

# CHECKLIST FOR DRAFT SCHEDULE PARA EQUESTRIAN DRESSAGE 2011



**Event** (cat.):  
(Place):

(NF):

**Date:**

## GENERAL CONDITIONS

This event is organised in accordance with:

- FEI Statutes, 22nd edition, effective 15th April 2007, updates effective 1st January 2011,
  - FEI General Regulations, 23rd edition, effective 1st January 2009, updates effective 1st January 2011
  - FEI Veterinary Regulations, 12th edition, effective 5th April 2010, updates effective 1st January 2011
  - Equine Anti-Doping and Controlled Medication Rules (EADCMR), 1st edition, effective 5th April 2010, updates effective 1st January 2011
  - FEI Anti-Doping Rules for Human Athletes (ADRHA), based on the 2009 revised Code, effective 1<sup>st</sup> January 2011
  - FEI Generic Rules, 1<sup>st</sup> edition 2005, revised 2006
  - FEI Rules for Para-Equestrian – Dressage events – 3<sup>rd</sup> edition, effective 1<sup>st</sup> January 2011, and amendments
- 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.

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**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.**

**APPENDIX IS PART OF THIS APPROVED AND SIGNED FEI DRAFT SCHEDULE**

**The following must be printed in the definite schedule:**

Approved by the FEI

Lausanne, on

Signature :

Trond Asmyr  
Director  
FEI Para-Equestrian Dressage Department

**N.B. All text shown 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 Para-Equestrian Events must be approved by the FEI before they may be added to the schedule**

**Schedules for CPEDI4\*/CPEDI3\*/CPEDI2\*/CPEDI1\*/CPEDIM 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.**

**I. GENERAL INFORMATION****1. DENOMINATION OF THE EVENT** - Status (See GR and Art.8420) :**CPEDI**

Place:

Country:

Date:

**2. ORGANISER/Event Director** (Complete Address)**Name:**

Address:

Phone:

Fax:

Email:

Website:

**3. ORGANISING COMMITTEE** (See GR)

President of the Event:

Email:

Show Secretary:

Tel. &amp; Fax:

Postal address of the venue:

Email:

**4. SPONSOR(S)**

Name(s):

Address:

**5. COMPLETE POSTAL ADDRESS OF THE SHOWGROUND**

Street:

Postal Code:

City:

Tel. Show office:



**II. OFFICIALS** (For duties of Officials). All officials to be appointed according to Para-Equestrian Rules, Officials are appointed by the FEI for all 4\* events and the Paralympic Games.

**(Name and Nationalities)**

**GROUND JURY** (Art. 8437, Annex V, GR)

**President:** Nationality:

Email:

**Member:** Nationality:

**Member:** Nationality:

**Member:** Nationality:

**Member:** Nationality:

**Member:** Nationality:

**2. TECHNICAL DELEGATE:** (Art. 8438, Annex V, GR). Required for all competitions. (4\* & Championships: TDs are appointed by the FEI)

Name:

Nationality:

Email:

**3. APPEAL COMMITTEE:** (Art. 8440, Annex V, GR)

**President:** Nationality:

Email:

**Member:** Nationality:

**Member:** Nationality:

**4. CLASSIFIERS** (See Art 8439, Annex V)

**Chief Classifier:** Nationality:

Classifier: Nationality:

Classifier: Nationality:

**5. CHIEF STEWARD** – Art. 8443, Annex V. (To be selected from Para-Equestrian list of Chief Stewards. National Stewards will also be required).

Name: Nationality:



<b>Grade</b>	Tests :
<b>Grade</b>	Tests :
<b>Grade</b>	Tests :
<b>Grade</b>	Tests :
<b>Grade</b>	Tests :
<b>Grade</b>	Tests :

### **COMPETITORS:** (See Annex I)

**All competitors must prove their classification with the up to date official FEI International Para-Equestrian Classification Identity Card (FEI PE ID Card/IPEC ID Card). A copy of this card is to be sent with the entry form and the original brought to the Championships. OC to provide copies for TD, Chief Classifier, Chief Steward and President of the Ground Jury.**

The use of properly fastened riding safety headgear is strongly recommended when training and at warm-ups at CPEDIs.

#### **4. INVITATIONS** (See Art 8423, Annex IV and GR)

Number

**Open to all National Federations with Para-Equestrian riders.**

**Competitors are invited by the Organising Committee through their NF**

#### **FACILITIES OFFERED** (See GR)

##### **ACCOMMODATION**

Rooms adapted for disabled people must be available.

Details: Provide list of suitable hotels/guest houses so that NFs can arrange.

##### **a) Competitors, Grooms and Chefs d'Equipe**

Requests for accommodation must be sent with entries.

Hotel : Name, address, tel. no.

Accommodated (bed and breakfast) from \_\_\_\_\_ to \_\_\_\_\_ at OC  
 / athlete  expense, or included in entry fee

Meals : at the expense of OC  / athlete  / included in entry fee   
 from \_\_\_\_\_ to \_\_\_\_\_ at \_\_\_\_\_ . (where \_\_\_\_\_).

Sufficient sanitary and showering facilities for male and female

grooms, with hot and cold water, will be provided by the OC.

**b) Horses**

Temporary or permanent individual stabling available at the venue.

Stabling arrangements, from \_\_\_\_\_ to \_\_\_\_\_. Cost to be paid by \_\_\_\_\_ OC or \_\_\_\_\_ Competitor or \_\_\_\_\_ included in entry fee.

Size of boxes \_\_\_\_\_ m x \_\_\_\_\_ m **(minimum 3m x 3m)**

Hard horse food, straw, hay and shavings can be purchased at the competition venue. Straw, price \_\_\_\_\_ Hay, price \_\_\_\_\_ shavings \_\_\_\_\_

**c) 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 upon arrival.

**Local transportation arrangements from airport or, for events below 4\*, nearest trail or bus station to hotel, and hotels to show grounds. Please supply details. OC to provide and pay for.**

**d) Advertising and Publicity on competitors and horses (See GR)**

The competitors are: \_\_\_\_\_ authorised / \_\_\_\_\_ not authorised (please indicate) by the OC to display the logo of their personal sponsor on their saddle cloth and wheelchair.

**5. ENTRIES (See Art 8423, GR)**

**Closing dates for :**

Nominated entries

Definite entries

Last day for substitutions

**Entry fee** \_\_\_\_\_ including stabling \_\_\_\_\_ / not including stabling

**Entry fee has to be paid to** \_\_\_\_\_ together with the definite entry.

**Substitution of horses and athletes**

After the definite entries have been made, substitutions of horses and/or competitors may only be made with the express permission of the OC. The substituted athlete and horse **must** be on the nominated entry list.

**6. HORSE INSPECTION (Art. 8444)**

Date (dd/mm/yy) :

Time :



**7. DRAW FOR THE ORDER OF STARTING (Art. 8425, 8458)**

Date (dd/mm/yy) :

Time :

**8. VETERINARY MATTERS (See Vet. Regulations)****SHOW/TREATING VETERINARIAN**

Name:

Address:

Phone:

Fax:

Email

**The treating show veterinarian cannot be the same person as the FEI Veterinary Delegate****a) CUSTOMS FORMALITIES****Company horse transport representing the OC**

Name :

Address:

Phone:

Fax:

Email

**b) MEDICATION CONTROL LABORATORY**

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

**HFL Sport Science**

Quotient Bioresearch Limited

Newmarket Road

Fordham

Cambridgeshire

CB7 5WW

United Kingdom

[www.hfl.co.uk](http://www.hfl.co.uk)

Tel +44 (0) 1638 724 220

Fax +44 (0) 1638 724 221

**c) NAME OF DOCTOR/MEDICAL SERVICE**

Name:

**NAME OF FARRIER**

Name:

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**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 Rumine 37, 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.fei.org](http://www.fei.org).**

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

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

### **Preliminary Time-Table:**

1 <sup>st</sup> day (date)	(Competitions No)
2 <sup>nd</sup> day (date)	(Competitions No)
3 <sup>rd</sup> day (date)	(Competitions No)

### **TOTAL AMOUNT OF PRIZE MONEY :**

+ value prize in kind (if applicable)

	Grade/Test	Amount
Competition No 1		
Competition No 2		
Competition No 3		
Competition No 4		
Competition No 5		
Competition No 6		
Competition No 7		
Competition No 8		
Competition No 9		

etc.

### **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 128)**

**The retail value of all prizes in kind must be mentioned as well as detail of model, type and special features for cars.**

**Distribution of prize money - min. 5 per competition, distributed to 25 % of participants.**

**FIRST DAY:** \_\_\_\_\_ **DATE** (dd/mm/yy) : \_\_\_\_\_

**COMPETITION No 1** (will start at ... (time))

(Name of competition, art ...)

Indicate grade and test to be ridden and edition :

Starting order:

Total prize money + split-up :

Entry fee :

\* \* \* \* \*

**COMPETITION No 2** (will start at ... (time))

(Name of competition, art ...)

I Indicate grade and test to be ridden and edition :

Starting order :

Total prize money + split-up :

Entry fee :

\* \* \* \* \*

**COMPETITION No 3** (will start at ... (time))

(Name of competition, art ...)

Indicate grade and test to be ridden and edition :

Starting order :

Total prize money + split-up :

Entry fee :

\* \* \* \* \*

**SECOND DAY :** \_\_\_\_\_ **DATE** (dd/mm/yy) **:** \_\_\_\_\_

**COMPETITION No 4** (will start at ... (time))

(Name of competition, art ...)

Indicate grade and test to be ridden and edition :

Starting order:

Total prize money + split-up :

Entry fee :

\* \* \* \* \*

**COMPETITION No 5** (will start at ... (time))

(Name of competition, art ...)

Indicate grade and test to be ridden and edition :

Starting order :

Total prize money + split-up :

Entry fee :

\* \* \* \* \*

**COMPETITION No 6** (will start at ... (time))

(Name of competition, art ...)

Indicate grade and test to be ridden and edition :

Starting order :

Total prize money + split-up :

Entry fee :

\* \* \* \* \*

**THIRD DAY:** \_\_\_\_\_ **DATE** (dd/mm/yy) : \_\_\_\_\_

**COMPETITION No 7** (will start at ... (time))

(Name of competition, art ...)

Indicate grade and test to be ridden and edition :

Starting order:

Total prize money + split-up :

Entry fee :

\* \* \* \* \*

**COMPETITION No 8** (will start at ... (time))

(Name of competition, art ...)

Indicate grade and test to be ridden and edition :

Starting order :

Total prize money + split-up :

Entry fee :

\* \* \* \* \*

**COMPETITION No 9** (will start at ... (time))

(Name of competition, art ...)

Indicate grade and test to be ridden and edition :

Starting order :

Total prize money + split-up :

Entry fee :

\* \* \* \* \*

**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, 12th Edition, 5<sup>th</sup> April 2010, updates effective 1<sup>st</sup> January 2011** (see website [www.fei.org](http://www.fei.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", 23rd Edition, effective 1st January 2009, updated 1<sup>st</sup> January 2011 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)

Please see FEI Veterinary Regulations at [www.fei.org](http://www.fei.org)

#### **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"****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.

**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 **HFL Sport Science**, Quotient Bioresearch Limited, Newmarket Road, Fordham, Cambridgeshire, CB7 5WW, United Kingdom, [www.hfl.co.uk](http://www.hfl.co.uk), Tel +44 (0) 1638 724 220 Fax +44 (0) 1638 724 221.

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  
AND OFFICIALS**



**THE INTERNATIONAL DRESSAGE RIDER CLUB (IDRC)  
THE INTERNATIONAL DRESSAGE TRAINER CLUB (IDTC)  
FEDERATION EQUESTRE INTERNATIONALE (FEI)**

**REMINDER FOR ATHLETES AND TRAINERS  
REGARDING WARMING-UP AND TRAINING AREAS**

In recent years the warming-up areas have become more accessible to spectators, judges, press and media who enjoy watching skilful and sensitive riding and training methods.

Every athlete and trainer must accept his responsibility to uphold the high level of horse welfare our sport has achieved.

All warming-up and training areas are supervised by officially appointed FEI stewards. Their job is to ensure that FEI regulations are enforced and athletes and trainers maintain standards of riding and warming-up in accordance with art. 143 and 144 of the FEI General Regulations.

Should any spectator, athlete, trainer or judge be concerned about, or feel they are witnessing rough or unfair riding or training, without delay they should immediately report the incident to the FEI Steward. The FEI Steward will then decide on the appropriate course of action including reporting the incident to the Chief Steward who will report to the President of the Ground Jury.

More detailed information regarding disciplinary procedures can be found in the FEI General Regulations, art. 174.

**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**

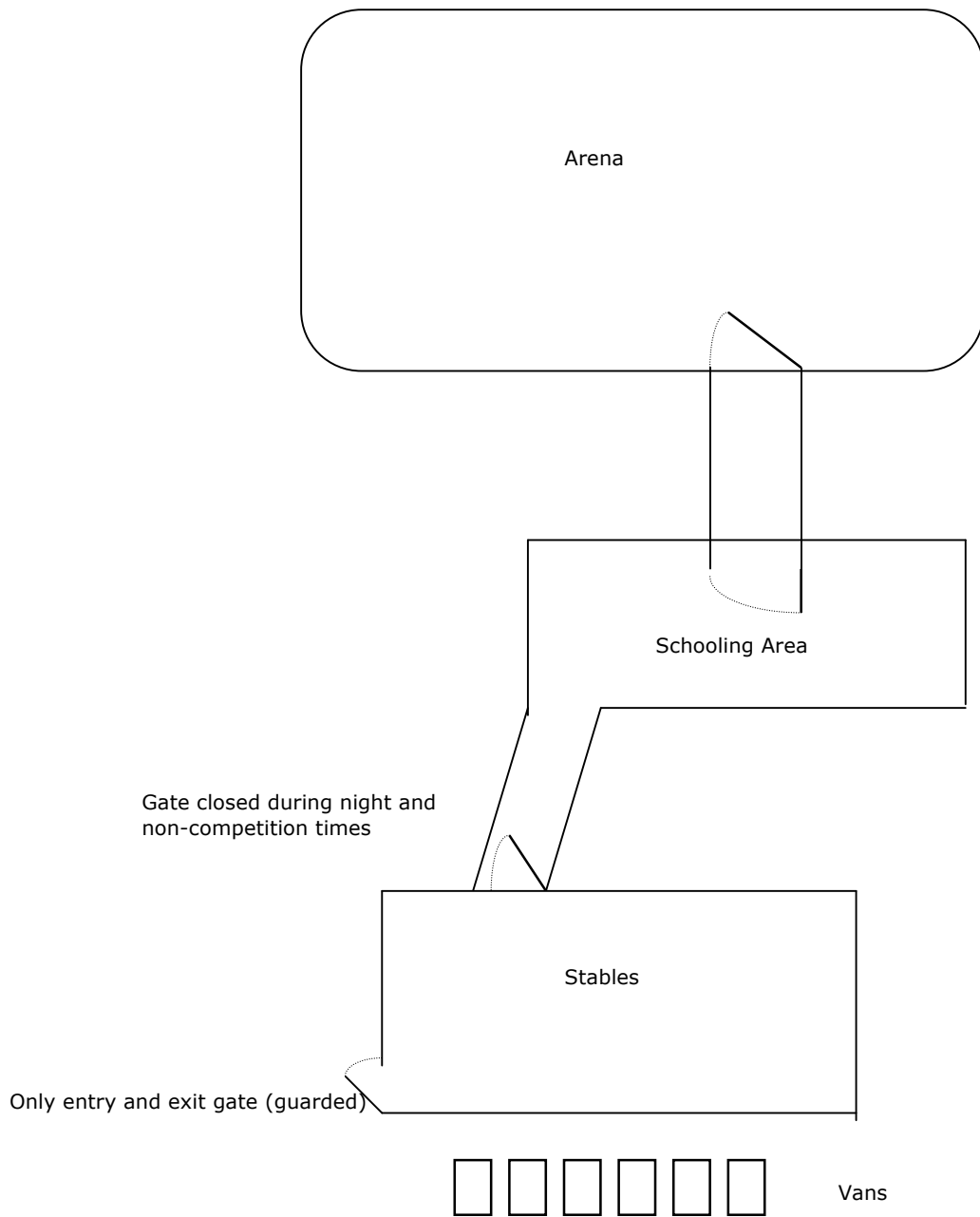
It is recommended that a grazing area be provided at all outdoor events, and that this be subject to random control. If available, horses must only be grazed or walked in hand within this area.

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.

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

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**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 ([malina.gueorguiev@fei.org](mailto:malina.gueorguiev@fei.org) and [olivia.robinson@fei.org](mailto:olivia.robinson@fei.org));
- Send us the press kit, press accreditation and hotel reservation forms in order to publish them on the FEI website [www.fei.org](http://www.fei.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@fei.org](mailto:results@fei.org)
- Send a selection of photos (high resolution preferably - with captions and credit) to [olivia.robinson@fei.org](mailto:olivia.robinson@fei.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 ([malina.gueorguiev@fei.org](mailto:malina.gueorguiev@fei.org) or Olivia Robinson ([olivia.robinson@fei.org](mailto:olivia.robinson@fei.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.fei.org](http://www.fei.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.

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