

A. Introduction

These guidelines have been created to provide event organisers with a structured framework for the World Cup competitions. They aim to streamline the organizational process, enhance the competition experience, and prioritize the welfare of horses and drivers. These guidelines encompass every aspect of event management, from logistics to media coverage, to ensure that driving competitions meet the highest standards of equestrian sport and captivate both participants and spectators.

B. Organisational Details

1) Route Description, Contact Information and Accommodations :

- Provide a clear route description and contact information for the OC for smooth navigation and communication.
- Consider booking rooms in the same hotel for grooms and drivers to facilitate coordination.
- Ensure the entire team can attend meals at the same location whenever possible.
- Offer a shuttle service from stables to the hotel, available for up to 2 hours after the prize-giving ceremony.

2) Stables and first Horse Inspection:

- Group drivers' stables together.
- Ensure stables are accessible at least 24 hours before the first Horse Inspection.
- Communicate the time, place, and order for the horse inspection in the FEI Schedule.
- Publish the Running Order for the First Horse Inspection.

3) Driver's meeting / Draw

- Decide on the time and place for the draw, preferably 30 minutes after the horse inspection concludes.

List of important information that should be communicated to drivers during the meeting:

- Time allowed in the first warm-up arena.
- Time allowed in the second warm-up arena.
- Expected start time for course building.
- Expected start time for the course walk.
- Actual start time of the competition.
- Confirmation of whether the first competition consists of one or two rounds, and whether it's the same course for both rounds or different.
- Information on prize-giving, specifying whether it's for all drivers or just the top three.
- Clarification on press conferences, specifying if there will be one for both competitions (one and two), or only for the second competition (World Cup), and whether it's for all drivers or just the top three.

C. Training, Warm-Up, and Prize-Giving Ceremony

1) Warm-Up Arena:

- Ensure the warm-up arena can accommodate a minimum of 6 four-in-hand teams.
- Determine and communicate the warm-up schedule for training days between other classes.
- Allow a minimum of 30 minutes (or 60 minutes ideally) of warm-up time before competitions.

2) Driver Introduction :

- Decide whether all drivers should enter the arena together for introductions to the public or if they should follow a starting order. One approach is to have the first driver enter last, remaining in the arena until the competition begins. This can add excitement and anticipation for spectators.

3) Competition time table

- Please arrange the driving competitions to accommodate the well-being of both horses and drivers. Keep in mind that four-in-hand teams require at least 2 hours after the competition to cool down and care for the horses. Ideally, schedule the Driving competitions to conclude before 22:00 hrs. As per the FEI Driving World Cup Rules, Art. 7.1.1, in principle, competitions should not start later than 10.30 pm to allow proper rest periods overnight for competing horses.
- If there is an additional day between the first competition and the World Cup competition, it's advisable to consider organizing an extra event, such as a top-score competition

4) Prize Giving Ceremonies:

- Determine the number of drivers who will participate in both the 1st competition and the FEI World Cup prize giving ceremonies. Consider recognizing the top performers and perhaps the best home driver.
- Schedule sufficient time for the prize-giving ceremony (minimum 20 minutes).

5) Press Conference Attendance:

- We recommend inviting the Top 3 drivers along with the best home driver to the press conference. Their insights and experiences can enhance media coverage and engage the audience.

D. Course, course building/walk

1) Course Walk for Drivers:

- Allow drivers to walk the course for approximately 30 minutes (with a minimum of 15 minutes) the first time.
- For Competition 2, the course walk time is a minimum of 15 minutes.

2) Arena familiarisation with Horses:

- Permit drivers to enter the arena with their horses at least once after the course building. This allows them to inspect the arena layout and get their horses accustomed to the environment.

3) Sound and Communication:

- Install microphones on the bridge for clear sound during TV broadcasts and live commentary.
- Consider providing microphones or headsets to drivers and navigators for effective communication during the event.

4) Obstacle Decorations:

- Be mindful that decorations in the marathon obstacles can obstruct the view for judges and photographers.
- Opt for low decorations around the base of obstacle elements to maintain visibility while adding visual appeal.

5) Surface Preparation Time:

- Build in sufficient time (minimum of 5 minutes) between two rounds to prepare the surface (e.g., grooming the arena) for optimal performance.

E. Competition

1) Lighting and Atmosphere:

- Create a dim lighting effect on the crowd to enhance the stage theatre feeling. This adds to the overall atmosphere of the event.
- Ensure that letters on obstacles are large and visible to the public. For example, use red panels with big letters fixed onto obstacle elements.

2) Press coverage

- Set up a safe, designated photographers area in the corner of the arena. Consult with the Course Designer on the location to ensure safety.
- Consider displaying driver head shots, names of the Driver and grooms and name of the Horses as possible on the screen before each driver starts.

3) Music:

- The Organizing Committee (OC) collaborates with their music partner to select suitable music.
- Music plays when the driver enters the arena.
- Change the music when the judge rings the bell or when the driver crosses the start line.
- Lower the music volume while the driver is navigating the marathon obstacles.
- Consider having different music cues for clear rounds or when a winning score is achieved to enhance the overall experience.

4) Scoring

- For the 1st Round, display time plus penalty points with faults in brackets.
- In the Drive-Off, the score starts from zero. Display time and penalty points for the Drive-Off.

Should you have any question regarding these guidelines or the organisation of FEI Driving World Cup™ events, please contact Aude.Barby@fei.org