF <b>150'000</b> – 249'999	CHF 250'000 – 499'999	CHF 500'000 and up
		Prize money cannot be cumulated from multiple events at same venue on same date to establish star level. Events at same venue over several weekends are considered separate CSIs. CSI-5* maximum duration 5 days.			
<b>Combined CSIs / CSIOs</b> (worldwide)	n/a	CSIs: Each level is considered a separate CSI. Horses entered in lower level cannot change to highest level at same event. <b>A CSI-1* or a CSI-2* may be held together with a CSIO. OCs organising such events must have 2 arenas; 1 for the CSI and 1 for the CSIO. The CSIO horses may not take part in the CSI.</b>			
Max. height of Obstacles (worldwide)	As per rules for Amateur Owners	1.40m (1*) 1.45m (2*)	According to rules	According to rules	According to rules
FEI Horse passport (worldwide)	Required for Cat. A	Not required for home horses	Required	Required	Required
Maximum entry fee per horse*	€ 1500.-	CSI € 350.- <b>CSIO € 500</b>	CSI € 400.- <b>CSIO € 500</b>	CSI-4*: € 400.- CSI-4*W WEL: € 350 until end of 08/09 WEL season; (CSI-W WEL: no entry fee from <b>09/10</b> season) <b>CSIO € 500</b>	CSI-5* No entry fee CSI-5*W: (WEL) € 350.- (CSI-W WEL: no entry fee from <b>09/10</b> season) <b>CSIO € 500</b>
No starting fee No nomination fee	Applies to all categories				
Bedding – <u>Straw</u>	1 <sup>st</sup> bedding free	CSI: 1 <sup>st</sup> bedding free <b>CSIO: All bedding free</b>	CSI: 1 <sup>st</sup> bedding free <b>CSIO: All bedding free</b>	CSI: 1 <sup>st</sup> bedding free <b>CSIO: All bedding free</b>	CSI: All bedding free <b>CSIO: All bedding free</b>
Max. N° of starters per competition	100	100	.....	.....	.....
Max. number of riders in Grand Prix	100	CSI + <b>CSIO</b> : 100	CSI + <b>CSIO</b> : 60	CSI + <b>CSIO</b> : 50	CSI + <b>CSIO</b> : 50
Minimum Number of competitions counting for Rolex Rankings pts (worldwide)	n/a	CSI/CSIO-1*: n/a CSI/ <b>CSIO</b> -2*: 1	CSI + <b>CSIO</b> : 2	CSI + <b>CSIO</b> : 3	CSI + <b>CSIO</b> : 4

Meals for Grooms	At own expense	CSI: At own expense <b>CSIO:</b> All meals at OC expense	CSI: At own expense <b>CSIO:</b> All meals at OC expense	CSI: At OC expense (b/fast + 1 meal) <b>CSIO:</b> All meals at OC expense	CSI: At OC expense (b/fast + 1 meal) <b>CSIO:</b> All meals at OC expense
Meals for Riders	At own expense	CSI: At own expense <b>CSIO:</b> All meals at OC expense	CSI: At own expense <b>CSIO:</b> All meals at OC expense	CSI: At OC expense (b/fast + 1 meal) <b>CSIO:</b> All meals at OC expense	CSI: At OC expense (b/fast + 1 meal) <b>CSIO:</b> All meals at OC expense
Accommodation for Riders	At own expense	CSI: At own expense <b>CSIO:</b> at OC expense	CSI: At own expense <b>CSIO:</b> at OC expense	CSI: At OC expense for Grand Prix riders: Hotel min. 3* standard for riders in GP <b>CSIO:</b> at OC expense Hotel min. 3* standard	CSI + <b>CSIO:</b> At OC expense; Hotel minimum 3* standard for all riders
Footing ( <u>worldwide</u> )	According to minimum standard				
Stabling ( <u>worldwide</u> )	According to minimum standard Boxes minimum 3m x 3m (min. 9m <sup>2</sup> ) + 20% boxes min. 12m <sup>2</sup> for larger horses				
Border crossing expenses	CSI n/a <b>CSIO</b> According to FEI General Regulations & Rules for Jumping Events				

NB for new CSI-5\* Events (worldwide): OC must first successfully organise a CSI-4\* at the same venue before permission to host a 5\* event will be granted. Event may not clash with a FEI World Cup™ Western European League event. Prize money must be secured by a deadline established by the FEI prior to the event.

CSI-5\* and possibly CSI-4\* events may not clash with a top level FEI Nations Cup event.

\* - Maximum entry fee for Young Horses € 250.- per horse for all categories; Maximum entry fee for Young Rider and Junior events € 350.- per horse  
Following a hearing with the organiser, a warning may be issued by the FEI to organisers not respecting the above requirements and their names may be published.  
Further infringements by an organiser may result in the event being deleted from the FEI calendar.

WEL = Western European League; b/fast = breakfast ; max. = maximum ; min. = minimum; n/a = not applicable

Updated 28 November 2008

### Invitation System for CSI 3\*+ 4\* events in Europe (2008)

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 Invitations for Foreign Riders

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 (2008)

<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> (max. 5 riders per foreign NF)	<b>25</b>	<b>15</b>
<b>2) Remaining home riders to be invited:</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>

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.

(14 January 2008)

## CSI-5\* Invitation System

The following CSI-5\* invitation system was approved by the General Assembly and is effective as of 1/5/2007.

### 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.

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 Invitations for Foreign Competitors

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 X

#### 1. ACCESS TO STABLE AREA

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

Whenever possible the stable area must include only stables; lorries, caravans, etc., should not be permitted within the area unless specifically needed as accommodation for horses and/or grooms.

Access to stables must be limited to those persons indicated in VRs Art. 1005.2.5. It is essential that the official issuing authorised access be a responsible person of seniority within the Organising Committee.

#### 2. CONTROL OF ACCESS

A control system must operate at all entrance gates so that there is an efficient and reliable method of identifying those who enter and leave the stable area at any time.

Extra vigilance must be used in establishing the identity of persons and reasons for entering the stables during the night.

#### 3. 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.

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

#### **4. GROOMS**

It is appreciated that grooms wish to remain with their horses during the night. Only grooms duly registered with the OC are permitted to do so.

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

#### **6. STEWARDING OF PRACTICE ARENA**

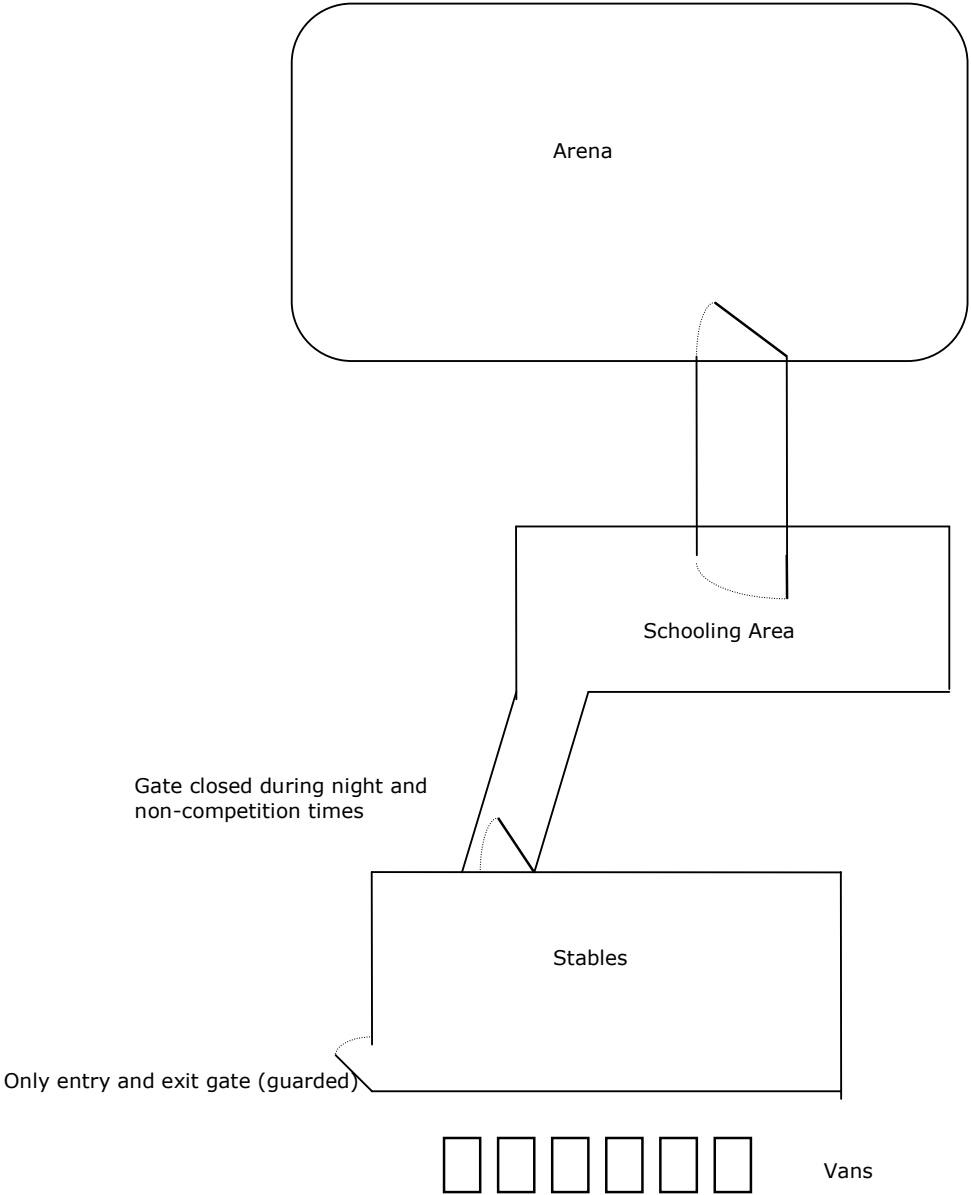
The Chief Steward must ensure that all practice arenas are adequately stewarded all the time that they are officially open. He must also ensure that these arenas are subject to random control when they are officially closed.

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

It is recommended that a grazing area be provided at all outdoor events, and that this be subject to random control. If available, horses must only be grazed or walked in hand within this area.

The Foreign Judge/TD at events will be specifically asked to check that the relevant requirements are met as reasonably as can be expected, depending on the discipline, and to indicate clearly any shortfalls, following which consideration may be given to altering the category of the event in future.

**STABLE SECURITY / STEWARDING AT INTERNATIONAL EVENTS  
EXAMPLE LAYOUT FOR STABLES AND SHOWGROUND**





## 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](mailto:malina.queorguiev@fei.org) and [olivia.robinson@fei.org](mailto: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](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.

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](mailto:malina.queorguiev@fei.org)) or Olivia Robinson ([olivia.robinson@fei.org](mailto:olivia.robinson@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 horse sport 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. Free of charge wireless capability 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; telephone/modem 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 fax, 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.

Please note updated biographies of international competitors are available on the FEI website [www.fei.org](http://www.fei.org).

#### **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.