

# **NOTES FOR FEI JUMPING SHOW ORGANISING COMMITTEES**

## **SECTION 1 - INTRODUCTION**

### **Article 1.1 - OBJECTIVE**

The objectives of this Chapter are:

1. To give certain indications and recommendations to Organising Committees in order to help them to avoid the friction and difficulties that could arise.
2. To point out ways of improving collaboration and co-ordination between all parties participating in the organisation of an event.
3. To promote the successful administrative and logistical running of the Show.

## **SECTION 2 - THE ORGANISING COMMITTEE, ITS NATIONAL FEDERATION AND THE FEI**

### **Article 2.I - CALENDAR OF EVENTS**

1. All International Events must receive the prior authorisation of the National Federation, which, in turn, informs the FEI, within the deadlines and conditions prescribed by the FEI General Regulations.

2. Events that are proposed in the calendar after the prescribed deadlines may or may not be admitted or may lose all priority over Events that have been accepted within the deadline.

### **Article 2.2 - RESPECTIVE RESPONSIBILITIES OF THE NATIONAL FEDERATION AND THE ORGANISING COMMITTEE**

1. From the FEI viewpoint, the responsibility for the organisation of all International Events rests with the National Federation, both from the technical and financial aspects as well as from the legal ones.

2. It is the duty of the Organising Committee to take all necessary measures, in order to cover its own responsibilities. For this reason, it is desirable to include an insurance expert in the Organising Committee.

3. All questions, relevant to the authority of the FEI can be dealt with only through the National Federations.

4. The National Federation is responsible for sending information concerning the prizes distributed during the Event and for the payment of the organising dues.

5. After the Event, the Organising Committee is responsible for collecting the imposed fines relating to passports and sending these to the FEI. In the week following the Event, the Organising Committee must also send the results and a list of the money prizes awarded for each international competition, to the FEI and to the NFs that participated, together with a copy of the programme.

6. The OC must submit their proposed schedules for approval to the FEI no later than 4 months before the show. After corrections and approval the OC is obliged to print and distribute the corrected version of the schedules.

## **SECTION 3 - THE ORGANISING COMMITTEE AND THE OFFICIALS**

### **Article 3.1 - GENERAL**

1. The judicious choice of Officials by the Organising Committee made in collaboration with the National Federation can only benefit the general organisation of the Event.

2. During the preparatory period of the Event, an approach must be made to those persons who are experienced and have a large knowledge of the problems of organisation.

3. To ensure continuity in the various functions, it is recommended that young people are integrated into the working committees or as observers in the Organising Committee.

4. Official functions must not be taken up by persons who had outstanding abilities in the past but who have lost direct contact with the sport.

### **Article 3.2 - THE ORGANISING COMMITTEE AND THE PRESIDENT OF THE GROUND JURY**

1. The President of the Ground Jury has a big responsibility in the organisation. He must undertake the duties of the Foreign Technical Delegate, if such an official has not been appointed.

2. He must be integrated into the Organising Committee as a consultant, well before the start of the Event.

3. The Organising Committee should profit from his experience and seek help in relation to the composition of the Schedule and Programme, the layout of the arena, the organisation of the Ground Jury, the activities and responsibilities of the Chief Steward, the condition of the competition arenas and the training areas and all other preliminary questions to facilitate the good running of the Event.

4. The Organising Committee must enter into agreement with him, with regard to the coordination of functions among the other Officials and the various responsibilities, elements of the organisation and the finalising of the necessary technical meetings.

5. The OC must give the President of the Ground Jury the opportunity of visiting the various places foreseen for the Event, with the President of the Organising Committee or his substitute, in order to approve them or suggest improvements.

6. Throughout the whole Event, it is of prime importance to integrate the President of the Ground Jury into the Organising Committee and to maintain regular contact with him.

7. The President of the Ground Jury, on his part, must do everything possible to support the Organising Committee and to instruct all collaborators as soon as possible.

8. He should be at the Event the day before the start of the competitions at the latest.

### **Article 3.3 - THE ORGANISING COMMITTEE AND THE FOREIGN JUDGE**

1. The role of the Foreign Judge is that of a spokesman for the FEL. As the most important collaborator of the President of the Ground Jury, he must be chosen conscientiously, on the basis of experience and authority.

2. His appointment must be made as soon as possible and at the latest, before the printing of the Schedule.

3. He must be informed on all of the programme well before the Event and receive, in good time, the Schedule approved by the FEI, and all other useful information (travel formalities, date of arrival, accommodation arrangements, date and time of technical meetings, official invitations, address and telephone number of the Secretariat of the Event etc.).

4. On the arrival of the Foreign Judge, at least one day before the start of the Event, the Organising Committee must give him all the help and information he might require in order to make the immediate and necessary contacts with the President of the Ground Jury, the Chief Steward, the President of the Appeal Committee, the Veterinary Delegate, the Course Designer, the Foreign Technical Delegate, the Doctor, etc.

5. In order that the Foreign Judge may not have to change money, the organiser can render a great service by giving him the prescribed allowance or, at least, an advance on this, on arrival.

6. A good contact between the Organising Committee and the Foreign Judge and constructive criticism by the latter will help the organisation of the Event. For this reason, a personal discussion before, during and after the Event, with the President of the Organising Committee ought to be arranged possibly in the presence of the President of the Jury.

### **Article 3.4 - THE ORGANISING COMMITTEE AND THE APPEAL COMMITTEE**

1. Since the Jumping discipline is becoming more and more professional and since veterinary questions are a large part of the responsibilities of the Appeal Committee, the Organising Committee should not lose sight of the fact that the task of this Committee is of capital importance and is essential to the good organisation of the Event.

2. For this reason, the choice of the President and Members of the Appeal Committee must be made from amongst persons who have a wide knowledge of the sport of show jumping and not from amongst friends or worthy people who lack thorough knowledge.

3. An experienced International Judge who has maintained a continuous contact with the sport of show jumping is often the best President of the Appeal Committee. In addition to their having international experience, the Members must come from official international organisations, institutions for sports law, etc.

4. Given the fact that it is necessary that the Appeal Committee begins its functions as soon as the Veterinary Commission or the Veterinary Delegate has commenced the examination of the horses, it is important that the Organising Committee invites this Committee at least one day prior to the Event and provides it with all necessary information to facilitate contact between the President of the Appeal Committee, the President of the Ground Jury and the Veterinary Commission (Veterinary Delegate).

5. The Organising Committee must provide for the services of a secretary, as well as the possibility of using a meeting room for the President and his Committee. In addition, places separate from the Ground Jury must be provided for the Committee to watch each competition.

### **Article 3.5 - THE ORGANISING COMMITTEE AND THE VETERINARY COMMISSION (VETERINARY DELEGATE)**

1. Because of the increased responsibilities of the Veterinary Commission (Veterinary Delegate) at Events, the choice of the representatives on this Commission or of the Veterinary Delegate must be made conscientiously.

2. As a consequence, it is important to integrate the President of this Commission or the Veterinary Delegate into the Organising Committee and to ask them to give their instructions before the start of the Event. A sample list of such instructions is enclosed in Annex I.

3. The Organising Committee will have a great advantage in benefiting from a close collaboration between the Presidents of the Ground Jury, the Appeal Committee and the Veterinary Commission/ Delegate and must make it easy for them to keep in touch.

### **Article 3.6 - THE ORGANISING COMMITTEE AND THE FOREIGN TECHNICAL DELEGATE**

1. When the Foreign Technical Delegate required for Championships is appointed by the Bureau of the FEI, the latter will be responsible for the travelling expenses of this official, including the expenses of a possible preliminary visit made with the agreement and prior consent of the Secretary General of the FEI.

Within the framework of this appointment, the accommodation expenses of this Official, for the duration of the Championship as well as for the preliminary visit must be covered by the Organising Committee.

2. The Organising Committee is entitled, in agreement with its National Federation, to ask the Secretary General of the FEI to appoint or invite a qualified Foreign Technical Delegate to help the Committee with advice in its preparations for the Event and/or during the Event itself.

Within the framework of this nomination, all expenses whatever (travelling, accommodation, etc.) fall on the Organising Committee.

3. In every eventuality, the Organising Committee must immediately establish contact with the Foreign Technical Delegate to allow the discharge of important responsibilities and duties.

### **Article 3.7 - THE ORGANISING COMMITTEE AND THE COURSE DESIGNER**

1. The appointment of a Course Designer, who is experienced in International Events, is very important for the success of the Event that is to take place.

2. For more effective performance, the Organising Committee must integrate with the Course Designer and make use of his experience in the following:

- The drawing-up of the Schedule and of attractive and varied competitions.
- The choice and dimensions of the competition arena and the exercise and schooling areas and their orientation.
- Material and equipment for the maintenance and improvement of the grounds of the arena and exercise and schooling areas.
- The nature of the grounds and their improvement (arrangements to be made, if no drainage exists).
- Construction and restoration of obstacle materials.
- Construction of natural obstacles.
- Stock of spare material.
- Supply of material. (sand, turf, etc.).
- Site of the entry and exit to and from the arena.
- Illumination of the arena and exercise and schooling areas.

3. To permit satisfactory development of the work of the Course Designer, it is essential that the Organising Committee place one or more assistant Course Designers at his disposal, as well as a disciplined party of executants who understand their work. The assistants and the arena party should be ready a few days before the start of the Event.

### **Article 3.8 - THE ORGANISING COMMITTEE, THE CHIEF STEWARD AND STEWARDS**

1. Although the task of the FEI Stewards is described in detail in the General Regulations these prescriptions will be irrelevant if the persons appointed for this task, lack the required competence and are not motivated by their difficult and important task.

2. It is indispensable that the Organising Committee appoints persons who have a complete knowledge of Equestrian Sport and are capable of firmness in their decisions, with the required will to observe and exercise control over the restricted

areas (stables, schooling, etc.), throughout the whole Event. The Chief Steward must be chosen from the FEI list of stewards.

3. Given the fact that the continual presence of these Stewards is required, the Organising Committee must appoint a sufficient number of stewards under the responsibility of the Chief Steward, and integrate them into the body of its organisation.

4. Before the Event, the appointed Chief Steward must be duly instructed by the President of the Ground Jury.

5. The Chief Steward must be present at the scheduled technical meetings.

6. The principal assistant Stewards should master the most important languages of the athletes in order to be able to communicate with the latter easily in the exercise and schooling areas.

## **Article 3.9 - THE ORGANISING COMMITTEE, THE MEDICAL AND FARRIER SERVICES**

### **3.9.1. Medical Service**

The Organising Committee must obtain the collaboration of at least one Doctor, a medical service and an adequate number of ambulances.

The Organising Committee will make all the necessary arrangements with a hospital, situated as near as possible to the place where the Event is held.

The expenses for the services of the Official Doctor or the medical service must be covered by the Organising Committee.

### **3.9.2. Farrier Service**

The Organising Committee must ensure the collaboration of at least one Farrier for the entire duration of the Event and will also make sure that services can be called on, at all times, from the arrival of the horses until their departure.

The expenses for the Farrier service can be covered by either the athletes or the Organising Committee, according to the general conditions of the invitations.

## **SECTION 4 - FACILITIES**

### **Article 4.1 - ACCOMMODATION OF OFFICIALS, CHEFS D'EQUIPE, ATHLETES AND GROOMS**

1. In addition to the accommodation of the Officials, Chefs d'Equipe and athletes which generally do not cause problems, *the Organising Committee must give full attention to the accommodation of the grooms.*

2. It is indispensable that the grooms who so wish it, should have suitable accommodation at their disposal, if possible, close to the stables and containing all the comfort required (toilets, showers in good working order, etc.).

3. It is of prime importance that the meal service is perfectly organised (canteens, snack bars, etc.), especially where the accommodation of the grooms is decentralised.

4. The Organising Committee must provide for the segregation of the sexes.

5. It is recommended to send a questionnaire to the participants at the same time as the Schedule, concerning accommodation for grooms, given the fact that many of them prefer to stay in their lorries.

### **Article 4.2 - STABLING OF HORSES**

1. The Organising Committee must conform to the required conditions, fixed by the Veterinary Regulations, with regard to the stabling of horses and all related installations, in keeping with the health and well-being of the horses and the principles of hygiene.

2. Sufficiently spacious boxes or stalls must be provided to allow the horses to obtain plenty of rest. Minimum 3 x 3 m

3. The stables must be situated in a quiet spot and be under surveillance at all times. Access to them must be strictly controlled and all circulation of persons not on duty must be prohibited.

4. Security in the stabling area must be a prime task of the Organising Committee.

5. Smoking in the stables must always be prohibited.

### **Article 4.3 - LOCAL TRANSPORT**

1. The good organisation of local transport between the sleeping quarters, the Event, the stables and all other locations for Officials, Chefs d'Equipe, athletes and grooms must be such that it will avoid all friction.

2. In order to achieve this, the Organising Committee will have to appoint a competent person who will have the job of setting up a transport plan for the entire duration of the Event.



## **SECTION 5 - SCHEDULE, PROGRAMME AND TIME-TABLE, SPECTATORS**

### **Article 5.1 - SCHEDULE**

1. The Schedule must be elaborated as a draft by the Organising Committee, based on the "Check List for the Draft-Schedule" sent by the FEI to NFs each year.

2. This draft must be sent in sufficient time to the National Federation for consideration, who then forward the schedules for CSI3\*, CSI4\*, CSI5\*, CSIOs, Championships and Games to the FEI for approval, within the deadline of at least 16 weeks before the start of the Event. Schedules for CSI1\* and CSI2\* events are sent to the respective NFs for approval.

3. This Schedule may only contain indispensable information for the Officials and participants. Only references to the Articles of the Rules and Regulations may figure in the Schedule and it is, therefore, superfluous to reprint specific, technical texts and particular conditions that are inserted in the text of these Rules and Regulations.

4. It is highly desirable that the Organising Committee obtains the collaboration of the appointed President of the Ground Jury and the Course Designer to finalise the Draft Schedule.

5. The types of competitions contained in the Schedule must be the most varied possible and arouse the constant interest of the spectators, throughout all the days of the Event.

It is recommended that the Nations Cup and Grand Prix be scheduled to take place with an interval of at least one day between both.

6. The Schedule may equally contain general information concerning the principle aspects of the organisation of the Event.

The principles and guidelines to be followed for the elaboration of the Draft Schedule are shown in Annex II to the present Chapter.

### **Article 5.2 - PROGRAMME AND TIME-TABLE, SPECTATORS, PUBLICITY**

1. In addition to its sporting character, a varied and attractive programme, providing good publicity for equestrian sport, must constitute a spectacle for the spectators.

2. One of the most important elements to ensure the success of all Events is a programme that goes off rapidly and within a precise time-table. The boredom of competitions that run for too long or of prolonged interludes is to be avoided at all costs.

3. The various attractions provided for between the competitions, the organisation of personal contacts between the public and the athletes, the possibility for shopping at the Event, the organisation of general interest events (concerts, exhibitions, etc.) are just some of the elements that can contribute to the success of the Event.

4. Some exceptions apart, it is recommended that a small Committee be set up, to develop new initiatives to be fitted into the programme and to avoid the danger that Events, by repeating the same programme year after year, could lose their attraction. It is important that this Committee should find new ideas for the programme each year.

5. Even a good programme, however, will not bring spectators to the show without publicity. The person responsible for publicity must therefore be instructed a long time in advance concerning the central theme of the Event and must set up a programme based on a long term publicity plan.

## **SECTION 6 - PRESS, PHOTOGRAPHERS AND TELEVISION**

### **Article 6.1 - PRESS**

1. The Organising Committee must recruit a responsible and competent person who is put in charge of relations with the press before, during and after the Event. (Press Officer).
2. Invitations to accredited journalists must be sent to them well in advance of the start of the Event.
3. At the time of the Event the press must have reserved places or a covered stand at their disposal and, a well sited office, fitted with all the necessary equipment.
4. They must be furnished with all useful information (schedule, list of participants, passes, hotel information, invitations to official receptions, etc.), well in advance and also during the Event (programme, lists of starters, course plans, final results, etc.).
5. The press cannot be granted access to the stables except with the special authorisation of the Chief Steward or the Technical Delegate. However all measures should be made to make conditions of media the best possible.

### **Article 6.2 - PHOTOGRAPHERS**

1. The Organising Committee must supply the authorised photographers with a pass to the Event, which allows them to take advantage of the information and privileges granted to the press.
2. Photographers must be given a distinctive identification issued by the Organising Committee which they must wear at all times when they are in the arena.
3. In order to avoid inconvenience or danger to athletes, it is strongly recommended that the Course Designer should provide one or more enclosures for the exclusive use of authorised photographers.

### **Article 6.3 - TELEVISION**

1. If television coverage is planned, the Organising Committee will get in touch with the national television authorities before the Event.
2. The Committee will arrange one or more meetings to be attended by the President of the Jury, the Course Designer and the television officials in order to make all the necessary arrangements (such as the infrastructure for broadcasting and setting up a time-table for coverage).
3. The Committee must take great care to see that as far as they possibly can the requirements of the Show program fit in with those of the television coverage and must therefore consider carefully the technical running of the parts of the program which are to be televised.

## **SECTION 7 - IMPORTANT RECOMMENDATIONS TO ORGANISING COMMITTEES**

For an Event that has been carefully prepared, the following very important recommendations will facilitate its running to the satisfaction of all parties concerned.

### **Article 7.1 - INFORMATION LEAFLET**

The elaboration of this leaflet, which is distributed to all participants, officials and press upon arrival at the Event will, if it is carefully edited and detailed, avoid the petty annoyances caused by trying to find information, and by questions and misunderstandings.

A specimen list of suggested items to be published in this leaflet is given in Annex III to the present Chapter.

### **Article 7.2 - TECHNICAL MEETINGS**

1. The organisation of both Committee meetings and technical meetings of officials is particularly important.

2. They have the following main objectives:

- To clarify all questions related to the organisation.
- To eliminate all possible ambiguities and doubts in the Schedule.
- To verify and update the time-table and Programme of the Event.
- To establish the draw for the order of starting.
- To give information about the social events.
- To explain the organisation of the veterinary, medical and farrier services.
- To resolve questions concerning the accommodation and stay of the participants, grooms and horses and the feeding of the latter.
- To deal with questions concerning local transport.
- To discuss all technical questions: qualifications, results, classification, prizes, and practical timetables for schooling in the exercise areas.
- To deal with all other questions of general interest (customs formalities, visas, passports, administration).

3. The drawing up of minutes of these meetings, for distribution to all interested parties, should be arranged.

### **Article 7.3 - NOTICE BOARDS**

Notice boards for the purpose of announcing all useful information for the officials, participants, etc. should be provided. They should be placed at points which are in clear view, within the precincts of the show grounds, for example, in the exercise areas, the stables, entry to the arena, etc. The use of "pigeon holes", one per participating country, for information distribution, is very useful, preferably located at the stables.

#### **Article 7.4 - INFORMATION BULLETIN**

If it proves necessary to announce supplementary information, in the course of the Event, it is helpful to use a written information bulletin. The Organising Committee must ensure that each item of information is delivered to all interested persons in time.

#### **Article 7.5 - DEFINITE ENTRIES AND MASTER LIST**

It is of the greatest importance to establish a correct master list of Definite Entries before the first competition commences, in order to avoid any misunderstandings. This list must be examined by the Foreign Judge to ensure that the rules for invitations are followed.

NFs must supply the following information on the breed of horses which are entered on the definite entries: sex, colours, age, athletes and owners, stud book initials, breed of animals, place of birth.

#### **Article 7.6 - COMPETITION ENTRY FORMS**

To avoid difficulties, all general or daily entries to be registered should be established in writing. It would be very useful if a form was drawn up containing the names of the horse and the athlete, the number of the competition, the date and time of the entry and the legible signature of the person making the request. This form should be filed in the Event Secretariat and be available to the Ground Jury at all times.

## **ANNEX I**

### **LIST OF VETERINARY GUIDELINES FOR EVENTS**

#### **1. Introduction**

The Organizing Committees should appoint the Veterinary Commission/Delegate in time to submit the appropriate nominations to the FEI with the Schedule at least 16 weeks before the event, in accordance with the current General Regulations. All veterinary arrangements for the event should then be made in consultation with the appointed veterinarian. This list is not exhaustive and should be read in conjunction with all other rules and regulations. A full set of the relevant Veterinary Regulations is available on the FEI website AT <https://inside.fei.org/content/fei-veterinary-rules>.

**2.** Current Veterinary Regulations including corrections and interpretations will be applied.

#### **3. Appointments**

##### **3.1. CIS (CAs/CFs/CNs)**

Will appoint:

A Veterinary Delegate

##### **3.2. CIOs/World Cup Finals/Championships/Regional and Olympic Games**

Will appoint:

A Veterinary Commission containing:

A President

An Associate Member

A Foreign Veterinary Delegate

#### **4. Responsibility of Organising Committee**

**4.1. Stable Area:** - adequate and effective security system - veterinary office (eg. caravan) incl. access to secretarial facilities - suitable stables (disinfected) - two loose boxes for sick/injured horses - two loose boxes for sampling - isolation facilities, treatment boxes for supervised treatment.

- fodder, bedding and storage of these
- water supply
- lighting
- daily disposal of dung
- insect and rodent free
- fire precautions and plans for emergencies

**4.2. Veterinary Arrangements** (see current Veterinary Regulations on the FEI website at <https://inside.fei.org/content/fei-veterinary-rules>).

All appointed officials to be on site from 30 minutes before the start of the first competition until 30 minutes after the end of the last competition each day, and there must be a means of contacting all the veterinary officials at all other times during the entire event. A veterinarian should be at arena during all competitions.

- Communication and transport (if necessary for duty veterinarians)
- First aid station

- Access to equine hospital including X-ray facilities
- Approved methods for equine euthanasia
- Horse ambulance (low loading transporter), screens and personnel trained in the rapid evacuation of a dead or seriously injured horse from the arena.

#### 4.3. Sampling Arrangements

Compulsory for a minimum of 5% of all horses and in any case at least 3 horses entered at CSIs, CIOs, Cup Finals, Championships and Games (see FEI Veterinary Regulations).

- provision of a standard sampling procedure
- ensure awareness of FEI appointed laboratory
- order sampling kits from HFL or other FEI laboratories
- provide at least two loose boxes for sampling
- liaise with the appointed MCP testing veterinarian

Where it is not possible to provide such an area and facilities for the purpose of handling samples, every effort should be made to provide alternative facilities conforming as near as possible with the requirements (e.g. a medium-sized caravan will serve the purpose in most cases).

When required by the Testing Official, the Organizing Committee should allocate a technician for the testing procedures, who is familiar with medication control issues.

#### 4.4. Stabling of horses

- Ensure that horses are stabled with others of the same country and that there is a 24 hour security guard system under the authority of the Chief Steward.

#### 4.5. Team and Treating Veterinarians

- must provide Veterinary Delegate/Veterinary Commission with list of attending Team and Treating Veterinarians by 30mins before the start of the event
- must comply with current Veterinary Regulations

#### 4.6. Horse Passports

- arrange for collection of all passports on arrival, for their safe keeping and for their availability to the Veterinary Commission, Ground Jury or Appeal Committee on demand
- notification of monetary fines imposed by the Appeal Committee

#### 4.7 Inspections and Examinations

- Clinical Examination - arrange as soon as possible after arrival
- Fitness Inspection – provide timings in programme, arrange site and stewarding.

## **ANNEX II**

### **SCHEDULES - PRINCIPLES AND GUIDELINES FOR THEIR PREPARATION**

#### **Principle**

The Schedule is one of the essential elements of the organisation of any International Event. It is the foundation of the program, which in itself must be varied and attractive, and arouse the interest of the invited athletes, spectators, press and television.

#### **Guidelines**

In view of this principle, the following guidelines are strongly recommended:

1. The preparation of a Schedule is in the first place the responsibility of the Organiser of the Event, and beyond that, of the Organiser's National Federation (NF).

2. All Schedules must be drawn up on the basis of advice received and recommendations made in consultation with the President of the Ground Jury and the Course Designer (or the Technical Delegate, if any), who will have been appointed in ample time.

3. In the Schedule, the listing of the conditions under which the Event will be held must follow the sequence of items laid down in the "Check List" which the FEI sends to the NFs concerned.

4. In the preparation of the Schedule, the acquired experience and lessons drawn from the organisation of previous Events should be kept in mind, as well as the improvements, corrections and advice given by the Foreign Judge, as a representative of the FEI, and by all other Officials, regardless of their status in the framework of the organisation.

5. A correct Schedule can only be drawn up according to the most recent Rules and Regulations of the FEI, as well as any corrections, additions and interpretations subsequently published.

6. One must keep in mind that the general aspects of any schedule must arouse the interest of NFs and invited athletes. Consequently, the Schedule must be written clearly and concisely, in order to avoid any litigious questions which could create problems, recriminations or uncertainties which would have to be settled during the event. This is also in the interest of all Officials at the event.

7. The required Officials must be chosen and contacted in ample time before the event. Their names may appear in the Schedule only when they have accepted their appointment. The General Regulations, Veterinary Regulations and the Rules of the particular discipline lay down the required qualifications for Officials, and must be carefully consulted.

8. Conditions of the Competitions



8.1 The conditions under which the competitions are to be held must be laid down clearly and be limited to the requirements specified in the Rules of the particular disciplines.

8.2 It is superfluous to include under this section all of the requirements listed in detail in the Rules.

9. The Schedule must set up a time-table as precise as possible, and take into account any important requirements arising from the arrangements for television coverage. It must, however, be flexible in order to deal with any unforeseen circumstances. For evening sessions the programme must be set up in a way that will assure the conclusion of the competitions before midnight.

10. Once the Schedules for CSI3\*, 4\* and 5\* plus CSIOs, Championships, and Games have been drawn up, they must be sent immediately to the FEI, accompanied by the written approval of the NF of the organising country, at least 16 weeks before the beginning of the Event.

For CIMs, the schedules must be sent to the NF concerned for approval and forwarding to the FEI. A copy of all schedules must be sent to the President of the Ground Jury and Foreign Judge.

11. The final Schedule for all events must be forwarded to the FEI as soon as it is printed, and at the latest, as soon as it has been sent to the NFs concerned.

12. Once the FEI has approved a Schedule, any subsequent modifications must be brought to the attention of the Secretary General in writing. The NFs concerned must also be notified. In principle no changes may be made within 2 weeks of the start of an event. In exceptional circumstances schedules may be changed during an event in agreement between the OC, the Chefs d'Equipe and the Ground Jury when present. Any such changes must be notified to all athletes and officials as soon as possible and they must be reported to the Sec. Gen. by the Foreign Judge.

13. Only the amended and approved Schedules may be communicated with the invitations to the respective NFs.

## **ANNEX III**

### **LIST OF ITEMS FOR PUBLICATION IN THE INFORMATION LEAFLET**

#### **1. Officials**

1.1. Leading figures of the organisation  
President, Vice-President, Secretary General etc.  
Names, address, telephone number.

#### 1.2. Ground Jury

President, Foreign Judge, members, (names, nationality, accommodation during the Event, telephone number)

#### 1.3. Course Designer

Name, accommodation during the Event, telephone number

#### 1.4. Foreign Technical Delegate

Name, accommodation during the Event, telephone number

#### 1.5. Veterinary Commission or Veterinary Delegate and Treating Veterinarian

Composition, accommodation during the Event, Names, telephone number of Chairman Veterinary Commission, Foreign Veterinary Delegate, Veterinary Delegate

1.6. Medical Officers  
Names, telephone numbers

1.7. Farriers  
Names, telephone numbers

1.8. FEI Stewards  
Names of the Chief Steward and his principal assistants.

#### 1.10. Other officials of the organisation

Assistant Course Designers, Stable Manager, Obstacle Stewards, (names, accommodation during the Event, telephone numbers)

**2. Programme and time-table of the Event** (daily programme, special time-table of each competition, information as to the table of judging and special conditions of competitions)

**3. Technical meetings/Veterinary inspection** dates, times, place, participants

**4. Definite entries, and declaration of starters** dates, times, place, participants

**5. Official receptions** dates, times, place, transport, participants.

**6. Facilities:** information on the facilities given to Chef d'Equipe, athletes, grooms and horses (transport, customs formalities, stay, possible allowances) - List of places where accommodation is provided.

**7. Local transportation** between accommodation, stables, Showground and sites of the official receptions.

**8. Identification tag numbers of horses** - place where they can be collected and returned. Horses must wear these numbers whenever they leave their boxes.

**9. Veterinary Service:** functioning, place, timetable of competitions

**10. Medical Service:** functioning, place, timetable of competitions

**11. Farrier Service:** functioning, place, timetable of competitions

**12. Stabling and feeding**

**13. Distribution of prizes:** information as to the ceremonies of distribution of prize money and/or prizes in kind and other prizes

**14. Access to the Showground:** official passes for Chefs d'Equipe, athletes, grooms, owners and Officials - Where they are available

**15. Press and photographers:** useful information

**16. Television:** useful information, time-table of transmissions, persons in charge.

**17. Miscellaneous**

- City plan and possibly a plan of the show grounds
- Information where starting lists are obtainable and on the places where the course plans and useful information are posted
- principal telephones: short list of numbers and addressees
- blank pages for notes.

## **ANNEX IV**

### **ACCESS TO THE ARENA**

It is of great importance that athletes, Chefs d'Equipe and trainers walk the course only after it has been inspected by the Ground Jury with the Course Designer and possibly the Technical Delegate.

There must be a sign which indicates "arena closed"/"arena open" and it is only the President of the Ground Jury, who has the authority to open the arena for the athletes, if the sign is not respected by the athletes, the Ground Jury must take the appropriate steps necessary.

At important events where the press wishes to walk the course, it is recommended to fix an exact time in advance. The inspection of the course by the Press should not be at the same time as the athletes' inspection. A guide should be appointed to lead the Press around the course and to give an explanation. (i.e. Technical Delegate, Course Designer or Assistant, Member of the Ground Jury).