

Event Organisers Guide

4.2 - Producing an FEI Schedule

FEI Schedule

The FEI Schedule is a document produced by every event to provide National Federations and Athletes wishing to compete with all the information they require. It lists details about the organiser, officials, competitions taking place, the venue and facilities available such as stabling, the entry process and other administrative points, veterinary, medical and anti-doping matters.

More specifically the FEI Schedule will outline the following:

- The Disciplines in which Competitions will be held
- The programme / timetable of Competitions
- Whether the Competitions will be indoors or outdoors
- The type and dimensions of the schooling areas and the Competition arenas
- Lists of Judges and other FEI Officials
- The categories, nationalities and other relevant details of invited Athletes and Horses
- Entry information
- The stabling and accommodation available
- Veterinary and medical services available
- The value of the prizes and their distribution
- The national veterinary health requirements
- Whether betting is allowed
- Code of Conduct
- Disclaimer of responsibilities
- Any other relevant details (eg. any transport arrangements, social events, any passport and visa requirements etc)

The Schedule must be submitted to the FEI in accordance with Art 110 of [General Regulations](#). Once the Official Calendar has been approved template schedules, checklists and guidelines are made available to Organisers via the relevant discipline tab on the [Organiser's section of the FEI website](#). Alternatively use direct links as follows:

Click [here](#) for **Jumping**

Person in charge : paule.gerritsen@fei.org

Click [here](#) for **Dressage**

Person in charge: philippe.maynier@fei.org

Click [here](#) for **Para Dressage**

Person in charge: laetitia.gillieron@fei.org

Click [here](#) for **Eventing**

Person in charge: frederique.reffet@fei.org and/or victoria.dormeuil@fei.org

Click [here](#) for **Driving and Para Driving**

Person in charge: aude.barby@fei.org

Click [here](#) for **Endurance**

Person in charge: marc.chovelon@fei.org

Click [here](#) for **Vaulting**

Person in charge for both disciplines: laetitia.gillieron@fei.org

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Click [here](#) for **Reining**

Person in charge: anna.milne@fei.org

Any questions?

If you have any questions regarding organising FEI competitions or would like further advice not available through this guide please contact your [National Federation](#) or the relevant FEI department [here](#).

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