

**To: All National Federations organising the FEI World Challenges**  
**From: FEI Solidarity Department**  
Pages: 14  
Date: 8 February 2023  
**Re: NF Responsibilities and Administration of the FEI World Challenges**

Dear National Federations,

This document is intended as a reminder of the key responsibilities linked with the organisation of the FEI World Challenge series.

You will also find processes to be followed prior, during and after each competition.

As an organising NF, it is your responsibility to follow these various processes and make sure that the rules of each series are applied.

#### **A. Pre-Competition Responsibilities:**

**Application:** in accordance with the rules, NFs are responsible for sending in the corresponding application duly completed with the dates, venue and officials appointed for each respective competition. Should some information still be pending, the competition will be added to the online platform with the details provided on the application.

- ⇒ If the **dates** are not yet confirmed, the competition will appear with the status "Draft" and fictitious date of 31 December, until the dates are confirmed.
- ⇒ If the **officials** have not been confirmed, it is the responsibility of the NF to confirm their names at least 2 months prior to the competitions as stated in the rules.

Any changes must be provided as soon as possible, prior to the competition.

**Appointment of Officials:** the organising NF must appoint the officials in accordance with the rules and inform the FEI preferably at the time of the application or at the latest two months prior to the competition.

- ⇒ Once the officials have been appointed, it is the responsibility of the NF/OC to make all travel and accommodation arrangements. It is strongly recommended that all parties agree upon daily fees (per diem) prior to the competition in order to avoid any issues and to plan the required budget.

**OC / NF Relationship:** NFs must coordinate with each competition's Organising Committee to make sure the competition is organised in accordance with the rules. The NF must provide the OC with all the relevant documents (rules, checklists, course plans for Jumping, dressage tests for Dressage, etc.) pertaining to the organisation of the competition(s).

All documents can be found and downloaded on the FEI website under the corresponding season:

- ⇒ FEI Jumping World Challenge: <https://inside.fei.org/fei/disc/fei-world-challenge/jumping>
- ⇒ FEI Dressage World Challenge: <https://inside.fei.org/fei/disc/fei-world-challenge/dressage>
- ⇒ FEI Vaulting World Challenge: <https://inside.fei.org/fei/disc/fei-world-challenge/vaulting>
- ⇒ FEI Eventing World Challenge: <https://inside.fei.org/fei/disc/fei-world-challenge/eventing>
- ⇒ FEI Driving World Challenge: <https://inside.fei.org/fei/disc/fei-world-challenge/driving>
- ⇒ FEI Para Dressage World Challenge: <https://inside.fei.org/fei/disc/fei-world-challenge/para-dressage>

**Communication:** NFs must communicate to the Athletes all information relevant to the competition, including the rules, the programme, and the entry conditions (i.e.: athlete/horse eligibility, entry fee if any, stabling conditions if applicable, etc.) and deadline(s) - OCs/NFs may decide to set other deadlines, but at the latest, definite entries must be made the day prior to the competition. This information should be available on the NF's website.

**Platform Administration - Entries:** All NFs taking part in the Challenge series have appointed a Challenge IT Platform Administrator. This person is in charge of:

- 1) Creating Athletes and Horses' Profiles
- 2) Updating Athletes and Horses' Registration
- 3) Managing Competitions' Entries
- 4) Uploading Competitions' Results\* – *Post Competition*

When the set Entry Deadline (definite entries minimum 1 day prior to the competition) as communicated to the Athletes has passed, the Administrator will have to follow the procedure step by step as described in the Annex.

*\* Results management are not yet available on the IT Challenge Platform for the Vaulting, Eventing, Driving and Para Dressage FEI World Challenges;*

*consequently, the information will be provided by using the corresponding Score & Result sheets available on the corresponding SEASON page where all documents pertaining to the organisation of the series are published and available for download (ex: "Season 2023").*

**IMPORTANT:** It is the responsibility of the NF to make sure that ALL combinations entered for each competition are eligible in accordance with the rules. Failure to comply will result in the combination's **disqualification**.

❖ **FEI Jumping World Challenge:**

- 3.1 The three categories are open to all athletes from the beginning of the year in which they reach their 14<sup>th</sup> birthday for Categories A, B, & C.
- 3.2 A **horse** may compete with only **ONE Athlete**, in only **ONE Category** throughout the FEI Jumping World Challenge during **the same year**.
  - *Consequently, a Horse cannot change Athlete and/or Category from one competition to another. Ex: Competition 1 - Horse "Handcock" is ridden by Athlete "John Doe" in Category A, this horse can ONLY compete in **Category A** with "**John Doe**" for Competitions 2 and 3. See art. 3.4 as well.*
- 3.3 An athlete may ride in all 3 Categories with 3 different horses. In addition to his Individual results, if an athlete competes in more than one Category only the results of the highest Category will count for the Team ranking (see Art. 8.4).
- 3.4 **Horses** cannot be ridden by more than **one athlete** in **one Category** throughout the FEI Jumping World Challenge during the same year. Athletes may ride more than one horse in a category but the results of only one horse will count. This horse must be declared before the first round of the first Competition in which the athlete takes part. The athlete must complete the official FEI Declaration Form sign it and submit it to the OC. The OC must in turn submit this to the PGJ – all forms must be signed and submitted before the start of the competition. A copy of the form (with both signatures) must be submitted to the FEI with the results. The declared horse must be ridden first in all rounds of all Competitions. The results obtained with the other horses will not count towards the final standings.
  - *"The declared horse must be ridden first in all rounds of all Competitions", consequently if an Athlete competes with only one Horse in Competition 1 Category A, but competes with two Horses in Competition 2 Category A, his declared horse will be the one ridden in Competition 1. The horse ridden in the first round of the first Competition in which the Athlete takes part is automatically considered as the declared horse.*

3.5 Athletes having participated at more than 3 International Jumping events (this includes Senior Regional/Continental Games & Championships/WEG/OG) in competitions at 1.35m and higher in the same year are not allowed to compete.

An athlete that has NOT competed at the above mentioned level since more than 3 years is allowed to compete in the FEI Jumping World Challenge again.

This restriction does not apply to Juniors and Young Riders.

Other restrictions may apply based on National Federation's participation criteria. Athletes must consult the National regulations for such restrictions.

### 3.11 **Category A, B and C:**

An athlete/horse combination eliminated in one competition of the Category A, B or C may start in the other competitions of the same Category.

An athlete/horse combination eliminated in the 1<sup>st</sup> round of any competition, is NOT allowed to start in the 2<sup>nd</sup> rounds of the competition.

### Foreign Athletes from another Challenge NF:

#### 3.9 .....

Foreign Athletes from another Challenge NF or from a 'non-Challenge' NF may compete in the FEI Jumping World Challenge under the conditions of Art. 101.2, FEI General Regulations. **Foreign Athletes may only compete for their country of sport nationality, and cannot be a member of the host country's team.**

- *Foreign Athletes can only be entered in the platform by the FEI upon receipt of their respective NF permission as per the rules. NFs/OCs are therefore responsible to make sure athletes provide permission before accepting their entry.*

### Other relevant articles:

Also, refer to articles 1.9, 3.6 and 3.7.

❖ **FEI Dressage World Challenge:**

2.3 The Competition is open to the following age groups from the 1<sup>st</sup> January of the year in which they reach their 16th or 12th birthday:

FEI Intermediate I	-	16 yrs of age and above
FEI Prix St-Georges	-	16 yrs of age and above
FEI Challenge Senior II	-	16 yrs of age and above
FEI Challenge Senior I	-	16 yrs of age and above
FEI Challenge Youth	-	12 yrs to 16 yrs of age

2.7 The Challenge Competition is open to all Horses and ponies of any origin provided they have successfully passed the Veterinary Inspection. From this point forth, both Horses and ponies will be referred to as 'Horses' and therefore can be ridden in all categories by Seniors or Juniors.

Horses may compete if they are a minimum of:

- 5 years of age for the Senior I Class
- 6 years of age for the Youth and Senior II Classes
- 7 years of age for the PSG and Intermediate I Classes.

The age is counted from 1<sup>st</sup> January of the year of birth in the Northern hemisphere and 1st August for Southern Hemisphere.

2.9 Any **Athlete/Horse combination** that has competed at any FEI Events (**CDIs, Regional Games and/or Senior Regional Championships**) in tests higher than Intermediate I is not permitted to participate in any of the Challenge classes. This only applies to Athlete/Horse **combinations**, therefore an Athlete can compete using another Horse and a Horse can be ridden by another Athlete (refer to 2.12).

Other restrictions may apply based on National Federation's participation criteria. Athletes must consult the National regulations for such restrictions.

2.10 Any **Athlete or Horse** that has participated in an Olympic Games, an FEI World Equestrian Games and/or Senior European Championships is no longer eligible to compete in the Challenge.

2.12 An Athlete or Horse is allowed to start **maximum twice** in the Challenge classes, ... *see full article for possible starting options.*

Foreign Athletes from another Challenge NF:

2.6 Foreign Athletes from another Challenge NF or from a 'non-Challenge' NF may compete in the Dressage World Challenge under the conditions of Art. 101.2, FEI General Regulations. However, permission to take part will only be granted if the quota of 40 places is not reached. **Foreign Athletes may only compete for their country of sport nationality, and cannot be a member of the host country's team.**

- *Foreign Athletes can only be entered in the platform by the FEI upon receipt of their respective NF permission as per the rules. NFs/OCs are therefore responsible to make sure athletes provide permission before accepting their entry.*

❖ **FEI Vaulting World Challenge:**

- 1.4 The FEI WCHA-V event is open to athletes from the 1st January of the year in which they reach their 12th birthday. There are no maximum restrictions on the age of Athletes.
- 1.5 A Lunger must be at least 18 years of age to compete in The FEI Vaulting World Challenge. There are no maximum restrictions on the age of Lungers and may be of a different nationality to the Vaulters.
- 4.4 The FEI WCHA-V event is open to all Horses of minimum 7 years old provided they have successfully passed the Veterinary Inspection.
- 4.6 Any Vaultler that has participated in FEI World/Continental Championships in Individual and/or Pas-de-Deux is no longer eligible to compete in the Challenge.
- 4.7 It is the responsibility of the National Federation to select the participants (Horses / Athletes) for the FEI WCHA-V event in strict accordance with the participation rules above and make sure that Athletes and Horses comply with these rules.
- 4.8 National Federations are responsible to declare that their athletes have the experience required to take part in the Level in which they have been entered and that their performances entirely satisfy the standards.
- 4.10 A Vaultler is allowed to start **once** in an Individual and **once** in a PDD and is **not** allowed to start in a national competition held at the same event.

Foreign Athletes from another Challenge NF:

- 4.2 Foreign Athletes from another Challenge NF or from a 'non-Challenge' NF may compete in the Vaulting World Challenge under the conditions of Art. 101.2, FEI General Regulations. **Foreign Athletes may only compete for their country of sport nationality.**
  - *Foreign Athletes can only be entered in the Vaulting Challenge upon receipt of their respective NF permission as per the rules. NFs/OCs are therefore responsible to make sure athletes provide permission before accepting their entry. A copy of the permission letter must be sent to the FEI prior to the beginning of the competition. If an athlete will be competing in a*

*Foreign country for an entire season and therefore taking part in several competitions, ONE letter is sufficient.*

Other relevant articles:

2.3 **All Vaulters** per level **performing on the same Horse** enter the arena together. No one else may enter the arena (refer to 4.11/2.1).

2.4 All tests must be performed on the **same Horse** with the **same Lunger**. Once the Competition has started, a Horse or a Lunger may not be replaced. The Horse may go to the right or to the left, in canter or walk depending on the test being shown.

❖ **FEI Eventing World Challenge:**

2.6 Age of Horses:

- All Horses + Ponies (refer to Art. 3.11) of **6 years of age** and over can compete in **ALL Categories** with **any Athlete**.
- All Horses + Ponies (refer to Art. 3.11) of **5 years of age** can compete in **Category A** with **Athletes of 18 years of age or older**.
- All Horses + Ponies (refer to Art. 3.11) of **4 years of age** can compete in **Categories B & C** with **Athletes of 18 years of age or older**.

3.2 Age of Athletes:

- **Categories B & C** are open to Athletes of **12 years old and above**.
- **Category A** is open to Athletes of **14 years old and above**.

3.3 Starting possibilities:

i. Athlete/Horse Combinations:

- Closed to any Athlete/Horse combination that has competed at any FEI Events (this includes Senior Regional/Continental Games & Championships/WEG/OG).
- Only Athlete/Horse combination that competed and successfully completed FEI Events of 1\* or 2\* level may NOT be allowed to compete in the FEI Eventing World Challenge if they have not participated at this level for more than 3 years. (This only applies to Athlete/Horse combinations, therefore an Athlete can compete using another Horse and a Horse can be ridden by another Athlete).
- An Athlete/Horse combination may only start ONCE per Category during the same year.
- An Athlete may compete with the same Horse in all 3 Categories but NOT at the same show (ideally following the progression).

ii. Athletes:

- Any Athlete that has participated in an Olympic Games, an FEI World Equestrian Games and/or Senior European Championships is no longer eligible to compete in the Challenge.
- An Athlete may compete in all 3 Categories with 3 different Horses during the same show.
- An Athlete may compete with maximum 3 Horses in the same Category. If an Athlete rides more than one horse in the same Category, only the score of one horse will count for the Rankings (National/Regional/World). This horse must be declared before the beginning of the competition and must be ridden first (refer to Article 3.4).

iii. Horse:

- Any Horse that has participated in an Olympic Games, an FEI World Equestrian Games and/or Senior European Championships is no longer eligible to compete in the Challenge.
- A Horse may compete in only one Category with only one Athlete during the same show.

Foreign Athletes from another Challenge NF:

3.7 .....

Foreign Athletes from another Challenge NF or from a 'non-Challenge' NF may compete in the FEI Jumping World Challenge under the conditions of Art. 101.2, FEI General Regulations. **Foreign Athletes may only compete for their country of sport nationality, and cannot be a member of the host country's team.**

- *Foreign Athletes can only be entered in the platform by the FEI upon receipt of their respective NF permission as per the rules. NFs/OCs are therefore responsible to make sure athletes provide permission before accepting their entry.*

Ponies:

3.11 **Ponies:**

A pony or small horse NOT registered as a pony may compete in any FEI event as a horse. The rules for the category of event then apply as per the age of the equine and the athlete.

A pony registered as a PONY, can participate in Pony classes and in other FEI events at the discretion of the OC, however in such cases the age of the athlete must comply with the FEI Pony riders rules (no adults).



Participation in Cross Country Course:

8.1 .....

Categories A & B: If more than 4 obstacles/fences down in the Jumping Course Athlete/Horse combination may **NOT** start in the Cross = Elimination.

❖ **FEI Driving World Challenge:**

4.3. Age of Athletes

Categories A, B and C are open to all athletes from the beginning of the year in which they reach their 12th birthday.

4.4. Age of Grooms

- Category A, B and C :
  - Athletes between 12 years old and 17 years old included must have one Groom of at least 18 years of age on the carriage.
  - Athlete of 18 years and above must have one groom of at least 14 years of age on the carriage.

4.5. Age of Horses/Ponies:

- All Horses + Ponies of 5 years of age and over can compete in Category C with any Athlete.
- All Horses + Ponies of 6 years of age and over can compete in Category B and A with any Athlete.

4.6. Participation restrictions:

i. Athletes:

- Any Athlete that has participated in a CAI2\* or above is no longer eligible to compete in the Challenge.
- Only Athletes that have successfully completed in a National Driving event, Category C or CAI1\* may start in category B and A.
- An Athlete may compete in Category B and C during the same show with the same turnout, unless the Horse/Pony is 5 years old.
- An Athlete may compete with a maximum of 2 turnouts in the same Category. If an Athlete competes with more than one turnout in the same Category, only the score of one turnout will count for the Rankings (National/World). This turnout must be declared before the beginning of the first competition and must start first.

ii. Horse/Pony:

- A 5 years old Horse/Pony may only compete once in the C category at the same show.
- A 6 years old Horse/Pony and above may only compete in three competitions during the same day.
- Category A Horses/Ponies may only start once per day.
- A Horse/Pony may compete with 2 Athletes maximum, provided the Horse does not compete more than the allowed participations as per above.

Please refer to the point 3 of the Organisers' Guide.

4.7. Athletes driving more than one turnout in the same Category must complete the official FEI Declaration Form (available to download on the FEI Website, i.e. <https://inside.fei.org/fei/disc/fei-world-challenge/Driving>), sign, and submit it to the OC. The OC must in turn submit the signed and completed Declaration Forms to the FEI appointed official before the start of the first competition. A copy of the form (with both signatures) must be submitted to the FEI with the results. The declared turnout must be driven first in all Competitions. The results obtained with the second turnout will not count towards the FEI Driving Challenge World Rankings.

4.10 .....

Foreign Athletes from another Challenge NF or from a 'non-Challenge' NF may compete in the FEI Driving World Challenge under the conditions of Art. 101.2, FEI General Regulations.

- *Foreign Athletes can only be entered in the platform by the FEI upon receipt of their respective NF permission as per the rules. NFs/OCs are therefore responsible to make sure athletes provide permission before accepting their entry.*

4.12. If, in the opinion of the FEI appointed official, a turnout proves unsafe to continue, the official may eliminate the turnout and the combination will not be allowed to continue. If the Horse/Pony is entered with another Athlete, it is allowed to start. If the Athlete is entered with another Horse/Pony, they are allowed to start.

❖ **FEI Para Dressage World Challenge:**

- 1.5 A FEI WCHA-PED Event is open to athletes from the 1<sup>st</sup> January of the year in which they reach their 14<sup>th</sup> birthday. There are no maximum restrictions on the age of athletes.
- 1.6 Athletes competing at a FEI WCHA-PED Event must have been Nationally Classified. Otherwise, they must be classified on site by the appointed Classifiers at the FEI WCHA-PED Event at which they intend to compete.
  - 1.6.1 Athletes classified at an FEI WCHA-PED Event, under the FEI Para Equestrian Classification Rules, will hold an equivalent classification to a National Classification, and that classification is valid to compete in FEI WCHA-PED Events only.
- 4.2 Foreign Athletes from another Challenge NF or from a `non-Challenge` NF may compete in the FEI Jumping World Challenge under the conditions of Art. 101.2, FEI General Regulations. Foreign Athletes may only compete for their country of sport nationality, and cannot be a member of the host country's team.
  - *Foreign Athletes can only be entered in the platform by the FEI upon receipt of their respective NF permission as per the rules. NFs/OCs are therefore responsible to make sure athletes provide permission before accepting their entry.*
- 4.4 The FEI WCHA-PED event is open to all horses and Ponies of minimum six (6) years old of any origin provided they have successfully passed the Horse Inspection. From this point forth, both horses and ponies will be referred to as "horses".
- 4.6 Any athlete that has participated in CPEDI3\* or above is no longer eligible to compete in the FEI WCHA-PED.

**B. NF/OC Responsibilities During the Competition:**

**Organisation:** each OC/NF is responsible for the organisation of the competition in accordance with the rules.

The OC must go through the relevant checklist(s) to make sure everything is ready on the day of the competition, starting with the arrival of the Athletes/Horses for the Vet Inspection to their departure after the prize giving ceremony.

The NF/OC must Complete and Compile all documents that will need to be returned to the FEI after the competition (checklist, show information, results, reports, horse declaration forms, team declaration forms, etc.).

### **C. Post-Competition Responsibilities:**

**Platform Administration - Results:** Once the competition is over, the OC/NF must provide the results of each class/category to the Challenge Platform Administrator. It is then the Administrator's responsibility to **input** these results onto the platform – VALIDATION IS DONE BY THE FEI.

In order to avoid "human errors" when inputting the results on the platform, we strongly recommend for Administrators to process their results using the Excel/CSV files and import the results directly on the platform rather than entering them "manually". The procedure to import results from a CSV file is described in the Annex.

**IMPORTANT:** It is the responsibility of the NF to make sure that ALL results recorded/inputted in the platform have been cross-referenced with the official results signed by the FEI Officials and that they correspond at 100% (Jumping: Penalties and times / Dressage: Marks and Percentage, etc.).

**Post-Competition Documents:** The NF is responsible for collecting all the documents as required in the rules and to submit them to the FEI within the allocated time (**no later than 14 days after the competition**).

**IMPORTANT:** The FEI will only validate the results on the platform upon receipt of all the required documents:

#### Jumping Challenge:

- ⇒ One copy of the competition programme.
- ⇒ Copy of the results signed by the official Judges
- ⇒ Horse Declaration Forms for athletes that ride more than one horse in the same Category. These forms must be signed by the athlete and the Foreign Judge (or President of the Ground Jury)
- ⇒ FEI Judge's report + FEI Vet Delegate's Report
- ⇒ Photographs of the competition
- ⇒ Press clippings relating to the competition
- ⇒ Show information document completed and signed
- ⇒ For Competition 3 Category A ONLY: Expense Claim – FEI Contribution towards FJ Travel and Per Diem (as per the rules) with justifications

Dressage Challenge:

- ⇒ One copy of the competition programme.
- ⇒ Copy of the results signed by the official Judges
- ⇒ FEI Judge's report + FEI Vet Delegate's Report
- ⇒ Photographs of the competition
- ⇒ Press clippings relating to the competition.
- ⇒ Show information document completed and signed
- ⇒ Checklist for the Organiser
- ⇒ Expense Claim – FEI Contribution towards PGJ Travel and Per Diem (as per the rules) with justifications

Eventing Challenge:

- ⇒ One copy of the competition programme
- ⇒ Copy of the results signed by the official Judges
- ⇒ Horse Declaration Forms for athletes that ride more than one horse in the same Category. These forms must be signed by the athlete and the Foreign Judge (or President of the Ground Jury)
- ⇒ President of the Ground Jury's report + FEI Foreign TD's report (with supporting documents) + FEI Vet Delegate's Report
- ⇒ Photographs of the competition
- ⇒ Press clippings relating to the competition.
- ⇒ Show information document completed and signed
- ⇒ Checklist for the Organiser
- ⇒ Expense Claim – FEI Contribution towards Foreign TD Travel and Per Diem (as per the rules) with justifications

Vaulting Challenge:

- ⇒ One copy of the competition programme
- ⇒ Copy of the results signed by the official Judges
- ⇒ FEI Judge's report + FEI Vet Delegate's Report
- ⇒ Photographs of the competition
- ⇒ Press clippings relating to the competition.
- ⇒ Show information document completed and signed
- ⇒ Checklist for the Organiser
- ⇒ Expense Claim – FEI Contribution towards FJ Travel and Per Diem (as per the rules) with justifications

Driving Challenge:

- ⇒ One copy of the competition programme
- ⇒ Copy of the results signed by FEI Appointed Official and/or Judge
- ⇒ Turnout Declaration Forms for athletes that drive more than one horse/pony in the same Category. These forms must be signed by the athlete and FEI Appointed Official and/or Judge
- ⇒ FEI Appointed Official's report + FEI Vet Delegate's Report
- ⇒ Photographs of the competition
- ⇒ Press clippings relating to the competition.
- ⇒ Show information document completed and signed
- ⇒ Expense Claim – FEI Contribution towards FEI Appointed Official Travel and Per Diem (as per the rules) with justifications

Para Dressage Challenge:

- ⇒ One copy of the competition programme
- ⇒ Copy of the results signed by the official Judges
- ⇒ FEI Chief Classifier's report + FEI Foreign Judge's report + FEI Vet Delegate's Report
- ⇒ Photographs of the competition
- ⇒ Press clippings relating to the competition.
- ⇒ Show information document completed and signed
- ⇒ Checklist for the Organiser
- ⇒ Expense Claim – FEI Contribution towards Chief Classifier & FJ Travel and Per Diem (as per the rules) with justifications