

CHECKLIST FOR DRAFT SCHEDULE PARA-EQUESTRIAN DRESSAGE 2014



I. DENOMINATION OF EVENT – Status (Art. 102, 103, 104, 8420)

CPEDI 3*

DATE (dd/mm/yy): 11/07/2014 – 13/07/2014

PLACE: Überherrn

COUNTRY: Germany

II. GENERAL CONDITIONS

This event is organised in accordance with:

- FEI Statutes, 23rd edition, effective 7th November 2013
- FEI General Regulations, 23rd edition, effective 1st January 2009, updates effective 1st January 2014
- FEI Veterinary Regulations, 13th edition, effective 1st January 2014
- FEI Rules for Para-Equestrian – Dressage events – 3rd edition, effective 1st January 2011, including modifications for 01.01.2014.
- Equine Anti-Doping and Controlled Medication Regulations (EADCMR), 1st Edition, effective 5th April 2010, updates effective 1st January 2014
- FEI Anti-Doping Rules for Human Athletes (ADRHA), based on the 2009 revised Code, effective 1st January 2012, updates effective 1st January 2014
- 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.

Approved by the FEI

Lausanne, on 24 April 2014

Updated 01st July 2014.

Signature :

Trond Asmyr

Director

Dressage & Para-Equestrian Dressage

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, Chemin de la Joliette 8, CH-1006 Lausanne, Switzerland. Telephone: +41 21 310 47 47. The Code is available in English & French. The Code is also available on the FEI's website: www.fei.org.

III. GENERAL INFORMATION

1. ORGANISER

Name: Akademischer Reitclub an der Universität des Saarlandes
Address: c/o Dr Jan Holger Holtschmit
Alte Artilleriekaserne 16
Historische Reithalle
Telephone: +49-175-2444115
Email: holtschmit@t-online.de
Website: www.arc-saarland.de

Contact Details Show Ground:

Street: Linslerhof 1
Postal Code: 66802
City: Überherrn
Tel. Show office: +49-170-3635726

Situated in the Region SAARLAND, close to the French border (Lorraine).

Nearest airports: Saarbruecken, Luxembourg, Frankfurt. Train station: Saarlouis.
Motorway: A6-A620: Exit 4 Überherrn

2. ORGANISING COMMITTEE

Honorary President: Monika Bachmann,
Minister of the Interior and Sports, Saarland
President of the Event: Marco Orsini
Show Secretary: Sascha Müller

3. EVENT DIRECTOR

Name: Marco Orsini
Address: Im Roth 23, 66583 Spiesen-Elversberg
Telephone: +49-151-61232113 Fax: +49-6821-3097616
Email: marco.orsini@web.de

4. Veterinary Services Manager contact details (24 hours):

Name:	Elisabeth Groß	FEI ID: 10096639
Telephone:	+49-170-4747107	
Email:	e.gross@l-f-g.de	

CHECKLIST FOR DRAFT SCHEDULE PARA-EQUESTRIAN DRESSAGE 2014



IV. OFFICIALS

Ref.	Panel	Function	FEI ID	Name	NF	Level	Contact Email <i>*compulsory</i>
1	Ground Jury ¹	Ground Jury President	10049022	Dr Jan Holger Holtschmit	GER	4*	holtschmit@t-online.de
		Ground Jury Member	10050399	Kathy Amos-Jacob	FRA	5*	
		Ground Jury Member	10077949	Suzanne Cunningham	AUS	4*	
		Ground Jury Member	10052504	Hanneke Gerritsen	NED	5*	
		Ground Jury Member	10051829	Gudrun Hofinga	GER	5*	
		Ground Jury Member	10052563	Marco Orsini	GER	5*	
		Ground Jury Member	10051124	Marc Urban	BEL	5*	
2	Technical Delegate ²	Technical Delegate	10052504	Hanneke Gerritsen	NED	5*	Hannekegerritsen@planet.nl
3	Appeal Committee ³	Appeal Committee President		n/a			
		Appeal Committee Member		n/a			
		Appeal Committee Member		n/a			
4	Classifiers ⁴	Chief Para-Classifier	10052660	Dr Sabine Staemmler-Kienzle	GER	2	sajofa@gmx.de
		Assistant Para-Classifier	10052664	Elisabeth Trille Staubo	NOR	3	
		Assistant Para-Classifier					
5	Chief Steward ⁵	Chief Steward	10051915	Sacha Eckjans	GER	2	info@equestrian-globe.com
6	Assistant Stewards ⁶	Assistant Steward	10016387	Joelle Beier	LUX	1	
		Assistant Steward	10091881	Véronique Rommelfanger	LUX	1	
		Assistant Steward		Günter Fuchs	GER	national	
		Assistant Steward		Michaela Lott	GER	national	
7	FEI Veterinary Delegate ⁷	Veterinary Delegate	10049627	Dr Gerit Matthesen	GER		dr.matthesen@t-online.de
8	FEI Veterinary Commission ⁸	Veterinary Commission President		n/a			
		Foreign Veterinary Delegate		n/a			
		Veterinary Commission Member		n/a			

9	VSM Veterinary Services Manager / Treating Veterinarian 9 (VR Art 1010)	Veterinary Services Manager	10096639	Elisabeth Groß	GER	e.gross@l-f-g.de
		Treating Veterinarian				

**CHECKLIST FOR DRAFT SCHEDULE
PARA-EQUESTRIAN DRESSAGE 2014**



HOLDING BOX VETERINARIAN¹⁰

Name: Elisabeth Groß

FEI ID: 10096639

DOCTOR / MEDICAL SERVICE

Name: Dr Jan Holger Holtschmit

Phone number: +49-175-2444115

FARRIER

Name: Rudi Uder

Phone number: +49-170-3183189

V. SPECIFIC TECHNICAL CONDITIONS

1. TIMETABLE :

TIMETABLE (to be provided per category/level)

- Opening of stables:
- Horse Inspection:
- Draw for the order of starting:
- Chef's d'Equipe Meeting (if applicable):

Date	Time
WEDNESDAY 09 JULY 2014	12:00
THURSDAY 10 JULY 2014	18:00
THURSDAY 10 JULY 2014	20:00
THURSDAY 10 JULY 2014	after the draw

1 st day 11 July 2014	Team Tests
2 nd day 12 July 2014	Individual Championship Tests
3 rd day 13 July 2014	Freestyle Tests

2. VENUE :

The event will take place: outdoors

3. COMPETITION ARENAS:

Outdoor Arena(s)

Total dimensions : 100m x 40m

Type of Sand Footing: local sand mix

4. PRACTICE ARENA :

Number of practice arenas: 2

Outdoor arena - dimensions: 64m x 23m

Indoor arena - dimensions : 60m x 20m

Type of Sand Footing: local sand mix

Lunge facilities in place	yes
Restaurant on the grounds	yes
Toilets and showers area at the hotel	yes
Administration and information area	yes
FEI Classification Area	yes
Free parking area	yes
Areas must be accessible for wheelchairs	yes

5. STABLES :

Size of boxes 3 m x 3 m (**minimum 3m x 3m + 10% 3mx4m**)

VI. INVITATIONS

Number of NFs invited :	7
State which NFs are invited :	Austria, Belgium, France, the Netherlands, Singapore, Switzerland, Germany
Reserve NFs:	Czech Republic, Denmark, Luxembourg, Poland
Number of home athletes:	unlimited
Number of athletes per NF:	10
Number of horses per athlete:	2
Open to all National Federations with Para-Equestrian riders:	yes
Competitors are invited by the Organising Committee through their NF. One groom per rider.	

COMPETITORS: (Annex I)

All competitors must prove their classification with the up to date official FEI International Para-Equestrian Classification Identity Card (FEI PE ID Card/IPEC ID Card). A copy of this card is to be sent with the entry form and the original brought to the Championships. OC to provide copies for TD, Chief Classifier, Chief Steward and President of the Ground Jury.

VII. ENTRIES

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

Entries in Principle:	15 May 2014
Nominated Entries:	01 June 2014
Definite Entries:	11 June 2014
Last date for substitutions:	03 July 2014
Entries have to be sent to:	marco.orsini@web.de

IMPORTANT – Entries must include the following information on horses/ponies and athletes:

Horses: • name of horse • date of birth • breed • country of birth • stud-book initials • passport number/FEI horse registration number • colour • sex • name(s) of owner(s)

Athletes: • name of athlete • nationality of athlete • FEI rider registration number

Organising Committees may include the following in the schedule:

“NB : 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.”

FEES/CHARGES BY THE ORGANISER

Entry fee per horse: € 400,- **including stabling fee** and **catering package** (6 meals with free drinks: dinner on Thursday 10 July 2014, lunch and dinner on Friday 11 July 2014, lunch and dinner on Saturday 12 July 2014, lunch on Sunday 13 July 2014). Please let us know if you need special food (vegetarian, vegan, etc.) with your entry.

Stabling fee per horse: included in entry fee
 Starting fee for the second horse: € 285,- including stabling fee
 Catering package (as described above): € 120,-

MCP Fee: **(for group I & II)** Nil **(included in entry fee)**

Electricity (upon request) included in entry fee

Manure disposal included in entry fee

Forage (hay) included in entry fee

Straw included in entry fee

Shavings included in entry fee

Entry fee has to be paid to

Bank : Deutsche Apotheker- und Ärztebank, Saarbrücken, Germany

Account holder : Akademischer Reitclub an der Universität des Saarlandes

IBAN : DE29300606010004274911

BIC: DAAE DE DDXXX

together with the definite entry.

All aforementioned amounts are including VAT

VIII. FACILITIES OFFERED AND PRACTICAL INFORMATION

ACCOMMODATION

Rooms adapted for disabled people must be available.

Provide list of suitable hotels/guest houses so that NFs can arrange.

Romantikhof Linslerhof (0km) Tel. +49- 68 36 – 807-0
www.linslerhof.de
 66802 Überherrn

NOTE: This hotel is situated directly on the showground. Please use the booking form which you can download from www.arc-saarland.de

Hotel Häsfeld (3km) Tel. +49- 68 36 – 44 44
www.haesfeld.de
 Comotorstr. 9
 66802 Überherrn

Hotel „Zur Hexe“ (3km) Tel. +49- 68 36 – 21 31
www.hexeueberherrn.de
 Alleestr.100
 66802 Überherrn

Hotel „Chapeau Noir“ (4km) Tel. +49- 68 36 – 4713-0
www.hotel-chapeau-noir.de
 Hauptstr. 1
 66802 Überherrn,

Hotel Felsberger Hof (10km) Tel. +49- 68 36 - 9 00 00
www.felsbergerhof.de
 Metzger Straße 117
 66802 Überherrn-Felsberg

Hotel „Altes Pfarrhaus Beaumarais“ (12km) Tel. +49- 68 31 – 63 83
www.altespfarrhaus.de
 Hauptstr. 2-4
 66740 Saarlouis

Victor’s Residenz Hotel Saarlouis (15km) Tel. +49- 68 31 – 980-0
www.victors.de
 Bahnhofsallee 4
 66740 Saarlouis

1. ATHLETES (and Chefs d’Equipe)

Accommodated (bed and breakfast) at athlete’s expense

Meals : catering package as described above at the expense of athlete served at the show ground

2. GROOMS

Cost of accommodation will be at the cost of athlete

Meals : at the expense of athlete

N.B. OCs must provide sufficient sanitary and showering facilities, with hot and cold water for male and female grooms. These must be regularly maintained in a proper state of cleanliness.

3. HORSES / PONIES

Transport expenses to be paid by the athlete.

Stabling arrangements, from Wednesday 09 July 2014 to Sunday 13 July 2014. Cost to be paid by athlete.

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 facilitate them on arrival.

Please contact: Sandra Newedel-Hilpisch +49-178-5394185

5. LOCAL TRANSPORTATION - ARRANGEMENTS FROM HOTEL TO SHOWGROUNDS

on request

IX. ADDITIONAL INFORMATION

1. ADVERTISING AND PUBLICITY ON COMPETITORS AND HORSES

The athletes **are** authorised to carry the logo of their personal sponsor in accordance with Art. 135.1-2. The Chief Steward will check that the advertising and publicity on athletes and horses complies with Article 135 of the General Regulations.

2. GENERAL CLASSIFICATION AT THE END OF THE EVENT

Team awards – prizes in kind (value approx. €500,-)
Horse blankets for the winning team
Special gifts for all other teams

3. PRIZE GIVING CEREMONY

Please indicate in the schedule the number of athletes to present themselves for the prize-giving ceremony of each competition. The best 5 (five) athletes.

4. 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.

The FEI insures all FEI Officials, whose names are published in the FEI Officials lists, against third party liability including Judges, Course Designers, Technical Delegates, FEI Stewards, FEI Veterinary Delegates, Para Classifiers, Members of the Judges' Supervisory Panel and FEI Coaches (FEI MCP Veterinarians are covered under a different policy):

- Who are acting for or on behalf of the FEI as stated in the approved schedule of the Event or who are acting in the scope and course of the FEI's Business as described in the final approved schedule; and
- Who have received the status of FEI Officials at FEI Events through a qualification process.

The FEI will NOT insure:

- National officials officiating at FEI Events; and/or
- FEI Officials, who have no official function at the Event.

The insurance extended is for any liability that the FEI Official incurs to a third party, and for the costs of defending any such claim arising as a result of actions undertaken by the FEI Official in good faith (including errors and omissions) on behalf of the FEI. However, the insurance for obvious reasons does not extend to any liabilities incurred as a result of an FEI Official's dishonest, fraudulent, malicious, and/or illegal act.

Should an FEI Official become aware of an incident that he or she believes might result in a claim, that FEI Official should notify the FEI immediately and provide all of the facts known to the FEI Official. The FEI cannot guarantee the insurance coverage described above in circumstances where the FEI Official has good cause to believe that there might be a claim and does not provide such timely notice directly to the FEI.

5. ENTRY RIGHT TO SHOWGROUNDS (Art. 132, 1005) / ACCREDITED PERSONS

Access to the stables will be limited to those persons indicated in VRs Art.1005.2.5. The Person Responsible must ensure that his/her grooms, or any other authorized persons with access to his/her horses, are familiar with the security and stewarding procedures operating at the event attended.

The OC will issue each competitor a maximum of 2 bracelets for entry into the FEI Stable area and each Chef d'Equipe and each groom with 1 bracelet. Registered owners of competing horses may receive a maximum of 2 bracelets.

6. START LISTS & RESULT SHEETS

The name of the owner of each horse/pony will be added to all start lists and result sheets, as well as its stud book initials, country of birth, sex and age.

7. PROTESTS/APPEALS

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

8. EVENT'S ORGANISATION

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.

9. DISPUTES

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

10. RESULTS

In order to proceed with the results publication and for qualification purposes the FEI requires results to be sent in immediately after the conclusion of the event.

Results including the amount of prize money awarded (if any) and the value of the prizes in kind are to be sent by e-mail to carina.mayer@fei.org, in the proper Excel file immediately after the event. Please refer to compulsory format for CDIs; the file can be downloaded using the following link: <http://www.fei.org/disciplines/officials-organisers/organisers/dressage/results-forms>

All results must include FEI Passport Registration number of horses and the FEI ID numbers of Riders. The name and nationality of the horses owner must also be included with the results. **All athletes who have not completed the event must appear on the results sheets.**

11. BETTING (Art. 110.4)

Betting **will not** take place at this event.

X. VETERINARY MATTERS

VETERINARY REGULATIONS (VRs), 14th edition, effective 1 January 2014

1. CUSTOMS FORMALITIES

Address: Fa. Armin Bentrop
Fürstenstrasse 13a
66333 Völklingen
Telephone: +49-6898-32624 Fax: +49-6898-33183
Email: info@erdbewegungen-bentrop.de

2. HEALTH REQUIREMENTS

GENERAL

In accordance with the FEI Code of Conduct it is imperative that all Horses at FEI Events are physically fit and free from infectious disease before being allowed to compete.

ENTRY OF HORSES

Details on compulsory health tests and, where applicable, quarantine periods and protocol, etc. PLEASE APPEND SPECIMEN IMPORT LICENCES, WHICH WILL BE APPLIED TO HORSES ATTENDING THIS EVENT. In case of doubt or problems, please contact your Government Veterinary Services for advice as soon as possible.

3. NATIONAL REQUIREMENTS

OCs to add any applicable National Legislation, for example: Government Welfare, Medication Rules etc.

4. TRANSPORT OF HORSES

Horses must be fit to travel and be transported in vehicles suitable for the transport

of horses. Any government requirements for disease testing and control must be requested well in advance, and the Horse be in compliance by the time of arrival at the border of the country where the Event is taking place. Athletes, or their representatives, have a responsibility to be in compliance of national legislation in both the country of origin, return, and the host nation of the Event; where necessary Athletes must contact local government authorities or veterinary advisors for information regarding animal health requirements and transport legislation. Within the European Union (EU), this includes EU Council Regulation (EC) No 1/2005 concerning the protection of animals during transport within the Member States of the EU.

5. VENUE ARRIVAL INFORMATION & FITNESS TO COMPETE

PASSPORTS

General Regulations Article 137

Please address all Horse FEI Passport/FEI Recognition Card issues to your National Federation.

All Horses competing at FEI Events must be registered with the FEI.

FEI Passports or FEI Recognition Cards - for those Horses with a national passport approved by the FEI, are compulsory for FEI Events, with the exception of CNs and CIMs as outlined below.

Event's Category	FEI Passport/Recognition Card
National Events	Not compulsory
CDI1*-2* / CDIY/J/U25/P/Ch	Not compulsory for Horses from the host nation – Compulsory for Horses from the invited Nations
CDI3*-5*-W	Compulsory
CDIO*3-5*/CDIO-U25/Y/J/P/Ch	Compulsory
All Championships/Games	Compulsory

Athletes whose Horse's Passport and/or Recognition Card is not correctly validated, or failing to meet other passport requirements including vaccination and Equine Anti-Doping and Controlled Medication control (Veterinary Regulations Article 1030) will be **subject to Sanctions in accordance with Annex II of the Veterinary Regulations and may not be allowed to compete.**

Athletes will be required to write their name and counter sign next to any passport irregularity entry noted, as an acknowledgement, prior to receiving the passport and leaving the show ground. Following a warning being issued for such an irregularity the Athlete will have 30 days to correct this, failure to correct such irregularities within 30 days will result in a sanction being imposed.

Note for Horses permanently resident in a Member State of the European Union, all Horses must have a national EU passport in compliance with EU Regulations, to which a FEI Recognition card is applied. The exception to this being Horses in possession of an FEI passport which has been continually revalidated without interruption.

VACCINATIONS - EQUINE INFLUENZA 2014 Veterinary Regulations Article 1028

Horses competing at FEI Events must comply with the requirements for Equine Influenza vaccination in accordance with the Veterinary Regulations and as summarised below.

VACCINATION	PROTOCOL	ELIGIBILITY TO ENTER VENUE
Primary Course	1 st Vaccination: day 0 (e.g. 1 January) 2 nd Vaccination: day 21-92 (e.g. 1 February)	May compete 7 days after the 2 nd Vaccination
First Booster	Within 7 months of the 2 nd vaccination of the Primary Course (e.g. 1 August)	May compete for 6 months +21 days after the 2 nd vaccination of the Primary Course Must not compete in the 7 days after receiving a vaccination (e.g. may enter venue after 7 August)
Boosters	MINIMUM: within one year of previous booster vaccination IF COMPETING: must be competing in the 6 months +21 days of the previous booster vaccination	Must have been vaccinated with the 6 months +21 days before arriving at the Event Must not compete in the 7 days after receiving a vaccination

Exceptions to the requirement for FEI equine influenza vaccinations currently exist only for those Horses competing at CNs or CIMs where there are no national requirements for influenza vaccination in both the Event host country and the Horse's country of origin (General Regulations Article 137).

EXAMINATION ON ARRIVAL

2014 Veterinary Regulations Article 1032

On arrival at an Event venue all Horses must undergo an examination by a veterinarian to confirm their identification from their passport, their vaccination status and general health. To protect all horses attending events, any Horse with a questionable health status, with regards to vaccination, disease or other concerns, must be stabled within the isolation facilities provided by the Organising Committee pending a decision on entering the venue.

HORSE INSPECTIONS

2014 Veterinary Regulations Article 1033

All Horses will be assessed for their orthopaedic fitness to compete during the Horse Inspection. Any Horse demonstrating questionable fitness may be referred to the Holding Box for further veterinary examination. Horses not deemed fit to compete will be eliminated by the Ground Jury and not be permitted to continue in the competition.

LIMB SENSITIVITY EXAMINATION

2014 Veterinary Regulations Article 1034

Horses are not eligible to compete when a limb, or part of a limb, is hyposensitive or hypersensitive (both of which shall constitute "abnormal limb sensitivity"). Hypersensitive limbs have an excessive or abnormal reaction to palpation. Hyposensitive limbs include any alteration in sensitivity induced by a neurectomy or chemical desensitisation for as long as the alteration in sensitivity persists.

All Horses are subject to Examination under the Protocol for abnormal limb sensitivity throughout the Period of an Event, including, but not limited to, between rounds and before the Jump Off. Horses may be examined once or on multiple occasions during the Period of an Event.

Horses may be selected for Examination under the Protocol randomly or they may be targeted. All Horses selected to be tested must submit promptly to the Examination or are subject to immediate Disqualification. There is no obligation to examine any specific number of Horses at an Event.

6. EQUINE ANTI-DOPING AND CONTROLLED MEDICATION CONTROL

2014 Veterinary Regulations, Chapter VI

EQUINE ANTI-DOPING AND CONTROLLED MEDICATION PROGRAMME (EADCMP)

Within FEI Groups I & II, the Organising Committee should charge competitors the equivalent of CHF 12.50 towards the cost of the EADCMP, which is managed by the FEI Veterinary Department.

SAMPLING

All horses competing at FEI Events may be subject to sampling for the presence of FEI Equine Prohibited Substances in accordance with the FEI Equine Anti-Doping and Controlled Medication Regulations (EADCMRs). Horses may be selected for sampling in accordance with obligatory testing, targeted or random sampling procedures (2013 Veterinary Regulations Article 1057 and 1058).

CLEAN SPORT INFORMATION

The current FEI Equine Prohibited Substances List of Banned Substances and Controlled Medications (the EPSL) is available on the FEI Clean Sport website: www.FEICleanSport.org as a PDF document, database or smart phone app. Detection times are also provided for a limited number of Controlled Medication substances where available.

Elective Testing (Article 1056) may be carried out, by Competitors for their Horses, prior to an Event to check for the presence of prohibited substances (please refer to www.FEI.org/veterinary for information and details).

FEI LABORATORY FOR SAMPLE ANALYSIS

GROUPS I & II ONLY – FEI CENTRAL LABORATORY

Under Veterinary Regulations Chapter VI, Article 1057, all samples collected in Groups I and II, must be analysed by the **FEI Central Laboratory, currently Horseracing Forensic Laboratories (H.F.L) Sport Science, Quotient Bioresearch Limited Newmarket Road Fordham, Cambridgeshire CB7 5WW.**

Please quote one the FEI central laboratory below, in relation with the localisation of your show:

Localisation	Contact	Choice
World Wide	Horseracing Forensic Laboratories (HFL) Sport Science Dr. Steve Maynard Quotient Bioresearch Limited Newmarket Road Fordham Cambridgeshire CB7 5 WW Tel: +44 (0) 1638 724 406 Fax: +44 (0) 1638 724 407 email: Smaynard@hfl.co.uk	
Europe	Horseracing Forensic Laboratories (HFL) Sport Science Dr. Steve Maynard Quotient Bioresearch Limited Newmarket Road Fordham Cambridgeshire CB7 5 WW Tel: +44 (0) 1638 724 406 Fax: +44 (0) 1638 724 407 email: Smaynard@hfl.co.uk	<input checked="" type="checkbox"/>
Australia / Oceania	Australian Racing Forensic Laboratory Dr. Allen Stenhouse PO Box 3 Randwick Racecourse 2031 New South Wales 2031 Tel: (61 2) 83 44 50 00 Fax: (61 2) 96 62 61 07 Email: awadasz@racingnsw.com.au	
United States of America / America	USEF Equine Drug testing and research laboratory M. Tom Lomangino 1509 Bull Lea Road, Suite 100 Lexington, KY 40511 Tel: (1 859) 225 2060 Fax: (1 859) 225 2067 Email: medequestrian@aol.com	
Hong Kong / Asia	The Hong Kong Jockey Club Dr. Terence S.M WAN Racing Laboratory Department 6th Floor, Sha Tin Central Complex Sha Tin Racecourse SHA TIN, NT tel: (852) 2966 6296 Fax: (852) 2607 2618 Email: terence.sm.wan@hkjc.org.hk	

Samples collected outside of FEI Groups 1 and 2 may be analysed at an alternative FEI Approved Laboratory. Addresses and contact details can be found at [http://www.fei.org/sites/default/files/file/VETERINARY/Doping and Controlled Medication/list%20of%20labs%20%2711.pdf](http://www.fei.org/sites/default/files/file/VETERINARY/Doping_and_Controlled_Medication/list%20of%20labs%20%2711.pdf).

FURTHER QUERIES ON THIS INFORMATION NOTE

If you have any further questions please check: www.fei.org/Veterinary

Please feel free to contact veterinary@fei.org for further information. Tel +41 21 544 10 44 or +41 21 310 47 39.

7. PONIES

For all Pony Events, Ponies must be available for Pony Measurement prior to the Horse Inspection and throughout the event be subject to the requirements of the 2014 Veterinary Regulations, Chapter IV.

8. INJURY SURVEILLANCE

Horses participating in FEI Events are subject to injury surveillance protocols; such information is essential to ensure that (i) the Horse's welfare remains paramount at all times and (ii) sound scientific reasoning is applied to the safety of all Horses and Athletes participating at Events.

XI. HUMAN ANTI-DOPING

At a minimum, and pursuant to the ADRHAs, Organisers must provide the following at Events where human anti-doping testing is scheduled to take place at least 2 months prior to the Event:

- 1.** One (1) staff member able to act as point of contact and coordinator for the *Doping Control Officers (DCOs)* with the contact name and details of this staff member to be communicated to the *FEI* at least two (2) weeks prior to the starting date of the *Event*.
- 2.** Human anti-doping facilities reasonably separated from public activity, consisting of:
 - one (1) private room exclusively dedicated for use by the *DCOs* with one (1) table, two (2) chairs, pens and paper and one (1) lockable fridge; and
 - a waiting room/area with a suitable number of chairs as well as an appropriate amount of individually sealed, non-caffeinated and non alcoholic beverages, which includes a mix of natural mineral water and soft drinks ; and
 - one (1) private and clean bathroom/toilet, adjacent or as near as possible to the *DCO* room and waiting area.
- 3.** Staff members (or volunteers) of both genders, able to act as *Chaperones*. The number of *Chaperones* available to the *OC* must be communicated to the *FEI* as early as possible following receipt by the *OC* of the *Testing* plan for the *Event*. Please see the qualifications for *Chaperones* in the ADRHAs.

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

**International competitions should not start before 8:00 am
and should not finish after 23:00 pm unless approved by the FEI.**

TOTAL AMOUNT OF PRIZE MONEY : **€ 6,000**
+ value prize in kind (if applicable) **approx. € 3,000**

Full details of any deductions from prize money must be outlined in the schedule.

This includes government taxes. If it is necessary for OCs to deduct such taxes, they must provide participants with an official form indicating the amount of tax deducted.

	Grade/Test	Prize money
Competition No 1	Team Test Grade Ia	€ 300,-
Competition No 2	Team Test Grade Ib	€ 300,-
Competition No 3	Team Test Grade II	€ 300,-
Competition No 4	Team Test Grade III	€ 300,-
Competition No 5	Team Test Grade IV	€ 300,-
Competition No 6	Individual Championship Test Grade Ia	€ 400,-
Competition No 7	Individual Championship Test Grade Ib	€ 400,-
Competition No 8	Individual Championship Test Grade II	€ 400,-
Competition No 9	Individual Championship Test Grade III	€ 400,-
Competition No 10	Individual Championship Test Grade IV	€ 400,-
Competition No 11	Freestyle Test Grade Ia	€ 500,-
Competition No 12	Freestyle Test Grade Ib	€ 500,-
Competition No 13	Freestyle Test Grade II	€ 500,-
Competition No 14	Freestyle Test Grade III	€ 500,-
Competition No 15	Freestyle Test Grade IV	€ 500,-

IMPORTANT

The total amount of prize money shown for each Competition in the schedule must be distributed. If fewer competitors take part in a Competition than the number of prizes indicated in the schedule, the President of the Ground Jury is responsible for recalculating the prize money to be distributed. The value of the 1st prize must not exceed 1/3 of the total prize money distributed for the competition. Distribution of prize money - min. 5 if less than 20 competitors in the competition, distributed to 25 % of participants. (GR Art 127, 128)

The retail value of all prizes in kind must be mentioned as well as detail of model, type and special features for cars.

Distribution of prize money - min. 5 per competition, distributed to 25 % of participants.

FIRST DAY: FRIDAY**DATE: 11 July 2014****First competition to start at 8:00 am****COMPETITION No 1**

Team Test Grade Ia

Indicate grade and test to be ridden and edition : Team Test Grade Ia (2013)

Starting order: Draw Art. 8425

Total prize money + split-up : € 300,- (90,-/80,-/60,-/40,-/30,-) + gifts

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COMPETITION No 2

Team Test Grade Ib

I Indicate grade and test to be ridden and edition : Team Test Grade Ib (2013)

Starting order : Draw Art. 8425

Total prize money + split-up : € 300,- (90,-/80,-/60,-/40,-/30,-) + gifts

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COMPETITION No 3

Team Test Grade II

Indicate grade and test to be ridden and edition : Team Test Grade II (2013)

Starting order : Draw Art. 8425

Total prize money + split-up : € 300,- (90,-/80,-/60,-/40,-/30,-) + gifts

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COMPETITION No 4

Team Test Grade III

Indicate grade and test to be ridden and edition : Team Test Grade III, arena 20x60 (2013)

Starting order: Draw Art. 8425

Total prize money + split-up : € 300,- (90,-/80,-/60,-/40,-/30,-) + gifts

* * * * *

COMPETITION No 5

Team Test Grade IV

Indicate grade and test to be ridden and edition : Team Test Grade IV, arena 20x60 (2013)

Starting order : Draw Art. 8425

Total prize money + split-up : € 300,- (90,-/80,-/60,-/40,-/30,-) + gifts

SECOND DAY : SATURDAY**DATE: 12 July 2014****First competition to start at 8:00 am**
COMPETITION No 6

Individual Championship Test Grade Ia

Indicate grade and test to be ridden and edition : Individual Championship Test Grade Ia (2013)

Starting order : Draw Art. 8425

Total prize money + split-up : € 400,- (120,-/100,-/70,-/60,-/50,-) + gifts

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COMPETITION No 7

Individual Championship Test Grade Ib

Indicate grade and test to be ridden and edition : Individual Championship Test Grade Ib (2013)

Starting order: Draw Art. 8425

Total prize money + split-up : € 400,- (120,-/100,-/70,-/60,-/50,-) + gifts

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COMPETITION No 8

Individual Championship Test Grade II

Indicate grade and test to be ridden and edition : Individual Championship Test Grade II (2013)

Starting order : Draw Art. 8425

Total prize money + split-up : € 400,- (120,-/100,-/70,-/60,-/50,-) + gifts

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COMPETITION No 9

Individual Championship Test Grade III

Indicate grade and test to be ridden and edition : Individual Championship Test Grade III, arena 20x60 (2013)

Starting order : Draw Art. 8425

Total prize money + split-up : € 400,- (120,-/100,-/70,-/60,-/50,-) + gifts

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COMPETITION No 10

Individual Championship Test Grade IV

Indicate grade and test to be ridden and edition : Individual Championship Test Grade IV, arena 20x60 (2013)

Starting order : Draw Art. 8425

Total prize money + split-up : € 400,- (120,-/100,-/70,-/60,-/50,-) + gifts

THIRD DAY: SUNDAY**DATE: 13 July 2014****First competition to start at 8:00 am****COMPETITION No 11**

Freestyle Test Grade Ia

Indicate grade and test to be ridden and edition : Freestyle Test Grade Ia (2013)

Starting order: Draw Art. 8425

Total prize money + split-up : € 500,- (140,-/110,-/80,-/60,-/40,-/35,-/35,-) + gifts

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COMPETITION No 12

Freestyle Test Grade Ib

I Indicate grade and test to be ridden and edition : Freestyle Test Grade Ib (2013)

Starting order : Draw Art. 8425

Total prize money + split-up : € 500,- (140,-/110,-/80,-/60,-/40,-/35,-/35,-) + gifts

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COMPETITION No 13

Freestyle Test Grade II

Indicate grade and test to be ridden and edition : Freestyle Test Grade II (2013)

Starting order : Draw Art. 8425

Total prize money + split-up : € 500,- (140,-/110,-/80,-/60,-/40,-/35,-/35,-) + gifts

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COMPETITION No 14

Freestyle Test Grade III

Indicate grade and test to be ridden and edition : Freestyle Test Grade III, arena 20x60 (2013)

Starting order: Draw Art. 8425

Total prize money + split-up : € 500,- (140,-/110,-/80,-/60,-/40,-/35,-/35,-) + gifts

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COMPETITION No 15

Freestyle Test Grade IV

Indicate grade and test to be ridden and edition : Freestyle Test Grade IV, arena 20x60 (2013)

Starting order : Draw Art. 8425

Total prize money + split-up : € 500,- (140,-/110,-/80,-/60,-/40,-/35,-/35,-) + gifts

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

***FOR THE INFORMATION OF ORGANISING COMMITTEES
AND OFFICIALS***



**THE INTERNATIONAL DRESSAGE RIDER CLUB (IDRC)
THE INTERNATIONAL DRESSAGE TRAINER CLUB (IDTC)
FEDERATION EQUESTRE INTERNATIONALE (FEI)**

**REMINDER FOR ATHLETES AND TRAINERS
REGARDING WARMING-UP AND TRAINING AREAS**

In recent years the warming-up areas have become more accessible to spectators, judges, press and media who enjoy watching skilful and sensitive riding and training methods.

Every athlete and trainer must accept his responsibility to uphold the high level of horse welfare our sport has achieved.

All warming-up and training areas are supervised by officially appointed FEI stewards. Their job is to ensure that FEI regulations are enforced and athletes and trainers maintain standards of riding and warming-up in accordance with art. 143 and 144 of the FEI General Regulations.

Should any spectator, athlete, trainer or judge be concerned about, or feel they are witnessing rough or unfair riding or training, without delay they should immediately report the incident to the FEI Steward. The FEI Steward will then decide on the appropriate course of action including reporting the incident to the Chief Steward who will report to the President of the Ground Jury.

More detailed information regarding disciplinary procedures can be found in the FEI General Regulations, art. 169.

FOR THE INFORMATION OF ORGANISING COMMITTEES
STABLE SECURITY/STEWARDING 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.

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. 1023.VI. 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.

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

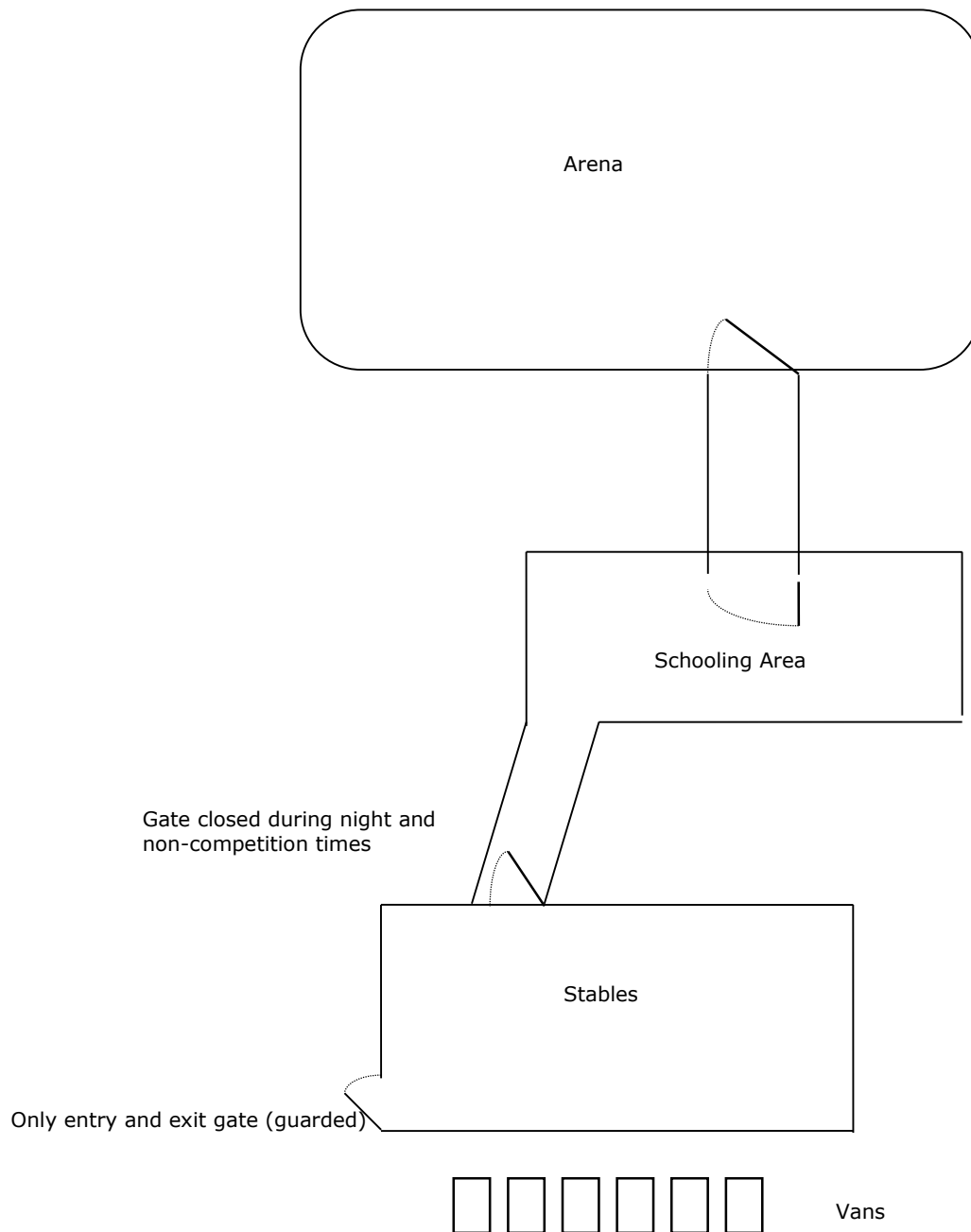
The Chief Steward must ensure that all practice arenas are adequately stewarded all the time that they are officially open. He must also ensure that these arenas are subject to random control when they are officially closed.

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**



FOR INFORMATION PURPOSES**Effective as of 15 January 2007****For the information of NF's and Organising Committees of CDI's****SANCTIONS AGAINST CDI ORGANISING COMMITTEES
BREAKING FEI RULES****Arena advertising (Article 429):**

Advertising on arena fence exceeding stipulated maximum 44 meters.

1. Warning letter and financial fine of CHF 5.000 per meter in excess.
2. If second violation occurs, the event will not be granted CDI status at the next application to FEI calendar.

Foreign Judge (Article 437):

Use of only 2 Foreign Judges at CDI3*/CDIOs without receiving exemption from FEI.

1. Warning letter.
2. If second violation the event will not be granted CDI status at next application to FEI calendar.

FEI Dressage Committee

FOR INFORMATION

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.

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** (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

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 www.fei.org, as follows:

- Events: 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/dressage/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)
- 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:

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