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CHAPTER 1 - COMPETITION PLANNING

1. INTRODUCTION

Welcome to the FEI Eventing World Challenge series. This series was created to offer athletes who, under normal circumstances, cannot take part in international competitions due to various factors (travel cost and distances for example), the opportunity to compete internationally without having to leave their own country. The format offers organisers set requirements so that regardless of where the competition is held, event conditions are as consistent as possible to compare World Challenge rankings globally by competition category for each Athlete/Horse combination.

The FEI Eventing World Challenge SERIES may be organised by any member NF of the FEI, except USA, Canada, Australia and New Zealand and the Western European NFs (except for ISL who may organise it).

2. CHOICE OF FEI EVENTING WORLD CHALLENGE CATEGORY

The FEI offers three (3) categories for the World Challenge series. Each NF will have the opportunity to organise Competitions in 3 categories based on their level of activity: Category A (highest level meant as a bridge to the first FEI level of competition), Category B (for Medium level athletes), Category C (for Novice level athletes - an Introduction to Eventing).

The technical level will increase progressively from one Level to the next, allowing NFs to develop the discipline step by step.

Category A, B and C each consist of 1 Competitions organised over ONE day.

3. ATHLETE AND HORSE ENTRY

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.

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.

Entry to Competition

- An entry consists of an Athlete and Horse combination.
- 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).

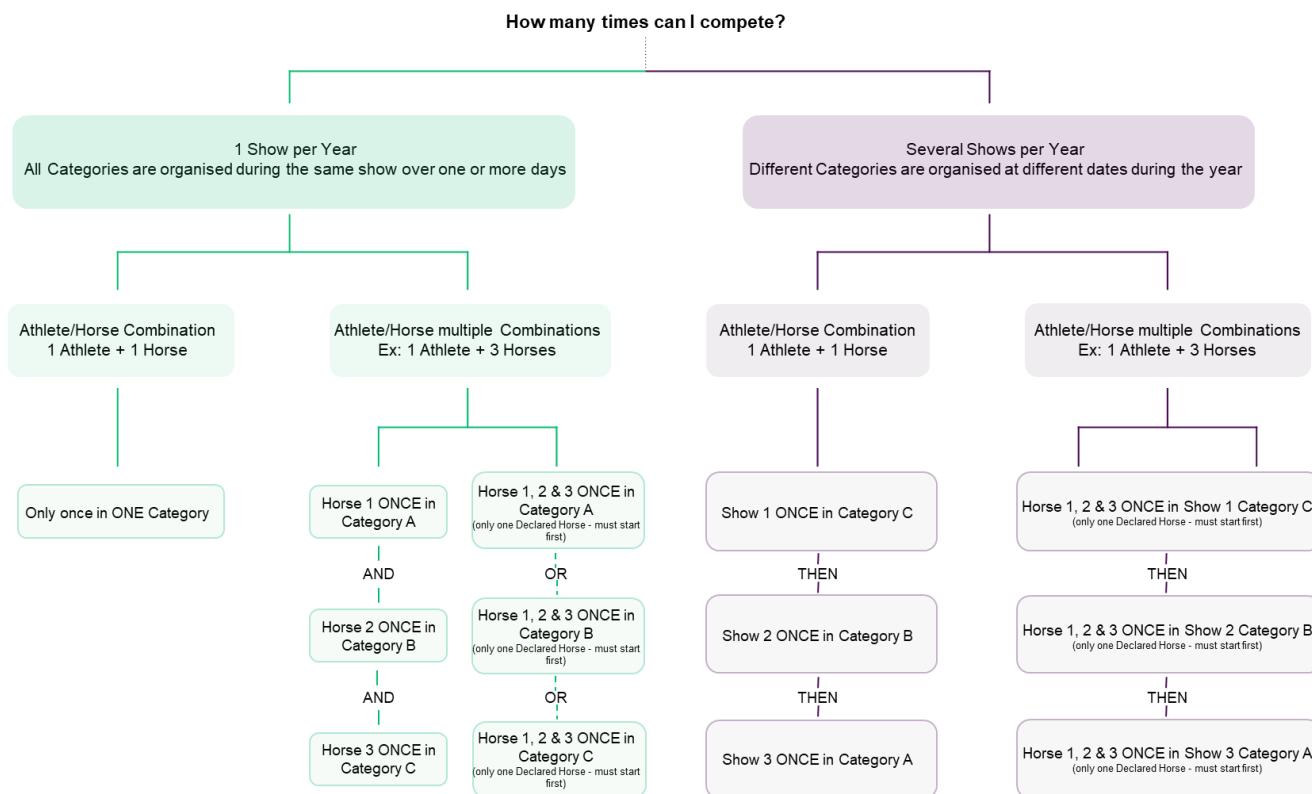
It is the responsibility of the National Federation to select the participants (Horses / Athletes) for the FEI Eventing World Challenge in strict accordance with the participation rules and make sure that Athletes and Horses comply with these rules (Art. 3).



***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).

Decision tree for Horse entry



4. APPLICATION TO FEI EVENTING WORLD CHALLENGE

The first step is for National Federations wishing to organise the FEI Eventing World Challenge to complete the corresponding application form and return it to the FEI within the set deadline (1st December the year prior to the event date).

The application must contain the location, the date(s) and the Category(ies) offered. The FEI Solidarity Department will then create the event on the FEI Challenge IT online platform (<https://worldchallenges.fei.org/>).

The form can be found and completed here: <https://inside.fei.org/fei/disc/fei-world-challenge/eventing>

Complete the form within the deadline and submit to: andreina.wipraechtiger@fei.org.

5. OFFICIALS FOR COMPETITIONS

The required officials for the Competitions are listed in Article 4.4 of the FEI Eventing World Challenge Rules.

It is the responsibility of the NF to appoint the Officials required in accordance with the rules.



Functions:

- FEI Foreign Technical Delegate (TD)
 Official duties include approval of the technical and administrative arrangements for the conduct of the Competition including examinations and inspections of Horses, accommodation of Horses and Athletes, stewarding of the Competition (FEI Stewards not mandatory, NF regulations regarding stewarding is acceptable), liaison with the Chief Medical Officer in regard to the Medical plan as well as the implementation of the Serious Incident Management Protocol.

- Ground Judge Jury
 Official duties include the inspection and approval of the Cross Country and Jumping courses with the Technical Delegate and the Course Designer.
 The judging of the Dressage Test, with the President of the Ground Jury placed at "C" and the Ground Jury Member at "E".
 The Ground Jury will be responsible for the judging of the Jumping Test.
 During Cross Country either the President of the Ground Jury must be in Cross Country Control. The President, in consultation with the Technical Delegate, shall make this decision and will decide about the role and positioning of the other Ground Jury member(s) during the Cross Country Test. The President and the member(s) of the Ground Jury shall retain the same task throughout the Cross Country Test.

- Course Designer (CD)
 Using the course plans provided by FEI Eventing World Challenge the Course Designer will be responsible for the construction of the Jumping Course in accordance with the specific plans and guidelines of the FEI Eventing World Challenge (published on: <https://inside.fei.org/fei/disc/fei-world-challenge/eventing>).
 For the Cross Country course, in collaboration with the TD, the Course Designer is responsible for the layout, measurement, preparation and marking of the route for the Cross Country in accordance with the specific plans and guidelines of the FEI Eventing World Challenge (published on: <https://inside.fei.org/fei/disc/fei-world-challenge/eventing>), construction and marking of the obstacles on Cross Country.

6. NON-LICENSED OFFICIALS AND VOLUNTEERS

There are other personnel required to run the FEI Eventing World Challenge event. These are known as non-licensed officials. It is the responsibility of the National Federations to hire and contract with these service providers. The FEI does not contribute any money toward these positions or service providers.

Scorer

- Scoring can be a volunteer position.
- It is essential that your scorer have no other responsibilities during the competition.
- They should have a quiet place to work with little distraction.
- They may not be a competitor at any event in which they score.

Announcer

- Having a person communicate during an event adds both excitement and efficiency during an event.
- A good announcer can assist, when an incident occurs, and direct public and volunteers, so officials can take care of the situation.
- The announcer also adds to the communication available between you and the competitors.



Medical Responders

- Medical responders are critical for events.
- An ambulance is not required, but a medical responder as per the National Rules must be present.
- Ask your National Federation for advice on arranging for these services.

Veterinary Services

- Veterinary responders are critical for events.
- Treating Veterinarian(s), Veterinary Control Officer and/ or Course Veterinarian(s), must be present as required by the National Regulations for Eventing competitions.
Ask your National Federation for advice on arranging for these services.

Volunteers

- Score Runner: Pick-up completed score sheets from the Judge to the scorer.
- Jump volunteers: Resets jump pole to the required measurement after completion of an Athlete's round should they have had any penalties.
- Show office secretaries
- Arena stewards
- Warm-up arena stewards
- Hospitality volunteer delivers refreshments and catering to officials and volunteers during the competitions.

Fence Judges & Timekeepers

- A timekeeper should be present at the beginning and end of the Cross Country course. If possible and both the first and last fence are clearly visible from the same location (same visual line), one person might be assigned as the timekeeper instead of two.
- Fence Judges must be present next to each Cross Country fence to inform the Ground Jury of any penalty or issues that may occur for the fence they are responsible for. If fences are positioned near each other, one fence judge can be in charge of more than one fence (ideally not more than two fences).
- The number of fence judges and timekeepers, their positions and responsibilities will be determined and communicated by the Technical Delegate.

7. TIMETABLE EXAMPLE FOR 1 DAY EVENT WITH ALL 3 CATEGORIES

MORNING: DRESSAGE ALL CATEGORIES & JUMPING CATEGORIES A & B	
09:00-10:00	Arrival of Rider/Horse Combinations + Horse Inspection
10:00-10:30	Category C Dressage Test (5 combinations)
09:30-10:15	Category A Jumping Course Walk OPEN Note: Category B Athletes are allowed to walk the course as well and are recommended to do so as 90% of the course is the same. Course plans for both Categories A & B must be published at the entrance of the arena.
10:30-11:00	Category A Dressage Test (5 combinations)
10:45-11:15	Category A Show Jumping Course
11:30-12:00	Category B Dressage Test (5 combinations)
11:45-12:00	Category B Jumping Course Walk OPEN Note: this course walk is shorter as it is meant for athletes to review the course with the changes made between Cat A & B. All Category B Athletes should have already walked the course when open for Cat A.
12:15 -12:45	Category B Show Jumping Course



AFTERNOON: DERBY CATEGORY C & CROSS COUNTRY CATEGORIES A & B	
12:15-13:15	Category C Derby Course Walk OPEN
13:30-14:15	Category C Derby
14:30-14:45	CATEGORY C PRIZE GIVING CEREMONY
15:00-16:00	Category A & B Cross Country Course Walk OPEN
16:00-16:45	Category A Cross Country
17:00-17:15	CATEGORY A PRIZE GIVING CEREMONY
17:30-18:15	Category B Cross Country
18:30-18:45	CATEGORY A PRIZE GIVING CEREMONY

NOTE: This timetable is an example based on 5 combinations per Category. It must this example be adapted according to the number of combinations taking part in each category.

The most important is to respect the order of the "tests" in accordance with the Rules:

1. Dressage
2. Jumping (only Cat A & B)
3. Derby/Cross Country

And to plan enough time for course walks and change of courses between categories.

CHAPTER 2 EMERGENCY PREPAREDNESS

The FEI Eventing World Challenge series are designed to create a fun and engaging competition whilst minimising the dangers that they can present. A risk management plan will ensure that should an accident occur, event management may respond appropriately.

1. Plan the event area to maximise safety. Develop a programme to reveal potentially dangerous conditions. Realising that not all conditions can be ideal, minimise the risk potential by considering, from the point of view of the Athlete and Horse.
 - a. Devise alternate plans for adverse weather conditions.
 - b. Recommend sufficient personnel to manage the event.
 - c. Plan adequately-sized warm-up areas, or supervise and limit participants if a warm-up area is small.
 - d. Ensure that arena stewards and gate keepers are capable.
 - e. Rely on officials' awareness and training of strategies in managing human relations and dealing with anger.
 - f. Post signs and reminders for Athletes. Ask Athletes to immediately report potential hazards they may identify.
2. Develop an accident preparedness plan to cover the eventuality of an incident and discuss the plan with officials and volunteers.
 - a. Who takes charge of situation
 - b. Who is called for on-site emergency personnel (Medical and/or Vet services, etc.)
 - c. Who calls for supplementary emergency services



CHAPTER 3 EVENT PAPERWORK & SCORING

1. ENTRIES

National Federations must refer to the MEMO for NF document available on the FEI Eventing World Challenge webpage, which includes all information on the steps to follow to make entries on the FEI World Challenge dedicated IT platform.

Each NF must have appointed a Challenge Administrator in charge of creating Athlete/Horse profiles, registration and entries.

2. SCORING

A complete set of Score sheets will be printed and numbered with each Athlete's competitor number for each competition category for the Judge and placed in appearance of order e.g., Starting Order.

Volunteer score runners will pick up completed scoresheets and deliver them directly to the Scorers office.

3. EVENT RESULTS REPORTING

The Scorer will then tabulate the results on the official FEI Eventing World Challenge result sheet. The Ground Jury will review the completed Category results and sign off on the final result sheet and send them to the FEI (andreina.wipraechtiger@fei.org) right after the competition.

CHAPTER 4 COMPETITION PERSONNEL & EQUIPMENT

An Eventing event, no matter the size, requires volunteers. Having sufficient numbers of people available to help ensures a safe and successful competition for the Athletes and Horses, and everyone else involved. There are many ways to divide the responsibilities for running an event and all these jobs must be done to assure the events safe conclusion.

1. ORGANISER OR MANAGER

The organiser or manager is responsible for the operation of the event. They must be available at all times to act in an executive capacity. It is the organiser or manager's duty to enforce all the rules and directives of the National Federation from the time entries are admitted to the grounds until departure. They may not be an Athlete at the event nor serve as a Judge or TD. This does not exclude their family from participation.

Duties include, but are not limited to, the following:

- a) To secure permission to run the event at a designated location.
- b) To provide adequate equipment to run the event. This includes the required course elements and timing devices (stop watches or electronic).
- c) To create and manage the Emergency Preparedness Plan.
- d) To pay officials and employees fees and other agreed contracts at the conclusion of the event.
- e) Works with all staff and Course Designer to prepare grounds and facilities for the competition and supervises the clean-up of the grounds after the event.
- f) Puts up road signs for spectators, information signs on show grounds, and crowd control barriers for the event.



- g) Sets up seating, name signs, etc. for guests, sponsors, etc.
- h) Arranges for trash barrels and removal of manure to return grounds to original condition.
- i) Provides and supervises personnel and equipment for communication throughout the event.
- j) Arranges for loudspeaker and walkie-talkie systems (and checks batteries).

2. SECRETARY

The manager/organiser and secretary positions may be held by the same person. It is the responsibility of the event secretary to apply for dates for the event.

Duties include, but are not limited to, the following:

- a) To submit request for Competition Schedule to the National Federation
- b) Forward copies of the Approved Schedule/Timetable to all Officials immediately upon publication.
- c) To obtain from each Athlete all required health papers and a signed disclaimer of liability.
- d) To provide appropriate badges for all Officials per National Federation requirements.
- e) To assign and provide a competitor number for each combination starting.
- f) To furnish the Judges in each category a score card with exact specifications.
- g) To furnish correct ribbons and trophies upon completion of each category for the event.
- h) To post course plans at the proper time for their inspection.
- i) To email to the FEI (andreina.wipraechtiger@fei.org) all the required documents in accordance with the MEMO for organising NF.

3. VOLUNTEER COORDINATOR

Works with organiser/manager or secretary to determine number of volunteers and duties of each position required. Trains volunteers and manages their overall well-being during the event.

Duties include, but are not limited to, the following:

- a) Make initial contact with volunteers, follows up to confirm date, time, place, job.
- b) Determines when and where to meet at the competition.
- c) All volunteers should also sign a hold-harmless disclaimer per National Federation or Event Venue requirement(s).
- d) Makes arrangement for lunches and beverages to be purchased and delivered to volunteers and all competition personnel.

4. EVENT STEWARD

Oversees all the event competitions and positions volunteers at arenas.

5. SCORER

Supervises all scoring for all competition categories at the event.

Duties include, but are not limited to, the following:

- a) Gets entries and allowed times from secretary, prepares score sheets, and makes up sheets for posting scores.
- b) The scorer in conjunction with the Show Secretary will prepare the competition schedules for the Categories of competitions.



- c) Prepares and posts results, within an hour of completion of competition.
- d) Prepares all results for submission to the FEI and National Federation.

6. OFFICIALS AND VOLUNTEER EQUIPMENT REQUIRED BY COMPETITION

Personnel and Equipment include, but are not limited to, the following:

Veterinary Inspection

Personnel Needed	Equipment Needed
1 Veterinarian (appointed Vet Delegate)	Radio for veterinarian
1 Veterinarian scribe	

Dressage

Personnel Needed	Equipment Needed
Dressage steward	Bell or Electronic Bell
Scribes (one for each Judge)	Clipboard with Dressage tests for each scribe
Warm-up ring steward	Pens and pencils (preferably pens, one red ink)
Gate steward	Radio for each scribe
Score runner(s)	Clipboard for Dressage steward
	Clipboard for warm-up ring steward
	Clipboard for gate steward
	Orders of go for all of the above

Derby & Jumping

Personnel Needed	Equipment Needed
Jumping steward	Clipboard for each Official with Emergency Plan and Starting Order
Two (2) Section timers if not using electronic timing equipment	Timer Sheet of Judge
Obstacle Observer (number varies depending on layout of course)	Pens and pencils (preferably pens)
Score runner	Clipboard for each Obstacle Observer (1 per Obstacle)
	Obstacle Observers' sheets for each Obstacle
	Radios for scorer, secretary, organiser, Obstacle repair crew, medical responders, each official, and central emergency "control" designee

Cross Country

Personnel Needed	Equipment Needed
Cross Country steward	Clipboard for each Official with Emergency Plan and Starting Order
Warm-up steward	Clipboard for each Official with Starting Order
Two (2) Section timers if not using electronic timing equipment	Stop watches or electronic timer
Fence Judges (number varies depending on layout of course)	Radios, Pens and pencils (preferably pens)
Scribe(s)	Score sheets
	Radios for scribe and steward
	Bell or whistle



CHAPTER 5 HOW TO HANDLE ORGANISATION WITH THE MEDIA

The following suggestions by the FEI are aimed to improve the popularity and media coverage of the competition, during the current season. The FEI highly recommends that you try to put them into practice:

1. PERSON RESPONSIBLE FOR MARKETING/SPONSORING WITHIN YOUR FEDERATION

He or she should maintain full contact with the press, TV, etc. and ensure that they are informed on progress, timetable, composition of the Ground Jury, names of competitors and horses etc. This person should also be responsible for publicity and public relations organisation at the event.

2. LIAISON WITH THE PRESS

The Person Responsible for marketing/sponsoring should mail the Press Release from the FEI with the results from the previous year to the Press (if any), 10 days before the start of the competition.

3. LIAISON WITH YOUR NATIONAL TELEVISION COMPANY

Utmost attention should be paid to TV coverage, for TV coverage and the subsequent broadcast of the competition is, of course, the ideal method of making the competition known amongst a widespread and numerous public. The Person Responsible should be tasked with this liaison and should begin very early with arrangements for TV coverage.

4. COCKTAIL PARTIES AT THE EVENT

Organise a cocktail party before or after the event, to which the Press, competitors, all Officials and the Sponsor (or representatives) if present, should be invited.

5. RIDERS ARE TO BE INFORMED OF THE FOLLOWING:

"Any rider entered by his or her NF in the FEI Eventing World Challenge Competition concedes the rights of any photographs of the rider and/or horse and accepts their publication in any FEI Publications and FEI Website."

6. FEI BRAND

The FEI logo being a registered trademark, we ask that all use of it be according to the FEI Brand Guidelines which you will find on the FEI website under: <http://inside.fei.org/fei/about-fei/commercial/branding>.

CHAPTER 6 DOCUMENTS TO SEND TO THE FEI

Immediately (it should reach the secretariat not later than 14 days) after the event:

- 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

CHAPTER 7 HOW TO PLAN ON THE MEDIUM/LONG TERM

In the medium and long term, The FEI Eventing World Challenge can be optimised as follows:

- Place one of the Eventing Events in conjunction with the FEI DRESSAGE or JUMPING World Challenges.

This option is possible because of the requirements in the Eventing Challenge for a Dressage arena of 60m x 20m and a Jumping arena of 65m x 45m, which corresponds to both other series requirements.

Also, this would involve the public far more in the Dressage Competition and present a more interesting structure for the media. A complete set of printed results must be handed to the Judges prior to leaving to the next stage.

- If the logistical aspect of organising a multi discipline show is too complex, it is also possible to consider organising the FEI Eventing World Challenge in conjunction with a National Competition. Use the course plans for lower categories and age classes.