



EQUESTRIAN

MANUAL OF ADMINISTRATIVE PROCEDURES XXIV CENTRAL AMERICAN GAMES AND CARIBBEAN 2023

Revised May 27th, 2023

(Please see changes and inclusions marked in yellow)

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1. Competition Venue

The XXIV Central American and Caribbean Games sub-venue Santo Domingo 2023, will take place in the facilities of the Palmarejo Equestrian Center (disciplines of Dressage, Jumping and Eventing) from June 24th to July 5th, 2023. **The facilities will open no earlier than June 15th 2023 and will be closed to all participants on July 9th, 2023**, this by phytosanitary provisions of the Dominican Republic government.

Palmarejo Equestrian Center, located in Santo Domingo, Dominican Republic, built in 2003 as the venue for the XIV pan American Games Santo Domingo 2003, with an approximate distance to the hotels of 15.8 Kms, with estimated travel time for transit one (1) hour.

Palmarejo has 144 boxes, veterinary clinic, clubhouse, indoor arena, training arenas for Dressage and a separate Jumping training arena and the main competition arena. A total new cross-country course in the same venue.

Average maximum temperature 31 degrees Celsius and Average minimum temperature of 24 degrees Celsius.

Tack shops, Food services, cafeteria, food trucks and VIP area will be offered.



Deadline for arrival to the venue:

Eventing: June 22nd, 2023

Dressage: June 23rd, 2023

Jumping: June 29th, 2023

2. Areas of training

The rings and arenas of practice and the obstacles for practice will be available for the athletes in the venue according to the Program. Riding outside of the rings and arenas and designated areas outside of the scheduled times is not allowed. The Training Areas will be controlled by Stewards.

There will be 3 dressage arenas for practice, one Indoor Arena, one Jumping ring, and a cross country.

3. Responsibility

The Organizing Committee declines any responsibility of damage to property, pecuniary damage, that can happen to Visitors, athletes, grooms and owners of horses, due to mild negligence of the Organizing Committee, their delegates or assistants.

The Organizing Committee also declines any responsibility for theft, fire or other incidents.

When making the final entries each Athlete declares that he/she has taken note of the Program and the exclusion of responsibilities as established in the Program and that the Athlete is in agreement expressly. All the athletes are required to sign the liability release of Responsibilities and the Chef d 'Equipe are obliged to present this form to the Secretary upon arrival.

4. Insurance

All Chefs d 'Equipe, Team Leaders, Athletes, Owners, Trainers, Team Veterinarians and their companions are personally responsible for damages to third parties' persons caused by themselves, their employees and/or grooms, their agents or their horses.

The Organizing Committee, Federación Dominicana de Deportes Equestres, Inc. will not be responsible for any damage caused by the Athletes, their horses, officers of the National Federations, their grooms or their representatives.

5. Medical Services, Vets and blacksmith

Blacksmith Services will be available at the venue from the 18th of June of 2023 until the 6th of July of 2023. These services will be by account of the athlete.

Mr. Enrique Gomez Su (MEX) has been appointed as the official Blacksmith.

A Complete Vet Clinic will be available for the horses.

Veterinarians, doctors, paramedics and ambulance will always on site for any emergency.

6. Service for equines

The opening of the venue will be on June 15th 2023. All services that will be provided at the venue, will start on that date and they will conclude the 9th of July of 2023.

7. Horse Water, Feeding and Bed

The horses will be provided water for human consumption, purified water.

There will be availability of grass bales or bales of hay, grains, concentrated feed, supplements and bedding, which will be imported and of superior quality for the horses that compete in the three disciplines represented in the Games.

The cost of the "All-inclusive package" is of \$125.00 (hundred twenty-five Dollars) by horse, per day. The stay of the horses will be calculated from the day the horse arrives at the venue, until the day that they leave the venue.

The payment should be made in favor of the Federacion Dominicana de Deportes Ecuestres INC. The Payments should be by made by Banks transfer, or Cash Deposits. Full payment will be required two weeks prior to the opening of the venue June 1st.

No horse will be allowed to leave the venue with pending balance.

Bank information for payment:

Beneficiary: Federacion Dominicana de Deportes Ecuestres, Inc.

Bank Name: Deutsche Bank, AG (Correspondent Bank) of Banco Popular Dominicano

Bank Address: Frankfurt AM, Main-Swift DEITDEFFXXX

IBAN #: BPD SWIFT BPDODOSX

Account #: 758281380

Currency: US dollars

Please use in reference the name of the National Federation.

Payments should be advised to the following emails:

fedecuestrerd@gmail.com

zoisant@gmail.com

info.federacionecuestre@gmail.com

fddepalmarejo@gmail.com

The following products are included in the package:

- Bed of Wood Shavings: First bedding included and one additional bag per horse per day will be included, additional will be available for sale.
- Forage: ½ bale (5kg approx.) daily of grass Timothy either Premium Alpalha Chaffhaye will be included (extra will be available for sale)
- Feed: 7 pounds daily by horse of Triple Crown Senior and Triple Crown Complete this is the brand that will be available.

As a reference Triple Crown Senior is equivalent to Performix-Cavalor and Triple Crown Complete is equivalent to Red Mills Competition 10 and 12.

- The Organizing Committee will loan the following items:
 - 2 buckets for water per horse US\$15.00
 - 1 bucket for food per horse US\$15.00
 - By teams 1 wheelbarrow US\$190.00 and 1 (pitch) fork (fork for cleaning the stalls) US\$26.00

These will be delivered to each chef d 'Equipe and will be expected back prior to the horses departing the venue. If items are missing, NF's will be charged based on the prices mentioned above.

Feed and shavings will be provided at Palmarejo Equestrian Center. Orders should be made through the show office, and stable manager will deliver to the stalls. Orders or requirements should be made before 12 pm to receive the same day before 5 pm.

In case of horse allergies or special requirements please specify with sufficient time prior to arrival in order to be able to coordinate especial requirements.

8. Tack Stalls

The Organizing Committee will provide Boxes as tack room to storage the equipment and saddlery by country or NF.

Pyro positive horses will be stable separately, and transported separately from the airport to the venue. NF's must declare or inform prior to the arrival. There will be a separated designated area for gazing horses if needed.

9. Reserve horses:

Reserve horses will be stable with the team.

10. Lodging Hotel and Foods

The XXIV Central American and Caribbean Games sub-venue Santo Domingo 2023, will provide accommodation to Athletes, Chef d'Equipe, Veterinarians one per team, coach one per team with the following Specifications:

The Organizing Committee only covers the lodging from the day before of the veterinary inspection until the day after the conclusion of each discipline. It is essential that each Federation confirms the date of entry and exit of its athletes in order to obtain the preferential rate, in the hotel, during the days not covered by the Organizing Committee. The list shall be sent to the Organizing Committee. Please contact Mrs. Johanna Reyes (809) 820-9744 either to the mail, info.federacionecuestre@gmail.com fedecuestre@gmail.com

In addition to the athletes, each country may register: 1 Chef d'Equipe and 1 trainer for each discipline, 1 team veterinarian, 1 groom per horse. If any country requires to register a blacksmith, it must apply to the Organization of the Games through its NOC. In all cases, the number of team officers in a delegation may not exceed 40.

10.1 Hotel for Dressage, Jumping and Eventing

Athletes, Chef d'Equipe, Veterinarians and trainers will be booked in the following

Dominican Fiesta Hotel Santo Domingo

- Address: Av. Anacaona 101, Santo Domingo
 - Phone: (809) 562-8222
 - Distance to Palmarejo Equestrian Center: 15.7 Kms, 47 min.
- https://www.ihg.com/holidayinn/hotels/us/en/santo-domingo/sdgex/hoteldetail?cm_mmc=GoogleMaps-_-HI-_-DO-_-SDQEX

The Organizing Committee will be in charge of the transportation of the Officials and participants from the hotel to the competition venue. There will be buses leaving from the hotel to the venue and back in intervals of time. Buses and shuttles will leave every 30 minutes from 6 am until 11 pm.

The Organizing Committee has blocked single rooms in the Dominican Fiesta Hotel, so the riders don't have to share rooms.

The reserve rider can also reserve at the same hotel at his own expense.

Families and friends can also book a reservation at their own expense at the same hotel or Holiday Inn Hotel.

Holiday Inn Santo Domingo:

- Address: Av. Abraham Lincoln 856, Santo Domingo 10148
- Phone: (809) 621-0000
- Distance to Palmarejo Equestrian Center: 15.1 Kms 40 min.

https://www.ihg.com/holidayinn/hotels/us/en/santo-domingo/sdqex/hoteldetail?cm_mmc=GoogleMaps--HI--DO--SDQEX

10.2 Contact for Lodging, Hotel

The contact person for the accommodation of the National Delegations and for accompanying persons of the delegations for your reservations with preferential rates, please contact: Mrs. Johanna Reyes (809) 820-9744 to the following email address: info.federacionecuestre@gmail.com, fedecuestre@gmail.com

The suggested airport is Las Americas International Airport, distance from the center of Santo Domingo is 33 KM.

11.Meals

The foods of the athletes, Chef d 'Equipe, vets one by team, coach one by team, will be provided by the Organizing Committee of the XXIV Central American and Caribbean Games sub-Sede Santo Domingo 2023, as follows:

- 6:00 am – 8:30 am Breakfasts available in the Hotel and Palmarejo Equestrian Center
- 11:30 am – 2 pm Lunch available: Palmarejo Equestrian Center
- 6:30 pm – 9:30 pm Dinner available: Palmarejo Equestrian Center

There is going to be available a Cafeteria and a food trucks area for different options that can be purchased at rider own cost at the venue.

12. Grooms, Accommodations and Meals

The meals and accommodations for the grooms (a groom per horse) will be provided by the Organizing Committee of the XXIV Central American and Caribbean Games sub-sede Santo Domingo 2023, starting the day of arrival to the venue, and until the day that the Venue closes July 9th, 2023. Accommodation for the grooms will be available in the facilities of the Palmarejo Equestrian Center.

Grooms will have an area for resting and for eating near the rooms.

13. "VIP ZONE"

Different VIP zones will be available:

Jumping Competition:

2 VIP Tent with tables of 10 persons. Tables must be reserved and prepaid, tables will be reserved in the order of reception of the payments.

NF's that wish to send a list and reserve can do so as well, evidence of payment. must be submitted.

Prices per person US\$150.00 per day, for a full table US\$1,500.00.

The Jumping VIP Tent will be available for a total of four (4 days) of competition including familiarization day.

Detailed information of what is included in the VIP Tent and layout of the VIP tent will be provided in a separate flyer. Bracelets will be provided.

Eventing and Dressage:

For eventing and dressage there will be two different areas for Seating:

Terrace, tables of 4 persons U450.00 per person

Picnic, tables of 4 persons US\$35.00 person

A VIP Tent are might be open for eventing and dressage depending on the demand of tables.

All payments of VIP tables must be done to the following account:

Beneficiary: Federacion Dominicana de Deportes Equestres, Inc.

Bank Name: Deutsche Bank, AG (Correspondent Bank) of Banco Popular Dominicano

Bank Address: Frankfurt AM, Main-Swift DEITDEFFXXX

IBAN #: BPD SWIFT BPDODOSX

Account #: 758281380

Currency: US dollars

Reference: Incluir Nombre y NF's

14. Security in the stables

The following security rules must follow:

- Only people who are accredited can enter the stables area in accordance with the FEI rules.
- Smoke is strictly forbidden in all the areas of the stables.
- Open fires (eg: stoves to camp) are strictly prohibited.
- Only the necessary amount food can be stored in the stables.
- No person will be allowed to stay in the stables during the evening.
- Those that do not comply with the previous regulations of security, will be fined.
- No alcohol inside the stables.

15. Procedures for the arrival of the Horses

- The arrivals of the horses will be scheduled with the Organizing Committee.
- The Horses will not be able to land without authorization of the Organizing Committee.
- The horses at the airport will be expedited by the local authorities DIRECCION GENERAL DE GANADERIA (DIGEGA), the passport and microchip will be confirmed at the airport.
- Horses will be transported in appropriate horse trailers. Mr. Frank Losada isabelamxp@gmail.com (1-829-925-4972), is the person in charge of coordinating the horse transport.
- There is a cost for the import process:
US\$156.00 per horse plus US\$539.00 per airway bill, for a total US\$695.00 this amount has to be paid by each NF no latest than June 6th, 2023 to the account of the Dominican Equestrian Federation included in this manual in the VIP section.
 - **There is a cost for the export of the horses of US\$390.00 per horse, this amount has to be paid before departure to the account of the Dominican Equestrian Federation.**





- Horses will be escorted from the airport to the venue, so they take the minimum possible time and are not held in traffic.
- Pyro positive horses will be transported separately.
- The Horses will be stabled by country at the venue. There are a total of 144 boxes available in the facilities.
- The Horse's Passport and Veterinary documents -including health certificate- will be handed over to the Veterinary Officer immediately upon arrival of the horses at the Venue.
- The inspection of the horses will be conducted at the Venue.
- Passports will not be returned until all debts with the office of the Central Americans Games are settled.

16. Transport of the Horses

These are the procedures that will be used for the temporary Import and return of the horses that will participate in the Games.

- Temporary import of horses is required.
- Disembarkation and release of the horses in the point of income the International Airport of The Americas in the city of Santo Domingo customs.
- Temporary import of equipment and saddlery.
- National transportation of the horses, will be available, from the Las Américas International Airport to the Palmarejo Equestrian Center that will function as the quarantine facilities for the games.
- Return of the equines and its equipment and saddlery to the country of origin.

Las Americas International Airport is considered as the point of arrival from the equines to Santo Domingo for the Games.

The National Federations must communicate and coordinate the arrival date of the horses to the Importer and the ORGANIZING COMMITTEE, BY LESS THAN 10 TEN DAYS IN ADVANCE, for the Importer to coordinate with the Ministries of Finance, Agriculture and Livestock, the National Directorate of Customs and with the DIRECCION GENERAL DE GANADERIA (DIGEGA) the arrival of the horses to the country.

These requirements or Sanitary Import Protocol have been sent by the DIGEGA to the Olympics Committees of each country through the Commission of the XXIV Central Americans Games. This protocol was also included in the Technical Manual.

The Certificate of Health has to have registered each horse Microchipped number, upon arrival, the official DIGEGA veterinarians will verify that the horses have the corresponding Microchipped number.

With a minimum of 10 days before of the arrival of the horses, the following information's, shall be sent to:

chatisimo2014@gmail.com

info.federacionecuestre@gmail.com

isabelamxp@gmail.com , dramos@reid.com.do

- Name of the National Federation
- Name of the Country
- Place of shipment of the Horses
- Type of transport
- Schedule date of arrival and departure
- Data of the Exporter appointed by each Committee or Delegation.

All horses must have a MICROCHIP, since DIGEGA will verify it upon arrival as part of the import inspection. All horses must present a passport issued by the International Equestrian Federation (FEI).

The horses will leave the airport after clearing customs directly to the Palmarejo Equestrian Center, venue of the competition and approved quarantine point, in horse trailers coordinated by the Organizing Committee.

In Santo Domingo, the horses import animal health requirements were established especially for this event, with the aim of ensuring the health of the horses that participate in the three equestrian disciplines.

A detailed packing list, shall be sent, including the number and description of each one the equipment and saddlery. The cost of the formalities of import and of export of the equines, should be cover by each delegation.

17. What is Not allowed and allowed to be transported with the horses.

Not allowed:

- A. Medicines
- B. Luggage (clothes)
- C. Personal articles of riders, vets, grooms (chaps, boots, booties, helmets)
- D. Equipment for bed stable.
- E. Open containers are not allowed.

Allowed:

- F. Food supplements, can be imported but should be new unopen.
- G. All Horses equipment, tack, saddle, riding mats, blankets.
- H. 2 Bags of Horse food unopened per horse will be allowed.

The necessary documentation for the Import (Certificate animal health of Export, invoice and airway bill) that will be submitted for the approval of customs and sanitary authorities will have to be reviewed and authorized prior to the arrival of the equines.

All the horses and Equipment and saddlery imported must be exported when the Games are finished.

18. Disembarkation and release

At the time of disembarkation, the equines must have the original of the Certificate animal health of Export, issued by the service vet official of the country of origin, in compliance with animal health import requirements, which must be accompanied by an air waybill and invoice.

The Official Veterinary Doctor will verify that the documents are in accordance with the established in the animal health import requirements, and will inspect the horses at the point of entry into the country. It will also be in charge of verifying that the number of Microchipped that it's in the certificate, corresponds with each one of the equines, and later they will enter the horse trailers assigned to transport the horses to the Quarantine point, Palmarejo Equestrian Center.

18.1 Temporary import of equipment

The saddlery and equipment's, tack, will be released together with the horses, and if necessary, they will be reviewed by the Customs Authority, therefore, each trunk must have a precise packing list external that indicates in detail the amount of equipment that contents, and shall show up without lock or provide the keys so an inspection can be made.

18.2 Return of the horses

The Certificate for the return of temporarily imported horses will be issued by DIGEGA. It must be prepared in accordance with the sanitary requirements of the country of origin of the horses before of the date planned the return of the horses.

18.3 Data of the Importer

The formalities of Import Temporary and Return of the horses and their equipment will be handle by DIRECCION GENERAL DE GANADERIA (DIGEGA).

18.4 Consignee

The guides have what to indicate as consignee:

FEDERACION DOMINICANA DE DEPORTES ECUESTRES, INC.

18.5 Accreditations

The accreditations will be necessary to present at all times to be able to enter the restricted areas.

Additional accreditations will be issued at the Venue, for horse owners and other cases that will be seen each case in detail. A form for requesting the accreditations will be sent out to the NF's.

19. Show Office and Stable Manager

Diana Trevino (MEX) will be The Show office Manager and Mrs. Liliana De La Torre (DOM) Show office Member.

Mr. Arturo Abelenda Acevedo (CUB) Will be the stable Manager.

20. Advertising

The competitors are not authorized to carry the logo of his official sponsor nor in the rider uniform neither on the horse equipment. The stewards will be responsible that FEI rules are carried out and that the riders respect it before entering the arena. Competitors who do not obey this norm may not get in to the arena of competition and they can be sanctioned.