

# CHECKLIST FOR DRAFT SCHEDULE DRESSAGE 2014



## I. DENOMINATION OF EVENT

**STATUS:**  CDI1\*  CDI2\*  CDI3\*  CDI4\*  CDI5\*  
 CDI-W  
 CDIO2\*  CDIO3\*  CDIO4\*  CDIO5\*  
 CDIY  CDIOY  CDIJ  CDIOJ  CDIP  CDIOP  
 CDI-Ch  CDIO-Ch  Young Horses  CDI-U25  
 Championship  Games  Final

DATE (dd/mm/yy): 15/05/2014 – 16/05/2014

PLACE: Windsor

COUNTRY: GBR

## 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
- The Rules for Dressage Events (25th edition, effective 1st January 2014), and if applicable the Rules for the World Cup Dressage Events.
- 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.

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Approved by the FEI

Lausanne, on 01 april 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](http://www.fei.org).

### III. GENERAL INFORMATION

#### 1. ORGANISER

Name: Royal Windsor Horse Show  
Address: The Royal Mews  
Windsor Castle  
Berkshire  
SL4 1NG  
Telephone: +44 (0)1753 860 633  
Fax: +44 (0)1753 847 901  
Email: sarahmw@hpower.co.uk Website: www.rwhs.co.uk

#### Contact Details Show Ground:

Address: Home Park Private, Windsor Castle, Windsor, Berkshire SL4 1QE,  
UK  
Telephone: +44 1753 847900

Brief summary of your venue's accessibility details (directions by road, nearest airport / train station).

**Airport:** London Heathrow

**Train Station:** Windsor and Eton Central or Windsor and Eton Riverside

**Travelling from the South and West:** Please use the A303 /M3 (J3) as opposed to the M4 (J6) wherever possible, thus avoiding Windsor Town Centre.

**Travelling from the M4 Maidenhead (J7/8) and Slough (J6):** Follow the event signage

**Travelling from the M3 (J3):** Designated routes will direct you via Ascot, Windsor Great Park and Datchet

**Travelling from the North and East:** Please approach via the M25 (J 13) or M4 (J5) at Colnbrook. Designated routes will direct you via Datchet to showground.

#### 2. ORGANISING COMMITTEE

Honorary President: HRH The Duke of Edinburgh KG, KT  
Show Secretary: Miss Penelope Henderson, MVO  
Press Officer: Mrs Jo Peck

**3. EVENT DIRECTOR**

Name: Simon Brooks-Ward CVO OBE TD  
Address: The Royal Mews  
Windsor Castle  
Berkshire  
SL4 1UT  
Telephone: +44 (0)1753 860 633  
Fax: +44 (0)1753 847 901  
Email: sarahmw@hpower.co.uk

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

Name: Jeremy Ridgway  
FEI ID: 10051945 ✓  
Telephone: +44 (0)7774605353  
Email: jr@jeremyridgway.co.uk

# CHECKLIST FOR DRAFT SCHEDULE DRESSAGE 2014



## IV. OFFICIALS

Ref.	Panel	Function	FEI ID	Name	NF	Level	Contact Email <i>compulsory</i>
1	Ground Jury <sup>1</sup>	Ground Jury President	10049322	Mr Andrew Gardner	GBR	5*	a.r.gardner@virgin.net
		Ground Jury Member	10003244	Ms Isobel Wessels	GBR	5*	isobelwessels@btinternet.com
		Ground Jury Member	10053322	Mr Maarten Van Der Heijden	NED	3*	maartenvdh1@gmail.com
		Ground Jury Member	10000001	Marietta Almasy	FRA	4*	marietta.almasy@wanadoo.fr
2	Foreign Judge <sup>2</sup>	<b>Foreign Judge</b>	10050397	Mr Leif Tornblad	DEN	5*	let@tornblad.dk
3	Foreign Technical Delegate <sup>3</sup>	<b>Foreign Technical Delegate</b>					
4	Appeal Committee <sup>4</sup>	Appeal Committee President					*
		Appeal Committee Member					
		Appeal Committee Member					
5	Chief Steward <sup>5</sup>	<b>Chief Steward</b>	10052761	Daniel Chapman	GBR		dan@dan-chapman.co.uk
6	Assistant Stewards <sup>6</sup>	Assistant Steward	10048908	Frank Grunnill	GBR		
		Assistant Steward	10049374	David Haigh	GBR		
		Assistant Steward	10049525	Mike Henwood	GBR		
		Assistant Steward	10072893	John Taylor	GBR		
7	FEI Veterinary Delegate <sup>7</sup>	<b>Veterinary Delegate</b>	10050701	Sue St Pierre	GBR		sue.vet@btinternet.com
		<b>Associate Veterinary Delegate</b>	10053766	Paul Farrington	GBR		paulfarrington@newbury.net
8	FEI Veterinary Commission <sup>8</sup>	<b>Veterinary Commission President</b>					
		Foreign Veterinary Delegate					
		Veterinary Commission Member					
9	VSM Veterinary Services Manager / Treating Veterinarian <sup>9</sup> (VR Art 1010)	<b>Veterinary Services Manager</b>	10051945	Jeremy Ridgway	GBR		jr@jeremyridgway.co.uk
		FEI Permitted Treating Veterinarian	10087186	Martin Watson	GBR		martin@foresthousedvets.com

## CHECKLIST FOR DRAFT SCHEDULE DRESSAGE 2014



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### **HOLDING BOX VETERINARIAN<sup>10</sup>**

Name: Martin Watson

FEI ID: 10087186 ✓

### **DOCTOR / MEDICAL SERVICE**

Name: Dr Jeremy Mawer (GBR) ✓

Phone number: +44 (0)7777 665222

### **FARRIER**

Name: Chris Carrel (GBR) ✓

Phone number: +44 (0)7788 971 942

## 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
13/05/14	16:00 hrs ✓
14/05/14	14:00 hrs ✓
14/05/14	18:00 hrs ✓

1<sup>st</sup> day Thursday 15th May      CDI3\* Grand Prix ✓  
 2<sup>nd</sup> day Friday 16th May      CDI3\* Grand Prix Freestyle ✓

### 2. VENUE :

The event will take place:       indoors       outdoors ✓

### 3. COMPETITION ARENA :

Total dimensions :      120m x 60m ✓  
 Type of Sand Footing:      sand/rubber/wax  
 (Competition arena - dimensions: 20 x 60 m)

### 4. PRACTICE ARENA :

Arena - dimensions:      50 x 25 ✓  
 Type of Sand Footing:      sand/rubber/wax

### 5. STABLES :

Size of boxes 3 m x 4 m (**minimum 3m x 3m + 10% 3mx4m**) ✓

### 6. DRAW FOR THE ORDER OF STARTING (Art. 425, 456)

Competitions other than Grand Prix, Grand Prix Special and Grand Prix Freestyle according to Art. 425

#### • GRAND PRIX

- a) Ordinary draw  ✓  
 b) In reverse order of the World Ranking List (in groups of five)   
 (obligatory for CDI-W)

#### • GRAND PRIX SPECIAL

- a) CDIO2\*-5\* and Championships

- draw within groups of five in reverse order of the result of the Grand Prix (group of riders placed 26-30th to start first)
- b) CDI3\* / CDI4\* / CDI5\*
- draw within groups of five in reverse order of the result of the Grand Prix (group of riders placed 11-15th to start first)

• **GRAND PRIX LEVEL FREESTYLE TEST**

- a) CDIO2\*-5\* and Championships
- draw within groups of five in reverse order of the results of the Grand Prix Special (group of riders placed 11-15<sup>th</sup> to start first)
- b) CDI3\* / CDI4\* / CDI5\* and CDI-W
- draw within groups of five in reverse order of the result of the Grand Prix (group of riders placed 11-15th to start first)

**7. SCORING - AVERAGE SCORE and OPEN SCORING**

Yes

No ✓

**VI. INVITATIONS**

Number of NFs invited : 7 ✓

State which NFs are invited : BEL, DEN, FRA, GBR, GER, IRL, NED

(at least six NFs for CDIs 3\* and above, and two reserve):

Reserve NFs: AUT, ESP ITA,  
POR, RSA ✓

Number of home athletes: 5 ✓

Number of athletes per NF: 2 ✓

Number of horses per athlete: 1 ✓

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



**VII. ENTRIES**

**Please refer to Annex I at the last page of this schedule for information on the FEI Online Entry System**

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

Entries in Principle:	21 <sup>st</sup> March, 2014
Nominated Entries:	17 <sup>th</sup> April, 2014
Definite Entries:	25 <sup>th</sup> April, 2014
Last date for substitutions:	14 <sup>th</sup> May, 2014

Entries have to be sent to: All entries must be made via the FEI online entry system. The online data will be regarded as the only official data by the OC. Any information sent to the OC by email or fax which should be entered directly into the online system may be ignored by the OC.

Additional horses not officially competing cannot be accommodated.

**All Entries must be submitted by the NFs through the FEI's Online Entry System only!**

**Athletes and/or Horses present at the event without having been entered through the FEI's Online Entry System will automatically be disqualified**

**"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:	£300
Stabling fee per horse (if any):	Nil
Starting fee per horse (if any):	Nil

MCP Fee: **(for group I & II)** Nil **(included in entry fee**  **CHF 12.50** **X**

Electricity (upon request) £60 + VAT

Hay available to purchase. Please order with Definite Entries

Straw NOT available except in special circumstances and will be charged for

Shavings 3 x bales free of charge per horse. Further bales will be charged to the competitor

Peden Bloodstock	Export licences and paperwork for those requiring them will be charged at £65 per athlete
MCP Fee	£8.50 per horse/pony
Competitor Withdrawal	The full entry fee will be required from the National Federation, if a competitor withdraws from the competition after Definite Entries close. Unless a veterinary certificate or doctors certificate is authorised

**All aforementioned amounts are excluding VAT**

## VIII. FACILITIES OFFERED AND PRACTICAL INFORMATION

### 1. ATHLETES

Hotel : tbc

Accommodated (bed and breakfast) from 14/05/14 to 16/05/14 at OC  athlete   
expense (**Foreign Athletes ONLY**) ✓

Meals : **Lunch** at the expense of OC  athlete  from 15/05/14 to 16/05/14 (on Showground). ✓

An allowance of £300 to be put towards accommodation and meals will be given to each foreign athlete. ✓

### 2. GROOMS

Requests for accommodation must be sent with entries.

Cost of accommodation will be at the cost of OC  athlete  ✓

Meals: at OC  athlete  expense from 14/05/14 to 16/05/14 at (on Showground). ✓

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 OC  athlete . ✓

Stabling arrangements, from 1600 hrs 13/05/14 to 17/05/14. Cost to be paid by OC   
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

### 5. LOCAL TRANSPORTATION - ARRANGEMENTS FROM HOTEL TO SHOWGROUNDS

none

## 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

Leading athlete award -	(Prize description and value)
Best foreign athlete -	(Prize description and value)
Best home athlete -	(Prize description and value)
Team awards -	(Prize description and value)

### 3. PRIZE GIVING CEREMONY

1st – 8th position in the Grand Prix and Freestyle will be required to attend the prize giving ceremony. Riders must attend the prize giving on the horse with which they took part in the competition.

### 4. INSURANCES

The Show, The Organisers their respective Officers, Servants or Agents shall have no liability for any injury, loss or damage whatsoever and however caused to or suffered by the Competitors, Exhibitors, Invitees or Spectators, their property, servants, agents, horses or other animals. Each Competitor, Exhibitor and Invitee shall indemnify and save harmless the Organisers in respect of any damage or injury of whatever nature and howsoever occasioned to any person or property by any such Competitor or Exhibitor or any horse or other animal which he or she brings or is responsible for bringing to or upon the premises of the Organisers.

**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

Competitor	1
Partner of competitors	1
Groom	1
Owner	2 per horse (max)

## 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. **(Art. 163-168)**

## 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. **(Art. 109 - 110)**

## 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](mailto: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. ✓

## **IX. VETERINARY MATTERS**

**VETERINARY REGULATIONS (VRs), 14<sup>th</sup> edition, effective 1 January 2014**

### **1. CUSTOMS FORMALITIES**

**Name of horse Transport Company representing the OC, known required customs documents, border crossing points, times of opening etc.**

Address: Peden Bloodstock  
Borough Court, Hartley Wintney  
Hampshire, RG27 8JA  
Telephone: +44 (0)1252 844 042  
Email: shipping@peden.co.uk

### **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.

Health papers are required prior to arrival in the UK. Passports are compulsory

### **3. NATIONAL REQUIREMENTS**

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

Passports are compulsory

### **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.

<b>Event's Category</b>	<b>FEI Passport/Recognition Card</b>
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
<b>Primary Course</b>	1 <sup>st</sup> Vaccination: day 0 (e.g. 1 January) 2 <sup>nd</sup> Vaccination: day 21-92 (e.g. 1 February)	May compete 7 days after the 2 <sup>nd</sup> Vaccination
<b>First Booster</b>	Within 7 months of the 2 <sup>nd</sup> vaccination of the Primary Course (e.g. 1 August)	May compete for 6 months +21 days after the 2 <sup>nd</sup> vaccination of the Primary Course Must not compete in the 7 days after receiving a vaccination (e.g. may enter venue after 7 August)
<b>Boosters</b>	<b>MINIMUM:</b> within one year of previous booster vaccination <b>IF COMPETING:</b> 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](http://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](http://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.**

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	X
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](http://www.fei.org/Veterinary)

Please feel free to contact [veterinary@fei.org](mailto: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.

### **X. 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 : £17,000**  
+ value prize in kind (if applicable)

**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.**

Earnings over £10,000 by overseas riders will be subject to taxation of 20%.

	Name of Class	Prize money
Competition No 1	FEI Grand Prix	£4,200
Competition No 2	FEI Grand Prix Freestyle	£12,800

### **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: Thursday****DATE (dd/mm/yy) : 15/05/14****COMPETITION No 1** 18:30hrs

FEI Grand Prix (Edition 2009, revision 2014)

Indicate test to be ridden and edition : Grand Prix (Edition 2009, revision 2014) to be ridden from memory ✓

Number of horses per athlete : 1 ✓

Starting order: By ordinary draw. ✓

Total prize money + split-up : **£4,200****1<sup>st</sup>** - £1400 ✓; **2<sup>nd</sup>** - £950; **3<sup>rd</sup>** - £650; **4<sup>th</sup>** - £450; **5<sup>th</sup>** - £300; **6<sup>th</sup>** - £200; **7<sup>th</sup>** - £150; **8<sup>th</sup>** - £100

Entry fee : £300

\* \* \* \* \*

**SECOND DAY : Friday****DATE (dd/mm/yy) : 16/05/14****COMPETITION No 2** 18:30hrs

FEI Grand Prix Freestyle (Edition 1999, revision 2009)

Indicate test to be ridden and edition : Grand Prix (Edition 1999, revision 2009) ✓;  
Music (2 CD's per rider **must be handed in at declaration of start**).

Number of horses per athlete : 1 ✓

Starting order: by draw in groups of 5. The group of riders placed 11<sup>th</sup> to 15<sup>th</sup> in competition No.1 has to start first, the group of riders placed 1<sup>st</sup> to 5<sup>th</sup> in competition No.2 has to start last. ✓Total prize money + split-up : **£12,800****1<sup>st</sup>** - £4200 ✓; **2<sup>nd</sup>** - £2500; **3<sup>rd</sup>** - £1750; **4<sup>th</sup>** - £1250; **5<sup>th</sup>** - £850; **6<sup>th</sup>** - £575; **7<sup>th</sup>** - £375; **8<sup>th</sup>** - £250; **9<sup>th</sup>** - £150; **10<sup>th</sup>** - £150; **11<sup>th</sup>** - £150; **12<sup>th</sup>** - £150; **13<sup>th</sup>** - £150; **14<sup>th</sup>** - £150; **15<sup>th</sup>** - £150

Entry fee : n/a

\* \* \* \* \*

**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**

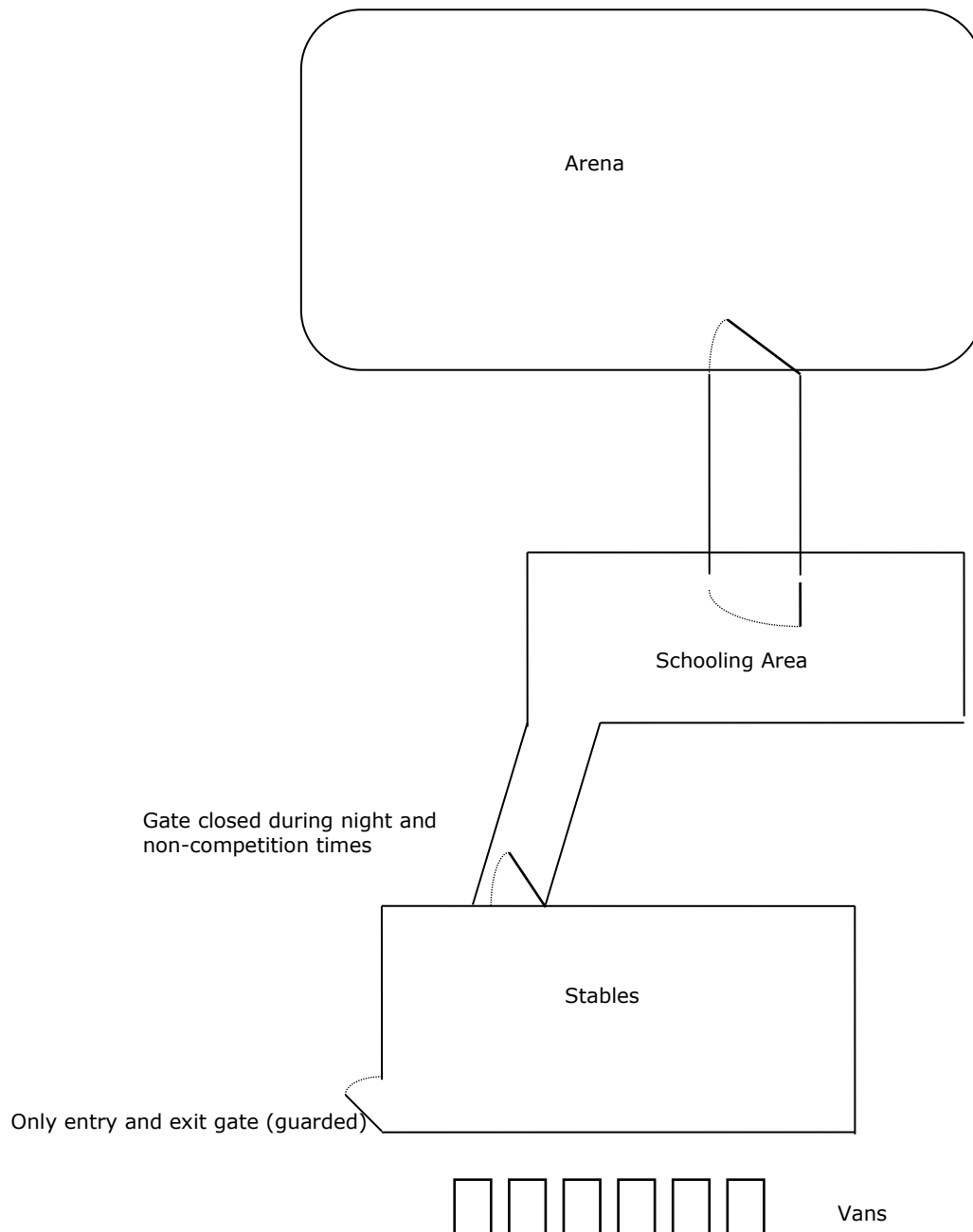
It is recommended that a grazing area be provided at all outdoor events, and that this be subject to random control. If available, horses must only be grazed or walked in hand within this area.

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.

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

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**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](http://www.feiphotos.org).

Media simply need to register their details and a username and password will be emailed to them.

#### **Social Media**

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

#### **Athlete biographies**

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

#### **FEI YouTube Channel**

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

#### **FEI TV**

Live footage from many Events can be viewed on FEI TV ([www.feitv.org](http://www.feitv.org)), the FEI's

official video channel. To subscribe to FEI TV, please click [here](#).

### 3. Other online resources

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

- Events: [www.fei.org/events](http://www.fei.org/events)
- FEI Calendar: <https://data.fei.org/Calendar/Search.aspx>
- Rules are accessed via the Discipline, e.g.:  
[www.fei.org/disciplines/dressage/rules](http://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](mailto:press@fei.org))
- Send us a short text presenting your Event, the logo, images (with caption and credit), press kit, press accreditation and hotel reservation details, so that we can publish these details on the FEI website, on social media, in FEI publications and in the FEI Photo Catalogue.

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

**Grania Willis**  
Director Press Relations  
[grania.willis@fei.org](mailto:grania.willis@fei.org)  
Tel: +41 787 50 6145

**Malina Gueorguiev**  
Manager Media Relations  
[malina.gueorguiev@fei.org](mailto:malina.gueorguiev@fei.org)  
+41 787 50 6133

**Ruth Grundy**  
Manager Press Relations  
[ruth.grundy@fei.org](mailto:ruth.grundy@fei.org)  
+41 787 50 6145

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## Annex I FEI Entry System

Please fill the form below in order to provide you and the other members of your committee or your IT Providers access to the FEI Entry System.

Name\* : McWilliam First Name\* : Sarah  
 FEI ID<sup>1</sup> : Click here to enter text. E-Mail\* : sarahmw@hpower.co.uk  
 Access Rights\* :  Admin<sup>2</sup>  Consult<sup>3</sup>  
Event(s)<sup>4</sup> : CDI

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Name\* : Renouard First Name\* : Stephen  
 FEI ID<sup>1</sup> : Click here to enter text. E-Mail\* : sg.renouard@arpr-marketing.com  
 Access Rights\* :  Admin<sup>2</sup>  Consult<sup>3</sup>  
Event(s)<sup>4</sup> : CDI

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Name\* : Click here to enter text. First Name\* : Click here to enter text.  
 FEI ID<sup>1</sup> : Click here to enter text. E-Mail\* : Click here to enter text.  
 Access Rights\* :  Admin<sup>2</sup>  Consult<sup>3</sup>  
Event(s)<sup>4</sup> : Click here to enter text.

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<sup>1</sup> If already have an FEI user account.

<sup>2</sup> Provide you the required access to manage entries and substitutions and download entries/lists.

<sup>3</sup> You are just able to consult and download the entries/lists.

<sup>4</sup> Leave the field blank if the user deals with the entries of all events in the show.

\* Mandatory Fields