



**FEI™**

# DRESSAGE

## Schedule Guidelines

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## INTRODUCTION

Dear National Federations,

The FEI Dressage department is very pleased to provide you with the FEI Dressage Schedule Guidelines.

The aim of these Guidelines is to help you with the process of completing the Dressage Schedules, while ensuring the coherence of all versions of the Draft Schedules until their final approval.

Here below you will find some general guidelines to follow and more specific ones corresponding to the chapters of the Dressage Schedule.

Some screenshots have been used as examples, in order to facilitate the process.

We hope that you will find these guidelines useful and we thank you for your continued collaboration.

Please Note: all screenshots are displayed as examples only.

Should you have any questions or difficulties regarding the FEI Dressage Draft Schedules, please do not hesitate to contact the FEI Dressage Department: [dressage@fei.org](mailto:dressage@fei.org)

## FEI KNOWLEDGBASE

Further guidance for Event Organisers can be found on the FEI Knowledgebase platform – Event Organisers Guide <https://knowledgebase.fei.org/index.php?>

## GENERAL

- 1) Please always use the last updated version of the draft schedule template for FEI approval. (Available on the FEI website).

**This template must be received locked and protected, otherwise it will not be accepted.**

- 2) Please use a color/highlighter for every modification you make in the schedule when an update is necessary as soon as the schedule is already approved and published.

## FEI SCHEDULE – DRESSAGE

### I. DENOMINATION OF THE EVENT

- Every category of the event must be in relation with the FEI Calendar.

Please check that all your categories listed in the schedule match with the ones approved on the FEI Calendar: <https://data.fei.org/Calendar/Search.aspx>

Aachen	GER	05/12/2024	08/12/2024	CDIY, CDIJ, CDIP, CDIch-A
São Paulo SP (D)	BRA	05/12/2024	08/12/2024	CDI3*, CDI1*
Werribee VIC (A)	AUS	05/12/2024	08/12/2024	CDI-W LF (A,M), CDI3* (A), CDIU25 (A), CDIY (A), CDIJ (A), CDIP (A), CDIch-A (A)
Dehli - Chhatarpur (A,D)	IND	05/12/2024	08/12/2024	CDI1* (A)
Ocala, FL (WEC)	USA	11/12/2024	15/12/2024	CDI-W, CDI3*, CDI2*, CDI1*, CDIAm, CDIYH, CDIU25, CDIY, CDIJ, CDIP, CDIch-A

- If a category is not listed and needs to be added or if one needs to be removed, please send a Calendar Form modification from your respective NF to the FEI in due time by contacting the FEI Calendar department ([calendar@fei.org](mailto:calendar@fei.org)).

### II. GENERAL INFORMATION

- Please make sure that the members of the organizing committee and the Event Director are correctly listed for the event, as we may be able to contact them directly if needed.

## III. OFFICIALS

➤ Panel of officials (Please refer to the FEI Dressage Rules for the correct level):

## V. OFFICIALS

Please note that the schedule has been approved under the provision that all appointed Officials have successfully passed the on-line FEI Competency Evaluation Test, and that the appointed VSM fulfils the requirement of being listed as Level 1 OV before the start of the event.

	Panel	Function	FEI ID	Name	NF	Level
1	Ground Jury	President	10026159	Kristi Wysocki	USA	3/YH
		Member	10053540	Stephen Clarke	GBR	4/YH
		Member	10000045	Peter Storr	GBR	4/YH
		Member	10033233	Cesar Torrente	COL	3/YH
		Member	10093684	Sandy Hotz	USA	3/YH
		Member	10184216	Heidi Berry	USA	3/YH
		Member	10052580	Carlos Lopes	POR	3/YH
		Member	10102853	Marlena Gruca Rucinska	POL	3/YH
		Member	10029478	Omar Zayrik	MEX	2/YH
	Foreign Judge		10052562	Ulrike Nivelte	GER	4/YH
2	Foreign Technical Delegate	Foreign Technical Delegate				
3	Chief Steward	Chief Steward	10087868	Lisa Gorretta	USA	4
4	Assistant Stewards	Assistant Steward	10296657	Jon Kreitz	USA	1
		Assistant Steward	10102965	Ann Sterling Hart	USA	1
		Assistant Steward	10107107	Leslie-Anne Kennedy	CAN	1
5	FEI Veterinary Delegate	Veterinary Delegate	10052867	Emily Sandler Burtness	USA	4
		Additional Veterinary Delegate				
	FEI Veterinary Commission	Veterinary Commission President				
		Foreign Veterinary Delegate				
		Veterinary Commission Member				
6	Veterinary Services Manager / Treating Veterinarian	Veterinary Services Manager	10087266	Mark Donaldson	USA	2
		Permitted Treating Veterinarian (one for every 200 horses)	10087266	Mark Donaldson	USA	
		Permitted Treating Veterinarian (one for every 200 horses)				
7	Doctor/Medical Service	Doctor/Medical Service		Berwyn Fire Co., Michael Baskin	USA	
8	Farrier	Farrier		John Sachaczanski	USA	
9	NF Delegate	NF Delegate (if applicable)				

## IV. INVITATIONS

- General Regulations, Dressage Rules, and if applicable the FEI Dressage World Cup™ Rules and FEI Dressage Nations Cup™ Rules.

## VI. INVITATIONS

Number of NFs invited:	16
State which NFs are invited:	GBR, BEL, ESP, ITA, SUI, POR, POL, DEN, AUT, FRA, NED, GER, THA, IND, IRL
Reserve NFs:	All - upon request and according to availability - mail to <a href="mailto:laure@pec-lemans.com">laure@pec-lemans.com</a>
Total Number of athletes:	
CDI3*:	40
CDI2*:	25
CDI1*:	40
CDIU25/CDIY/CDIJ:	15
CDICh/CDIAm:	10
CDIP:	25
Number of home athletes:	
CDI3*:	8
CDI2*:	4
CDI1*:	6
CDIU25/CDIY/CDIJ:	6
CDICh/CDIAm:	4
CDIP:	5
Number of athletes per NF:	2 per category
Number of horses per athlete:	CDI3*: 2, other: 1 (2 horses can be allowed if less than 5 couples are entered in the category in order to respect the minimum break between two horses for a rider). Request to <a href="mailto:laure@pec-lemans.com">laure@pec-lemans.com</a>

Athletes are invited by the Organiser through their NF.

One (1) groom per athlete.

## V. ENTRIES

### 1. ENTRY DATES and FEES:

**Nominate entries:** Must be stated for Championships and Games only.

**Definite entries:** These entries must be made at the latest four (4) days preceding the beginning of the Event. These represent the final selection of Athletes and Horses that may participate to the Event.

**Last substitution date and time:** The OC must state in the Schedule the latest date for substitution of Horse(s) and Athlete(s).

**Entry Fee:** Please complete the amount. If there is not, it should be notified clearly.

#### Deadlines for entries

Definite Entries: 29/04/2024

Last date for substitutions: 14/05/2024 (not later than 2 hours before the first horse inspection)

Entries have to be in accordance with the FEI Dressage Rules and the FEI General Regulations.

**Entry fee per horse:** CDI-W EUR 550,-  
CDI3\* EUR 550,-  
CDI1\* EUR 500,-  
CDICh/CDIP/CDIJ/CDIY/CDIU25/CDIYH EUR 450,-

**VAT:** n/a

**Total fee per horse:** CDI-W EUR 550,-  
CDI3\* EUR 550,-  
CDI1\* EUR 500,-  
CDICh/CDIP/CDIJ/CDIY/CDIU25/CDIYH  
EUR 450,-

## 3. ADDITIONAL FEES/CHARGES BY THE ORGANISING COMMITTEE:

### 3.ADDITIONAL FEES/CHARGES BY ORGANISING COMMITTEE:

All other fees must be listed hereunder with the details of the amounts to be charged and approved by the FEI. (refer to FEI Dressage Rules) Only fees approved by the FEI and listed in the approved Schedule can be charged by the Organiser.

EADCMP Fee:

Included in compulsory entry fee  Not included in compulsory 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 CIM)

Stabling fee per horse:	included
Manure disposal:	EUR 40,-
Hay:	EUR 20,-
Straw:	EUR 15,-
Shavings:	EUR 25,-
Health/customs documents per horse:	EUR 40,- (if requested by the Athlete).
Lorry Parking:	n/a per lorry (if requested by the Athlete).
Electricity hook-up:	EUR 120,- per lorry (if requested by the Athlete).
Tack Box:	EUR 250,-
Training Horse:	EUR 350,-
Fixed stables additional fee:	EUR 70,- (limited availability)
Earlier arrival/additional day of stabling :	EUR 55,-

Charging of electric cars is not allowed at the venue



## VI. TIMETABLE

➤ Please provide a timetable as complete as possible:

## VIII. TIMETABLE

**Competitions must not start before 08:00 and must not finish after 23:00 unless prior approval is granted by the FEI.**

**The current edition of Dressage Tests at the date of the show will be used and all tests must be ridden from memory.**

<https://inside.fei.org/fei/your-role/organisers/dressage/tests>

	Day	Date	Time
• <u>Opening of stables</u>	Monday	13/05/2024	12:00
<u>Examination in arrival, time slot 1</u>	Monday	13/05/2024	12:00 – 19:00
<u>Examination in arrival, time slot 2</u>	Tuesday	14/05/2024	08:00 – 13:00
• <u>Horse Inspection</u>	Tuesday	14/05/2024	15:30
• <u>Declaration of Starters</u>	Not later than one (1) hour after the horse inspection.		
• <u>Draw:</u>			
01 - 08	Tuesday	14/05/2024	19:00
09 - 15	Wednesday	15/05/2024	19:00
16 - 23	Thursday	16/05/2024	19:00
24 - 28	Friday	17/05/2024	19:00
• <u>Sound Check:</u>			
CDI-W, CDIU25	Thursday	16/05/2024	20:00
CDIP, CDIJ, CDIY, CDI1*	Friday	17/05/2024	20:00
• Freestyle Music has to be uploaded to your FEI Performance Dashboard. <a href="https://performancedashboard.fei.org/">https://performancedashboard.fei.org/</a> Upload will be open from 02/05/2024 until 2 hours before sound check			

Competitions CDICH:	Day	Date	Time	Prize Money
01 Children Preliminary B	Wednesday	15/05/2024	not before 08:00	N/A
09 Children Team	Thursday	16/05/2024	not before 08:00	N/A
24 Children Individual	Saturday	18/05/2024	not before 08:00	N/A
<b><u>Total Prize Money</u></b>				<b>N/A</b>
<b><u>Prizes in Kind</u></b>				yes

Competitions CDIP:	Day	Date	Time	Prize Money
02 Pony Riders Team	Wednesday	15/05/2024	follows 01	N/A
10 Pony Riders Individual	Thursday	16/05/2024	follows 09	N/A
25 Pony Riders Freestyle	Saturday	18/05/2024	follows 24	N/A
<b><u>Total Prize Money</u></b>				<b>N/A</b>
<b><u>Prizes in Kind</u></b>				yes

## VII. COMPETITION DETAIL

### 1. COMPETITION

➤ Please refer to the Dressage Rules.

## IX. COMPETITIONS DETAIL

**FIRST DAY: Wednesday** \_\_\_\_\_ **DATE: 15/05/2024**

### COMPETITION No 01

Test: FEI Children Preliminary B  
Number of horses per athlete: 2  
Open to: All Athlete/Horse combinations entered  
Draw/Art: Art 417.3.1.  
Prize money: prizes in kind

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### COMPETITION No 02

Test: FEI Pony Riders Team  
Number of horses per athlete: 2  
Open to: All Athlete/Horse combinations entered  
Draw/Art: Art 417.3.1.  
Prize money: prizes in kind

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### COMPETITION No 03

Test: FEI Juniors Team  
Number of horses per athlete: 2  
Open to: All Athlete/Horse combinations entered  
Draw/Art: Art 417.3.1.  
Prize money: prizes in kind

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### COMPETITION No 04

Test: FEI Young Riders Team  
Number of horses per athlete: 2  
Open to: All Athlete/Horse combinations entered  
Draw/Art: Art 417.3.1.  
Prize money: prizes in kind

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### COMPETITION No 05

Test: FEI Intermediate II  
Number of horses per athlete: 2  
Open to: All Athlete/Horse combinations entered  
Draw/Art: Art 417.3.1.  
Prize money: prizes in kind

\* \* \* \* \*

## VIII. ANNEXES

### 1. FEI ENTRY SYSTEM

- Please add at least one person with FEI ID and full contact details that will have access to the FEI Entry System, as ADMIN right.
- There is also the possibility to have only a CONSULT right for some members of the organizing committee. If so, you need to indicate it.
- In case the person does not have a FEI ID, the FEI might be able to create it for him/her, providing you enter a valid Email Address.

#### 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 ID<sup>1</sup>:** 10086344  
**Name\*:** WENCZEL  
**First Name\*:** Walter  
**E-Mail\*:** office@horse-events.at  
**Access Rights\*:**  Admin<sup>2</sup>  Consult<sup>3</sup>

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**FEI ID<sup>1</sup>:** 10053219  
**Name\*:** Szabó  
**First Name\*:** Krisztina  
**E-Mail\*:** sz.kriszta.unikornis@gmail.com  
**Access Rights\*:**  Admin<sup>2</sup>  Consult<sup>3</sup>

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**FEI ID<sup>1</sup>:**  
**Name\*:**  
**First Name\*:**  
**E-Mail\*:**  
**Access Rights\*:**  Admin<sup>2</sup>  Consult<sup>3</sup>

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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>\*)</sup> Mandatory Fields