

# Implementation of the FEI Online Invitation System for Jumping Guidelines – FEI Jumping Rules – Annex V



**FEI™**  
**JUMPING**

**1st Edition published 31 January 2021,  
Updates effective 1 May 2023**

<b>1. EVENT</b> .....	<b>3</b>
1.1. Event week .....	3
1.2. Event quota - Calculation of quota.....	3
1.3. Compulsory information related to the Event .....	3
1.3.1. Deadlines .....	3
1.3.2. For all Events .....	3
1.3.3. Events part of a Tour .....	4
1.4. Events with specific conditions .....	4
<b>2. INVITATIONS AND ATHLETE PARTICIPATION</b> .....	<b>5</b>
2.1. Section 1: Compulsory invitations .....	5
2.1.1. Timeline for compulsory invitations .....	5
2.1.2. Confirmation of compulsory invitations .....	5
2.1.3. Filling the quota of compulsory invitations.....	6
2.2. Section 2: Home Athletes selected by the Host NF .....	6
2.2.1. Timeline for entries of home Athletes selected by the host NF.....	6
2.2.2. Entries of home Athletes selected by the host NF .....	6
2.2.3. Filling the quota of home Athletes.....	6
2.3. Section 3: OC Invitations .....	6
2.3.1. Percentage of OC Invitations .....	6
2.3.2. Timeline for OC Invitations.....	6
2.3.3. Confirmation of OC Invitations.....	6
2.4. Section 4: FEI Wild Card Invitations .....	6
2.5. Section 5: Timeline for Declaration of Horses .....	6
2.5.1. Declaration of number of Horses.....	6
2.5.2. Declaration of name of Horses.....	7
2.6. Section 6: General .....	7
2.6.1. Invitations for Tours.....	7
2.6.2. Additional Athletes to fill up the stables .....	7
2.6.3. Additional Athletes for small/medium tour levels.....	8
2.6.4. Closing date for entries .....	8

# 1. EVENT

## 1.1. Event week

For the purpose of the FEI online Invitation System, Events are grouped according to the week in which the Event begins, each week starting on Monday. The time zone used for the purpose of the FEI online Invitation System is Greenwich Mean Time (GMT).

## 1.2. Event quota - Calculation of quota

For each quota, the precise number of Athletes to be invited will be calculated based on the quota percentage in relation to the total maximum number of Athletes that may be invited as established by the NF/OC in the Schedule. If the calculation yields a fraction, a rounding rule will be applied to round the calculated value to the nearest integer (0.1 to 0.4 is rounded down, 0.5 to 0.9 is rounded up).

If, after applying the rounding rule the total number of calculated real Athletes is **above** the overall maximum number of Athletes that may be invited, the following will be applied until the number of calculated real Athletes reaches the maximum number of Athletes that may be invited:

1. the calculated real number of Athletes for the OC invitations quota will be rounded down, regardless of whether the fraction was 0.1 to 0.4 or 0.5 to 0.9.
2. the calculated real number of Athletes for the host NF quota will be rounded down, regardless of whether the fraction was 0.1 to 0.4 or 0.5 to 0.9.
3. the calculated real number of Athletes for the Longines Ranking invitation quota will be rounded down, regardless of whether the fraction was 0.1 to 0.4 or 0.5 to 0.9.

If, after applying the rounding rule the total number of calculated real Athletes is **below** the overall maximum number of Athletes that may be invited, the following will be applied until the number of calculated real Athletes reaches the maximum number of Athletes that may be invited:

1. the calculated real number of Athletes for the Longines Ranking invitation quota will be rounded up, regardless of whether the fraction was 0.1 to 0.4 or 0.5 to 0.9.
2. the calculated real number of Athletes for the host NF quota will be rounded up, regardless of whether the fraction was 0.1 to 0.4 or 0.5 to 0.9.
3. the calculated real number of Athletes for the OC invitations quota will be rounded up, regardless of whether the fraction was 0.1 to 0.4 or 0.5 to 0.9.

## 1.3. Compulsory information related to the Event

The compulsory information related to the Event comprises of art. 1.3.1 through and including art. 1.4.3. This information must also be included in the Schedule.

### 1.3.1. Deadlines

The OC/host NF must provide the FEI with the following compulsory information related to the Event by the Monday 12 weeks before the week of the Event.

For CSI2\* Events added in the FEI Calendar or moved to a date later than the Monday 12 weeks before the week of the Event, the compulsory information related to the Event must be provided with the calendar application or modification form.

### 1.3.2. For all Events

<b>Maximum number of Athletes to be invited</b>	The total number of Athletes will be used to calculate the percentages of invitations to be issued under Sections 1-3 below; the maximum number of Horses that may be
---	---

<b>Maximum number of Horses that may be entered</b>	entered for the CSI must align with the number of Athletes multiplied by the number of Horses per Athlete. If the number of Athletes is not limited (unlimited Event), all entered Athletes are automatically accepted by the Entry System
<b>Maximum number of Horses per Athlete</b>	

**Closing date for entries:** which cannot be earlier than the 3rd Friday prior to the week of the Event, and no later than four days prior to the Event. Refer to 2.6.4 for more details.

If this information is not received by the Monday 12 weeks prior to the week of the Event, the following default values will be applied for the purpose of the FEI online Invitation System:

Max. n° of Athletes to be invited: 50	Max. n° of Horses per Athlete: three (= Max. 150 Horses may be entered)	Closing date for entries: four days before start of Event
---------------------------------------	---	---

### 1.3.3. Events part of a Tour

If and which Events are grouped or if the Events are run as stand-alone Events. Refer to 2.6.1 for more details.

### 1.3.4. Additional Athletes for small/medium tour levels

Number of Athletes and Horses to be entered for the small and/or medium tour levels	Except for Tours, the number of Athletes and Horses for the small/medium tour levels are not included in the number of Athletes/Horses for the CSI. Refer to 2.6.3 for more details.
---	--

### 1.3.5. Changes

After the start of the Athlete selection period, the maximum number of Athletes to be invited and the maximum number of Horses that may be entered (as per 1.3.2) are the only values that can be modified. The number of Horses per Athlete cannot be modified. Modifications can be made until midnight on the 5th Monday prior to the week of the Event. The Maximum number of Athletes to be invited and consequently the Maximum number of Horses that may be entered can only be increased. The increase can be by a maximum of 25% of the original value. If the calculation yields a fraction, a rounding rule will be applied to round the calculated value to the nearest integer (0.1 to 0.4 is rounded down, 0.5 to 0.9 is rounded up).

Notwithstanding the above, should there be extraordinary circumstances impacting the welfare of the horses, other changes may be accepted by the FEI.

## 1.4. Events with specific conditions

### 1.4.1. CSI2\* Open Events

- A. CSI2\* Events added in the FEI Calendar or moved to a date later than 6 weeks prior to the Event must be run as CSI2\* Open Events without Longines Ranking Competitions.

The OC/host NF must indicate whether the number of Athletes is limited in which case the Event will have 20% home Athletes and 80% OC invitations or whether the number of Athletes is unlimited and all entered Athletes are automatically accepted (unlimited Event).

If this information is not received by the deadline described in 1.3.1, the default quota will be 20% home Athletes and 80% OC invitations.

- B. CSI2\* Events added in the FEI Calendar or moved to a date earlier than 6 weeks prior to the Event can be run as regular CSI2\* Events with Longines Ranking Competitions or as CSI2\* Open Events without Longines Ranking Competitions. For CSI2\* Open Events, the OC/host NF must indicate whether the number of Athletes is limited in which case the Event will have 20% home Athletes and 80% OC invitations or whether the number of Athletes is unlimited and all entered Athletes are automatically accepted (unlimited Event).

If this information is not received by the deadline described in 1.3.1, the default quotas for regular CSI2\* Events will be used.

### 1.4.2. Events with overseas air transportation

Events for which the Schedule states that overseas air transportation of Horses will be provided/organised by the OC is, for logistical reasons, authorised to establish the closing date for entries at the earliest on the 4<sup>th</sup> Friday prior to the Event. The invitation system timeline and deadlines described in sections 1.3.5 and 2 will be adjusted accordingly. The start of the Athlete selection period will not change and will remain the same as the other Events of the same week.

The OC must inform the FEI at the latest 12 weeks prior to the start of the Event in the case where they would like to use such early invitation allocation system. It will be up to the FEI to grant or not such request.

### 1.4.3. Tours

For Tours or groups of Events (as per art. 2.6.1.A), the OC is, for logistical reasons, authorised to establish the closing date for entries at the earliest on the 6<sup>th</sup> Friday prior to the week of the Event. The invitation system timeline and deadlines described in sections 1.3.5 and 2 will be adjusted accordingly. The start of the Athlete selection period will not change and will remain the same as the other Events of the same week.

The OC must inform the FEI at the latest 12 weeks prior to the week of the Event in the case where they would like to use such early invitation allocation system. It will be up to the FEI to grant or not such request.

## 2. INVITATIONS AND ATHLETE PARTICIPATION

### 2.1. Section 1: Compulsory invitations

#### 2.1.1 Timeline for compulsory invitations

##### A. Athlete selection period

All Athletes ranked in the applicable Longines Ranking will be able to select a certain number of Events where the CSI Invitation Rules are applicable for which they would like to receive an invitation. The Athlete selection period is open from the 8<sup>th</sup> Tuesday prior to the week of the Event until midnight on the 3<sup>rd</sup> Monday prior to the week of the Event. During this period the Athletes are able to:

- Select up to 5 Events for the given week
- Order those Events by preference
- Edit and/or correct any of their choices
- Delete some/all of their choices

##### B. National Federation confirmation week

National Federations will have one week to review the choices made by their Athletes. During this week National Federations are able to change/adjust the choices of their Athletes and must confirm the final choices for each of their Athletes. The National Federation confirmation week is open from the 4<sup>th</sup> Tuesday prior to the week of the Event until midnight on the 3<sup>rd</sup> Monday prior to the week of the Event.

In the case where an Athlete has not chosen any Event, the National Federation can leave the selection empty or is able to choose and confirm Events on behalf of the Athlete.

##### C. Allocation of invitations

On the 3<sup>rd</sup> Tuesday prior to the week of the event at 00:02 GMT, the invitations will be allocated to Athletes who have selected Events and which have been confirmed by their respective National Federation. The allocation will be done according to the following criteria:

- Athlete's position in the Longines Ranking
- Order of preference of Event choices in the Athlete's selection list
- Available quota for the selected Events

For each Athlete, in descending order of the Longines Rankings, the system will try to allocate an invitation to their first choice. In the case there is a place available for that specific Event the invitation will be allocated accordingly. If there are no more places available for that Event, the system will try to allocate the second choice of the Athlete. If there is a place available, the invitation is allocated accordingly, if there are no more places available at the Event the system will look at the third choice and so on. If none of the choices of the Athlete have been fulfilled, no invitations are allocated to this Athlete as no places were available. This Athlete will still be able to be entered by the National Federation via the regular entry process in either the Home NF or OC quota.

#### 2.1.2 Confirmation of compulsory invitations

All invitations allocated according to the process described above will be immediately confirmed and appear as an accepted entry in the FEI Entry System, immediately visible to National Federations and Organising Committees.

### **2.1.3 Filling the quota of compulsory invitations**

If the quota of compulsory invitations is not filled at the time of Invitation Allocation, the remaining invitations will revert to Section 3: OC Invitations.

If an entry is withdrawn after the allocation of invitations, the place will revert to Section 3: OC Invitations.

## **2.2. Section 2: Home Athletes selected by the Host NF**

### **2.2.1. Timeline for entries of home Athletes selected by the host NF**

Entries for home Athletes must be made through the FEI Entry System between the 8<sup>th</sup> Tuesday prior to the week of the Event until midnight on the 3<sup>rd</sup> Thursday prior to the week of the Event. National Federations will have 3 days after the allocation of compulsory invitations to allocate home Athlete places.

### **2.2.2. Entries of home Athletes selected by the host NF**

The entries of all home Athletes entered by the host NF under Section 2 will be automatically accepted.

### **2.2.3. Filling the quota of home Athletes**

If the host NF cannot fill its quota of home Athletes by midnight on the 3<sup>rd</sup> Thursday prior to the week of the Event, the remaining invitations will revert to Section 3: OC Invitations.

If an entry is withdrawn after the allocation of invitations, the place will revert to Section 3: OC Invitations.

## **2.3. Section 3: OC Invitations**

### **2.3.1. Percentage of OC Invitations**

Athletes invited by the OC may be taken from any position in the Longines Ranking, or may be unranked.

### **2.3.2 Timeline for OC Invitations**

OC invitations will be issued through the FEI online Invitation System from the 8<sup>th</sup> Tuesday prior to the week of the Event up until the closing date for regular entries as indicated in the Schedule. Organising Committees will be able to send invitations via the FEI online Invitation System for Athletes to accept or decline.

### **2.3.3 Confirmation of OC Invitations**

Entries made by National Federations in the OC quota can be accepted or rejected at the discretion of the OC. The OC may, at its discretion, re-issue an unused invitation to the same Athlete or issue it to another Athlete through the FEI online Invitation System. When such invitation is accepted by an Athlete, the National Federation of the Athlete will have to confirm such invitation. After the NF confirmation, the invitation will become an accepted entry in the FEI Entry System.

All Athletes invited under Section 3 whose invitations have been confirmed by their NF will be automatically accepted. OC may at their discretion, accept or reject entries of Athletes made directly by NFs in the FEI Entry System under the OC quota.

## **2.4. Section 4: FEI Wild Card Invitations**

If the FEI wild card invitation(s) is/are not allocated by midnight on the 3<sup>rd</sup> Monday prior to the week of the Event, they will revert to Section 1: Compulsory Invitations. If the FEI wild card invitation(s) is/are withdrawn before midnight on the 2<sup>nd</sup> Monday prior to the week of the Event, the FEI may re-allocate them. If the FEI invitation(s) is/are withdrawn after midnight on the 1<sup>st</sup> Monday prior to the week of the Event, they will revert to Section 2: OC Invitations.

## **2.5. Section 5: Timeline for Declaration of Horses**

### **2.5.1 Declaration of number of Horses**

Athletes invited under Sections 1-4 above must indicate by midnight on the 1<sup>st</sup> Monday prior to the Event, the number

of Horses that they will enter. Should any Athlete fail to indicate the number of Horses that he will enter, a default value of two Horses will be applied. In this case, at the discretion of the OC, the Athletes concerned may be permitted to enter more than two Horses if the Schedule so allows; if an Athlete enters only one Horse he will be liable to reimburse the OC for stabling costs for one Horse. (If the Schedule indicates that maximum one Horse per Athlete may be entered, the default value will be one Horse.)

### **2.5.2 Declaration of name of Horses**

Athletes must indicate the names of the Horses that they will enter at the latest four days prior to the start of the Event. Should an Athlete fail to indicate the name(s) of the Horse(s) they will enter by this deadline, the Athlete's entry will be withdrawn; substitutions must be made in accordance with JRs Art. 251.9.2.

## **2.6. Section 6: General**

### **2.6.1. Invitations for Tours**

Events that are part of Tours (multiple Events run on consecutive weekends at the same venue) at which the number of Athletes to be invited is limited must respect the CSI Invitation Rules.

#### A. Invitation for the entire Tour

OCs of Tours that run over consecutive weeks overlapping from one month to another may use the Longines Ranking established three months prior to the first Event of the Tour for the invitation of Athletes under Section 1 for all Events of the Tour.

In this case, Athletes can only select the whole Tour and cannot choose individual Events that are part of the Tour (for Tours composed of stand-alone Events see Section D).

This system is applied by default to the entire Tour if the OC has not requested the use of one of the below.

#### B. Split of Tour

Events that are part of Tours of at least 4 consecutive weeks can be, on request of the OC, split by group of Events. Each group of Events is composed of at least two consecutive weeks. The OC has the option to manage the groups of Events as per section A above, or to manage one or more groups of Events as per section A and the remaining Events of the Tour as stand-alone Events as per section D below.

Accordingly, Athletes will be invited to the group of Events part of the Tour instead of the entire Tour. Groups of Events may use different Longines Rankings for invitation purposes, depending on the week of the first Event of the Group.

Should an OC choose to apply "Split of Tour" they must inform the FEI and include it in the Event Schedule 12 weeks prior to the week of the first Event of the Tour. The information that needs to be provided is: which Events are grouped and which Longines Ranking applies for each group of Events.

#### C. Applicable quotas

For Tours or groups of Events, the invitations are allocated for the whole Tour or group of Events. If the Tour or group of Events includes Events of different levels over the duration of the Tour or group of Events, the highest Event level of the Tour or group of Events will be used to determine the quota applicable for all the Events of the Tour or group of Events. For example, if the Tour or group of Events comprises of a CSI2\* in the first week, a CSI3\* in the second week and a CSI2\* in the third week, the quotas applicable for the CSI3\* will be applied to all three Events of the Tour or group of Events.

#### D. Tour composed of stand-alone Events

OCs of a Tour can decide to have its Tour managed as stand-alone Events. This means that invitations for the Tour will be distributed on a week by week basis in accordance with section 1-3 above. If the Tour overlaps from one month to another, the FEI online Invitation System will use the Longines Ranking established three months prior to the start of each respective Event of the Tour for the invitation of Athletes under Section 1: Compulsory Invitations for each Event.

Should an OC choose to apply invitations on stand-alone events, they must indicate it to the FEI and in the event Schedule 12 weeks prior to the first Event of the Tour. The OC will have to provide the Longines Ranking number which will apply for each of the Tours.

### **2.6.2. Additional Athletes to fill up the stables**

OCs will be permitted to invite a limited number of additional Athletes if, at the closing of entries, the maximum number of Horses that may be entered has not been reached. The number of additional Athletes may not be higher than 25% of the Maximum number of Athletes to be invited. If the calculation yields a fraction, a rounding rule will be applied to round the calculated value to the nearest integer (0.1 to 0.4 is rounded down, 0.5 to 0.9 is rounded up). If no qualification system for the Grand Prix is foreseen in the Schedule, the OC may not invite additional Athletes in excess of the maximum allowed to take part in the Grand Prix. These additional Athletes are not taken into

consideration for the calculation of the percentages of Athletes to be invited under Sections 1- 3.

### **2.6.3. Additional Athletes for small/medium tour levels**

#### **A. Regular Events (Events not part of a Tour or group of Events (as per art. 2.6.1.A))**

OCs may invite a limited number (exact number to be indicated at the latest by Monday 12 weeks prior to the week of the Event) of additional Athletes for the tour levels that do not contain any Longines Ranking Competitions (also known for example as "small tour", "medium tour"; "bronze tour", "silver tour",... ; named "small/medium tour levels" in this document). Athletes invited only for the small/medium tour levels are not included in the total number of Athletes used for the calculation of percentages for the invitation of Athletes under sections 1-3, and may not participate in any Competitions counting for the Longines Ranking. The number of additional Athletes may not be higher than 20% of the Maximum number of Athletes to be invited. If the calculation yields a fraction, a rounding rule will be applied to round the calculated value to the nearest integer (0.1 to 0.4 is rounded down, 0.5 to 0.9 is rounded up). The Horses of Athletes invited for the small/medium tour levels are not counted in the maximum number of Horses that may be entered for the CSI; if any of the Athletes invited for the small/medium tour levels do not enter the maximum number of Horses permitted per Athlete, the OC may not invite additional Athletes for the CSI to fill the vacant stable places of small/medium tour levels.

#### **B. Events part of a Tour**

OCs will be permitted to invite a limited number of additional Athletes (exact number to be indicated at the latest by Monday 12 weeks prior to the week of the Event) for the tour levels that do not contain any Longines Ranking Competitions (also known for example as "small tour", "medium tour"; "bronze tour", "silver tour", named "small/medium tour levels" in this document). Athletes invited only for the small/medium tour levels are not included in the total number of Athletes used for the calculation of percentages for the invitation of Athletes under sections 1-3, and may not participate in any Competitions counting for the Longines Ranking. The number of additional Athletes for the small/medium tour levels may not be higher than 50% of the Maximum number of Athletes to be invited. If the calculation yields a fraction, a rounding rule will be applied to round the calculated value to the nearest integer (0.1 to 0.4 is rounded down, 0.5 to 0.9 is rounded up). The Horses of Athletes invited for the small/medium tour levels are included in the maximum number of Horses that may be entered for the CSI; if any of the Athletes invited for the small/medium tour levels do not enter the maximum number of Horses permitted per Athlete, the OC may invite additional Athletes to fill the vacant stable places of small/medium tour levels as per art. 2.6.2.

### **2.6.4. Closing date for entries**

The closing date for regular entries cannot be earlier than the 3rd Friday prior to the week of the Event, and no later than four days prior to the Event.

For all CSI2\*/CSI3\*/CSI4\*/CSI5\* Events where the number of Athletes is not limited and all entered Athletes are automatically accepted (unlimited Events), the closing date for regular entries cannot be earlier than the 3rd Friday prior to the week of the Event, and no later than four days prior to the Event.