

<b>Event</b> (category): <b>CVI 1* &amp; CVI 2*</b>	<b>Date:</b> 25 - 27 April 2008
<b>Place:</b> Ermelo	<b>NF:</b> The Netherlands

### GENERAL CONDITIONS

This event is organised in accordance with:

- FEI Statutes, 22nd edition, revision effective 15 April 2007,
- FEI General Regulations, 22nd edition, revision effective 1st June 2007,
- FEI Veterinary Regulations, 10th edition, effective 1st June 2006,
- Rules for Vaulting Events 6th edition, effective 1st January 2005, and 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.
- 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.

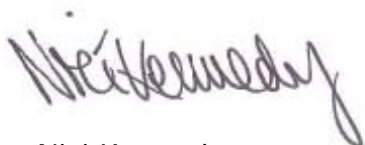
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### THE APPENDIX IS PART OF THIS APPROVED AND SIGNED SCHEDULE

Approved by the FEI

Lausanne, on 10.03.08

Signature :



Nici Kennedy  
Manager Vaulting Department

## I GENERAL INFORMATION

### 1. TYPE OF EVENT

Status : CVI1\* & CVI2\*

Date : 25 April until 27 April

Place : Ermelo

Country : The Netherlands

### 2. ORGANISER

Name: KNHS  
CVI Commissie

Address: De Beek 125  
3842 PL Ermelo

Telephone: 0031 ( 0) 577 408 381

FAX: 0031 (0) 577 408 239

Email: cvi@knhs.nl

Website: www.knhs.nl/cvi-ermelo

### 3. COMPLETE POSTAL ADDRESS OF THE SHOWGROUND

KNHS  
De Beek 125  
3842 PL Ermelo  
The Netherlands

### 4. ORGANISING COMMITTEE

President of the Event : Jos Slottje

Show Secretary : KNHS: Charlotte Gunnink  
De Beek 125  
3842 PL Ermelo

### 5. EVENT DIRECTOR

Name: Elske Hoving

Address: Kerkweg 78A  
1961 JE Heemskerk  
The Netherlands

Telephone: 0031 (0)6 120 77 054

Email : elskehoving@hotmail.com

## **II OFFICIALS**

### **1. GROUND JURY :**

President : Mr. Arne Sigtenbjerggaard (DEN)

Member : Mrs. Heddy Boelsma- Den Hartog (NED)

Member : Mr. Roland Boehlen (SUI)

Member : Mrs. Janke Staudenherz (AUT)

FOREIGN JUDGE: Mrs. Janke Staudenherz (AUT)

### **2. APPEAL COMMITTEE :**

President: Mr. Ben van de Maat (NED)

### **3. CHIEF STEWARD :**

Name : Mr. Jan Vaandrager (NED)

### **4. FEI VETERINARY DELEGATE :**

Name : Drs. Mrs. Julia Ridder (NED)

### III SPECIFIC TECHNICAL CONDITIONS

#### 1. VENUE :

The CVI1\*, CVI2\*, CVIO will take place: indoors

#### 2. COMPETITION ARENA

Dimensions : 25m x 60m

Ground: Synthetic shavings

Circle: 20m. diameter

#### 3. PRACTICE ARENA

Dimensions : 20m x 60m

Ground: Synthetic shavings

Circle 20m. diameter

#### 4. TYPES OF COMPETITIONS:

Please specify the types of competitions scheduled.

- Team Vaulting Competitions
- Individual Vaulting Competition

#### 5. INVITATIONS

- Number of NFs invited : 23
- Which NFs are invited : Argentina, Australia, Austria, Belgium, Brazil, Canada, Czech Republic, Denmark, Finland, France, Germany, Great Britain, Hungary, Ireland, Italy, New Zealand, Netherlands, Poland, Portugal, Slovakia, Spain, Switzerland, United States
- Number of vaulters per NF\* :
  - 4 male
  - 4 female
  - 4 junior male
  - 4 junior female
  - 3 teams
  - 2 junior teams
- Number of vaulters from the host NF\*- a maximum of 15 individual vaulters (male and female)
  - a maximum of 5 Teams
  - a maximum of 10 junior

- 
- |                                |  |
|--------------------------------|--|
|                                | vaulters   |
|                                | - a maximum of 2 Junior Teams  |
| - Number of attendants per NF: | - 1 Chef d'Equipe  |
| - Number of longeurs per NF:   | - 1 longeur per individual<br>- 1 longeur and one reserve longeur per team |
| - Number of horses per NF:     | - 1 horse per individual<br>- 1 horse and 1 reserve horse per team.        |
| - Number of grooms per NF:     | 1 groom per 3 horses   |

\* The OC reserves the right to specially invite additional vaulting teams or individuals.

Please see specimen entry forms annexed hereto.

## 6. FACILITIES OFFERED:

### A) CHEF D'EQUIPES/COMPETITORS/ATTENDANTS/ LONGEURS

Accommodation will be offered at cost of the competitors.

There is a limited number of beds available in the Federation Centre. The price for one night,

including breakfast is € 20,00 pp.

There is a camping near the arena:

- Own Tent: € 8,50 per night
- Own Caravan € 20,00 euro per night

A list of Hotels will be appended.

Meals will be offered at the federation Centre at cost of the competitors. The prices per meal are:

- Breakfast: € 7.00
- Lunch: € 12,50
- Diner: € 15,- - € 22,-

**For a good organisation, please, you choice of meals and accommodation must be sent with nominated entries to the O.C. See page 17.**

### B) GROOMS

There is a limited number of beds available in the Federation Centre for Grooms. The price for one night, including breakfast is €20,00 pp. Requests for accommodation must be sent with **nominated** entries. Cost of Accommodation for the grooms will be at the cost of the Competitor.

### C) HORSES

Stabling arrangements, from 24<sup>th</sup> April to 27<sup>th</sup> April on the competition grounds.

Exact dimensions of stables: 3m x 3m.

Box: €25,00 pro night, extra bedding provided.

Straw and shaving will be provided, please bring your own hay.

### D) WELCOME

Thursday 24<sup>th</sup> of April the show secretariat will be opened from 13.00 hours.

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

**E) LOCAL TRANSPORTATION - ARRANGEMENTS FROM HOTEL TO SHOWGROUNDS**

Competitors, grooms etc. will have to arrange their local transportation themselves.

**F) ADVERTISING AND PUBLICITY**

The competitors are or are not authorised to carry the logo of their personal sponsor on the saddle cloth in accordance with Art. 136.1-2. The Chief Steward will check that the advertising and publicity on competitors and horses complies with Article 136 of the General Regulations.

Yes

No

**IV ENTRIES**

**(Compulsory for CVIOs and Championships only)**

**Closing dates :**

Entries in Principle : 23<sup>th</sup> February 2008

Nominated Entries : 15th March 2008

Definite Entries : 2<sup>nd</sup> April 2008

**Entry fee for the whole competition :**

Teams €55,- (excl. MCP SFr 12,50)

Individual €35 ( excl. MCP SFr 12,50)

**“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.”**

**V VETERINARY MATTERS****1. SHOW VETERINARIAN:**

Name: Drs. Mr. J.W.M. Zomer and Drs. Mrs. Zomer- Mateboer

Address: Noordzijde Zoom 37, 4613 AB Bergen op Zoom

Tel: 0031 6 537 18525

**VETERINARY INSPECTION**

Date (dd/mm/yy) : 25 – 04 - 2008

Time : 13.00 hour

**2. CUSTOMS FORMALITIES**

The competitor have to arrange their own transportation and are moreover responsible for arranging correct custom formalities. Non EC-competitors are strongly advised to travel with an ATA-Carnet; there's no Custom agency in charge.

**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.

**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)

Address:

Telephone:

Fax:

Email:

The organizing committee will not pay the cost of travelling for officials, competitors, horses and grooms, also not in The Netherlands. Custom duties etc. are for the account of the competitors.

**3. MEDICATION CONTROL LABORATORY**

Name: L.A.B. Des Courses Hippique (LCH)

Address: 15, Rue de Paradis, France  
F-91370, Verrieres le Buisson

Telephone: +33 69752828

Fax: +33 169752829

**4. NAME OF DOCTOR / MEDICAL SERVICE**

Name: regional EHBO organisation

**5. NAME OF FARRIER**

Name: Mr. Willem Zomers  
Frisialaan 13  
3841 DM Harderwijk  
Tel: 0031 6 42138405

## **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](http://www.horsesport.org).

**FIRST DAY : Friday 25<sup>th</sup> of April**

\* \* \* \* \*

**Preliminary Time Table****Thursday April 24<sup>th</sup>****- Arrival from 15.00 hours.**

- Evening: trainings area open

**Friday April 25<sup>th</sup>:**

- morning: trainings area open

13.00 hrs Horse Inspection

14.00 hrs Meeting Chef's d' Equipe and draw for starting order

- 1e round compulsory test - Junior Teams

- 1e round compulsory test - Senior Teams

**Saturday 26<sup>th</sup>**- 1e round compulsory test – Male and Female individuals  
(Junior and Senior)

- 1e round free test - Junior teams

- 1e round free test - Senior teams

- 1<sup>e</sup> round free test – Male and Female individuals  
(Junior and Senior)**Sunday 27<sup>th</sup>**- 2e round technical test - Male and Female individuals  
(Junior and Senior)- 2e round small final – Male and Female individuals  
( Junior and Senior)

- 2e round free test - Junior Teams

- 2e round free test - Senior Teams

- 2e round free test - Male and Female individuals  
(Junior and Senior)

+/\_ 16.00/16.30 hrs Prize giving ceremony

\* The number of finalist teams will be announced during the Chef's d'equipe meeting, according to the number of teams entered.

**Prize giving Ceremony**

All competitors, vaulters, longeurs and horses will participate in the prize giving ceremony dressed as for the competition or in their national color.

Details on the announcements of results and prize giving will be explained in the welcome documents.

**Prizes**

The prizes will consist of cups, rosettes and souvenirs

**APPENDIX TO SCHEDULE****VETERINARY MATTERS****1. VETERINARY ASPECTS "A"****VETERINARY REGULATIONS, 10th Edition, 1st January 2006**

(see website [www.horsesport.org](http://www.horsesport.org))

**VETERINARY EXAMINATIONS, HORSE INSPECTIONS & PASSPORT CONTROLS**

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

**"General Regulations", 21st Edition, effective 1st January 2005 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"**

**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

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

### 2. GENERAL CLASSIFICATION AT THE END OF THE COMPETITONS

Full information on all special prizes for example:

Individual vaulter award - prizes	Numbers 1,2,3
Team award – prizes	Numbers 1,2,3
Best team horse	Number 1
Best individual horse	Number 1

### 3. PRIZE - CLASSIFICATION

The team competition is held in two rounds, the second round comprises of only a free test. The marks of both rounds are added. In case of equality of the total marks, the mark of the compulsory test will decide.

For individuals the competition is held in two rounds. In the second round the 20 best placed female\*\* and 10 best placed male \*\* vaulters of the first round may start. In the second round of the individual\* the 15 best placed individual female\* and 10 best placed male\* may start.

Individuals \* and \*\* who will not compete in the second round will take part in the small final. The small final comprises only a free test.

The scoring marks of both rounds are added. In case of equality of the marks the mark of the technical test in the second round will decide.

### 4. INSURANCE

"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".

Should a competitor's insurance fail to provide proper compensation, the organizer's civil liability insurance will in no case be applied.

Competitor's are responsible for their horses and personal equipment throughout the event. They must cover the repatriation costs in case of an accident.

Consequently, participants waive all claims they could enact against the organizer.

**Liability**

The Organizing Committee and its representatives shall not be liable for any material damage or physical harm suffered by competitor, the horses and the stable personnel as a result of accidents. Damage to vehicles, saddlery and other equipment as a result of any cause whatsoever, including theft, loss and fire, shall not be the responsibility of the Organizing Committee and its representatives. Accordingly, the participants renounce any and all rights of resource against the organizers.

In cases not properly covered, no claims can be made against the Organizing Committee liability insurance.

**5. EVENT'S ORGANISATION**

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.

**6. ENTRY RIGHT TO SHOWGROUNDS & Stables**

All competitors ( vaulters and longeurs), chef d'equipes, attendants and grooms do have access to the showground/competition area.

Limited admission to the stable area during the event. The only personnel authorized by the Organizing Committee to enter the stable area are:

- Technical Delegate
- Members of the Ground Jury and Appeal Committee
- Stewards
- Veterinary delegate, Treating Veterinarians
- Official Farrier and team Farriers, individual competitor's private farrier
- Persons responsible for the horses\*, not more than two owners per horse
- Chefs d' Equipes
- Trainers
- Grooms
- Forwarding agents

Everyone belonging to one of the underlined categories, must, if they want to benefit of the advantage of limited admission to the stable area, send a personalized request in writing to the O.C. together with the nominative entries, and together with definite entries of horses.

Additionally, the President of the O.C may approve of Presidents, the Secretary General of NF's and accredited journalists to visit the stable area on an official appointment accompanied by an official of the O.C.

\*1 longeur, 1 individual per horse and two vaulters per team (assigned by the Chef d' Equipe) will have a pass to enter the stable area.

*SPECIMEN**ENTRY**FORM***TEAM VAULTING ENTRY FORM**

Team name

Club

Address

Contact person

Address

Tel

Fax

E-mail

Entry class no

Longeur

Reserve longeur

Horse

Country of birth

Stud Book Reg. no

FEI Passport no

Birth date

Breed

Reserve Horse

Country of birth

Stud Book Reg. no

FEI Passport no

Birth date

Breed

**Team vaulters:**

	Name	Year of birth
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Estimated arrival

Date time

Estimated departure

Date time

*SPECIMEN ENTRY FORM*

**Stable:**

**Number of stables needed:..... stables\***       **bedding:**  **traw**  
**shaving**

( \* please fill in how many stables you like to reserve)

**Accomodation:**

Competitor wishes to reserve the following accommodation at the competirion area:

Beds in the Federation Center (dorm rooms with 8 or 10 beds)  
..... beds\*

Camping:

.....places for own tent

..... places for own caravan

**Meals:**

Competitor wishes to reserve the following meals:

Breakfast on            Friday            Saturday  
                         Sunday  
For..... persons\*

Lunch on       Friday            Saturday      Sunday  
For..... Persons\*

Diner on       Friday            Saturday      Sunday  
**For .... Persons\***

(\* please fill in for how many persons you like to reserve the meals)

***Other remarks for the organizing committee:***

## INDIVIDUAL VAULTER ENTRY FORM

*Use the same entry form for all vaulters starting on the same horse*

Club

Address

Contact person

Address

Tel

Fax

E-mail

Entry class no

Longeur

Reserve longeur

Horse

Country of birth

Stud Book Reg. no

Reserve Horse

Country of birth

Stud Book Reg. no

FEI Passport no

Birth date

Breed

FEI Passport no

Birth date

Breed

### Individual vaulters

	Name	Year of birth
1		
2		
3		
4		
5		
6		

Estimated arrival

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Date                      time

Estimated departure

---

Date                      time

**Stable:**

**Number of stables needed:..... stables\*       bedding:  straw shaving**

( \* please fill in how many stables you like to reserve)

**Accommodation:**

Competitor wishes to reserve the following accommodation at the competition area:

Beds in the Federation Center (dorm rooms with 8 or 10 beds)  
..... beds\*

Camping:

.....places for own tent

..... places for own caravan

**Meals:**

Competitor wishes to reserve the following meals:

Breakfast on                        Friday                Saturday  
   Sunday  
For..... persons\*

Lunch on                     Friday                                        Saturday                    Sunday  
For..... Persons\*

Diner on                     Friday                                        Saturday                    Sunday  
For .... Persons\*

(\* please fill in for how many persons you like to reserve the meals)

**Other remarks for the organizing committee:**

# Example of results on scoreboard

## Compulsories - 1 Round

Vaulter	Horse	Average Horse Score	Longeur	Score
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## Free Test - 1 Round

Vaulter	Horse	Average Horse Score	Longeur	Score
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## Other Formula

Vaulter	Horse	1st Round Free Test			Results 1st Round	
		Average HS	Longeur	Score	Average HS	Total

In all results, the horse score must be shown (the score should be shown as an average when there are more than one judge)

**FOR THE *INFORMATION* OF ORGANISING COMMITTEES  
AND OFFICIALS**

**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**

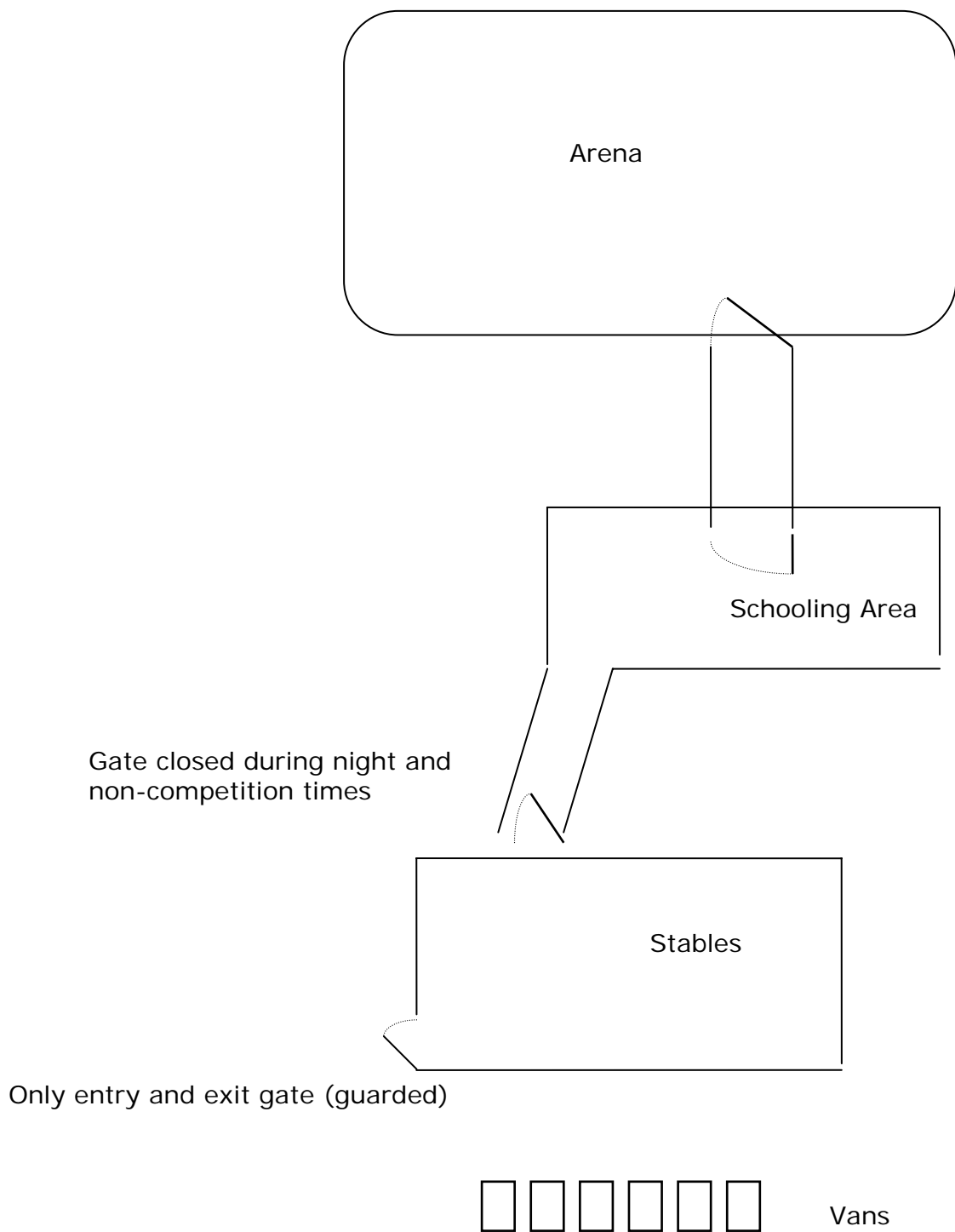
The Chief Steward must ensure that all practice arenas are adequately stewarded all the time that they are officially open. He must also ensure that these arenas are subject to random control when they are officially closed.

#### **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 EXAMPLE LAYOUT



## 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](mailto:m.gueorguiev@horsesport.org) and [o.robinson@horsesport.org](mailto: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](http://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](mailto:results@horsesport.org)
- Send a selection of photos (high resolution preferably - with captions and credit) to [o.robinson@horsesport.org](mailto: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](mailto:m.gueorguiev@horsesport.org)) or Olivia Robinson ([o.robinson@horsesport.org](mailto:o.robinson@horsesport.org)).

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## 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](http://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.