Attention: Further to the implementation of the 2017 Eventing Rules approved by the 2016 FEI General Assembly, this schedule must be submitted to the FEI Eventing Department for approval for all Eventing classes held within FEI International Jumping / Dressage Indoor events.

# DENOMINATION OF THE EVENT

**Venue**:

**Date**:  **NF**:

**Indoor:  Outdoor:**

**Event Categories:**

**CIX-Arena:**

# GENERAL CONDITIONS

- FEI Statutes, 23rd edition, effective 29th April 2014

- FEI General Regulations, 23rd edition, effective 1st January 2009, updates effective 1st January 2017

- FEI Veterinary Regulations, 13th edition 2014, effective 1st January 2016, updates effective 1 January 2017

- FEI Eventing Rules and its Annexes, 25th edition, updates effective 1st January 2017

- FEI Jumping Rules and its Annexes, 25th edition, updates effective 1st January 2017

- Equine Anti-Doping and Controlled Medication Regulations (EADCMR), 2nd edition, effective 1st January 2016

- FEI Anti-Doping Rules for Human Athletes (ADRHA), based upon 2015 WADA Code, effective 1st January 2015

- All subsequent published revisions/updates, the provisions of which will take precedence.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Approved by the FEI, Lausanne, on

Catrin Norinder

FEI Director Eventing and Olympic

Draft schedules are to be sent by e-mail to [eventingschedules@fei.org](mailto:eventingschedules@fei.org)

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# 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, HM King Hussein I Building, Chemin de la Joliette 8, 1006 Lausanne, Switzerland. Telephone: +41 21 310 47 47. The Code is available in English. The Code is also available on the FEI’s website: [www.fei.org](http://www.fei.org).

# GENERAL INFORMATION

## ORGANISER

Name:

Address:

Telephone:

Fax:

Email:

Website:

Contact Details Show Ground:

Address:

Telephone:

GPS Coordinates:

Accessibility details (directions by road, nearest airport / train station):

## ORGANISING COMMITTEE

Honorary President:

President of the Event:

Show Secretary:

Press Officer:

## EVENT DIRECTOR

Name:

Address:

Telephone:

Mobile:

Fax:

Email:

# V. OFFICIALS

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Ref.** | **Panel** | **Function** | **FEI ID** | **Name** | **NF** | **Level** | **E-mail & Mobile** |
| **1** | **Ground Jury** | Ground Jury President (FEI listed  Eventing Judge)\* |  |  |  |  |  |
| Ground Jury Member |  |  |  |  |  |
| **2** | **Technical Delegate** | Technical Delegate |  |  |  |  |  |
| **3** | **Course Designer** | Cross Country Course Designer (FEI listed 3/4\* Eventing Judge)\* |  |  |  |  |  |
| Jumping Course Designer |  |  |  |  |  |

\* Compulsory appointment

# INVITATIONS

## GENERAL

CIX-Arena: (Refer to Eventing rules Annex I, 25th Edition, updates effective 1st January 2017)

Number of NFs invited:

Number of Athlete per NF:

Number of Horse per Athlete:

Maximum number of athletes to be invited:

|  |
| --- |
| Space for organiser to include details if necessary |

Athletes are invited by the Organiser through their National Federation.

One (1) groom per athlete.

## QUALIFICATION

Competition will be opened to:

* 1. A and B Athletes or
  2. Athletes that have achieved in the last two (2) years 3 MER at three star level

|  |
| --- |
| Space for organiser to include details if necessary |

## ENTRY RIGHT TO SHOWGROUNDS/ACCREDITED PERSONS

Entry right to the stable area according to FEI Veterinary Regulations Art. 1023 VI.

NUMBER OF ACCREDITED PERSONS:

Athlete:

Partner:

Groom:

Horse Owner:       two (2) accreditations per horse acc. to FEI-Passport

|  |
| --- |
| Space for organiser to include details if necessary |

# ENTRIES

**IMPORTANT**

* Entries must be made through the FEI Entry System (<https://entry.fei.org>);
* Additional documentation can be found at:

[http://inside.fei.org/fei/your-role/nfs/entry-system-eventing](http://www.fei.org/fei/your-role/nfs/entry-system-eventing)

* All Athletes and Horses participating in any International Competition must be registered with the FEI;
* Athletes and/or Horses present at the Event without having been entered through the FEI’s Online Entry System will automatically be disqualified unless compelling circumstances warrant otherwise.

## ENTRY DATES AND ENTRY FEES

Entries have to be in accordance with Art.509 of the FEI Eventing Rules, 25th edition,

updates effective 1 January 2017.

**Deadlines for Entries:**

Closing date for Definite Entries:

Last date for substitutions:

**Entry fee per horse:**

Stabling fee per horse:

## ADDITIONAL FEES/CHARGES BY THE ORGANISER

All additional fees must be listed hereunder with the details of the amounts to be charged and approved by the FEI. Only fees approved by the FEI and listed in the approved Schedule can be charged by the OC.

EADCMP Fee: Included in entry fee  Not included in entry fee

Lower Level Events (CIMs) CHF 18 per horse per event

(For definition of CIMs see Appendix E of the FEI General Regulations)

Higher Level Events CHF 25 per horse per event

(All other events not defined as CIMs)

Electricity (upon request):       (for CSIs to be included in max. mandatory fee)

Manure disposal:       (for CSIs to be included in max. mandatory fee)

Hay:

Straw:

Shavings:

Other (please specify):

**All aforementioned amounts are including VAT**

VAT number of the organiser:

|  |
| --- |
| Space for organiser to include details if necessary |

# TIMETABLE

|  |  |  |  |
| --- | --- | --- | --- |
|  | Day | Date | Time |
| 1. Opening of stables |  |  |  |
| 1. Athlete’s briefing |  |  |  |
| 1. Horse Inspection |  |  |  |
| 1. Arena familiarisation (If applicable) |  |  |  |
| 1. Competition |  |  |  |
| 1. Prize Giving Ceremony |  |  |  |

|  |
| --- |
| Space for organiser to include details if necessary |

# COMPETITION DETAIL

**DAY :** **DATE** (dd/mm/yy) **:**

**COMPETITION No:**      **Time:**

Type of Competition: Arena Cross Country competition Acc. to Annex 1, FEI Eventing rules

Competition description and penalty system:

|  |  |
| --- | --- |
| Speed: |  |
| Distance: |  |
| Optimum time: |  |
| Number of efforts: |  |

|  |  |
| --- | --- |
| Total amount of prize money and currency |  |
| Breakdown per category / placing  (1 prize per 4 athletes) |  |
| Other details on PM distribution  (including tax) |  |

|  |
| --- |
| Space for organiser to include details if necessary |

# FACILITIES OFFERED

## ATHLETES

**Accommodation**

Hotel:

Address:

Telephone:

At the expense of: The Organiser  or Athletes

Accommodated (bed and breakfast) from       to

**Meals**

At the expense of: The Organiser  or Athletes

Meals provided from       to       . Where

## GROOMS

**Accommodation.**

Requests for accommodation must be sent with entries.

Accommodation will be at the cost of: Organiser  Athletes  from       to      .

**Meals.**

At the expense of: The Organiser  or Athletes

Meals provided from       to       . Where

**NB**: If applicable, Organiser must provide proper sanitary conditions. The showering facilities should be sufficient for both male and female grooms with hot and cold water. Shower facilities as well as restrooms should at all times be in a state of cleanliness.

# LOGISTICAL/ADMINISTRATIVE/TECHNICAL INFORMATION

## DRAW

List of Draws:

Time, date and location:

## COMPETITION ARENA(S)

Dimensions:

Type of Footing:

## PRACTICE ARENA(S)

Dimensions:

Type of Footing:

## STABLES

Size of boxes       m x       m **(minimum 3m x 3m+20% 3m x 4m)**

|  |
| --- |
| Space for organiser to include details if necessary |

## SCORING/TIMING PROVIDER

Name of the company:

Name contact person:

Contact email:

The FEI may require to be provided with real time results data feed of your events according to FEI requirements; in this case you and your provider will be informed accordingly.

## PRIZE GIVING CEREMONY

The number of athletes required to present themselves for the prize-giving ceremony of each competition is     .

## ADVERTISING ON ATHLETES AND HORSES

At CSI events, and all competitions except for the Nations Cup, athletesare authorised to carry the logo of their personal sponsor in accordance with the articles 256.3 and 257.3 of the FEI Jumping Rules.

The Chief Steward will check that the advertising on athletes and horses complies with these Articles.

## TICKETING

Are you selling tickets for spectators to attend your event: Yes  No

Name of your ticketing provider:

Web address to buy ticket:

## BETTING

Betting will be authorised by the Organiser: Yes  No

## TRANSPORT REIMBURSMENT HORSES / PONIES

Transport expenses to be paid by:

The Organiser  at       per km.

The Athlete

## WELCOME

The time and date of arrival of athletes, horses and their means of transport must be given to the Organiser in order to facilitate their arrival.

## LOCAL TRANSPORTATION - ARRANGEMENTS FROM HOTEL TO SHOWGROUNDS

Walking distance

Organiser Shuttle Service

Public Transport  to be paid by the Organiser  / the Athlete

If paid by Athlete approximate cost per round trip:

Other:

## ENTRY RIGHT TO SHOWGROUNDS/ACCREDITED PERSONS

Entry right to the stable area according to FEI Veterinary Regulations Art. 1023 VI.

NUMBER OF ACCREDITED PERSONS:

Athlete:

Partner:

Groom:

Horse Owner:       two (2) accreditations per horse acc. to FEI-Passport

# VETERINARY MATTERS

## CUSTOMS FORMALITIES

Contact details for Customs Formalities:

Name:

Address:

Telephone:

Fax:

Email:

Opening hours:

|  |
| --- |
| Space for organiser to include details if necessary |

## HEALTH REQUIREMENTS

**GENERAL**

In accordance with the FEI Code of Conduct for the Welfare of the Horse 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**

Required health tests and vaccinations:

Quarantine period:

Specimen Import Licence applied:

For questions or problems, please contact your Government Veterinary Services.

|  |
| --- |
| Space for organiser to include details if necessary |

## NATIONAL REQUIREMENTS

If applicable please provide:

|  |
| --- |
| Space for organiser to include details if necessary |

## PONIES

FEI Veterinary Regulations, Chapter IV:

For all Pony Events, Ponies must be available for Pony Measurement if requested by the FEI.

## INJURY SURVEILLANCE

FEI Veterinary Regulations, articles 1036, 1039 and 1040:

Horses participating in FEI Events are subject to injury surveillance protocols; and in the event of fatality, a post mortem examination.

## TRANSPORT OF HORSES

Horses must be fit to travel and be transported in suitable vehicles for the transport of horses. Any government requirements for disease testing and control must be requested well in advance, to ensure that the horse is in compliance by the time of arrival at the border of the country where the Event is taking place. Athletes, or their representatives, have the responsibility to comply with national legislation in both their country of origin 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.

## VENUE ARRIVAL INFORMATION & FITNESS TO COMPETE

### PASSPORTS. FEI General Regulations Article 137

**For all issues relating to FEI Horse Passports/FEI Recognition Cards please contact 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.

NB: Horses entered in CIMs, in CSIP or in CSICh Cat. A in their country of residence are not required to have an FEI Passport or FEI Recognition Card but must be properly registered with the FEI and identifiable (GRs 137.2).

Athletes who do not present a Horse’s Passport and/or Recognition Card, or one that is not correctly validated or fail to meet other passport requirements will be **subject to Sanctions in accordance with Annex II of the FEI Veterinary Regulations** and may not be allowed to compete.

**NB** 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. FEI 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** | 1st Vaccination: day 0  2nd Vaccination: day 21-92 | May compete 7 days after the 2nd Vaccination |
| **First Booster** | Within 7 months of the 2nd vaccination of the Primary Course | May compete for 6 months +21 days after the 2nd vaccination of the Primary Course  Must not compete in the 7 days after receiving a vaccination |
| **Boosters** | **MINIMUM:** within one year of previous booster vaccination  **IF COMPETING:** must be in the 6 months +21 days of the booster previous vaccination | Must have been vaccinated within 6 months +21 days before arriving at the Event  Must not compete in the 7 days after receiving a vaccination |

All FEI registered Horses intending to compete at FEI Events (including CIMs) must be vaccinated against Equine Influenza in accordance with these VRs. The exception being if the applicable domestic legislation prevents the use of Equine Influenza vaccines within the relevant territory

### EXAMINATION ON ARRIVAL. FEI 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 and micro-chip ID (where present), their vaccination status and general health. To protect all horses attending events, any Horse with a questionable health status concerning 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. FEI Veterinary Regulations Article 1033, Table 2

All Horses will be assessed for their 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 by the Inspection Panel will not be permitted to compete.

### LIMB SENSITIVITY EXAMINATION. FEI Veterinary Regulations Article 1034

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.

## EQUINE ANTI-DOPING AND CONTROLLED MEDICATION PROGRAMME (EADCMP). FEI Veterinary Regulations, Chapter VI

### SAMPLING. FEI VETERINARY REGULATIONS ARTICLES 1057 AND 1058

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. Refer to Chapter VI, paragraph 3 for details of fees relating to Equine and Human Anti-Doping program (EADCMP), which OCs/NFs have the right to charge to the athlete (applicable for all FEI events worldwide).

### ELECTIVE TESTING. FEI VETERINARY REGULATIONS ARTICLES 1056

Elective Testing may be carried out 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.

# HUMAN ANTI-DOPING

Athletes can be tested at any FEI Event, by the FEI or by other Anti-Doping Organisations with Testing jurisdiction. Organisers will have the responsibility to provide facilities and staff/volunteers to facilitate such Testing if requested by the FEI as outlined in article 22.3 of the FEI’s Anti-doping Rules for Human Athletes (ADRHA).

The ADRHA rules are published on the FEI website at <http://www.fei.org/content/anti-doping-rules>.

# ADDITIONAL INFORMATION

## INSURANCES AND NATIONAL REQUIREMENTS

Equestrian sports involve inherent dangerous risks. To the greatest extent permitted by law, the FEI and the FEI Event Organiser shall NOT be liable for any damages relating to loss of property or injury of any kind to Athletes, Owners, Support Personnel or Horses at or in connection with an FEI Event and the FEI expressly excludes all such liability.

### ATHLETES, OWNERS AND SUPPORT PERSONNEL

* + 1. **Personal Accident and Health Insurance**

It is your responsibility as an Athlete/Owner/ Support Personnel to ensure that you have adequate personal accident insurance in place to cover your participation at FEI Events and in particular to insure against any personal injury or medical expenses arising from an accident, injury or illness which may occur at a FEI Event.

You should check with your National Federation to confirm if your National Federation’s insurance policy (if any) covers personal accidents and/or illnesses which may occur when you are attending/participating in FEI Events.

If your National Federation does not have a personal accident/health insurance policy or if the National Federation’s insurance policy does not cover personal accident or health claims, then you should obtain your own personal accident and health insurance policy to cover your attendance/participation at FEI Events.

* + 1. **Personal Property Insurance**

You should also ensure that you are insured against property loss, theft or damage which may occur at an FEI Event.

Again, the advice is to check with your National Federation to confirm if they have an insurance policy in place which would cover you in case of such property loss, theft or damage. If not, then you should obtain your own personal property insurance to cover such situations.

### ATHLETES AND OWNERS

* + 1. **Third Party Liability Insurance**

As an Athlete/Owner you are personally responsible for damages to third parties caused by you, your employees, Support Personnel, your agents or your Horses. You are, therefore, strongly advised to take out third-party liability insurance providing full coverage in relation to FEI Events at home and abroad, and to keep the policy up to date.

The FEI and the Organiser will NOT be responsible for any damage caused to third parties by you, your employees, Support Personnel, your agents or your Horses.

* + 1. **Additional Liability Information**

|  |
| --- |
| Space for organiser to include reference to National Laws when necessary |

* + 1. **Horse Insurance**

As an Owner you should ensure that your Horses are adequately insured against any injuries or illnesses they may sustain while participating at a FEI Event.

|  |
| --- |
| Space for organiser to include reference to National Laws when necessary |

## PROTESTS/APPEALS

To be valid, all Protests and Appeals must be made in writing and accompanied by a deposit of CHF 150.- or equivalent.

Protest and appeal forms are available on the FEI website:

Protests: <http://www.fei.org/sites/default/files/FEI%20Protest%20Form.pdf>

Appeals: <http://www.fei.org/sites/default/files/FEI%20Appeal%20Form.pdf>

## DISPUTES

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

## MODIFICATION TO SCHEDULE

In exceptional circumstances, together with the approval of Chefs d'Equipe, host NF delegate, if any, and the Ground Jury, the Organiser may change the schedule in order to clarify any matter arising from an omission or due to unforeseen circumstances. Any such changes must be notified to all athletes and officials as soon as possible and they must be reported to the FEI Secretary General by the Technical Delegate.

## ADDITIONAL INFORMATION FROM THE OC

|  |
| --- |
| Space for organiser to include any additional information |

# Prize Money

**IMPORTANT**

The amount of money distributed for this Arena Cross Country competition is at the discretion of the Organising Committee, however the principle of this Competition is a demonstration class and should not be considered a high level Competition.

The total amount of prize money shown for each Competition in the schedule must be distributed. (FEI General Regulations articles 127 and 128)

The value of the 1st prize must not exceed 1/3 of the total prize money distributed for the competition. The minimum number of prizes offered for each competition must be allocated on the basis of one prize for every commenced four Athletes, with a minimum of five prizes.

DEDUCTIONS FROM PRIZE MONEY AT COMPETITIONS:

Full details of any deductions from prize money must be outlined in the schedule. This includes government taxes. If it is necessary for Organisers to deduct such taxes, they must provide participants with an official form indicating the amount of tax deducted.

The tax form must be provided to the athletes upon arrival and returned to the Organiser prior to departing.

|  |
| --- |
| Space for organiser to include details if necessary |

# ANNEXES

1. **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.

|  |
| --- |
| **FEI ID1:**  Name\*:  First Name\*:  E-Mail\*:  Access Rights\*:  Admin2  Consult3  **Events4:** |
| **FEI ID1:**  Name\*:  First Name\*:  E-Mail\*:  Access Rights\*:  Admin2  Consult3  **Events4:** |
| **FEI ID1:**  Name\*:  First Name\*:  E-Mail\*:  Access Rights\*:  Admin2  Consult3  **Events4:** |
| 1 If already have an FEI user account.  2 Provides you the required access to manage entries and substitutions and download entries/lists.  3 You are just able to consult and download the entries/lists.  4 Leave the field blank if the user deals with the entries of all events in the show.  **\* Mandatory Fields** |