

Event (category): **FEI World Reining Championship**

Date: 11-14 September 2008

Place: PALASTURLA - MANERBIO - BS -

NF: ITALY

GENERAL CONDITIONS

This event is organised in accordance with:

- FEI Statutes (22nd edition, revision effective 15 April 2007)
- General Regulations (22nd edition, effective 1st June 2007)
- Veterinary Regulations (10th edition, effective 1st June 2006)
- Equine Anti-Doping And Medication Control Rules (EADMCR), revision effective 1 June 2007
- FEI Anti-Doping Rules for Human Athletes (ADRHA), revision effective 26 July 2005
- The Rules for Reining Events (2nd edition, effective 2005)
and all subsequent corrections and modifications to the above Rules and Regulations as published by the FEI.
- 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.
- It is the responsibility of NFs to ensure their participants are of the correct age and that riders and horses are registered with the FEI.

This schedule is approved, provided the corrections and additions as made by the FEI have been made. The National Federation and Organising committee are obliged to ensure that the mandatory sections in the approved schedule is forwarded to guest NFs and Officials for their information.

THE APPENDIX IS PART OF THIS APPROVED AND SIGNED SCHEDULE AND MUST BE DISTRIBUTED TO ALL OFFICIALS AND NFs AND IS AVAILABLE TO OTHERS UPON REQUEST

The following must be printed in the schedule

Approved by the FEI

Lausanne, on 29 May 2008

Signature :



Eva Salomon
Director
FEI Reining Department

N.B. All text in GREEN must be carefully noted by Organising Committees and NF and may be deleted from the schedule before printing, ONLY after the final approval of the FEI.

NOTICE FOR ALL INTERNATIONAL EVENTS

Any competitions other than those covered in the Rules for Dressage Events must be approved by the FEI before they may be added to the schedule

Schedules for CRIs, CDI-Ws, CRIOs, and Championships are approved by the FEI.

Schedules for these events must be sent to the FEI Secretariat for approval by the NF concerned, at least 16 weeks before the event is due to take place.

Definite schedules must be sent to the FEI Secretariat by the NFs concerned at least 4 weeks before the event takes place.

Final approval of the draft schedule by the FEI, in accordance with Art. 115.1, denotes only that the contents conform to the FEI Statutes, General Regulations and Rules. By no means does this entail implicit acceptance of any liability by the FEI for any damages to third parties caused by the Organising Committee and its officials, riders, drivers, owners, and their horses.

IMPORTANT

The Definite schedules must be sent to the FEI Secretariat by the NFs concerned, no later than 4 weeks before the event takes place.

GENERAL INFORMATION**1. DENOMINATION OF EVENT (Art. 103, 301)**

STATUS: CRI-J CRI-Y CRI-Ch CRI-Br
 CRI1* CRI2* CRI3* CRI4* CRIO3*
 World Championships Regional Games Final

DATE (dd/mm/yy): 11/14 SEPTEMBER 2008
 PLACE: PALASTURLA – MANERBIO – BS
 COUNTRY: ITALY

2. ORGANISING COMMITTEE (Art. 101.6)

Name: ITALIAN REINING HORSE ASSOCIATION
 Address: VIA REPUBBLICA, 6
 GAINAGO DI TORRILE – 43056 – SAN POLO – PR

Telephone: +39.0521-819151 Fax: +39.0521-812423
 Email: itrha@itrha.com Website: www.itrha.com

Honorary Presidents: Cesare Croce – Eleuterio Arcese
 Name of President of Event: Roberto Cuoghi
 Name of Show Secretary: Cristina Serra

3. COMPLETE POSTAL ADDRESS OF THE SHOWGROUND

Street: CASCINA CAMPOSTRINI DI SOPRA
 Postal Code: 25025
 City: MANERBIO – BS - ITALY
 Tel. Show office: +39.030-9938312

OFFICIALS - (First name, Name and Nationality)**GROUND JURY: (Art. 148, 153, 309)**

(For all events, the President of the Ground Jury must be nominated from the FEI list)

Number of Judges in Ground Jury at CRIs:

CRI 1* Minimum 1 FEI Judge, which does not need to be foreign
 CRI 2* Minimum of 2 FEI Judges, which do not need to be foreign
 CRI/CRIO 3* Minimum of 3 FEI Judges, one of which shall be foreign
 CRI/CRIO 4* 5 FEI Judges, at least two must be foreign

President : OLLIE GRIFFITH - USA ✓
 Member : FILIPPO MASI - ITALY ✓
 Member : François ZURCHER- SWITZERLAND ✓
 Member : MIKE BARTMANN - GERMANY ✓
 Member : JEFF DELEAT - BELGIUM ✓

Equipment Judge: JEANETTE STEFFL - ITALY ✓

FOREIGN JUDGE: (Art. 152)

(For all other events, the President or another member of the Ground Jury must be nominated in the schedule as Foreign Judge)

Name : OLLIE GRIFFITH - USA
Email: rogatarf@aol.com

FOREIGN TECHNICAL DELEGATE: (Art. 156, 157)

(Compulsory only for World Reining Masters Finals and Championships and appointed by the FEI)

Name : DAN WALL - USA ✓
Email: dwall@nrha.com

APPEAL COMMITTEE: (Art. 154, 164, 310)

(Compulsory ONLY for CRIOs, Championships, Games and appointed by the FEI in consultation with the OC)

President: FRANK COSTANTINI - USA ✓
Address: 001 (330)538-3142
Email: franknrha@aol.com
Members: Antonio Mastrangelo ITA
Antonio Aleardo Giraudini ITA
Claudio Riso ITA

CHIEF STEWARD:

(Art. 144 GR, Art 309.3 Reining Rules, and manual for Stewards)
(must be selected from the FEI List of Reining Stewards)

Name: NICK CORNELISSEN - BELGIUM ✓
Email: nick@dago.be

VETERINARY COMMISSION: (Art. 158, 309.2, 1003, 1007, 1008)

(Compulsory ONLY for CRIOs, WRM Finals, Games and Championships and must be selected from the FEI Directory)

President: DR. ALESSANDRO CENTINAIO - ITALY ✓
Foreign Veterinary Delegate: DR. HENK WESSELINK - NETHERLANDS

SPECIFIC TECHNICAL CONDITIONS**1. VENUE:**

Indoors ✓

2. COMPETITION ARENA:

Dimensions: 80 meters by 40 meters ✓

3. TRAINING ARENA:

Dimensions: 30 meters by 60 meters ✓

4. STABLES:

Size of boxes 4 m x 4 m ✓ (minimum 3m x 3m)

5. INVITATIONS (Art. 107-110, 120, 305)

Number of NFs invited: NO RESTRICTION ON THE NUMBER OF NFs
Specify the NFs invited: ALL NATIONAL FEDERATIONS
Number riders per NF: 1 Team of 3/4 riders/horse combinations + 1
Reserve combination

A NF that cannot send a team may send a maximum of two (2) Individual rider/horse combinations.

Number of home riders: 1 Team of 3/4 riders/horse combinations + 1
Reserve combination

Number of horses per rider: 1

Competitors are invited by the Organising Committee through their NF.

FEI WILD CARDS

Possible Wild Cards may be allocated by the FEI. Wild cards may be allocated to extra riders belonging to NFs where Reining is not yet established if the FEI is of the opinion that the riders are deserving of such wild cards and taking fairness and development of the sport into account.

Application form can be downloaded from the FEI Website under:
<http://www.fei.org/Disciplines/Reining/Pages/Qualifications.aspx>

QUALIFICATION CRITERIA

* NFs wishing to send teams or individuals to the 2008 FEI World Reining Championships must have had at least one CRI organised within their country during the qualification period.

* To be eligible to compete either as a member of a team or as an individual at the 2008 FEI World Reining Championships, a rider must achieve a minimum average score of 68 at two different CRIs/CRIOs during the qualification period.

* NFs who do not have the minimum 3 riders for the team competition qualified as per above, may still send 1 or 2 individuals who have achieved the qualification criteria as stated above.

Qualification forms can be downloaded from the FEI Website under
<http://www.fei.org/Disciplines/Reining/Pages/Qualifications.aspx>

Qualification forms have to be submitted to the Organising Committee and the FEI no later than: **25 August 2008.**

6. VETERINARY INSPECTION

Date (dd/mm/yy) : 11/09/2008 (Team + Individual Vet Inspection)
 Time : 02.00 PM – 04.30 PM
 Date (dd/mm/yy) : 13/09/2008 (Individual Vet Inspection)
 Time : 10.00 AM

7. DRAW FOR THE ORDER OF STARTING (Art. 308)

Date and Time: 11/09/2008 06.00 PM

The draw for the order of starting in competitions including both team and individual competitors will be conducted in the following manner:

The chef d'équipe of each team will determine the starting order of team members within his team. The Chef d'équipe must deliver to the event director, at least one hour before the draw, in writing the order of go of the riders within his team. The individual competitors who are not member of a team are drawn at the same time as the teams for the first round and inserted between each team.

The starting list is made out with the individual riders placed in the positions they have drawn. The team competitors are then inserted in sequence in the remaining places.

The Starting order for the Individual competition shall be as follows:

Individual Final: In reverse order of result from the Team Competition and first Individual qualifying competition. Ties will be broken by a draw to be conducted by the OC.

FACILITIES OFFERED (Art. 132, 133)**A) COMPETITORS / CHEFS D'EQUIPE (where applicable):**

The OC will not be responsible for any travelling or living expenses. Competitors will receive their passes and identification numbers from the show office on payment of entry fees.

For accommodation see the following list:

Hotel list

Name	Place	Phone Number	DISTANCE KM
GARDEN	LENO	030/9068195	5
LOFT	MANERBIO	030/9386082	4
ONE MHOTEL	SAN PAOLO	030-9979356	5
IL GELSO	PONTEVICO	030/9307788	10
ODEON	GHEDI	030/902989	8
LA PIANA	GHEDI	030/9035006	8
GAMBARA	GAMBARA	030/9956260	18
NIGA	AZZANO MELLA	030/9747915	12
FARO	MONTICHIARI	030/961411	18
GARDA	MONTICHIARI	030/9651571	18

LO CHALET	ORZINUOVI	030/9941949	15
ODEON	GHEDI	030/902989	8
Agr. LA FIORERIA	MONTIRONE	030/2677349	10
Agr. LE MAGNOLIE	VEROLANUOVA	030/9362421	7
VILLA FRANCESCA	ISORELLA	030/9523043	20
PRIMOTEL****	BRESCIA	030/3534286	19
NOVOTEL****	BRESCIA	030/2425858	21
MAJESTIC****	BETTOLE DI S.PAOLO	030/2130222	7

B) GROOMS:

- A sufficient number of WCs and hot water showers will be available
- The OC will not be responsible for any travelling or living expenses.
- Any grooms wishing to remain within the FEI stable area during the night may do so only with the authorization of the Chief Steward. ✓

C) HORSES:

(Specify transport, stabling, feeding, period of time covered)

- The OC will not be responsible for any travelling or feeding expenses.
- Horse must be stabled in the box assigned to them on the show ground.
- Stables must be mucked out daily and dirty bedding and rubbish placed in the special containers
- The time and date of arrival of riders and horses and their means of transport must be given to the OC in order to facilitate them on arrival. **Horses may ARRIVE FROM MONDAY 8TH TO WEDNESDAY 10TH from 08.00 am to 09.00 pm**
- Departure: all horses must leave the venue by Monday 15th - 12.00 noon ✓

D) WELCOME

The time and date of arrival of riders and horses and their means of transport must be given to the OC in order to facilitate them on arrival. It will not be possible to arrive during the night.

E) LOCAL TRANSPORTATION - ARRANGEMENTS FROM HOTEL TO SHOWGROUNDS

No local transportation provided by the OC.

F) LOGOS allowed ✓ not allowed (art. 136.1-2)

ENTRIES - (Art. 121)

N.B. All Riders & Horses participating in any International competition must be registered with the FEI.

Entries in Principle: 7 JULY 2008
 Nominated Entries: 11 AUGUST 2008 (compulsory for Championships & Games)
 Definite Entries: **25 AUGUST 2008**
 Last date for substitutions: 8 SEPTEMBER 2008

Entry fee per horse:

Team: € 800 per team member (stall fee is included)
Individual: € 400 per individual rider (stall fee is included)

Extra stall: € 200 (Team Reserve Horse combination or Tack box included)

IMPORTANT - Entry forms must include the following information on horses/ponies and riders:

Horses: • name of horse • date of birth • breed • country of birth • stud-book initials • passport number/FEI horse registration number • colour • sex • name (s) of owner (s)

Riders: • name of rider • nationality of rider • FEI rider registration number

“NB : Withdrawals after the date of definite entries or no-shows will be held liable to reimburse the OC for the actual financial loss incurred by the OC (i.e. stabling and hotel expenses) as a result of the late withdrawal or no-show.”

VETERINARY MATTERS - (Art. 1004.2, 1005, 1011, Annex III Reining Rules, 142)

1. SHOW VETERINARIAN:

(The Show Veterinarian may never be the same person as the FEI Veterinary Delegate)

Name: GIOVANNI ZAVAGLIA
Address: Via Trento, 1/a 25022 Borgo San Giacomo Bs - Italy
Email: Giovaglia@hotmail.com

2. CUSTOMS FORMALITIES

Name of horse Transport Company representing the OC, required customs documents, border crossing points, times of opening etc.

OC is not responsible for official team transportation/customs fees.

For horses outside ECC we recommend to contact a transport company such as:

Address: **TAST CAVALLI SRL**
Via Ippodromo, 9 – 20151 – MI
TEL. 0039-02-3082405
www.tast.it email tast@tast.it
Katia Paciotti – 0039-349-2375801

3. HEALTH REQUIREMENTS FOR THE ENTRY OF HORSES

Details on compulsory health tests and, where applicable, quarantine period and protocol, etc. PLEASE APPEND SPECIMEN IMPORT LICENCES WHICH WILL BE APPLIED TO HORSES ATTENDING THIS EVENT. In case of doubt or problems, please contact the FEI Veterinary Department as soon as possible.

All participating horses must be in possession of:

- A declaration (with a detailed list) from their own NF stating that the same is temporally imported into Italy to take part in the World Reining Championship
- An ATA from the Chamber of Commerce
- Veterinary health certificate on the International Form.

- ALL Horses from ECC countries taking part in the same show must possess the official veterinary health certificate approved by the EEC board of Directors 90/422/6 Dated 26-06-1990 and subsequent amendment ECC 92/130 dated 13.02.1992
- **Form 2007 is obligatory for all horses based and travelling around Italy to result negative to the serum test E.I.A. (Equine Infectious Anaemia) – All foreign riders are STRONGLY ADVISED to produce the same negative test on the official documents of their horses.**

4. MEDICATION CONTROL LABORATORY

Details of FEI Approved Laboratory appointed to carry out analyses on samples collected at this event. (Vet. Regs. Art. 1021 and FEI Bulletin).

Laboratoire des Courses Hippiques (L.C.H), ✓
91370 Verrières le Buisson, France.
Fax : +33 1 69752830

5. NAME OF DOCTOR / MEDICAL SERVICE

Name: CROCE ROSSA - MILANO ✓

6. NAME OF FARRIER

Name: GABRIELE SEGHETTI ✓

MISCELLANEOUS

A) GENERAL CLASSIFICATION AT THE END OF THE COMPETITIONS

Full information on all special prizes for example:

Leading rider award – Trophy

B) PRIZE - CLASSIFICATION (Art. 128, 129, 130)

The 2008 FEI World Championship Reining (team and individual) will offer one go round each. Five judges will be utilized with the highest and the lowest scores dropped to determine the final score. For the teams the lowest score of the team will be dropped. The best 20 scores of the team go round qualify for the individual go round.

The prize money shall consist of € 67.000 (ABOUT \$ 100.000)

70% for the Team competition

30% for the Individual competition

PRIZE GIVING CEREMONY

Team competition: the first 3 teams: Riders, horses and grooms + Chef d'Equipe

Individual Competition: The first 8 riders + horses + grooms

C) DEDUCTIONS FROM PRIZE MONEY

We withhold 20% of prize money for tax for all Competitors.

D) INSURANCES

Details pertaining to insurance of competitors, horses etc. Responsibility of OC for damages, fire, theft etc.

All owners and competitors 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.

E) ENTRY RIGHT TO SHOWGROUNDS (Art. 133, 1005)

Please list person with right of entry to show grounds (owners, grooms, riders, other persons)

- Team leader/Chef d'Equipe
- Team Riders
- Individual Riders
- One groom per Horse
- Team Vet
- Team Farrier
- 2 Horse-owners per Horse

TO BE PUBLISHED VERBATIM IN ALL SCHEDULES

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 competitors 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, Avenue Mon-Repos 24, CH-1005 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.horsesport.org.

COMPETITIONS

International competitions should not start before 8:00 am
and should not finish after 23:00 pm

Preliminary Time-Table:

1st day (date) 12 September (Team) approx 02.00 pm
2nd day (date) 14 September (Individual) approx 03.00 pm

TOTAL AMOUNT OF PRIZE MONEY (gross amounts): € 67.000 (About \$ 100.000)
+ value prize in kind (if applicable)

	Name of Class	Amount
Competition No 1	TEAM	€ 46.900 (ABOUT \$ 70.000)
Competition No 2	INDIVIDUAL	€ 20.100 (ABOUT \$ 30.000)

IMPORTANT

The total amount of prize money shown for each Competition in the schedule must be distributed. If fewer competitors take part in a Competition than the number of prizes indicated in the schedule, the President of the Ground Jury is responsible for recalculating the prize money to be distributed. The value of the 1st prize must not exceed 1/3 of the total prize money distributed for the competition. Distribution of prize money - min. 5 if less than 20 competitors in the competition, distributed to 25 % of participants. (GR Art 130)

FIRST DAY: TEAM**DATE : 12/09/2008****COMPETITION No 1**

will start approx at 2.00 pm

Team competition & Individual qualifying competition

Indicate pattern to be ridden: 9
 Number of horses per rider: 1
 Number of go-rounds: 1
 Total Team prize money + split-up: € 46.900 (ABOUT \$ 70.000)

1° place 32%	€ 15.008	FEI Gold Medals
2° place 23%	€ 10.787	FEI Silver Medals
3° place 18%	€ 8.442	FEI Bronze Medals
4° place 15%	€ 7.035	
5° place 12%	€ 5.628	

* * * * *

SECOND DAY:**DATE: 14/09/2008****COMPETITION No 1** will start approx at 3.00 pm**Final Individual competition**

Individual Competition: The 20 best competitors including ties for the 20th place qualify for the individual round. The scores from the 1st round are not carried forward to the 2nd round.

Indicate pattern to be ridden: 5
 Number of horses per rider: 1
 Number of go-rounds: 1
 Total prize money + split-up: € 20.100 (ABOUT \$ 30.000)

1° place 25%	€ 5.025	FEI Gold Medal
2° place 18%	€ 3.618	FEI Silver Medal
3° place 13%	€ 2.613	FEI Bronze Medal
4° place 10%	€ 2.010	
5° place 8.5%	€ 1.708.50	
6° place 7%	€ 1.407	
7° place 6%	€ 1.206	
8° place 5%	€ 1.005	
9° place 4%	€ 804	
10° place 3.5%	€ 703.50	

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APPENDIX TO SCHEDULE
MUST BE DISTRIBUTED TO ALL OFFICIALS,
FOR OTHER AVAILABLE ON REQUEST

VETERINARY MATTERS (Art. 1004.2, 1005, 1011)

1. VETERINARY ASPECTS "A"

VETERINARY REGULATIONS, 10th Edition, 1st January 2006

(see website www.horsesport.org)

THE FOLLOWING TEXT MUST BE PUBLISHED IN VERBATIM IN ALL SCHEDULES

VETERINARY EXAMINATIONS, HORSE INSPECTIONS & PASSPORT CONTROLS

These will be carried out in accordance with the "Veterinary Regulations", Art. 1011 & the discipline rules.

"General Regulations", 22nd Edition, effective 1st June 2007 will apply:

Art. 139.1

Every horse entered for any competition at CNs or CIMs (see Appendix D) in a foreign country (see GRs 141.2), and all horses entered for other CIs, CIOs, Championships, Regional and Olympic Games, whether at home or in foreign countries (see GRs 141.2), must have an official, valid FEI Passport, or a National Passport approved by the FEI and accompanied by an FEI Recognition Card and, when applicable, an FEI registration number, as a means of identification and to establish ownership.

Art. 139.2

Horses taking part in CNs and CIMs (see Appendix D) in their country of residence are not required to have such a passport as is mentioned in paragraph 1. All such horses must be properly registered and identifiable and, unless there is no national requirement for equine influenza vaccination in the host country and in the country of origin all horses must have a valid vaccination certificate.

EQUINE INFLUENZA VACCINATION, VET. REGS. ANNEX VII (except events taking place in NZL & AUS)

All horses and ponies for which an FEI Passport, or a National Passport approved by the FEI has been issued, must have the vaccination section endorsed by a veterinarian, stating that it has received two injections for primary vaccination against equine influenza, given between 1 and 3 months apart. In addition, a booster injection must be recorded as having been given within each succeeding 6 months, subsequent to the second injection of the primary vaccination. None of these injections must have been given within the preceding 7 days including the day of the competition or of entry into the competition stables.

The above are the minimum requirements for influenza vaccination. Both primary and first and subsequent booster injections should be given according to the manufacturer's instructions which will fall within the stipulation of the FEI ruling.

SAMPLING FOR PROHIBITED SUBSTANCES (Vet. Regs. Chapter V & VI and Annex IV)

Regular sampling is carried out in CCI3*/4*, CSIs (3*, 4*, 5*), CIOs, World Cup Qualifiers and Finals, Championships and Games, whereas at other CIs sampling is recommended.

When testing takes place, the number of horses tested is at the discretion of the Testing Veterinarian/Veterinary Delegate; however, a minimum of three is recommended (Vet. Regs. Art. 1016)

Special guidelines are applicable for events covered by the FEI Medication Control Programme (Groups I & II only).

MEDICATION CONTROL PROGRAMME (GROUP I & II ONLY)

The Organising Committees of FEI events within Groups I & II are advised to charge competitors the equivalent of CHF 12.50 per horse per event as a contribution towards the costs of the MCP programme.

2. VETERINARY ASPECTS "B"

WHEN RETURNING THE DRAFT SCHEDULE TO THE FEI, PLEASE SUPPLY THE FOLLOWING INFORMATION:

A) HEALTH REQUIREMENTS FOR THE ENTRY OF HORSES

Details on compulsory health tests and, where applicable, quarantine period and protocol, etc. PLEASE APPEND SPECIMEN IMPORT LICENCES WHICH WILL BE APPLIED TO HORSES ATTENDING THIS EVENT. In case of doubt or problems, please contact the FEI Veterinary Department as soon as possible.

Coggins test

B) CUSTOMS FORMALITIES

NFs holding an international event in their country should inform their National Veterinary Authority and their Customs Authority at least four weeks beforehand. They should request every facility to assist the movement of horses accompanied by FEI Passports, and the necessary veterinary certification at frontier crossing points into and out of their countries. (Vet. Regs. Art. 1004.2)

C) MCP CENTRAL LABORATORY - APPLICABLE ONLY TO GROUPS I & II

Under the Medication Control Programme (MCP) in Groups I and II, all samples collected in accordance with Vet. Regs Art. 1016 will be analysed by the Laboratoire des Courses Hippiques (LCH), 15, rue de Paradis, F-91370 Verrières le Buisson. The central MCP Laboratory will be reviewed in June 2009. Please refer to FEI Bulletin for further information. For events other than those listed in Vet. Regs Art. 1016 or for events other than in Groups I and II, samples may be analysed at an alternative FEI listed laboratory (Vet Regs Art. 1021).

MISCELLANEOUS

1. OBJECTIONS/COMPLAINTS (Art. 167-171)

All complaints and objections to be valid must be made in writing and accompanied by a deposit of CHF 150.- or equivalent.

2. EVENT'S ORGANISATION (Art. 114 - 115)

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. 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.

3. START LISTS & RESULT SHEETS

The name of the owner of each horse/pony will be added to all start lists and result sheets, as well as its stud book initials, country of birth, sex and age.

4. DISPUTES

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

5. RESULTS

Results including the amount of prize money awarded (if any) and the value of the prizes in kind must be sent to the FEI **within one week following the event** using the standard excel results form. The horses' passport, name and nationality of the horses owner must also be included with the results.

FOR THE INFORMATION OF ORGANISING COMMITTEES

STABLE SECURITY/STEWARDING AT INTERNATIONAL EVENTS

**MINIMUM REQUIREMENTS TO ENSURE IMPLEMENTATION OF
VRs Art. 1005.2.5, Annex X**

1. ACCESS TO STABLE AREA

The stables must be completely enclosed within a suitably restrictive perimeter (stable area) which will act both as a deterrent to the admission of unauthorised persons and to the exit of horses. The area must be sufficiently large to allow horses to be evacuated from the stables in an emergency but still remain within the confines of the perimeter.

Whenever possible the stable area must include only stables; lorries, caravans, etc., should not be permitted within the area unless specifically needed as accommodation for horses and/or grooms.

Access to stables must be limited to those persons indicated in VRs Art. 1005.2.5. It is essential that the official issuing authorised access be a responsible person of seniority within the Organising Committee.

2. CONTROL OF ACCESS

A control system must operate at all entrance gates so that there is an efficient and reliable method of identifying those who enter and leave the stable area at any time.

Extra vigilance must be used in establishing the identity of persons and reasons for entering the stables during the night.

3. STEWARDING OF STABLE AREA

At least one stable steward, directly responsible to the Chief Steward, must be present or readily available in the vicinity of the stable area 24 hours a day during the entire duration of the event. He may be assisted by deputies as required. The steward/deputies must regularly patrol the stable area, without establishing any predetermined pattern, to discourage any form of illegal practices or abuses to horses. Any misdemeanours must be reported immediately to the stable steward who must, in turn, report to the Chief Steward.

The duty of the stewards is therefore to safeguard the welfare of the horses and to prevent any form of illegal practices.

4. GROOMS

It is appreciated that grooms wish to remain with their horses during the night. Only grooms duly registered with the OC are permitted to do so.

The Person Responsible must ensure that his/her grooms, or any other authorised persons with access to his/her horses, are familiar with the security and stewarding procedures operating at the event attended.

5. MOVEMENT THROUGHOUT EVENT GROUNDS

Movement of horses between the stables, practice, grazing and main arena must be strictly controlled. The optimum layout for Jumping and Dressage disciplines is attached. It is appreciated that flexibility will be required depending on the requirements of other disciplines.

6. STEWARDING OF PRACTICE ARENA

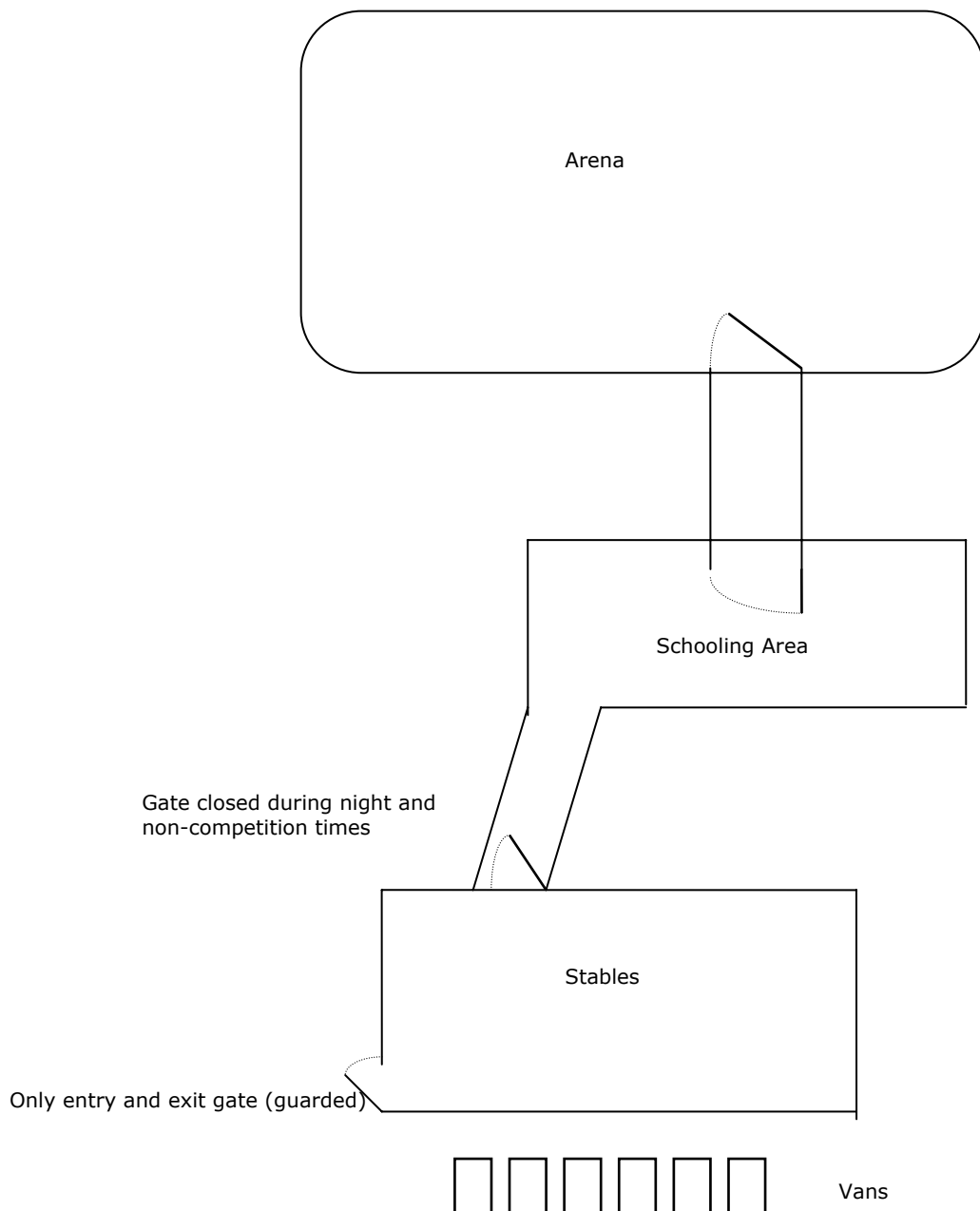
The Chief Steward must ensure that all practice arenas are adequately stewarded all the time that they are officially open. He must also ensure that these arenas are subject to random control when they are officially closed.

7. GRAZING AREA

It is recommended that a grazing area be provided at all outdoor events, and that this be subject to random control. If available, horses must only be grazed or walked in hand within this area.

The Foreign Judge/TD at events will be specifically asked to check that the relevant requirements are met as reasonably as can be expected, depending on the discipline, and to indicate clearly any shortfalls, following which consideration may be given to altering the category of the event in future.

**STABLE SECURITY / STEWARDING AT INTERNATIONAL EVENTS
EXAMPLE LAYOUT FOR STABLES AND SHOWGROUND**



FOR INFORMATION**MEDIA AND PRESS**

How the FEI can assist you in the lead up to your event

In order to ensure that your event features prominently in all press and media related issues, the FEI Communications Dept would like to take this opportunity to reiterate its commitment and dedication to providing you, the Organiser, with a variety of press and media related services so as to ensure optimal coverage and conditions in the lead up and throughout your event.

Increasing the visibility of our sport is a challenging goal. In order to assist you, we would like to begin by providing you with the following:

- IAEJ Guidelines and Checklist for Media Operations at Equestrian Events (here the simplified version is included). We may send you the detailed version upon request – It is important to provide good working conditions for the media as they are our voice to the outside.
- Accessible on the FEI website: Rider's Biographies; FEI Rule Books; Results and past results.
- Photo Galleries on the FEI Website to publish photos of your event.
- Upon request: Fact sheets of the relative discipline; contact details of members and stakeholders

In order to support you as efficiently as we can in promoting your event, we kindly ask you to:

- Include the FEI on your press mailing list (m.gueorguiev@horsesport.org and o.robinson@horsesport.org);
- Send us the press kit, press accreditation and hotel reservation forms in order to publish them on the FEI website www.horsesport.org
- Send us the logo of your event and a short text presenting your show for publication in the FEI Press News;
- Send the complete results to results@horsesport.org
- Send a selection of photos (high resolution preferably - with captions and credit) to o.robinson@horsesport.org which may be included both in a number of FEI publications and the FEI Website Photo Galleries and Catalogue.

The FEI aims for the consistent global promotion of Championships and Games and looks forward to a fruitful collaboration with the press officers. It's important that we work together and strengthen our relationship as we are all working for the same goals.

For any further information regarding Media and Press facilities, please do not hesitate to contact Malina Gueorguiev (m.gueorguiev@horsesport.org) or Olivia Robinson (o.robinson@horsesport.org).

IAEJ Guidelines and Checklist for Media Operations at Equestrian Events**Press Service**

The Press Service should be operating according to the size/significance of the event and not later than six months prior to the event.

Press Officer

The Press Officer has a key role to play in the organisation of an event. He / she has a good knowledge and understanding of horsesport and media operations in general. He / she is in charge of the press office and has clear recognition within the Organising Committee by being part of the core team.

The main role of the Press Officer and his/her staff is to ensure the smooth running of the press office and related services and provide information, before, during and after the event in a proactive way. An active media information policy, where news is spontaneously and systematically offered, is

the best service that can be offered to the media.

Supporting staff: depending on the number of accredited journalists, sufficient additional staff should be available (e.g. to ensure that the necessary copies of results and starting lists are made, the working space is tidy and clean, to accompany journalists to the media stands if needed, etc.)

Accreditation

All members of the media should be clearly identified; therefore a proper accreditation system needs to be put in place.

The accreditation process shall start six months prior to the event and all media shall be accredited before the event starts. This will allow the Press Officer to determine the size of the Press Centre and prepare adequate facilities. The Press Officer needs to pay full attention on the acceptance of accreditation requests and only grant accreditation to professional members of the media.

At any event, regardless the level of importance, press accreditation shall give access to the following areas: press centre; press stand; training areas; catering areas (including non-public catering services, when applicable); mixed zone or Competitors stand

In accordance with FEI Regulations, press accreditations do not give access to the stabling area. Generally press accreditation does not give access to the field of play, with the exception of accredited photographers wearing special identification (bibs, armllets), or when special activities for the media are organised, such as course walks.

Press Conferences

A press conference shall be organised when there is a need for it and important news needs to be communicated to the media. If the news does not require direct interaction between the organisation and the media, there is no need of a press conference. The subject and main points on the agenda of the press conference, as well as the main speakers shall be communicated to the media in advance.

Running order

The Press Officer shall conduct the press conference according to the following basic running order:

- Presentation of the table
- Announcement of results of the competition (top of the leader board), and updated standings if the competition is part of a series
- Short comment on the competition (number of starters, number of spectators, any relevant information).
- Press Officer asks the first open question to the interviewed person ("how do you feel," what is your opinion on," etc.)
- Q&A (Q&A shall be controlled by the Press Officer, who shall invite one media representative at a time.)
- Thank the guests on stage and to the audience, misc. announcement (programme of the next day, etc.)

Facilities

Press Centre

A standard press centre is composed of the following areas:

- **Public areas:** welcome desk; safe/storage area; press working area; photo working area; an information area (pigeon holes/trays with starting lists, results etc.); press conference area;
- **Private areas:** press officer's office; photo manager's office; webmaster's office; editorial staff working space;

Work stations

The working space shall be minimum 1 metre per person, one electrical plug per position. Photographers need a working space, preferably in a dedicated area.

Telecommunication system

In case a payphone system is installed detailed invoices shall be made available. Phone calls can either be free of charge or charged to the user, but rates shall not be overtaxed and communicated in advance to the accredited media. Free of charge wireless capability is preferred.

Press Conference Room

According to the importance of the event and the press attendance, the press conference shall be held either as a formal conference with a moderator, or as an informal briefing between the interviews and the press.

A press conference room is most of the time arranged in theatre style, with a podium for the speakers. The number of seats shall be relative to the number of accredited press (approx. 1 seat every 5 accredited press).

Podium: essential: tables, chairs, water / preferable: tablecloth, name plates, backdrop, decoration.

Audio: speakers, microphones, audio outputs for TV and radio

TV: platform at least 30 cm high, 1 metre wide, positioned opposite the stage at the end of the room

Press Stand

The press needs adequate space to watch and follow the competitions and take notes for their reports.

The press tribune shall be clearly identified and only accessible to accredited media and authorised personnel. A member of the press staff should be assigned to service this area.

Essential: reserved tribune; good view on the field of play; separate area from the public, not far from the mixed zone; entrance control, security. Preferable: tabled seats; electrical outlets; telephone/modem connection; monitors.

Press Parking

Parking should include a reserved area for the accredited press located at a reasonable distance from the showground and press centre.

PRESS INFORMATION

A constant flow of information regarding the event should be provided to the press before and during the event. According to the press mailing list, press releases and/or newsletters should be circulated via e-mail and the official website of the event. A press kit containing useful information such as programme of the show, entries, nationalities represented, prize money by class, history of the show, interview / presentation of key officials such as show president, show director, course designer, famous riders, side events such as charity actions, list of sponsors should be sent two months before the event. During the event, information should be provided through the distribution of: press releases, newsletters, flash quotes, press conferences. All information produced on site shall be made available to the non-attending media via fax, e-mail and the website.

Information should include:

Before the event: press kit; accreditation system; travel and accommodation details, car pass; timetable and general information about the event; list of participating nations/competitors; key contacts

During the event: biographies of the competitors; past winners of the event; venue: fact and figures; detailed schedule of the event, including press conferences and other activities for the press (guided course walks, stable visits, tours, forums, parties, etc.); sport description (for non-specialised media); starting lists; course plans; results; press releases.

Please note updated biographies of international competitors are available on the FEI website www.horsesport.org.

PHOTOGRAPHERS

Photographers are key members of the media. Due to the nature of their activity, there are specific requirements which should be met to allow them to work effectively.

General requirements

- Accredited photographers have priority in the allocation of lockers for storage of their equipment, as well as for parking spaces.
- A separate working area for photographers should be set up in the Press Centre
- It is important that a Photo Manager is appointed to liaise with photographers and ensure that all requirements are met.
- There shall be a dress code for photographers if the event is televised

Identification

All accredited photographers must be provided with a special identification (armlet, bib). This identification is clearly different from other badges and must be communicated to security personnel and technical officials. Bibs are to be numbered and recipients registered. A cash deposit might be asked to ensure return of the bib at the end of the event.

Photo positions

Positioning of the photographers during all phases of the event should be planned in advance by the Press Officer and the Photo Manager, and agreed with the technical officials. Position of TV cameras need to be taken into account while planning photographers' positions. TV has priority. Photo positions must be planned at a very early stage so that tickets are not sold to seats just behind the area. Photo positions might be either a defined area next to the competition arena, or a smaller clearly marked and roped-off zone with controlled access in the field of play. In the event of a lack of space either around the arena or inside, photographers should be allowed to shoot from the press stand.

Jumping: photo positions shall be organised inside the ring. Photographers should not leave the ring during the competition; they can however change position in between competitors. If there are too many accredited photographers, a rotation system will have to be arranged. The pockets should be placed so that riders can be photographed from the left and from the right. In addition, the photographers should have access to the arena at least at two of the four sides.

Lighting

It should be noted that photographers need more light in an indoor arena than what is required by TV (1000 lux). Photographers need 1200 lux in order to deliver optimal quality pictures.

CRISIS MANAGEMENT

There are four basic types of crisis that can occur during an equestrian competition. They are:

1. Competition related problem. i.e. major horse/rider/spectator accident
2. Veterinary / judicial related problem. i.e. abuse
3. Discipline related problem i.e. competition rules or conditions
4. General organisational problem. i.e. transport, access, electrical breakdown etc.

The Press Officer should always be involved in the crisis management team. The persons within the Organising Committee who are authorised to comment on the incident/accident shall be clearly identified and a detailed plan of action should be agreed in advance.

A press statement shall be transmitted to the press as soon as the exact circumstances and plan of action have been decided. In the meanwhile, the Press Officer shall be in charge of the initial response or holding statement to the press:

"The organisers are investigating the facts surrounding the incident. As soon as these are available, a full statement will be issued and a press conference held."

Replies, either written or verbal, should be brief, calm, objective, clear and factual.

The complete document of the FEI Crisis Management Plan is available from the FEI.