

# CHECKLIST FOR DRAFT SCHEDULE EVENTING 2015



Please note that schedules will only be accepted when submitted in the provided format of the Official FEI Draft Schedule.

## I. DENOMINATION OF THE EVENT:

Venue:

Date:

NF:

### EVENT CATEGORIES:

#### Long

CCI4\*   
CCI(O)3\*   
CCI(O)2\*   
CCI(O)1\*

#### Short

CIC(O)1\*   
CIC(O)2\*   
CIC(O)3\*

#### Long

CCIYR2\*   
CCIJ1\*   
CCiyH1\*   
CCiyH2\*

#### Short

CICYR2\*   
CICJ1\*   
CICYH1\*   
CICYH2\*

CCI(O)P1\*

CCI(O)P2\*

CCI1\* reserved for ponies

CIC1\* reserved for ponies

### CHAMPIONSHIP CATEGORIES:

Championship 3\*  Championship 2\*  Championship 1\*

Senior  Young Rider  Junior  Pony  Young Horses

Championship official title: (as per contract)

## II. GENERAL CONDITIONS

This event is organised in accordance with:

- FEI Statutes, 23<sup>rd</sup> edition, 29 April 2014
- FEI General Regulations, 23<sup>rd</sup> edition, effective 1<sup>st</sup> January 2009, updates effective 1<sup>st</sup> January 2015
- FEI Veterinary Regulations, 14<sup>th</sup> edition, effective 1<sup>st</sup> January 2015
- FEI Eventing Rules, 24<sup>th</sup> Edition, effective 1<sup>st</sup> January 2015.
- Equine Anti-Doping and Controlled Medication Regulations (EADCMR), 2<sup>nd</sup> Edition, effective 1<sup>st</sup> January 2015
- FEI Anti-Doping Rules for Human Athletes (ADRHA), based on the 2015 revised WADA Code, effective 1<sup>st</sup> January 2015
- All subsequent published revisions, the provisions of which will take precedence.
- An arbitration procedure is provided for in the FEI Statutes and General Regulations referred to above. In accordance with this procedure, any appeal against a decision rendered by the FEI or its official bodies is to be settled exclusively by the Court of Arbitration for Sport (CAS) in Lausanne, Switzerland.

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Approved by the FEI

Lausanne, on

Signature:

## CHECKLIST FOR DRAFT SCHEDULE EVENTING 2015

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### **Catrin Norinder** **Director Eventing & Olympic Departments**

Draft schedules and results for lower level events (1\*/2\*) are to be sent by e-mail to [kimberley.zimmermann@fei.org](mailto:kimberley.zimmermann@fei.org) and for higher level events (3\*/4\*+ CH) to [frederique.reffet@fei.org](mailto:frederique.reffet@fei.org)

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**THE FEI CODE OF CONDUCT  
FOR THE WELFARE OF THE HORSE**

The Fédération Equestre Internationale (FEI) expects all those involved in international equestrian sport to adhere to the FEI's Code of Conduct and to acknowledge and accept that at all times the welfare of the horse must be paramount and must never be subordinated to competitive or commercial influences.

1. At all stages during the preparation and training of competition horses, welfare must take precedence over all other demands. This includes good horse management, training methods, farriery and tack, and transportation.
2. Horses and Athletes must be fit, competent and in good health before they are allowed to compete. This encompasses medication use, surgical procedures that threaten welfare or safety, pregnancy in mares and the misuse of aids.
3. Events must not prejudice horse welfare. This involves paying careful attention to the competition areas, ground surfaces, weather conditions, stabling, site safety and fitness of the horse for onward travel after the event.
4. Every effort must be made to ensure that horses receive proper attention after they have competed and that they are treated humanely when their competition careers are over. This covers proper veterinary care, competition injuries, euthanasia and retirement.
- 5. The FEI urges all involved with the sport to attain the highest levels of education in their areas of expertise.**

A full copy of this Code can be obtained from the Fédération Equestre Internationale, HM King Hussein I Building, Chemin de la Joliette 8, 1006 Lausanne, Switzerland. Telephone: +41 21 310 47 47. The Code is available in English & French. The Code is also available on the FEI's website: [www.fei.org](http://www.fei.org).

### **III. GENERAL INFORMATION**

#### **1. ORGANISER**

Name:

Address:

Telephone:

Fax:

Email:

Website:

Contact Details Show Ground:

Address:

Telephone:

Accessibility details (directions by road, nearest airport / train station/ GPS Coordinates):

#### **2. ORGANISING COMMITTEE**

Honorary President:

President of the Event:

Show Secretary:

Press Officer:

#### **3. EVENT DIRECTOR**

Name:

Address:

Telephone:

Fax:

Email:

#### **4. 24 hours Veterinary Service Manager:**

Name:

Number:

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**IV. OFFICIALS**

Ref	Panel	Competition	Function	FEI ID	NAME	NF	Level (Nat, 1/2*, 3/4*)	Contact details
1	Ground Jury 1 <sup>st</sup> Competition		Ground Jury President					
			Ground Jury Member					
			Ground Jury Member					
	Ground Jury 2 <sup>nd</sup> Competition		Ground Jury President					
			Ground Jury Member					
			Ground Jury Member					
	Ground Jury 3 <sup>rd</sup> Competition		Ground Jury President					
			Ground Jury Member					
			Ground Jury Member					
	Jumping test Judge		Jumping test Judge					
2	Technical Delegate		Technical Delegate					
			Assistant Technical Delegate					
			2nd Technical Delegate					

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3	Course Designer		Course Designer					
			Assistant Course Designer					
			Jumping Course Designer					
4	Chief Steward		Chief Steward					
5	Assistant Stewards		Assistant Steward					
			Assistant Steward					
			Assistant Steward					
			Assistant Steward					
			Assistant Steward					
6	Appeal Committee		Appeal Committee President					
			Appeal Committee Member					
			Appeal Committee Member					
7	FEI Veterinary Delegate		FEI Veterinary Delegate					
	FEI Veterinary Commission <b>(for Championships only)</b>		President					
			Foreign Veterinary Delegate					
			Assistant FEI Delegate					
8	Veterinary Service Manager (VSM)		Veterinary Service Manager					

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	Treating Veterinarian (VR Art 1010)		FEI Permitted Treating Vet					
9	Chief Medical Officer		Chief Medical Officer					
	Medical services		Medical Services					
10	Farrier		Farrier					

**V. SPECIFIC TECHNICAL CONDITIONS**

**1. TIMETABLE** (to be provided per category/level if multiple events)

Time	Competition	Day	Date
• Opening of stables: / Vet examination on arrival:			
• Official Course Inspection:			
• 1 <sup>st</sup> Horse Inspection:			
• Declaration of Starters:			
• 1st Start – Dressage:			
• 1st Start - Cross-Country:			
• 2 <sup>nd</sup> Horse Inspection:			
• 1st Start – Jumping:			
• Prize-giving:			

**2. VENUE**

<b>DRESSAGE</b>	<b>Grass / Sand</b>
<b>CROSS COUNTRY</b>	<b>Type of ground:</b>
<b>JUMPING</b>	<b>Grass / Sand    Size of arena:</b>

**STABLES:**

Size of boxes                      m x                      m (**minimum 3m x 3m+10% 3m x 4m**)

**VI. INVITATIONS**

One groom per athlete

Number of NFs invited	
Number of athletes from the host nation	
Number of athletes per NF	
Number of horses per athlete	
Ballot procedure in case of excessive entries. <i>Must be specified</i>	

**VII. ENTRIES**

It is the responsibility of NFs to ensure their participants are of the correct age and that athletes and horses are



# CHECKLIST FOR DRAFT SCHEDULE EVENTING 2015



registered with the FEI.

**All Athletes & Horses participating in any International competition must be registered with the FEI.**

**IMPORTANT - Entry forms must include the following information on:**

**Horse/Pony:** • name • date of birth • breed • country of birth • stud-book initials

• (FEI) Passport number/FEI ID • colour • sex • name(s) of owner(s)

**Athlete:** • name • gender • date of birth • FEI ID number

## 1. QUALIFICATIONS

Each NF must certify the qualification of each horse and athlete and list the competitions which enabled horse and athlete to qualify, according to the qualification procedure established for each star level. Please include the relevant procedure according to level of event in schedule (refer to Rules References attached and Rules for Eventing Art. 517).

In addition the eligibility to compete will be determined by a combination of the following:

- The level of the Athlete category (national,D,C,B,A) (art.519)
- The achievement of a number of Minimum Eligibility Requirements according to the eligibility matrix of requirements (art. 520)

### Minimum Age Limitation:

	RIDERS	HORSES
<b>1*</b>	14	6
<b>2*</b>	16	6
<b>3*</b>	18	7
<b>4* + CH3*</b>	18	8

## 2. DEADLINES

**a. CI-long / CI-short / CIO-short/long –Closing Date for entries is established by the OC (Art. 509.1)**

Entry Closing	
Entry fee:	
Stable fee:	
Details Entry procedure fee / payment	
Entries to be sent to:	
Refund procedure if rider/horse cannot compete : (presentation of certificate)	

**b. Championships (Art. 509.2)**

Entries in Principle (8 weeks before):	Date:
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Nominated Entries, Certificates of Capability art 509.3 (4 weeks before):	Date:
Definite Entries (4 days before 1 <sup>st</sup> Horse Inspection):	Date :
Entry fee:	
Stable fee:	
Entries to be sent to:	
Refund procedure if rider/horse cannot compete : (presentation of certificate)	

### 3. ADDITIONAL FEES/CHARGES BY OC:

All additional fees must be listed hereunder with the details of the amounts to be charged and approved by the FEI. Only fees approved by the FEI and listed in the approved schedule can be charged by the OC.

EADCMP Fee (for Groups I and II): Included in entry fee  CHF 12.50

Electricity (upon request):

Manure disposal:

Hay:

Straw:

Shavings:

Other (please specify):

**All aforementioned amounts are including VAT**

VAT number of the OC:

## VIII. FACILITIES OFFERED

### 1. ATHLETES

#### **Accommodation.**

Hotel:

Address:

Telephone:

At the expense of: The OC  or Athletes

Accommodated (bed and breakfast) from \_\_\_\_\_ to \_\_\_\_\_

#### **Meals.**

At the expense of: The OC  or Athletes

Meals provided from \_\_\_\_\_ to \_\_\_\_\_ . Where \_\_\_\_\_

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## 2. GROOMS

### Accommodation.

Requests for accommodation must be sent with entries.

Accommodation will be at the cost of: OC  Athletes  from \_\_\_\_\_ to \_\_\_\_\_.

### Meals.

At the expense of: The OC  or Athletes

Meals provided from \_\_\_\_\_ to \_\_\_\_\_. Where \_\_\_\_\_.

N.B. If applicable, OC's must provide proper sanitary conditions. The showering facilities should be sufficient for both male and female grooms with hot and cold water. Shower facilities as well as restrooms should at all times be in a state of cleanliness.

## 3. HORSES / PONIES

Transport expenses to be paid by:

The OC  at \_\_\_\_\_ per km.

The Athlete

## 4. WELCOME

The time and date of arrival of athletes, horses and their means of transport must be given to the OC in order to facilitate their arrival.

Please provide date and time of arrival to the OC by:

## 5. LOCAL TRANSPORTATION - ARRANGEMENTS FROM HOTEL TO SHOWGROUNDS

Walking distance

OC Shuttle Service

Public Transport  to be paid by the OC  / the Athlete  If paid by Athlete approximate cost per round trip:

Other:

# IX. ADDITIONAL INFORMATION

## 1. MEDICAL INFORMATION FORM FOR ARMBANDS

### Declaration of medical condition

Athletes with medical conditions that may be relevant in the case of a medical emergency are responsible, at every Event when riding, for wearing a medical data carrier\* from a system provider able to communicate information at least in English. Alternatively (and at the minimum) a medical armband of good quality can be used. Athletes who chose to wear an armband should download and fill the form available for this purpose on the FEI's website <http://www.fei.org/fei/your-role/officials/eventing/forms>.

*\* Medical data carrier (also called "medical identification tag"): small emblem or tag worn on a bracelet, neck chain, or on the clothing, intended to alert paramedics/physicians/ first responders that the wearer has an important medical condition.*

Conditions that are relevant include recent head injury, serious past injuries/surgery, chronic health problems such as diabetes, long-term medications and allergies. If in doubt, the athlete should discuss this with his own treating physician."

**2. ADVERTISING ON ATHLETES AND HORSES:**

At International events, and all competitions except for the Nations Cup, athletes are authorised to carry the logo of their personal sponsor in accordance with Art. 256.3 and 257.3 of the FEI Rules for Eventing.

For Championship or CIO Nations Cup Competitions, please specify below.

Championship/Nations Cup: personal sponsor logo Authorised  Not authorised

The Chief Steward will check that the advertising on athletes and horses complies with these Articles.

**3. PRIZE GIVING CEREMONY**

Number of athletes to present themselves for the prize-giving ceremony of each competition:

Other details:

**4. INSURANCES**

All owners and athletes are personally responsible for damages to third parties caused by themselves, their employees, their agents or their horses. They are therefore strongly advised to take out third-party insurance providing full coverage for participation in equestrian events at home and abroad, and to keep the policy up to date.

The FEI insures all FEI Officials, whose names are published in the FEI Officials lists, against third party liability including Judges, Course Designers, Technical Delegates, FEI Stewards, FEI Veterinary Delegates, Para Classifiers, Members of the Judges' Supervisory Panel and FEI Coaches (FEI EADCMP Veterinarians are covered under a different policy):

Who are acting for or on behalf of the FEI as stated in the approved schedule of the Event or who are acting in the scope and course of the FEI's Business as described in the final approved schedule; and

Who have received the status of FEI Officials at FEI Events through a qualification process.

The FEI will NOT insure:

National officials officiating at FEI Events; and/or

FEI Officials, who have no official function at the Event.

The insurance extended is for any liability that the FEI Official incurs to a third party, and for the costs of defending any such claim arising as a result of actions undertaken by the FEI Official in good faith (including errors and omissions) on behalf of the FEI. However, the insurance for obvious reasons does not extend to any liabilities incurred as a result of an FEI Official's dishonest, fraudulent, malicious, and/or illegal act.

Should an FEI Official become aware of an incident that he or she believes might result in a claim, FEI Official should notify the FEI immediately and provide all of the facts known to the FEI Official. The FEI cannot guarantee the insurance coverage described above in circumstances where the FEI Official has good cause to believe that there might be a claim and does not provide such timely notice directly to the FEI.

FEI Permitted Treating Veterinarians (PTVs) (Art 1005) are to have adequate professional

indemnity insurance.

**5. ENTRY RIGHT TO SHOWGROUNDS/ACCREDITED PERSONS**

**Entry right to the stable area acc. to VR Art. 1023.VI.**

NUMBER ACCREDITED PERSONS:

Athlete:

Partner:

Groom:

**Horse Owner: (2 accreditations per FEI-Passport)**

**6. PROTESTS/ APPEALS**

To be valid, all Protests and Appeals must be made in writing and accompanied by a deposit of CHF 150 or equivalent.

**7. MODIFICATION OF SCHEDULE (Art. 109)**

In exceptional circumstances, together with the approval of Chefs d'Equipe and Ground Jury the OC reserves the right to modify the schedule in order to clarify any matter or matters arising from an omission or due to unforeseen circumstances. Unforeseen circumstances do not include situations arising as a results of the OC altering the approved Schedule without FEI's authorisation. Any such changes must be notified to all competitors and officials as soon as possible and they must be reported to the FEI Secretary General by the Foreign Judge.

**8. DISPUTES**

In the event of any discussion concerning the interpretation of the schedule (in translated languages), the English version will be decisive.

**9. RESULTS**

OCs of International Events must inform the FEI and NFs whose teams or individuals have taken part, of the results and prize money paid to each placed Athlete and team, within five (5) days following the Event, unless otherwise specified for qualification and ranking reasons as communicated by the FEI. Any result must be provided to the FEI in a format specified by the FEI in the approved schedule. Failure from OCs of International Events to provide the FEI with the appropriate result(s) and/or prize money information by the aforesaid deadline and/or in the aforesaid format shall entail a warning for the first violation and thereafter a fine of CHF 1,000.- per violation.

In order to proceed with the results publication and for qualification purposes the FEI requires results to be sent in immediately after the conclusion of the event.

Results for lower level events (1\*/2\*) are to be sent by e-mail to [kimberley.zimmermann@fei.org](mailto:kimberley.zimmermann@fei.org) and for higher level events (3\*/4\*+ CH) to [frederique.reffet@fei.org](mailto:frederique.reffet@fei.org) in the proper Excel or XML file immediately after the event.

Please refer to compulsory format for Eventing competitions; the file can be downloaded using the following link:

<http://www.fei.org/fei/your-role/organisers/eventing/results-forms>

All results must include FEI Passport Registration number of horses and FEI ID numbers of Riders.

**All athletes who have not completed the event must appear on the results**

## **X. VETERINARY MATTERS**

**VETERINARY REGULATIONS (VRs), 14<sup>th</sup> edition, effective 1 January 2015**

### **1. CUSTOMS FORMALITIES**

Contact details for Customs Formalities:

Address:

Telephone:

Fax:

Email:

Opening hours:

### **2. HEALTH REQUIREMENTS**

#### **GENERAL**

In accordance with the FEI Code of Conduct it is imperative that all Horses at FEI Events are physically fit and free from infectious disease before being allowed to compete.

#### **ENTRY OF HORSES**

Required health tests and vaccinations:

Quarantine period:

Specimen Import Licence applied:

For questions or problems, please contact your Government Veterinary Services.

### **3. NATIONAL REQUIREMENTS**

If applicable please provide:

### **4. TRANSPORT OF HORSES**

Horses must be fit to travel and be transported in vehicles suitable for the transport of horses. Any government requirements for disease testing and control must be requested well in advance, to ensure that the Horse is in compliance by the time of arrival at the border of the country where the Event is taking place. Athletes, or their representatives, have the responsibility to be in compliance with national legislation in both their country of origin and the host nation of the Event; where necessary Athletes must contact local government authorities or veterinary advisors for information regarding animal health requirements and transport legislation. Within the European Union (EU), this includes EU Council Regulation (EC) No 1/2005 concerning the protection of animals during transport within the Member States of the EU.

### **5. VENUE ARRIVAL INFORMATION & FITNESS TO COMPETE**

#### **PASSPORTS**

**General Regulations Article 137**

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**For all issues relating to FEI Horse Passports/FEI Recognition Cards please contact your National Federation**

All Horses competing at FEI Events must be registered with the FEI.

FEI Passports or FEI Recognition Cards (for those Horses with a national passport approved by the FEI) are compulsory for FEI Events, with the exception of CNs and CIMs as outlined below.

Event's Category	FEI Passport and or Recognition Card
National Events	Not compulsory
CI-short/long 1* and 2*	Not compulsory for Horses from the host Nation - Compulsory for Horses from the invited Nations
CI-long 3* and 4* CI-short 3* CHs / Games of all levels	Compulsory

Athletes who do not present a Horse's Passport and/or Recognition Card, or one that is not correctly validated, or failing to meet other passport requirements including micro-chipping, vaccination and Equine Anti-Doping and Controlled Medication control (Veterinary Regulations Article 1030) will be **subject to Sanctions in accordance with Annex II of the Veterinary Regulations** and may not be allowed to compete.

Athletes will be required to write their name and counter sign next to any passport irregularity entry noted, as an acknowledgement, prior to receiving the passport and leaving the show ground. Following a warning being issued for such an irregularity the Athlete will have 30 days to correct this, failure to correct such irregularities within 30 days will result in a sanction being imposed.

Note for Horses permanently resident in a Member State of the European Union, all Horses must have a national EU passport in compliance with EU Regulations, to which a FEI Recognition card is applied. The exception to this being Horses in possession of an FEI passport which has been continually revalidated without interruption.

## VACCINATIONS - EQUINE INFLUENZA 2015 Veterinary Regulations Article 1028

Horses competing at FEI Events must comply with the requirements for Equine Influenza vaccination in accordance with the Veterinary Regulations and as summarised below.

VACCINATION	PROTOCOL	ELIGIBILITY TO ENTER VENUE
<b>Primary Course</b>	1 <sup>st</sup> Vaccination: day 0 (e.g. 1 January) 2 <sup>nd</sup> Vaccination: day 21-92 (e.g. 1 February)	May compete 7 days after the 2 <sup>nd</sup> Vaccination
<b>First Booster</b>	Within 7 months of the 2 <sup>nd</sup> vaccination of the Primary Course (e.g. 1 August)	May compete for 6 months +21 days after the 2 <sup>nd</sup> vaccination of the Primary Course Must not compete in the 7 days after receiving a vaccination
<b>Boosters</b>	<b>MINIMUM:</b> within one year of previous booster vaccination	Must have been vaccinated within the 6 months +21 days

	<b>IF COMPETING:</b> must be competing in the 6 months +21 days of the booster vaccination	before arriving at the Event Must not compete in the 7 days after receiving a vaccination
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Exceptions to the requirement for FEI equine influenza vaccinations currently exist only for those Horses competing at CNs or CIMs where there are no national requirements for influenza vaccination in both the Event host country and the Horse’s country of origin (General Regulations Article 137).

**EXAMINATION ON ARRIVAL  
2015 Veterinary Regulations Article 1032**

On arrival at an Event venue all Horses must undergo an examination by a veterinarian to confirm their identification from their passport and micro-chip (where present), their vaccination status and general health. To protect all horses attending events, any Horse with a questionable health status, with regards to vaccination, disease or other concerns, must be stabled within the isolation facilities provided by the Organising Committee pending a decision on entering the venue.

**HORSE INSPECTIONS  
2015 Veterinary Regulations Article 1033, Table 2**

All Horses will be assessed for their orthopaedic fitness to compete during the Horse Inspection. Any Horse demonstrating questionable fitness may be referred to the Holding Box for further veterinary examination. Horses not deemed fit to compete will be eliminated by the Ground Jury and not be permitted to continue in the competition.

**LIMB SENSITIVITY EXAMINATION  
2015 Veterinary Regulations Article 1034**

Horses are not eligible to compete when a limb, or part of a limb, is hyposensitive or hypersensitive (both of which shall constitute “abnormal limb sensitivity”). Hypersensitive limbs have an excessive or abnormal reaction to palpation. Hyposensitive limbs include any alteration in sensitivity induced by a neurectomy or chemical desensitisation for as long as the alteration in sensitivity persists.

All Horses are subject to Examination under the Protocol for abnormal limb sensitivity throughout the Period of an Event, including, but not limited to, between rounds and before the Jump Off. Horses may be examined once or on multiple occasions during the Period of an Event.

Horses may be selected for Examination under the Protocol randomly or they may be targeted. All Horses selected to be tested must submit promptly to the Examination or are subject to immediate Disqualification. There is no obligation to examine any specific number of Horses at an Event.

**6. EQUINE ANTI-DOPING AND CONTROLLED MEDICATION PROGRAMME  
(EADCMP)  
2015 Veterinary Regulations, Chapter VI**

Within FEI Groups I & II, the Organising Committee should charge athletes the equivalent of CHF 12.50 towards the cost of the EADCMP, which is overseen by the FEI Veterinary Department.

**SAMPLING**



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All horses competing at FEI Events may be subject to sampling for the presence of FEI Equine Prohibited Substances in accordance with the FEI Equine Anti-Doping and Controlled Medication Regulations (EADCMRs). Horses may be selected for sampling in accordance with obligatory testing, targeted or random sampling procedures (2014 Veterinary Regulations Article 1057 and 1058).

## CLEAN SPORT INFORMATION

The current FEI Equine Prohibited Substances List of Banned Substances and Controlled Medications (the EPSL) is available on the FEI Clean Sport website: [www.FEICleanSport.org](http://www.FEICleanSport.org) as a PDF document, database or smart phone app. Detection times are also provided for a limited number of Controlled Medication substances where available.

Elective Testing (Art.1056) may be carried out, by athletes for their Horses, prior to an Event to check for the presence of prohibited substances please refer to [www.FEI.org/veterinary](http://www.FEI.org/veterinary) for information and details.

## FEI LABORATORY FOR SAMPLE ANALYSIS

GROUPS I & II ONLY – FEI CENTRAL LABORATORY

Under Veterinary Regulations Chapter VI, Article 1057, all samples collected in Groups I and II, must be analysed by the:

**FEI Central Laboratory**  
**LGC Limited**  
**Quotient Bio Analytical Sciences and HFL Sport Science**  
**Newmarket Road Fordham,**  
**Cambridgeshire CB7 5WW.**

Samples collected outside of FEI Groups 1 and 2 may be analysed at an alternative FEI Approved Laboratory (Vet. Regs. Art. 1064). Additional information can be found under <http://www.fei.org/fei/horse-health-and-welfare/doping-controlled-medication>

**Please select the FEI Approved Laboratory for your event from one of the following:**

Localisation	Contact	Choice
World Wide	<b>LGC Limited</b> Dr. Clive Pearce Quotient Bio Analytical Sciences and HFL Sport Science Newmarket Road Fordham Cambridgeshire CB7 5 WW Tel: +44 (0) 1638 720 500 Fax: +44 (0) 1638 724 200 email: Clive.Pearce@LGCGroup.com	<input type="checkbox"/>
Europe	<b>LGC Limited</b> Dr. Clive Pearce Quotient Bio Analytical Sciences and HFL Sport Science Newmarket Road Fordham Cambridgeshire CB7 5 WW Tel: +44 (0) 1638 720 500 Fax: +44 (0) 1638 724 200 email: Clive.Pearce@LGCGroup.com	<input type="checkbox"/>

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Australia/Oceania	<p align="center"><b>Australian Racing Forensic Laboratory</b>          Dr. Allen Stenhouse          PO Box 3          Randwick Racecourse          Randwick 2031          New South Wales 2031          Tel: (61 2) 83 44 50 00          Fax: (61 2) 96 62 61 07          Email: awadasz@racingnsw.com.au</p>	<input type="checkbox"/>
United States of America	<p align="center"><b>USEF Equine Drug testing and research laboratory</b>          M. Tom Lomangino          1509 Bull Lea Road, Suite 100          Lexington, KY 40511          Tel: (1 859) 225 2060          Fax: (1 859) 225 2067          Email: medequestrian@aol.com</p>	<input type="checkbox"/>
Hong Kong/Asia	<p align="center"><b>The Hong Kong Jockey Club</b>          Dr. Terence S.M WAN          Racing Laboratory Department          6th Floor, Sha Tin Central Complex          Sha Tin Racecourse          SHA TIN, NT          tel: (852) 2966 6296          Fax: (852) 2607 2618          Email: terence.sm.wan@hkjc.org.hk</p>	<input type="checkbox"/>

### FURTHER QUERIES ON THIS INFORMATION

If you have any further questions please refer to: [www.fei.org/Veterinary](http://www.fei.org/Veterinary)

Please feel free to contact [veterinary@fei.org](mailto:veterinary@fei.org) for further information.  
 Tel: +41 21 310 47 47

## 7. PONIES

For all Pony Events, Ponies must be available for Pony Measurement prior to the Horse Inspection (2013 Veterinary Regulations, Chapter IV).

## 8. INJURY SURVEILLANCE (Art.1035)

Horses participating in FEI Events are subject to injury surveillance protocols; such information is essential to ensure that (i) the Horse's welfare remains paramount at all times and (ii) sound scientific reasoning is applied to the safety of all Horses and Athletes participating at Events. Official Veterinarians are required to report on each injured horse at an event.

## XI. HUMAN ANTI-DOPING

At a minimum, and pursuant to Article 22.3 of the ADRHAs, Organisers must provide the following at Events where the FEI informs the Organiser at least two (2) months before the Event that human anti-doping testing is scheduled to take place at the Event:

**1.** One (1) staff member able to act as point of contact and coordinator for the *Doping Control Officers (DCOs)* with the contact name and details of this staff member to be communicated to the FEI at least two (2) weeks prior to the starting date of the *Event*.

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- 2.** Human anti-doping facilities reasonably separated from public activity, consisting of:
- one (1) private room exclusively dedicated for use by the *DCOs* with one (1) table, two (2) chairs, pens and paper and one (1) lockable fridge; and
  - a waiting room/area with a suitable number of chairs as well as an appropriate amount of individually sealed, non-caffeinated and non alcoholic beverages, which includes a mix of natural mineral water and soft drinks ; and
  - one (1) private and clean bathroom/toilet, adjacent or as near as possible to the *DCO* room and waiting area.
- 3.** Staff members (or volunteers) of both genders, able to act as *Chaperones*. The number of *Chaperones* available to the *OC* must be communicated to the *FEI* as early as possible following receipt by the *OC* of the *Testing* plan for the *Event*. Please see the qualifications for *Chaperones* in the *ADRHAs*.

**XII. Competitions**

**C O M P E T I T I O N S**

Category	Level	Amount	Currency
		TOTAL	

**DEDUCTIONS FROM PRIZE MONEY AT COMPETITIONS PRIZE MONEY**

Full details of any deductions from prize money must be outlined in the schedule. This includes government taxes. If it is necessary for OCs to deduct such taxes, they **must** provide participants with an official form indicating the amount of tax deducted.

**The tax form must be provided to the athletes upon arrival and returned to the OC prior to departing.**

**IMPORTANT**

**The total amount of prize money shown for each Competition in the schedule must be distributed. (GR Art 127, 128, Eventing Rules Art 505.3)**

# CHECKLIST FOR DRAFT SCHEDULE EVENTING 2015



Category :

Level :

This competition will be in accordance with Rules for Eventing, 24th Edition,  
*updated 1 January 2015*

## Technical Conditions

### DRESSAGE TEST

FEI 2009 4* A / B
FEI 2015 3* A / B

FEI 2015 2* A / B
FEI 2015 1* A / B

### CROSS-COUNTRY

<b>Event</b>	Length	
	Speed	
	Approx. number of efforts	

### JUMPING

<b>Event</b>	Distance	m
	Speed:	m/min
	Number of efforts:	
	Number of Obstacles:	

### PRIZE – CLASSIFICATION

<b>Total amount of prize money (currency)</b>	
<b>Breakdown per category / placing (1 prize per 4 athletes)</b>	
<b>Other details on PM distribution</b>	
<b>Tax deduction</b>	

**CHECKLIST FOR DRAFT SCHEDULE  
EVENTING 2015**



**Category :**

**Level :**

**This competition will be in accordance with Rules for Eventing, 24th Edition,  
updated 1 January 2015**

**Technical Conditions**

**DRESSAGE TEST**

FEI 2009 4* A / B
FEI 2015 3* A / B

FEI 2015 2* A / B
FEI 2015 1* A / B

**CROSS-COUNTRY**

<b>Event</b>	Length	
	Speed	
	Approx. number of efforts	

**JUMPING**

<b>Event</b>	Distance	m
	Speed:	m/min
	Number of efforts:	
	Number of Obstacles:	

**PRIZE – CLASSIFICATION**

<b>Total amount of prize money (currency)</b>	
<b>Breakdown per category / placing (1 prize per 4 athletes)</b>	
<b>Other details on PM distribution</b>	
<b>Tax deduction</b>	

**CHECKLIST FOR DRAFT SCHEDULE  
EVENTING 2015**



**Category :**

**Level :**

**This competition will be in accordance with Rules for Eventing, 24th Edition,  
updated 1 January 2015**

**Technical Conditions**

**DRESSAGE TEST**

FEI 2009 4* A / B
FEI 2015 3* A / B

FEI 2015 2* A / B
FEI 2015 1* A / B

**CROSS-COUNTRY**

<b>Event</b>	Length	
	Speed	
	Approx. number of efforts	

**JUMPING**

<b>Event</b>	Distance	m
	Speed:	m/min
	Number of efforts:	
	Number of Obstacles:	

**PRIZE – CLASSIFICATION**

<b>Total amount of prize money (currency)</b>	
<b>Breakdown per category / placing (1 prize per 4 athletes)</b>	
<b>Other details on PM distribution</b>	
<b>Tax deduction</b>	

**ENTRY FORM**

**FEDERATION EQUESTRE INTERNATIONALE**

**2015 Standard Entry Form/Qualification form**

**Event Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

<b>Format:</b>	CCI(long) / CIC(short)	<b>Level</b>	<b>1*</b> (one star) <b>3*</b> (three star)	<b>2*</b> (two star) <b>4*</b> (four star)
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<b>Status:</b>	Championship	Games	CCIO(long)/CICO(short)
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**ATHLETE:** *(See separate sheet for qualifications)*

**Full Name:** \_\_\_\_\_ Mr/Mrs/Miss

**FEI Reg No:** \_\_\_\_\_

Permanent Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Country: \_\_\_\_\_ Post/Zip Code: \_\_\_\_\_

Tel No: \_\_\_\_\_ Fax No: \_\_\_\_\_

Mobile No: \_\_\_\_\_ Email Address: \_\_\_\_\_

Nationality: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Country of Residence: \_\_\_\_\_ *(for tax purposes)*

Contact Address: \_\_\_\_\_  
*(if different from above)*

Country: \_\_\_\_\_ Post/Zip Code: \_\_\_\_\_

Tel No: \_\_\_\_\_ Fax No: \_\_\_\_\_

Mobile No: \_\_\_\_\_ Email Address: \_\_\_\_\_

**HORSE:** *(See separate sheet for qualifications)*

**Name:** \_\_\_\_\_

**FEI Reg No:** \_\_\_\_\_ **Year of Birth:** \_\_\_\_\_

I certify that the above information is correct and that if the entry is accepted, I will abide by the FEI Rules and Regulations and by the conditions of the Schedule of the Competition.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*(Athlete)*

**National Federation Approval:**

By signing the below, the NF of the athlete mentioned on this entry form confirms that the athlete and the horse (s) are duly qualified as per attached qualification form or competent to compete (CCI\*, CIC\*, CCIO\*) for the event as per all applicable rules.

Name of NF: \_\_\_\_\_

Signature of NF \_\_\_\_\_

Representative: \_\_\_\_\_

Stamp of the NF: \_\_\_\_\_



# CHECKLIST FOR DRAFT SCHEDULE EVENTING 2014

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## 2015 MINIMUM ELIGIBILITY REQUIREMENTS FOR ATHLETES AND HORSES

*This form must be completed and returned with Entry Form for all competitions above 1 star level*

**HORSE Name**..... **FEI Registration No** .....  
Minimum Eligibility Requirements as specified under Art 517

Type of Event	Level	Name of event	Date	Athlete	Dressage %	XC Time Pen.	XC Jump Pen.	SJ Jumping Pen.	Final Placing

**ATHLETE Name** ..... **FEI Registration No** .....  
*(need only be completed if different to Horse qualification above)*  
Minimum Eligibility Requirements as specified under Art 517

Type Event	Level	Name of event	Date	Horse	Dressage %	XC Time Pen.	XC Jump Pen.	SJ Jumping Pen.	Final Placing

Signature: Athlete  
(Signed) -----

NF  
(Signed) -----

# CHECKLIST FOR DRAFT SCHEDULE EVENTING 2014



Annex: **Entry Details** (specific to each Event and individual Events may add their own items)

## Recommended Entry Details

- Options:
- Method of Payment
  - Stabling requirements
  - Arrival and departure dates/times
  - Bedding
  - Forage
  - Horsebox electrical connection
  - Accommodation for athletes, grooms, owners
  - Eligibility for special prizes

Contact Telephone Numbers:

- Next of kin
- Groom / Athlete (night time)

## OWNER(S) *(As recorded in the FEI Passport)*

1. Full Name: \_\_\_\_\_ Mr/Mrs/Miss/\*Company

Address: \_\_\_\_\_

Country: \_\_\_\_\_ Post/Zip Code: \_\_\_\_\_

Tel No: \_\_\_\_\_ Fax No: \_\_\_\_\_

Mobile No: \_\_\_\_\_ Email Address: \_\_\_\_\_

\*Company contact name: \_\_\_\_\_

2. Full Name: \_\_\_\_\_ Mr/Mrs/Miss/Company

Address: \_\_\_\_\_

Country: \_\_\_\_\_ Post/Zip Code: \_\_\_\_\_

Tel No: \_\_\_\_\_ Fax No: \_\_\_\_\_

Mobile No: \_\_\_\_\_ Email Address: \_\_\_\_\_

\*Company contact name: \_\_\_\_\_

## HORSE:

Name: \_\_\_\_\_

FEI REG / FEI Pass.No: \_\_\_\_\_ Dam: \_\_\_\_\_

Year of Birth: \_\_\_\_\_ Breed: \_\_\_\_\_

Sex: \_\_\_\_\_ Height: \_\_\_\_\_

Colour: \_\_\_\_\_ Stud Book No: \_\_\_\_\_

Sire: \_\_\_\_\_ Country of Birth: \_\_\_\_\_ :

# CHECKLIST FOR DRAFT SCHEDULE EVENTING 2014

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## COMMENTARY NOTES

Horse: \_\_\_\_\_

Athlete: \_\_\_\_\_ XC Colours: \_\_\_\_\_

Marital Status: \_\_\_\_\_ Maiden Name: \_\_\_\_\_

Partner's Name \_\_\_\_\_ Occupation: \_\_\_\_\_

Previous Competitor at  
Event: \_\_\_\_\_

Name of Trainer: \_\_\_\_\_

Owner's Details: \_\_\_\_\_

Athlete's Equestrian History, i.e. important past successes:

Horse's Previous Form, e.g Three Day Events (CI-long), Championship, CI-short format etc: