

CHECKLIST FOR DRAFT SCHEDULE VAULTING 2008



Event (category): CVI 1s – 2s

Date: 11-13 APRIL 2008

Place: PORTOGRUARO

NF: ITALY

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,
- 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
- 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.

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

The following must be printed in the schedule

Approved by the FEI

Lausanne, on 20.02.08

Signature :

Nici Kennedy
Manager Vaulting Department

I GENERAL INFORMATION

1. TYPE OF EVENT

Status : X CVI1* X CVI2* CVIO Championship

Date : 11 – 13/04/08

Place : PORTOGRUARO (VENEZIA)

Country : ITALY

2. ORGANISER

Name: EQUIPOLIS TIZIANA-SCUDERIA F.G.

Address:

Telephone: +39 0421 24 40 53

FAX: +39 0422 17 60 250

Email: concorsoippico@alice.it

Website:

3. COMPLETE POSTAL ADDRESS OF THE SHOWGROUND

Street: Via M.L. King, 10

Postal:

City: FOSSALTA DI
PORTOGRUARO
(Venezia)

4. ORGANISING COMMITTEE

Honorary President : Cesare Croce

President of the Event : Luigi Favaro

Show Secretary + Scoring: Alessandra Zava

5. EVENT DIRECTOR

Name: Massimo Giacomazzo

Telephone: +39 348 3651232 Fax: +39 0421244053

Email : m.giacomazzo@fise.it

II OFFICIALS

1. GROUND JURY :

President : JEAN MICHEL PINEL - FRA

Member : ROLAND BOEHLEN - SUI

Member : GABY BENZ - ITA

2. FOREIGN JUDGE:

Roland BOEHLEN (SUI)

3. APPEAL COMMITTEE :

President : BARBARA MONTAGNANA – ITA

Address :

4. CHIEF STEWARD :

Name : PATRIZIA PAGANELLI - ITA

5. FEI VETERINARY DELEGATE :

Name : ALESSANDRO CENTINAIO - ITA

6. FEI VETERINARY COMMISSION : n/a

III SPECIFIC TECHNICAL CONDITIONS

1. VENUE :

The CVI1*, CVI2*, CVIO will take place: X indoors outdoors

2. COMPETITION ARENA :

Dimensions : 25 m. diameter

3. PRACTICE ARENA :

Dimensions : 25 m. diameter

4. TYPES OF COMPETITIONS:

TEAM VAULTING COMPETITIONS:

- **Junior* Team** (CVI*) is composed of the longeur and six less 16 year olds vaulters and one alternate vaulter (optional) and one horse.
- **Senior** Team** (CVI**) is composed of the Lounger and six vaulters and one alternate vaulter (optional) and one horse.

Teams passage depends on horses' draw lots. The test will be held over three tests in two rounds. Only Free Test in the second round. All teams are allowed to start in the second round.

INDIVIDUAL VAULTING COMPETITION (CVI* and CVI**)

Specific classification for:

- **Individual Males** (CVI* 14-18/CVI** older or equal 14)
- **Individual Females** (CVI* 14-18/CVI** older or equal 14)

The competition will be held in 2 rounds. In the 2nd round the 15 best placed vaulters of the 1st round may start.

Vaulters passage depends on horses' draw lots.

PAS-DE-DEUX VAULTING COMPETITION (CVI*)

Is composed of the Lounger and two less than 14 year olds vaulters and one horse. Teams passage depends on horses' draw lots. The test will be held in one round.

5. INVITATIONS

- Number of NFs invited : 19
- Which NFs are invited : ARG-AUS-AUT-BEL-CAN-CZE-DEN-ESP-FIN-FRA-GER-GBR-HUN-NED-POL-SVK-SUI-SWE-USA
- Number of vaulters per NF : without limits
- Number of attendants per NF: 1 Chef d'Equipe
- Number of longeurs per NF: 1 per Individuals – 1+1 reserve
- Number of horses per NF: 1 per Individuals – 1+1 reserve
- Number of grooms per NF: 1 per 3 horses

Please see specimen entry forms annexed hereto.

Competitors are invited by the Organising Committee through their NF.

On the occasion of its statutory Meeting held in Berne, 28th May 1990, the Vaulting Committee agreed that, unless the provision of horses by the Organising is stipulated in the Draft Schedule, any vaulters arriving at an Event without horses shall be refused in the future.

6. FACILITIES OFFERED:**A) CHEF D'EQUIPES/COMPETITORS/ATTENDANTS/ LONGEURS**

- HOTEL BELLA VENEZIA (Latisana UD)
- tel +39 0431 59647 fax +39 0431 59649
- HOTEL ALLA BOTTE (Portogruaro VE)
- tel. +39 0421 760122
- AGRITURISMO PRA' GRANDE (Portogruaro VE)
- tel. +39 0421 244156

Accommodation (Bed and breakfast) at the expense of competitors.

CAMPING: Caravan, camper and tent are allowed. They must be requested with entries.

Meals : at the expense of competitors

B) GROOMS

Accommodation and meals will be at the cost of competitor.

C) HORSES

Transport expenses to be paid by the competitor.

Stabling arrangements, from 10/04 to 14/04. Cost to be paid by competitor.

Exact dimensions of stables: 3 m x 3 m

Double boxes only on request: 3 m x 6 m.

Box € 150,00 per horse

Double box € 280,00 per horse

D) WELCOME

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.

Arrival Time: 10 April from 8,00 am to 9,00 pm

Stable closed: 9,30 pm

E) LOCAL TRANSPORTATION - ARRANGEMENTS FROM HOTEL TO SHOWGROUNDS

The O.C. will not provide transport for vaulters and horses.

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.

X Yes

No

IV ENTRIES

(Compulsory for CVIOs and Championships only)

Entries in Principle :	on receiving the schedule
Definite Entries :	25/03/08
Entry fee per Team:	€ 100,00
Entry fee per Individual	€ 50,00
Entry fee per Pas-de-Deux	€ 60,00
MCP fee	€ 8,00

The payment must be made to the Secretary's Office within Friday 11/04/08

PLEASE SEND ENTRIES TO: fax +39 0422 17 60 250

e-mail concorsoippico@alice.it

Organising Committees may include the following in the schedule:

"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 (entry fee Team/Individual and stable) as a result of the late withdrawal or no-show."

V VETERINARY MATTERS

1. SHOW VETERINARIAN:

Name: Barbara Bisatti
Tel: +39 347 0004709

VETERINARY INSPECTION

Date (dd/mm/yy) : 11/04/08
Time : 9,30-11.00 am

2. CUSTOMS FORMALITIES

HEALTH REQUIREMENTS FOR THE ENTRY OF HORSES

To cross the Italian border the following documents are necessary:
FEI passport – Veterinary Health Certificate (direttiva 90/426/EEC) –
Routing schedule GUCE n. 1.148/63 on 39/06/95

In 2008 it is obligatory for all horses based and travelling around Italy to result negative to the serum test of E.I.A. (Equine Infectious Anaemia).

All foreign riders STRONGLY ADVISED to produce the same negative test (Coggins' Test) on the official documents of their horses.

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)

TAST CAVALLI – Via Ippodromo, 9 – MILANO

Telephone +39 2 3082405 fax +39 2 33400900

E-mail staff@tast.it

3. 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).

Name: LABORATOIRE DES COURSES HIPPIQUES

Address: 15,RUE DE PARADIS

F-91370 VERRIERES LE BUISSON

Tel: +331 69752828 Fax: + 331 69752830

4. NAME OF DOCTOR / MEDICAL SERVICE

Name: Bruno Granati

5. NAME OF FARRIER

Name: Alberto Cudicio

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.

PRELIMINARY TIME TABLE

FRIDAY 11 APRIL

- h. 9.30 Horse Inspection
- h. 11.30 Meeting of Chefs d'Equipes and draw for starting order
- h. 15.00 Compulsory Test – Teams Senior – I round
Compulsory Test – Teams Junior – I round

SATURDAY 12 APRIL

- h. 9.00 Compulsory Test – Male and Female Individuals – I round
Free Test – Teams Senior – I round
- h. 14,00 Free Test – Male and Female Individuals – I round
Free Test – Teams Junior – I round
Pas-de-deux

SUNDAY 13 APRIL

- h. 9.00 Technical Test – Male and Female Individuals
Free Test – Teams Senior – II round
Free Test – Male and Female Individuals – II round
Free Test – Teams Junior – II round
- h. 12.30 Horses and Longeurs Prize Giving
Prize Giving Ceremony

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

(see website 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:

Leading vaulter award - prizes	NONE
Best foreign vaulter - prize	NONE
Best home vaulter - prize	NONE
Team awards - prize	NONE

3. PRIZE - CLASSIFICATION

Cups, rosettes, gifts, souvenirs, plaques.

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".

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

Details concerning right of entry to showground of Chief d'Equipe, attendants, longeurs, grooms, vaulters, other persons.

1 Longeur, 1 individual per horse, 2 vaulters per team (designed by the Chef d'Equipe), will have a bracelet to enter in the stable area.

The O.C. will provide the required arm numbers for individual vaulters against a pledge of € 10,00.

*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		

Estimated arrival

 date time

Estimated departure

9			date	time
10				

*SPECIMEN ENTRY FORM***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	Estimated arrival
1			
2			date time
3			
4			Estimated departure
5			
6			date time

Example of results on scoreboard

Compulsories - 1 Round

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

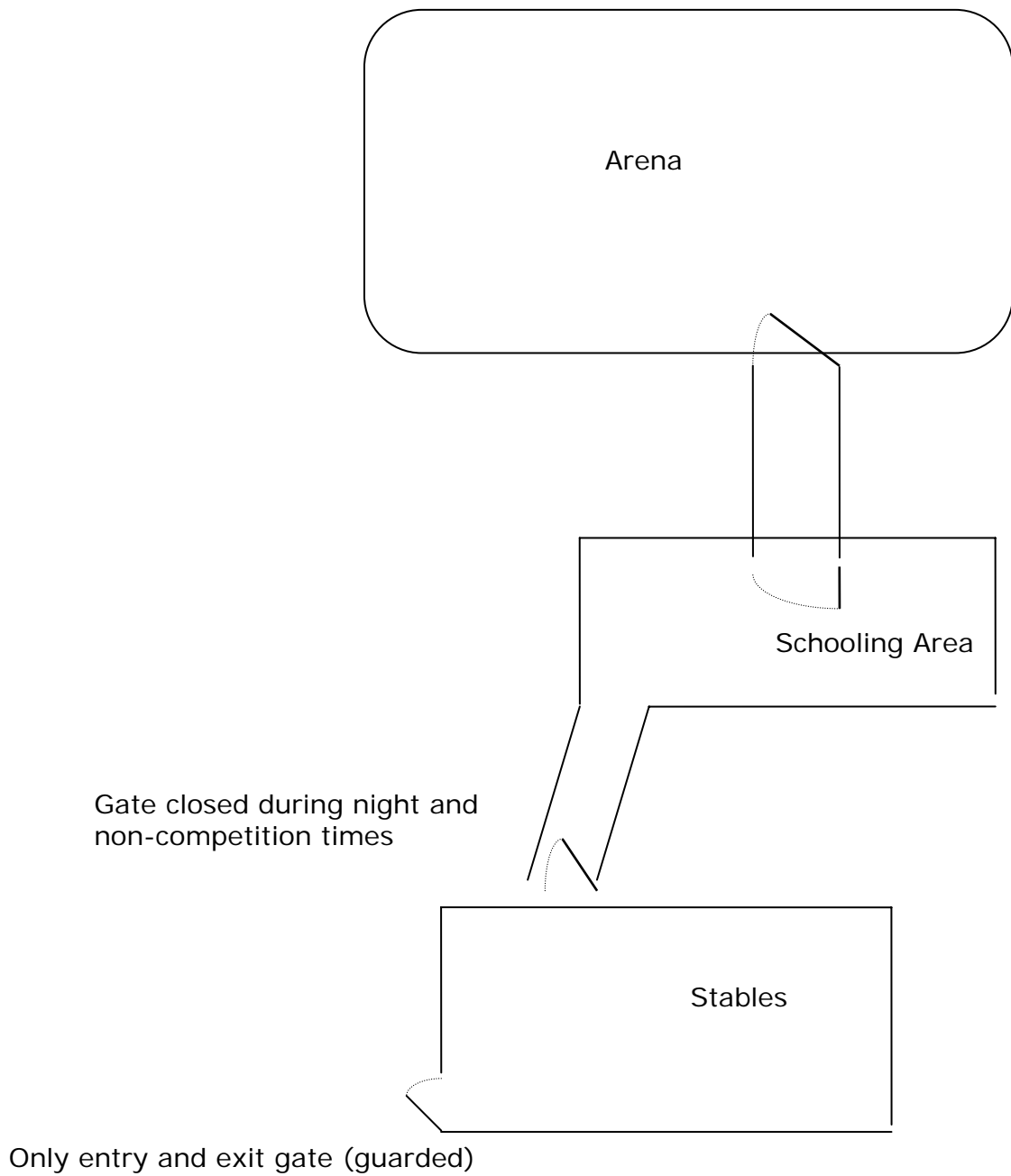
Vaulter	Horse	Average Horse Score	Longeur	Score
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Other Formula

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)

STABLE SECURITY / STEWARDING EXAMPLE LAYOUT



Vans

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.