

**CHECKLIST FOR DRAFT SCHEDULE  
DRIVING 2008**



**Event (cat.):**CAI – A Pairs  
**(Place):**Niederwil / Andelfingen Switzerland (NF): fnch **Date:**7.-10.8.2008

**GENERAL CONDITIONS**

This event is organised in accordance with:

- FEI Statutes, 22<sup>nd</sup> edition, effective 15 April 2007
  - FEI General Regulations, 22<sup>nd</sup> edition, effective 1 June 2007
  - FEI Veterinary Regulations, 10th edition, effective 1 June 2006
  - Anti-Doping Rules for Human Athletes (ADRHA), revision effective 26 July 2005
  - Equine Anti-Doping And Medication Control Rules (EADMCR), revision effective 1 June 2007
  - **The Rules for Combined Driving Events, 9th edition, 1 January 2005**
- 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.
- In the course of this CAI will be a team classification in accordance with the DAP Statutes from 9.december 2000.

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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.**

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

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

Approved by the FEI

Date: 26.02.08

Signature : \_\_\_\_\_  
Ian Williams  
Director  
Driving Department

**N.B. All text in 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 Driving Events must be approved by the FEI before they may be added to the schedule**

Schedules for CAI-A4,2,1/CAIP-A4,2,1/CAI-B4,2,1/CAIP-B4,2,1 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.

***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 Mon-Repos 24, CH-1005 Lausanne, Switzerland. Telephone: +41 21 310 47 47. The Code is available in English & French. The Code is also available on the FEI's website: [www.horsesport.org](http://www.horsesport.org).

## GENERAL INFORMATION

### 1. DENOMINATION OF THE EVENT

Status (Art. 103, 900.10.1):

CAI-A

Pairs

Place : Niederwil / Andelfingen

Country : Swizerland

Dates : 7.August 2008 – 10.August 2008

### 2. ORGANISER (Complete address)

Address: Thomas Wegmann

Am Gässli 4

CH-8452 Adlikon/Niederwil

Phone: +41 79 393 88 46 Fax:

Email: thomas.wegmann@bluewin.ch

Web site: www. Donau-alpen-pokal.ch

### 3. ORGANISING COMMITTEE (Art. 101.6)

President of the Event: Thomas Wegmann

Email: thomas.wegmann@bluewin.ch

Show Secretary: Eveline Kunz

Email: [put-put@bluewin.ch](mailto:put-put@bluewin.ch)

Showground address: Fahrturnier Wyland  
Postfach 276  
CH-8450 Andelfingen

### 4. SPONSOR(S)

Name(s): Vaudoise-Versicherung

Address: Lausanne Swiss

## II. OFFICIALS (For duties of Officials, see Art. 903.3) (Name and nationalities)

### 1. GROUND JURY (Art. 148, 153, 903)

President: H.P. Rüsclin ✓  
Nationality: SUI  
Email: hp.v.rueschlin@bluewin.ch  
Member: R. Wannenwetsch ✓  
Nationality: GER  
Member: P.Cazas ✓  
Nationality: FRA

### 2. FOREIGN JUDGE : (Art. 903)

Name: Ing.J. Kunat ✓  
Nationality: Czech Republic  
Email: [jiri.kunat@seznam.cz](mailto:jiri.kunat@seznam.cz)

### 3. TECHNICAL DELEGATE : (Art. 156, 157, 904) (Championship: TD's are appointed by the FEI)

Name: J. Borka ✓  
Nationality: Hungary  
Email: evolvens@axelero.hu

### 4. COURSE DESIGNER : (Art. 155, 907)

Name: B. Wegmann ✓  
Nationality: SUI  
Email: beat.wegmann@ostwaerts-zu-pferd.ch

### 5. CHIEF STEWARD : (Art. 144, 908)

Name: J.G. Daepf ✓  
Nationality: SUI  
Email: privat@daepf.ch

### 6. ASSISTANT STEWARDS : (Art. 144, 908)

Name: R. Freiburghaus  
Name: Swiss

### 7. APPEAL COMMITTEE : (Art. 154, 164, 909)

#### OBLIGATORY for CAI cat. A

President: C. Gnecci ✓

Address: Ruscone 5 / I-20065 Inzago / Mi  
 Email: carlognecciruscone@libero.it  
 Member: H. Schmid Germany  
 Member: Dr. A. Kelemen Romania

**8. VETERINARY COMMISSION / DELEGUE :** (Art. 158, 905, 1003, 1007, 1008, 1009)

President: P.A. Glatt ✓  
 Email: paglatt@deckpoint.ch

Associate Member: R. Büchi Swiss

**III. SPECIFIC TECHNICAL CONDITIONS** (Art. 937)

**1. VENUE**

The CAI-A, will take place at:

Outdoors ✓

**2. DRESSAGE ARENA**

Length: 100 m Width: 40 m ✓

**3. PRATICE ARENA**

Length: 150 m Width: 60 m ✓

**4. OBSTACLE ARENA**

Length: 120 m Width: 60 m ✓

**5. INVITATIONS** (Art. 120, 918, 919)

Number of home drivers	10
Number of foreign drivers	70
Number of horses per driver	3

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

One groom per driver for pairs	
Number of foreign individual drivers	70
Number of home individual drivers	10

**FACILITIES OFFERED** (Art. 132, 133, 933)

**a) Competitors and Chefs d'Equipe**

Hôtel:	Ibis	Banana City
Address:	Brühelbergstr. 7	Schaffhauserstrasse 8

	CH-8400 Winterthur	CH-8400 Winterthur
Phone:	+41 52 264 57 00	+41 52 268 16 16
Fax:		+41 52 268 16 00

Accommodated (bed and breakfast) from 6.8.08 to 11.8.08 at own expense

Meals: at own expense from 6.8. to 11.8.08 at the showground

**b) Grooms**

Requests for accommodation must be sent with entries.

Cost of accommodation will be at the cost of own from 6.8. to 11.8.08

Meals: at own expense from 6.8. to 11.8.08 at the showground

Sufficient sanitary and showering facilities for male and female grooms, with hot and cold water, will be provided by the OC

**c) Horses**

Stabling arrangements, from 5.8.08 18.00 to 11.8.08 10.00. Cost to be paid by participant

**d) Welcome**

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

**e) Local transportation arrangements from Hotel to Show grounds**

**f) Advertising and publicity on competitors and horses (Art. 136, 936.2, 947.3.2,947.3.3,947.3.4, 947.3.6,947.3.8,947.3.9, 960.4)**

The competitors are: authorised by the OC to display the logo of their personal sponsor on the carriage in accordance with Art. 136.

The competitors are: authorised by the OC to display the logo of their personal sponsor on the marathon carriage (size 2520 cm<sup>2</sup>) and on the back(s) of the groom(s) (1260cm<sup>2</sup>).

**6. ENTRIES (Art. 121, 919, 931)**

**Closing dates for :**

Entries in principle	1.5. 2008
Nominated entries	1.6. 2008
Definite entries	1.7. 2008
Entry fee per driver	250.- Euro
MCB per horse	8.50 Euro

(The entry fee for the drivers of DAP crews is back refunded to the Equipenchefs with the arrival of all announced drivers)

**The definite entris are valid only with the payment of the entry fees at the same time.**

Entry fees must be paid on the following account:

Zürcher Kantonalbank  
Postfach  
CH-8010 Zürich

Fahrtturnier Wyland  
IBAN Nr.: CH10 0070 0132 2000 1707 8  
BIC Nr.: ZKBKCHZZ80A

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### **Substitution of horses**

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 horse and/or competitor **must** be on the nominated entry list.

## **7. VETERINARY MATTERS (Art. 912, 1004.2, 1005.2.2, 1005.2)**

### **EXAMINATION AND INSPECTION (Art. 922)**

**First Inspection, date:** 6.8.2008

#### **a) SHOW VETERINARIAN**

Name: Pierre Alain Glatt  
Address: pi du Pont 6  
CH-1180 Rolle  
Phone: +41 21 825 46 26 Fax: +41 21 825 47 67  
Email: paglatt@deckpoint.ch

#### **b) TREATING SHOW VETERINARIAN**

Name: Rolf Büchi ✓  
Address: Ebnistrasse 6  
CH-8413 Nefenbach

**The treating show veterinarian cannot be the same person as the FEI Veterinary Delegate**

#### **c) CUSTOMS FORMALITIES**

**There will be a facilitated customs clearance !!**

Further information you will get later from the fn swiss

#### **d) 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 Courses Hippiques ✓  
Address: 15 rue de Paradis  
91370 Verrères le Buisson  
Phone: +33 1-69 75 28 28 Fax: +33 1-69 75 28 29  
Email:

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

Name: Hospital Winterthur (NOT FAR FROM THE EVENT?)  
Phone: +41 52 266 21 21

**d) FARRIER**

**NAME:**

**PRIZE MONEY**

	<b>EUR</b>	<b>CHF</b>
<b>TOTAL PRIZE MONEY</b>	<b>7000.-</b>	<b>11'550.-</b>
<b>Dressage Competition</b>	<b>1500.-</b>	<b>2475.-</b>
<b>Marathon Competition</b>	<b>2000.-</b>	<b>3300.-</b>
<b>Obstacle Competition</b>	<b>1500.-</b>	<b>2475.-</b>
<b>Total Combination</b>	<b>2000.-</b>	<b>3300.-</b>
<b>Presentation</b>	<b>Natural prize</b>	

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**FIRST DAY : Thursday / Friday****DATE : 7. / 8.8.08**

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## 1. COMPETITION A - "DRESSAGE"

This competition will be in accordance with Driving Rules, 9<sup>th</sup> Edition 2005,  
**Art. 935 to 945**

### Dressage Arena :

Length: 100 m      Width: 40 m

### Practice Arena :

Length: 150 m      Width: 50 m

Type of Dressage Test:

FEI 8b

Total Prize Money (Art. 129)

1500.- Euro

### Breakdown of prize money:

1<sup>st</sup> 500.-

3<sup>rd</sup> 250.-

5<sup>th</sup> 130.-

2<sup>nd</sup> 350.-

4<sup>th</sup> 170.-

6<sup>th</sup> 100.-

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### IMPORTANT

OPTIONAL PRIZE MONEY FOR CAI CAT.B EVENTS

SECOND DAY : Saturday

DATE : 9.8.08

## 2. COMPETITION B - "MARATHON"

This competition will be in accordance with Driving Rules, 9<sup>th</sup> edition 2005, Art. 946 to 958.

	Distance	Pace	Average Speed
Section A	Ca. 8000 m	Free	15 km/h

Section D	Ca. 930 m	Walk	7 km/h
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Section E	Ca. 8000 m	Free	14 km/h
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Indicate the number of obstacles in Section E: 8

Starting order (Art. 921)

Total Prize Money (Art. 129)

2000.- Euro

Breakdown of prize money:

1<sup>st</sup> 600.-

3<sup>rd</sup> 350.-

5<sup>th</sup> 180.-

2<sup>nd</sup> 450.-

4<sup>th</sup> 270.-

6<sup>th</sup> 150.-

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IMPORTANT

OPTIONAL PRIZE MONEY FOR CAI CAT.B EVENTS

THIRD DAY : Sunday

DATE : 10.8.08

### 3. COMPETITION C - "OBSTACLE DRIVING TEST"

This competition will be in accordance with Driving Rules, 9<sup>th</sup> edition 2005,  
**Art. 959 to 969**

**Obstacle Arena:**

Length: 120 m      Width: 60 m

**Practice Arena:**

Length: 150 m      Width: 50 m

**Type of Competition**

**Fault Competition (Art. 959.1.1./1.3)**

**Total Prize Money (Art. 129)**

**1500.- Euro**

**Breakdown of prize money:**

**1<sup>st</sup> 500.-**

**3<sup>rd</sup> 250.-**

**5<sup>th</sup> 130.-**

**2<sup>nd</sup> 350.-**

**4<sup>th</sup> 170.-**

**6<sup>th</sup> 100.-**

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**IMPORTANT**

**OPTIONAL PRIZE MONEY FOR CAI CAT.B EVENTS**

#### 4. Combination A/B/C

Total Prize Money (Art. 129)

2000.- Euro

Breakdown of prize money:

1<sup>st</sup> 400.-

3<sup>rd</sup> 200.-

5<sup>th</sup> 130.-

2<sup>nd</sup> 260.-

4<sup>th</sup> 150.-

6<sup>th</sup> 120.-

(110.-/ 100.-/ 90.-/ 80.-/ 75.-/ 75.-/ 70.-/ 70.-/ 70.-)

**APPENDIX TO SCHEDULE  
MUST BE DISTRIBUTED TO ALL OFFICIALS**

**VETERINARY MATTERS** (Art 1004.2, 1005.1011)

**I. VETERINARY ASPECTS "A"**

**VETERINARY REGULATIONS, 10<sup>th</sup> Edition, effective 1st June 2006** (see website [www.horsesport.org](http://www.horsesport.org))

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

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

**"General Regulations", 22<sup>nd</sup> Edition, effective 1<sup>st</sup> June 2007:**

**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.

**II. VETERINARY ASPECTS "B"****A) CUSTOMS FORMALITIES**

Details of required customs documents, border crossing points, times of opening and customs agencies.

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)

**B) MEDICATION CONTROL LABORATORY**

Details of FEI listed laboratory appointed to carry out analyses on samples collected at this event. (Vet. Regs. Art. 1021 and FEI Bulletin).

<http://www.horsesport.org/mcp/PDFS/ListoflabsforWEB07.pdf>

**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 (L.C.H), Verrières-le-Buisson, France**. 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).

**III. MISCELLANEOUS (Art. 167, 170, 171)**

**A) PROTESTS**

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

**B) GENERAL CLASSIFICATION AT THE END OF THE COMPETITONS**

Full information on all special prizes for example:

Leading rider award  
Best foreign rider  
Best home rider, etc.  
Team awards

**C) PRIZE – CLASSIFICATION** (Art. 128, 124, 924)

**Details** outlining the system determining the leading driver etc. must be given and any other details pertaining to prize distribution.

**D) DISTRIBUTION OF PRIZES AND INDEMNITIES** (Art. 130)

State when and where the prize money will be distributed. All prizes in kind and prize money must be distributed following the last competition at the latest.

A minimum of 5 prizes (prize money) must be distributed. Twenty-five percent of participants per competition must receive prize money)

**E) DOCTOR, VETERINARIAN, FARRIER**

Details pertaining to the above

**F) INSURANCES**

Details that are pertaining to the insurance of competitors, horses. etc.  
Responsibility of the OC for any damages, fire, theft. etc.

The following is to be published in verbatim in each schedule:

*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.*

**G) 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 matters 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 Secretary General by the Foreign Judge.

#### **H) ENTRY RIGHT TO SHOWGROUNDS**

Please give full **details** concerning right of entry to show grounds of owners, grooms, riders, other persons.

#### **I) DEDUCTIONS FROM PRIZE MONEY**

**Full details** of any deductions from prize money must be outlined in the schedule. This includes government taxes, If it is necessary for OCs to deduct such taxes, they must provide participants with an official form indicating the amount of tax deducted.

#### **J) RESULTS** (Art. 114.5)

Results including the amount of prize money awarded (if any) or the value of the prizes in kind must be sent to the FEI **within one week following the event using the standard results form**. The horses' passport, name and nationality of the horses owner must also be included with the results.

### **STABLE SECURITY/STEWARDSHIP AT INTERNATIONAL EVENTS**

#### **MINIMUM REQUIREMENTS TO ENSURE IMPLEMENTATION OF VETERINARY REGULATIONS ART. 1005.2.5**

#### **1. ACCESS TO STABLE AREA**

For a high level of stable security, 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. However, in some disciplines (see discipline rules), lower levels of stable security are permitted.

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 Veterinary Regulations Art. 1005.2.5.2. 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 Organising Committee 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. An example for a 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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## 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.queorguiev@horsesport.org](mailto:m.queorguiev@horsesport.org) and [o.robinson@horsesport.org](mailto:o.robinson@horsesport.org));
- Send us the press kit, press accreditation and hotel reservation forms in order to publish them on the FEI website [www.horsesport.org](http://www.horsesport.org)
- Send us the logo of your event and a short text presenting your show for publication in the FEI Press News;
- Send the complete results to [results@horsesport.org](mailto:results@horsesport.org)
- Send a selection of photos (high resolution preferably - with captions and credit) to [o.robinson@horsesport.org](mailto:o.robinson@horsesport.org) which may be included both in a number of FEI publications and the FEI Website Photo Galleries and Catalogue.

The FEI aims for the consistent global promotion of Championships and Games and looks forward to a fruitful collaboration with the press officers. It's important that we work together and strengthen our relationship as we are all working for the same goals.

For any further information regarding Media and Press facilities, please do not hesitate to contact Malina Gueorguiev ([m.queorguiev@horsesport.org](mailto:m.queorguiev@horsesport.org)) or Olivia Robinson ([o.robinson@horsesport.org](mailto:o.robinson@horsesport.org)).

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## IAEJ Guidelines and Checklist for Media Operations at Equestrian Events

### Press Service

The Press Service should be operating according to the size/significance of the event and not later than six months prior to the event.

### Press Officer

The Press Officer has a key role to play in the organisation of an event. He / she has a good knowledge and understanding of horsesport and media operations in general. He / she is in charge of the press office and has clear recognition within the Organising Committee by being part of the core team.

The main role of the Press Officer and his/her staff is to ensure the smooth running of the press office and related services and provide information, before, during and after the event in a proactive way. An active media information policy, where news is spontaneously and systematically offered, is the best service that can be offered to the media.

Supporting staff: depending on the number of accredited journalists, sufficient additional staff should be available (e.g. to ensure that the necessary copies of results and starting lists are

made, the working space is tidy and clean, to accompany journalists to the media stands if needed, etc.)

### **Accreditation**

All members of the media should be clearly identified; therefore a proper accreditation system needs to be put in place.

The accreditation process shall start six months prior to the event and all media shall be accredited before the event starts. This will allow the Press Officer to determine the size of the Press Centre and prepare adequate facilities. The Press Officer needs to pay full attention on the acceptance of accreditation requests and only grant accreditation to professional members of the media.

At any event, regardless the level of importance, press accreditation shall give access to the following areas: press centre; press stand; training areas; catering areas (including non-public catering services, when applicable); mixed zone or Competitors stand

In accordance with FEI Regulations, press accreditations do not give access to the stabling area. Generally press accreditation does not give access to the field of play, with the exception of accredited photographers wearing special identification (bibs, armllets), or when special activities for the media are organised, such as course walks.

### **Press Conferences**

A press conference shall be organised when there is a need for it and important news needs to be communicated to the media. If the news does not require direct interaction between the organisation and the media, there is no need of a press conference. The subject and main points on the agenda of the press conference, as well as the main speakers shall be communicated to the media in advance.

#### Running order

The Press Officer shall conduct the press conference according to the following basic running order:

- Presentation of the table
- Announcement of results of the competition (top of the leader board), and updated standings if the competition is part of a series
- Short comment on the competition (number of starters, number of spectators, any relevant information).
- Press Officer asks the first open question to the interviewed person ("how do you feel," what is your opinion on," etc.)
- Q&A (Q&A shall be controlled by the Press Officer, who shall invite one media representative at a time.)
- Thank the guests on stage and to the audience, misc. announcement (programme of the next day, etc.)

### **Facilities**

#### Press Centre

A standard press centre is composed of the following areas:

- **Public areas:** welcome desk; safe/storage area; press working area; photo working area; an information area (pigeon holes/trays with starting lists, results etc.); press conference area;
- **Private areas:** press officer's office; photo manager's office; webmaster's office; editorial staff working space;

#### Work stations

The working space shall be minimum 1 metre per person, one electrical plug per position.

Photographers need a working space, preferably in a dedicated area.

#### Telecommunication system

In case a payphone system is installed detailed invoices shall be made available. Phone calls can either be free of charge or charged to the user, but rates shall not be overtaxed and communicated in advance to the accredited media. Free of charge wireless capability is preferred.

#### Press Conference Room

According to the importance of the event and the press attendance, the press conference shall be held either as a formal conference with a moderator, or as an informal briefing between the interviews and the press.

A press conference room is most of the time arranged in theatre style, with a podium for the speakers. The number of seats shall be relative to the number of accredited press (approx. 1 seat every 5 accredited press).

Podium: essential: tables, chairs, water / preferable: tablecloth, name plates, backdrop, decoration.

Audio: speakers, microphones, audio outputs for TV and radio

TV: platform at least 30 cm high, 1 metre wide, positioned opposite the stage at the end of the room

### Press Stand

The press needs adequate space to watch and follow the competitions and take notes for their reports.

The press tribune shall be clearly identified and only accessible to accredited media and authorised personnel. A member of the press staff should be assigned to service this area.

Essential: reserved tribune; good view on the field of play; separate area from the public, not far from the mixed zone; entrance control, security. Preferable: tabled seats; electrical outlets; telephone/modem connection; monitors.

### **Press Parking**

Parking should include a reserved area for the accredited press located at a reasonable distance from the showground and press centre.

## **PRESS INFORMATION**

A constant flow of information regarding the event should be provided to the press before and during the event. According to the press mailing list, press releases and/or newsletters should be circulated via e-mail and the official website of the event. A press kit containing useful information such as programme of the show, entries, nationalities represented, prize money by class, history of the show, interview / presentation of key officials such as show president, show director, course designer, famous riders, side events such as charity actions, list of sponsors should be sent two months before the event. During the event, information should be provided through the distribution of: press releases, newsletters, flash quotes, press conferences. All information produced on site shall be made available to the non-attending media via fax, e-mail and the website.

Information should include:

Before the event: press kit; accreditation system; travel and accommodation details, car pass; timetable and general information about the event; list of participating nations/competitors; key contacts

During the event: biographies of the competitors; past winners of the event; venue: fact and figures; detailed schedule of the event, including press conferences and other activities for the press (guided course walks, stable visits, tours, forums, parties, etc.); sport description (for non-specialised media); starting lists; course plans; results; press releases.

Please note updated biographies of international competitors are available on the FEI website [www.horsesport.org](http://www.horsesport.org).

## **PHOTOGRAPHERS**

Photographers are key members of the media. Due to the nature of their activity, there are specific requirements which should be met to allow them to work effectively.

### General requirements

- Accredited photographers have priority in the allocation of lockers for storage of their equipment, as well as for parking spaces.
- A separate working area for photographers should be set up in the Press Centre
- It is important that a Photo Manager is appointed to liaise with photographers and ensure that all requirements are met.
- There shall be a dress code for photographers if the event is televised

### Identification

All accredited photographers must be provided with a special identification (armlet, bib). This identification is clearly different from other badges and must be communicated to security personnel and technical officials. Bibs are to be numbered and recipients registered. A cash deposit might be asked to ensure return of the bib at the end of the event.

### Photo positions

Positioning of the photographers during all phases of the event should be planned in advance by the Press Officer and the Photo Manager, and agreed with the technical officials. Position of TV cameras need to be taken into account while planning photographers' positions. TV has priority. Photo positions must be planned at a very early stage so that tickets are not sold to seats just behind the area. Photo positions might be either a defined area next to the competition arena, or a smaller clearly marked and roped-off zone with controlled access in the field of play. In the event of a lack of space either around the arena or inside, photographers should be allowed to shoot from the press stand.

Jumping: photo positions shall be organised inside the ring. Photographers should not leave the ring during the competition; they can however change position in between competitors. If there are too many accredited photographers, a rotation system will have to be arranged. The pockets should be placed so that riders can be photographed from the left and from the right. In addition, the photographers should have access to the arena at least at two of the four sides.

### Lighting

It should be noted that photographers need more light in an indoor arena than what is required by TV (1000 lux). Photographers need 1200 lux in order to deliver optimal quality pictures.

## **CRISIS MANAGEMENT**

There are four basic types of crisis that can occur during an equestrian competition. They are:

1. Competition related problem. i.e. major horse/rider/spectator accident
2. Veterinary / judicial related problem. i.e. abuse
3. Discipline related problem i.e. competition rules or conditions
4. General organisational problem. i.e. transport, access, electrical breakdown etc.

The Press Officer should always be involved in the crisis management team. The persons within the Organising Committee who are authorised to comment on the incident/accident shall be clearly identified and a detailed plan of action should be agreed in advance.

A press statement shall be transmitted to the press as soon as the exact circumstances and plan of action have been decided. In the meanwhile, the Press Officer shall be in charge of the initial response or holding statement to the press:

*"The organisers are investigating the facts surrounding the incident. As soon as these are available, a full statement will be issued and a press conference held."*

Replies, either written or verbal, should be brief, calm, objective, clear and factual.

The complete document of the FEI Crisis Management Plan is available from the FEI.