

CHECKLIST FOR DRAFT SCHEDULE VAULTING 2007



Event (category): CVI 1*, CVI2*

Date: 14. - 15./06/08

Place: Šaľa, Slovakia

NF: SLOVAKIA

GENERAL CONDITIONS

This event is organised in accordance with:

- FEI Statutes, 21st edition, effective 21st April 2004,
- FEI General Regulations, 21st edition, effective 1st January 2005,
- FEI Veterinary Regulations, 10th edition, effective 1st January 2006,
- Rules for Vaulting Events 6th edition, effective 1st January 2005, and all subsequent published revisions, the provisions of which will take precedence.
- An arbitration procedure is provided for in the FEI Statutes and General Regulations referred to above. In accordance with this procedure, any appeal against a decision rendered by the FEI or its official bodies is to be settled exclusively by the Court of Arbitration for Sport (CAS) in Lausanne, Switzerland.
- It is the responsibility of NFs to ensure their participants are of the correct age, and that riders and horses are registered with the FEI.

This schedule is approved, provided the corrections and additions as made by the FEI have been made. The National Federation and Organising committee are obliged to ensure that the mandatory sections in the approved schedule is forwarded to guest NFs and Officials for their information.

THE APPENDIX IS PART OF THIS APPROVED AND SIGNED SCHEDULE

The following must be printed in the schedule

Approved by the FEI, Lausanne, on 24.03.08

Signature :

A handwritten signature in dark ink, appearing to read 'Nici Kennedy', is written over a light blue horizontal line.

Nici Kennedy
Manager Vaulting Department

N.B. All text 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 Vaulting Events must be approved by the FEI before they may be added to the schedule
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Schedules for CVIs 2*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. EVENT NUMBER

2. TYPE OF EVENT (Art. 103, 702-706)

Status : ☒ CVI1* ☒ CVI2* ☐ CVIO ☐ Championship

Date : 14.-15. June 2008

Place : SOUP Šaľa

Country : Slovakia

3. ORGANISER

4. COMPLETE POSTAL ADDRESS OF THE SHOWGROUND

Name: Slovak equestrian federation

SOUP Šaľa

Address: Junácka 6
832 80 Bratislava
Slovakia

Street: Štúrova 74

Telephone: 00421 2 4924 9138

Postal: 927 01

FAX: 00421 2 4924 9584

Email: svkqfed@hotmail.sk

City: Šaľa

Website: www.sjf.sk

www.voltiz.sk

5. ORGANISING COMMITTEE (Art. 101.6)

Honorary President : MUDr. Martin Alföldy

President of the Event : Ing. Magda Birnsteinová

Show Secretary : Ing. Miloš Lipovský

6. EVENT DIRECTOR

Name: Ladislav Majdlen

Address: SOUP Šaľa
Murgašova 22
927 00 Šaľa
Slovakia

Telephone: 00421 903 796 549 Fax: 00421 31 771 3496

Email : majdlen1@stonline.sk

II OFFICIALS (First name, Name and Nationality)**1. GROUND JURY : (Art. 148, 153, 728)**

President :	Ms. Pavla Krauspe (Juhaszová)	(SVK)
Member :	Dalibor Blažek	(CZE)
Member :	Mrs. Janke Staudenherz	(AUT)
Member :	Benedekt Tóth	(HUN)

2. FOREIGN JUDGE: (Art. 156, 157, 709, 728.5)

Name :	Mrs. Janke Staudenherz	(AUT)
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3. APPEAL COMMITTEE : (Art. 154, 164, 729)

Up to and including CVI2* events, there need only be an Appeal Committee President who must be an active or retired International Vaulting Judge)

President :	Elzbieta Dolinska
Address :	Ul. Krakowska 5/11 618 80 Poznań Poland
Member :	Ladislav Majdlen
Member :	Jarmila Jablonská

4. CHIEF STEWARD : (Art. 144, 728.9 and manual for Stewards. Must be selected from the FEI Directory - List of Chief Stewards for Vaulting)

Name :	Zoltán Komlósi
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5. FEI VETERINARY DELEGATE : (Art. 158,1003,1007,718.1,728.7) (must be selected from the FEI Directory)

Name :	MVDr. Michal Hollý
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6. FEI VETERINARY COMMISSION : (Art. 158,717.1,728.7,1003,1007) (compulsory for Championships and CVIOs)

President :	
Foreign Veterinary Delegate :	
Associate Member :	

III SPECIFIC TECHNICAL CONDITIONS

1. VENUE :

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

2. COMPETITION ARENA (Art. 724.1):

Dimensions : 25 x 20, sand and wood shavings

3. PRACTICE ARENA (Art. 724.2):

Dimensions : 20 x 20m sand and wood shavings, indoor. 20 x 25 m, sand, outdoor

4. TYPES OF COMPETITIONS:

Please specify the types of competitions scheduled. (Art. 708)

- Team Vaulting Competitions (Art. 731 - 743) ☒
- Individual Vaulting Competition (Art. 744 - 754) ☒
- Pas-De-Deux Vaulting Competition (Art. 755 - 760) ☐

5. INVITATIONS (Art. 120, 703, 704, 705, 710, 711)

- Number of NFs invited : 21
- Which NFs are invited : ARG, AUS, AUT, BEL, BRA, CAN, DEN, FIN, FRA, GER, GBR, HUN, ITA, NED, POL, RUS, SVK, ESP, SUI, SWE, USA, RSA
- Number of vaulters per NF : 26
- Number of attendants per NF: 15
- Number of longeurs per NF: 12
- Number of horses per NF: 8
- Number of grooms per NF: 8

Please see specimen entry forms annexed hereto.

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

6. FACILITIES OFFERED: (Art. 132, 133, 711, 725)**A) CHEF D'EQUIPES/COMPETITORS/ATTENDANTS/ LONGEURS**

- Hotel : Name, address, tel. no.
- Hotel of thermal swimming pool Diakovce, Hotel Kaskády, Internat SOUP Šaľa

Accommodated (bed and breakfast) from 13th to 15th , 2 nights

at OC ☐ competitor ☒ expense 2600.-sk (1 day/ 1300.-sk)

Meals : at the expense of OC ☐ competitor ☒ from 14th to 15th

at (where) school canteen, lunch and dinner /1 day – 300.-sk.

To have a accommodation and meals earlier then written above please contact directly OC.

B) GROOMS (Art. 711)

Requests for accommodation must be sent with entries.

Cost of accommodation will be at the cost of OC ☐ competitor ☒ from 13th to 15th, 2 nights-2.600,-Sk

Meals : at OC ☐ competitor ☒ expense from 14th to 15th

at (where) school canteen, lunch and dinner / day 300.-sk.

OCs must provide sufficient sanitary and showering facilities, with hot and cold water for male and female grooms.

C) HORSES (Art. 725.2.2)

Transport expenses to be paid by the OC ☐ competitor ☒.

Stabling arrangements:

From 13h to 15h

Cost to be paid by OC ☐ competitor ☒. 2.700.-sk

Exact dimensions of stables: 3,2 x 3,2(minimum 3m x 3m).

Stabling of the horses earlier than written above is possible, please contact directly OC.

D) WELCOME

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

E) LOCAL TRANSPORTATION - ARRANGEMENTS FROM HOTEL TO SHOWGROUNDS

Please provide details. Own transport

F) ADVERTISING AND PUBLICITY (Art. 136.1-2)

The competitors are or are not authorised to carry the logo of their personal sponsor on the saddle cloth in accordance with Art. 136.1-2. The Chief Steward will check that the advertising and publicity on competitors and horses complies

with Article 136 of the General Regulations.

☒ Yes

☐ No

IV ENTRIES (Art. 121, 713) **(Compulsory for CVIOs and Championships only)**

Closing dates :	26.May 2008	
Entries in Principle :	5.May 2008	
Nominated Entries :	12.May 2008	
Definite Entries :	25.May 2008	
Entry fee per vaulter/horse :	Team vaulting both round	2000.-sk
	Junior team vaulting	1600.-sk
	Individual vaulting both round	600.-sk
	Individual junior vaulting	400.-sk

Organising Committees may include the following in the schedule:

"NB: Withdrawals after the date of definite entries or no-shows will be held liable to reimburse the OC for the actual financial loss incurred by the OC (i.e. stabling and hotel expenses) as a result of the late withdrawal or no-show."

V VETERINARY MATTERS **(Art. 1004.2, 1005.2.2, 2.3, 1011, 1021, 718)**

1. SHOW VETERINARIAN:

(The Show Veterinarian may never be the same person as the FEI Veterinary Delegate)

Name: MVDr. Jozef Kopáček, State veterinarian

Address: Štúrova 74

927 01 Šaľa, Slovakia

VETERINARY INSPECTION

Date (dd/mm/yy) : 13th of June 2008

Time : 18h in the club

2. CUSTOMS FORMALITIES

Name of horse Transport Company representing the OC, required customs documents, border crossing points, times of opening etc.

Address: Bratislava-Berg (AUT)
Kúty- from CZE to SK
Medved'ov, Komárno ,Bratislava,from Hungary
Drietoma from CZE
Trstená from Poland

Telephone: Fax:

Email:

3. MEDICATION CONTROL LABORATORY

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

Name: Laboratoire des Courses Hippiques (LCH)

Address: 15, rue de Paradis
F-91370 Verrieres le Buisson

Telephone: +33169752828 Fax: +33169752829

Email:

4. NAME OF DOCTOR / MEDICAL SERVICE

Name:

5. NAME OF FARRIER

Name:

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.

This section must be filled out**FIRST DAY : Saturday****DATE : 14.6.2008**COMPETITION No 1

Name of competition and article(s) of the Vaulting Rules relating to this competition

Individual 1* male with age limit

The age is limited from 14 to 18 years. The competition will be held in 1 rounds. In Vaulters passage depends on the horses' draw lots. The starting order of the Vaulters participating on the same horse will be decided by the longeur.

Please give details relating to entry fee, prizes, starting order and any other relevant information.

Individual 1* female with age limit

The age is limited from 14 to 18 years. The competition will be held in 1 rounds. In Vaulters passage depends on the horses' draw lots. The starting order of the Vaulters participating on the same horse will be decided by the longeur.

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COMPETITION No 2

Name of competition and article(s) of the Vaulting Rules relating to this competition

Individual 2* male

The competition will be held in 2 rounds. In the 2nd round, the 15 best placed vaulters of the 1st round may start. In the first round the Vaulters passage depends on the horses' draw lots. The starting order of the Vaulters participating on the same horse will be decided by the longeur. The starting order of the second round will be according to the marks of the first round, the horse with the highest mark will start last.

Please give details relating to entry fee, prizes, starting order and any other relevant information.

Individual 2* female

The competition will be held in 2 rounds. In the 2nd round, the 15 best placed vaulters of the 1st round may start. In the first round the Vaulters passage depends on the horses' draw lots. The starting order of the Vaulters participating on the same horse will be decided by the longeur. The starting order of the second round will be according to the marks of the first round, the horse with the highest mark will start last.

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COMPETITION No 3

Name of competition and article(s) of the Vaulting Rules relating to this competition

Team vaulting - junior team 1*

A junior vaulting team is composed of the longeur and six less than 16 years old vaulters and may include one reserve vaulter and one vaulting horse. This competition will take place in two rounds, the second round consisting of only free

test. The 12 best Teams of the first round are allowed to start in the second round. In the first round the Teams passage depends on the horses' draw lots. The starting order of the second round will be according to the marks of the first round, the Team with the highest mark will start last.

Please give details relating to entry fee, prizes, starting order and any other relevant information.

Team vaulting - senior team 2*

A vaulting team is composed of the longeur and six vaulters and may include one reserve vaulter and one vaulting horse. This competition will take place in two rounds, the second round consisting of only free test. The 12 best Teams of the first round are allowed to start in the second round. In the first round the Teams passage depends on the horses' draw lots. The starting order of the second round will be according to the marks of the first round, the Team with the highest mark will start last.

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TIMETABLE

Friday – June 13th 2008

Veterinary control	18:00
Meeting of the Chef`d Equipe, drawing of the starting order	19:30

Saturday – June 14th 2008

Team vaulting – Team CVI1* and Team CVI2*	Compulsory test	8:30
Individual vaulting - CVI1* and CVI2*	Compulsory test	10:30
Lunch break		13:15 - 14:00
Team vaulting - Team CVI1* and Team CVI2*	Freestyle test	14:30
Individual vaulting - CVI1* and CVI2*	Freestyle test	16:45
Social program		20:30

Sunday – June 15th 2008 - FINAL

Individual vaulting - CVI2*	Technical test	10:00
Team vaulting - Team CVI1* and Team CVI2*	Freestyle test	13:00
Individual vaulting - CVI2*	Freestyle test	15:15
Prize giving ceremony		17:00

APPENDIX TO SCHEDULE**VETERINARY MATTERS (Art. 1004.2, 1005, 1011)****1. VETERINARY ASPECTS "A"****VETERINARY REGULATIONS, 10th Edition, 1st January 2006**

(see website www.horsesport.org)

THE FOLLOWING TEXT MUST BE PUBLISHED IN VERBATIM IN ALL SCHEDULES**VETERINARY EXAMINATIONS, HORSE INSPECTIONS & PASSPORT CONTROLS**

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

"General Regulations", 21st Edition, effective 1st January 2005 will apply:

Art. 139.1

Every horse entered for any competition at CNs or CIMs (see Appendix D) in a foreign country (see GRs 141.2), and all horses entered for other Cls, CIOs, Championships, Regional and Olympic Games, whether at home or in foreign countries (see GRs 141.2), must have an official, valid FEI Passport, or a National Passport approved by the FEI and accompanied by an FEI Recognition Card and, when applicable, an FEI registration number, as a means of identification and to establish ownership.

Art. 139.2

Horses taking part in CNs and CIMs (see Appendix D) in their country of residence are not required to have such a passport as is mentioned in paragraph 1. All such horses must be properly registered and identifiable and, unless there is no national requirement for equine influenza vaccination in the host country and in the country of origin all horses must have a valid vaccination certificate.

EQUINE INFLUENZA VACCINATION, VET. REGS. ANNEX VII (except events taking place in NZL & AUS)

All horses and ponies for which an FEI Passport, or a National Passport approved by the FEI has been issued, must have the vaccination section endorsed by a veterinarian, stating that it has received two injections for primary vaccination against equine influenza, given between 1 and 3 months apart. In addition, a booster injection must be recorded as having been given within each succeeding 6 months, subsequent to the second injection of the primary vaccination. None of these injections must have been given within the preceding 7 days including the day of the competition or of entry into the competition stables.

The above are the minimum requirements for influenza vaccination. Both primary and first and subsequent booster injections should be given according to the manufacturer's instructions which will fall within the stipulation of the FEI ruling.

SAMPLING FOR PROHIBITED SUBSTANCES (Vet. Regs. Chapter V & VI and Annex IV)

Regular sampling is carried out in CCI3*/4*, CSIs (3*, 4*, 5*), CIOs, World Cup Qualifiers and Finals, Championships and Games, whereas at other CIs sampling is recommended. When testing takes place, the number of horses tested is at the discretion of the Testing Veterinarian/Veterinary Delegate; however, a minimum of three is recommended (Vet. Regs. Art. 1016)

Special guidelines are applicable for events covered by the FEI Medication Control Programme (Groups I & II only).

MEDICATION CONTROL PROGRAMME (GROUP I & II ONLY)

The Organising Committees of FEI events within Groups I & II are advised to charge competitors the equivalent of CHF 12.50 per horse per event as a contribution towards the costs of the MCP programme.

2. VETERINARY ASPECTS "B"

WHEN RETURNING THE DRAFT SCHEDULE TO THE FEI, PLEASE SUPPLY THE FOLLOWING INFORMATION :

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)

MCP CENTRAL LABORATORY - APPLICABLE ONLY TO GROUPS I & II

Under the Medication Control Programme (MCP) in **Groups I and II**, all samples collected in accordance with Vet. Regs Art. 1016 will be analysed by the **Laboratoire des Courses Hippiques (LCH), 15, rue de Paradis, F-91370 Verrières le Buisson.** The central MCP Laboratory will be reviewed in June 2009. Please refer to FEI Bulletin for further information. For events other than those listed in Vet. Regs Art. 1016 or for events other than in Groups I and II, samples may be analysed at an alternative FEI listed laboratory (Vet Regs Art. 1021).

MISCELLANEOUS

1. OBJECTIONS/COMPLAINTS (Art. 167-171)

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

2. GENERAL CLASSIFICATION AT THE END OF THE COMPETITONS

Full information on all special prizes for example:

CVI 1 * 3 best males	prizes
CVI 1 * 3 best females	prizes
CVI 1 * 3 best teams	prizes
CVI 2 * 5 best males	prizes
CVI 2 * 5 best females	prizes
CVI 2 * 5 best teams	prizes

3. PRIZE - CLASSIFICATION (Art. 128, 129, 130, 725)

Details of system to determine the leading vaulter etc.
Any other details pertaining to prize distribution.

4. INSURANCE

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

The following is to be published verbatim in all 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".

5. 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.

6. ENTRY RIGHT TO SHOWGROUNDS (Art. 133, 1005)

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

*SPECIMEN**ENTRY**FORM***TEAM VAULTING ENTRY FORM**

Team name

Club

Address

Contact person

Address

Tel

Fax

E-mail

Entry class no

Longeur

Reserve longeur

Horse

Country of birth

Stud Book Reg. no

FEI Passport no

Birth date

Breed

Reserve Horse

Country of birth

Stud Book Reg. no

FEI Passport no

Birth date

Breed

Team vaulters

	Name	Year of birth
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Estimated arrival

date time

Estimated departure

date time

*SPECIMEN ENTRY FORM***INDIVIDUAL VAULTER ENTRY FORM***Use the same entry form for all vaulters starting on the same horse*

Club

Address

Contact person

Address

Tel

Fax

E-mail

Entry class no

Longeur

Reserve longeur

Horse

Country of birth

Stud Book Reg. no

Reserve Horse

Country of birth

Stud Book Reg. no

FEI Passport no

Birth date

Breed

FEI Passport no

Birth date

Breed

Individual vaulters

	Name	Year of birth
1		
2		
3		
4		
5		
6		

Estimated arrival

date time

Estimated departure

date time

Example of results on scoreboard

Compulsories - 1 Round

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

Vaulter	Horse	Average Horse Score	Longeur	Score
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Other Formula

Vaulter	Horse	1st Round Free Test			Results 1st Round	
		Average HS	Longeur	Score	Average HS	Total

In all results, the horse score must be shown (the score should be shown as an average when there are more than one judge)

**FOR THE *INFORMATION* OF ORGANISING COMMITTEES
AND OFFICIALS**

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

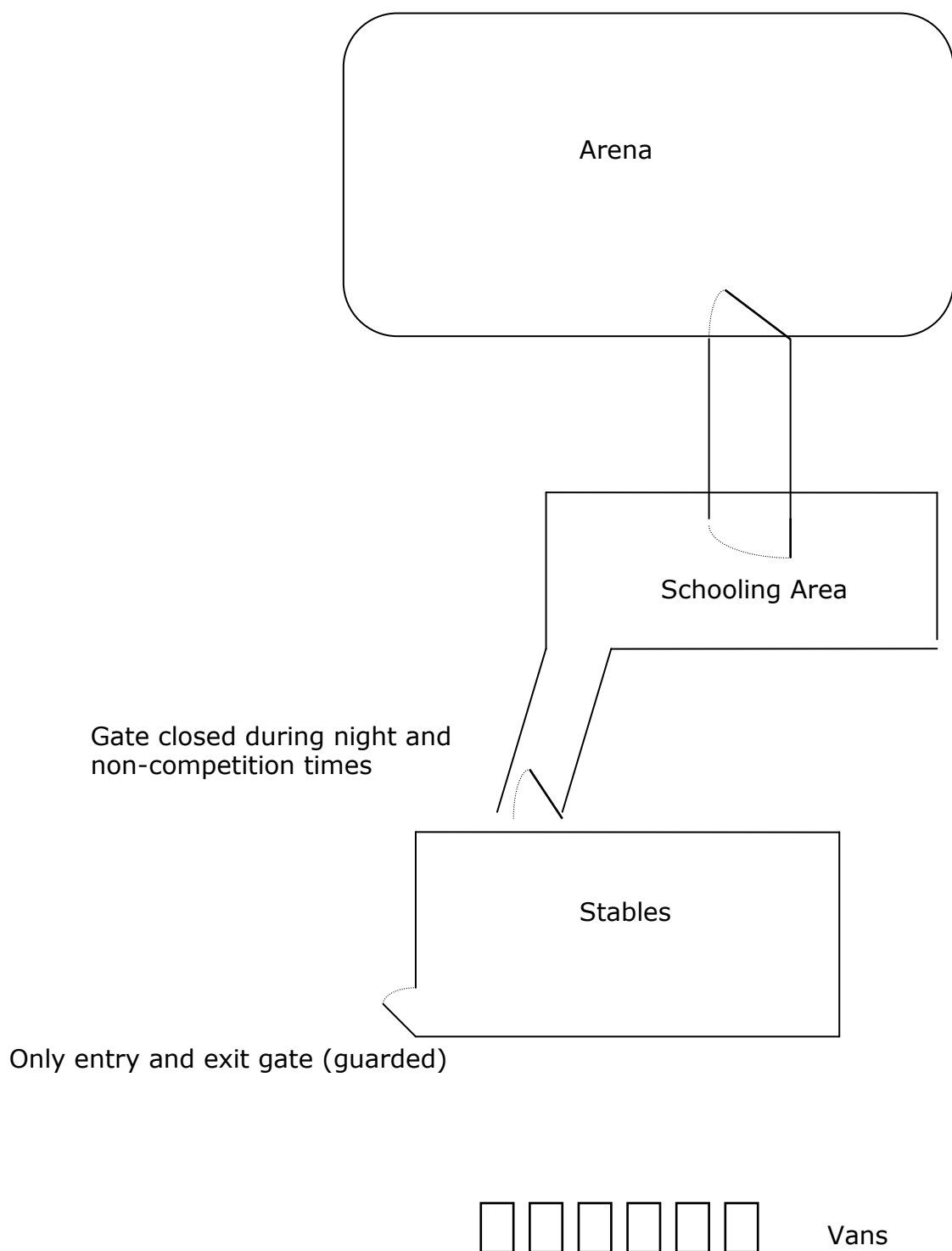
The Chief Steward must ensure that all practice arenas are adequately stewarded all the time that they are officially open. He must also ensure that these arenas are subject to random control when they are officially closed.

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.

STABLE SECURITY / STEWARDING EXAMPLE LAYOUT



FOR INFORMATION PURPOSES**SPECIAL GUIDELINES FOR VETERINARY ASPECTS**

The section of the Checklist entitled "Veterinary Aspects" is comprised of four sections as follows:

1. Veterinary Aspects "A" (see page 5)

This page **must be published** verbatim in all schedules. It refers to:

- veterinary examinations, horse inspections and passport controls;
- equine influenza vaccination (note: some events take place, either at venues or in countries which impose more stringent equine influenza vaccination requirements than the FEI. Any deviations from the FEI requirements must be clearly indicated as an addition to the text in Veterinary Aspects "A" which must be published verbatim in the schedules
- sampling for prohibited substances;
- Medication Control Programme.

2. Veterinary Aspects "B" (see page 6)

This page **must be fully completed** and **returned to the FEI** with the Draft Schedule.

3. Code of Conduct (see page 9)

This page must **be published** in all schedules and it is recommended that it also be published in all programmes of international events.

4. Order Form for FEI Sampling Kits (see page 20)

The MCP is effected in Groups I and II, by Testing Teams of veterinarians and technicians and by Laboratories all directly instructed by the FEI.

At international events outside the MCP area or at those which are covered by the MCP but at which sampling is required when the Testing Teams are not present, the Veterinary Commission/Delegate will operate in accordance with Vet. Regs Chapter VI.

To provide for this eventuality, FEI Sampling Kits should be ordered directly on the form provided, from:

LABORATOIRE DES COURSES HIPPIQUES (LCH)
15, rue de Paradis
F - 91370 Verrières le Buisson

Telephone: +33 1 69 75 28 28
Telefax: +33 1 69 75 28 30

Orders must be received at least two months in advance of the date required. Any kits ordered, other than by FEI appointed MCP Testing Veterinarians, will be invoiced directly by LCH.

NFs are encouraged to stock an adequate number of sampling kits for use by organisers of international events.

***TO BE USED BY NATIONAL FEDERATIONS AND ORGANISING
COMMITTEES TO ORDER MEDICAL EQUIPMENT REQUIRED FOR MCP***

FEI SAMPLING KIT ORDER FORM

TO: Dr Yves Bonnaire, Directeur
LABORATOIRE DES COURSES HIPPIQUES (LCH)
15, rue de Paradis
F-91370 Verrières le Buisson

FAX: +33 1 69 75 28 30

CC: FEDERATION EQUESTRE INTERNATIONALE
Dr Frits Sluyter
Administrator of Medication Control Program
Avenue Mon-Repos 24
CH-1005 Lausanne

FAX: +41 21 310 47 60

(Please print or type)

ORDER FORM (National Federation / Organising Committee)

Competition

OC / NF

Contact Name

Contact Address

City

Country

Phone

Fax

Please invoice the following order to NF / OC as above :

FEI/LAB KITS

indicate number required

1 kit per horse to be sampled
(including syringes, needles, etc...)

Date:

Signature:

Please allow 28 days for delivery

FOR *INFORMATION* PURPOSES

**P H O T O G R A P H S
GAMES AND CHAMPIONSHIPS**

Please remember to provide the FEI with photographs of your event.

Your photos are needed for the publication of the results of the Games/Championships in the FEI Bulletin and the Awards Ceremony to be held during the annual FEI General Assembly.

Criteria for Photographs

- Photos must be taken by an accredited photographer
- Photos of individual winners in each discipline (1st, 2nd and 3rd place)
- Photos of team winners in each discipline (1st, 2nd and 3rd place)
- Each photo must have a legible caption
- Please address photos to Wiveka Lundh, Commercial Department

Thank you for sending us your photos as soon as possible after your event so that they can be published in the corresponding Bulletin.

FOR INFORMATION

BASIC PRESS FACILITIES
Requirements from the International Alliance of Equestrian Journalists (IAEJ)

Helping the media to provide good coverage for your competition is one of the cheapest forms of publicity available. Stories in newspapers, magazines or on the radio or television will do a lot for your event, for your sponsors and for the overall visibility of equestrian sport in your area. While media requirements at the top levels can be elaborate, attention to some very simple and easy details can do a lot to help the media exposure of even the smallest competition.

- Programmes, starting orders, course plans and results must be available at all times. The media must be given priority in the distribution of final results.
- A small, reserved working area should be available. This can be a small room or a separate space within the secretariat or show office.
- At least one telephone line must be exclusively available for the media and must be accessible for modem. It does not have to be for free, but available for the media. It can be difficult for the media to find a suitable phone for connecting a laptop so this is a very helpful thing to provide.
- One telefax must be available. As above, it does not have to be for free. Journalists can pay for their phone calls, but it does need to be available.
- Press stand. Some seats should be reserved for the media close to the competitors.
- Press officer. Even in the smallest show, there should be somebody aware that the media might show up and need some help. Within the organizing committee, somebody should be responsible for answering questions from the media if needed (including on the telephone) or to organize a press conference.
- Access to the warm-up areas. It is essential that journalists and photographers have a chance to contact the riders for interviews, photos etc., and this is best done near the warm-up area.
- Parking. At least for the photographers who have to carry heavy equipment, there should be a possibility of getting into reserved parking areas next to the competition venue.
- It would be helpful if accredited press have the opportunity to have some food and drink readily available.