

**ANNEXES A L'AVANT-PROGRAMME DE SAUT D'OBSTACLE
DOIT ETRE DISTRIBUE A TOUS LES OFFICIELS ET DOIT ETRE
DISPONIBLE SUR DEMANDE**

QUESTIONS VETERINAIRES (Art. 1004.2, 1005, 1011)

1. ASPECTS VETERINAIRES "A"

REGLEMENT VETERINAIRE, 10ème édition, effective au 1^{er} juin 2006

(voir site www.horsesport.org)

EXAMENS VETERINAIRES, INSPECTIONS DES CHEVAUX & CONTROLE DES PASSEPORTS

Ils seront effectués conformément au "Règlement Vétérinaire", Art. 1011 & au règlement de chaque discipline.

Le "Règlement Général", 22^{ème} édition, en vigueur au 1^{er} juin 2007:

Art. 139.1

Tout cheval engagé à l'étranger dans une épreuve de CN ou de CIM (voir Annexe D) quelles qu'elles soient, et tous les chevaux engagés dans des CI, CIO, Championnats, Jeux Régionaux et Olympiques, dans leur pays ou à l'étranger, doivent être en possession du passeport officiel de la FEI, ou d'un passeport national, agréé par la FEI, et accompagné de la Carte de Reconnaissance de la FEI, permettant de les identifier et d'en établir la propriété.

Art. 139.2

Les chevaux participant en CN et CIM (voir Annexe D) dans leur propre pays ne sont pas tenus d'avoir un passeport tel que mentionné dans le paragraphe 1. Tous ces chevaux doivent être correctement enregistrés et facilement identifiables, à moins qu'il n'existe aucune réglementation nationale en matière de vaccination contre la grippe équine dans la nation invitante et dans la nation d'origine, tous les chevaux doivent avoir un certificat de vaccination valable.

VACCINATION CONTRE LA GRIPPE EQUINE, Règ. Vét. Annexe VII (sauf pour les concours ayant lieu en NZL et en AUS)

Le "feuillet des vaccinations" d'un passeport de la FEI ou d'un passeport national validé par la FEI et délivré à tous les chevaux et poneys, doit être muni du visa d'un vétérinaire. Ce visa certifie que deux injections ont été administrées au cheval à titre de vaccination de base contre la grippe équine, dans un laps de temps d'une durée minimale de 1 mois et maximale de 3 mois. Une vaccination de rappel doit également être administrée tous les 6 mois à partir de la deuxième vaccination primaire. Aucune de ces injections ne doit avoir été administrée dans les 7 jours précédant une épreuve, y compris le jour de cette épreuve ou de l'entrée dans les écuries du concours.

Les normes édictées ci-dessus constituent le minimum indispensable. Tant pour la première vaccination que pour les rappels, il est recommandé de suivre le protocole vaccinal du fabricant qui correspond aux règlements édictés ci-dessus.

PRELEVEMENTS POUR LA RECHERCHE DE PRODUITS INTERDITS (RV, Chap. V & VI et Annexe IV)

Des contrôles réguliers sont effectués lors des CCI3*/4*, CSI (3*, 4*, 5*), CIO, Epreuves Qualificatives et Finales de Coupe du Monde, Championnats et Jeux, tandis que pour d'autres CI, le prélèvement d'échantillons est recommandé. Lors

de prélèvements, le nombre de chevaux contrôlés est à la discrétion du Vétérinaire de Prélèvement/Délégué Vétérinaire; quoi qu'il en soit, un nombre minimal de trois est recommandé (RV Art. 1016). Des directives particulières sont applicables pour les concours qui sont couverts par le Programme du Contrôle des Médications de la FEI (seulement groupes I & II).

PROGRAMME DE CONTROLE DES MEDICATIONS (SEULEMENT GROUPES I & II)

Il est conseillé aux Comités Organisateurs d'épreuves FEI pour les groupes I & II de facturer l'équivalent de CHF 12.50 par cheval et par concours comme participation aux frais du Programme MCP.

2. ASPECTS VETERINAIRES "B"

A) FORMALITES DOUANIERES

Détails sur les documents de douane requis, les postes frontières, leurs heures d'ouverture et les agences en douane.

Les FN sur le territoire desquelles ont lieu un Concours International doivent en informer leurs autorités vétérinaires et douanières au moins quatre semaines auparavant. Elles doivent demander toutes mesures facilitant les mouvements de chevaux munis de passeports FEI et des certificats vétérinaires correspondant aux bureaux de passage en frontière à l'import et à l'export. (Règ. Vét. Art. 1004.2)

B) LABORATOIRE CENTRAL MCP - UNIQUEMENT DANS LES GROUPES I & II

Selon le Programme de Contrôle des Médications dans les Groupes I et II tous les échantillons prélevés selon l'Art. 1016 du Règlement Vétérinaire seront analysés par le **Laboratoire des Courses Hippiques (LCH), 15, rue de Paradis, F-91370 Verrières le Buisson**. Le Laboratoire central MCP sera révisé en juin 2009. Veuillez vous référer au Bulletin de la FEI pour plus de renseignements. Pour tout concours qui ne figure pas sous Art. 1016, ou pour des concours qui ont lieu dans d'autres groupes, l'analyse des échantillons peut être faite par un autre laboratoire mentionné sur la liste FEI. (Règ. Vét. Art. 1021)



CSI REQUIREMENTS

EFFECTIVE FOR EUROPE – FROM 01 January 2008

Requirements	Amateur Owner (eff. worldwide)	CSI-1* + 2*	CSI-3*	CSI-4*	CSI-5*
Prize Money	Refer to Rules for Amateur Owner Category, updates as of 1 January 2008	1*: Max CHF 49'999 2*: CHF 50'000 – 99'999	CHF 100'000 – 249'999	CHF 250'000 – 499'999	CHF 500'000 and up
			Prize Money can not be cumulated from multiple events or multiple tours at same event to establish star level. Events at same venue over several weekends are considered separate CSIs. CSI-5* events max. duration = 5 days.		
Max. height of obstacles	According to rules for Amateur Owners	1.40m (1*) 1.45m (2*)	According to rules	According to rules	According to rules
FEI Horse passport	Required for Cat. A	Not required for home horses	Required	Required	Required
Maximum entry fee per horse*	EUR 1500.-	EUR 350.-	EUR 400.-	CSI-4*: EUR 400.- CSI-W: EUR 350.-	No entry fee for CSI-5* CSI-W: EUR 350.-
No starting fee No nomination fee	Established for 3 years in 2006	Established for 3 years in 2006	Established for 3 years in 2006	Established for 3 years in 2006	Established for 3 years in 2006
Bedding - <u>Straw</u>	1 st bedding free	1 st bedding free	1 st bedding free	1 st bedding free	All bedding free
Max. N° of starters per competition	100	100
For events with several tours		n/a	n/a	n/a	Each level considered as a separate CSI. Horses must stay within same level. Horses entered in lower level cannot change to highest level at same event.
Max. number of Riders in Grand Prix	100	100	60	50	50
Minimum Number of competitions counting for Rolex Rankings pts	1* : n/a at selected 2* : 1	2	3	4
Meals for Grooms	At own expense	At own expense	At own expense	At OC expense (b/fast + 1 meal)	At OC expense (b/fast + 1 meal)
Meals for Riders	At own expense	At own expense	At own expense	At OC expense (b/fast + 1 meal)	At OC expense (b/fast + 1 meal)

Requirements	Amateur Owner (eff. worldwide)	CSI-1* + 2*	CSI-3*	CSI-4*	CSI-5*
Accommodation for Riders	At own expense	At own expense	At own expense	At OC expense for Grand Prix riders: Hotel minimum 3* standard for riders in GP	At OC expense Hotel minimum 3* standard for all riders
Footing	Acc. to min. standard	Acc. to min. standard	Acc. to min standard	Acc. to min. standard	Acc. to min. standard
Stabling (free of charge)	Acc. to min. standard. Boxes Min. 3m x 3m (min. 9m ²).	Acc. to min. standard. Boxes Min. 3m x 3m (min. 9m ²).	Acc. to min. standard. Boxes Min. 3m x 3m (min. 9m ²).	Acc. to min. standard. Boxes Min. 3m x 3m (min. 9m ²).	Acc. to min. standard. Boxes Min. 3m x 3m (min. 9m ²).

NB for new CSI-5* Events : OC must first successfully organise a CSI-4* at the same venue before permission to host a 5* event will be granted. Event may not clash with a FEI World Cup™ Western European event. Prize money must be secured by a deadline established by the FEI prior to event.

No CSI-5* event may clash with a Samsung Super League with FEI event.

- * - Maximum entry fee for Young Horses EUR 250.- per horse for all categories.
- Maximum entry fee for Young Rider and Junior events EUR 350.- per horse

Following a hearing with the organiser, a warning may be issued by the FEI to organisers not respecting the above requirements and their names may be published. Further infringements by an organiser may result in the event being deleted from the FEI calendar.

Acc. = according; eff. = effective ; b/fast = breakfast ; max. = maximum; min. = minimum; n/a = not applicable

Invitation System for CSI 3* + 4* events in Europe (2008)

The list of the Rolex Rankings established **three** months prior to the event is to be used for the selection of riders. **The Organising Committee must print in the schedule the number of the list which applies for the invitation of riders, as well as the total number of riders to be invited.**

Section 1 Riders at top of the list of the Rolex Rankings

The top 25 riders for CSI-4* / the top 15 riders for CSI-3* on the list of the Rolex Rankings must be invited. The maximum number of riders from a foreign NF in this section must be limited to five.

Section 2 Home Riders

The number of home riders who accept the invitation under **Section 1** will determine the number of remaining home riders to be invited. The number of home riders must neither exceed 50% nor be less than 35% of the total number of riders invited. The NF/OC decides on the exact percentage for this section, which must be printed in the schedule. If the home nation does not fill its quota, the remaining places are filled in accordance with the conditions established for invitation of riders in section 3.

Depending on the number of home riders competing internationally, the number of home riders may be increased to 60% of the total number of riders at the event. This may only be done upon receipt of a request from the NF concerned and may or may not be granted at the discretion of the Director of the FEI Jumping Department.

Section 3 Foreign Riders

3.1 The number of foreign riders who accept the invitation under **Section 1** will determine the number of remaining foreign riders to be invited. 50% of the remaining foreign riders must be selected from the top 300 for CSI-4* or the top 600 for CSI-3* on the list of Rolex Rankings and 50% may be selected from any position on the list or may be unranked.

3.2 At least 7 foreign NFs must be represented (This includes NFs represented by riders in **Section 1**).

3.3 If a NF is invited to send riders but decides not to participate, the Organising Committee selects another NF in accordance with the conditions established for invitation of riders under section 3.1.

Section 4 OC Wildcards

The OC is free to invite 15% for CSI-4* or 20% for CSI-3* of the total number of riders as wildcards. These riders must be selected from the top 600 on the list of the Rolex Rankings. These invitations (for foreign and/or home riders) should be under the same conditions as for other participants and must in no way be directly or indirectly connected with a financial contribution for participation at any international Jumping event. At the same time, it is also unacceptable for riders to ask for an appearance fee.

Section 5 FEI Invitations for Foreign Riders

The FEI has the right to nominate two riders by the deadline date established for nominated entries. The maximum number of times a rider can be nominated during the same season for this group is three. Vacant places under this section are filled in accordance with the conditions established for invitation of riders in section 4.

SUMMARY OF INVITATION SYSTEM FOR CSI-3* & CSI-4* EVENTS IN EUROPE (2008)

To be printed in Schedule: total number of invited riders, the percentage of home riders to be invited (min. 35% - max. 50%) and the number of the list of the Rolex Rankings which applies. (list established 3 months prior to event)	CSI-4*	CSI-3*
1) Invite riders at top of the Rolex Rankings up to N° (max. 5 riders per foreign NF)	25	15
2) Remaining home riders to be invited:	open to ranked or unranked riders	
3) Remaining foreign riders to be invited after invitations under Section 1: (min. 7 foreign NFs in Sections 1 & 3)	50% within top 300; 50% open (ranked or unranked riders)	50% within top 600; 50% open (ranked or unranked riders)
4) O.C. Wildcards maximum	15% within top 600	20% within top 600
5) FEI Invitations	2	2

There are no restrictions on Organising Committees in relation to the invitation of participants for Amateur Owner competitions and riders specifically invited for small tour competitions only. However, the total number of horses in the small tour must not exceed 100.

The following fines will be imposed on Organising Committees not respecting the above procedure:

1st offence CHF 20'000.-; 2nd offence CHF 40'000.-; at the 3rd offence, the event will not be permitted to take place. These fines will be payable directly by the Organising Committees concerned to the FEI.

(14 January 2008)

CSI-5* Invitation System

The following CSI-5* invitation system was approved by the General Assembly and is effective as of 1/5/2007.

Section 1 Compulsory Invitations

- 1.1 70% of the total number of competitors invited must be from the top 150 on the FEI World Ranking list established by the FEI two months prior to the event. The following conditions must be respected. Consequently this percentage may need to be reduced.
 - 1.1.1 Riders are invited in descending order from the first rider on the FEI World Ranking list.
 - 1.1.2 At least ten foreign NFs must be invited with at least two riders per NF.
 - 1.1.3 If a NF has only one rider in the above percentage, the NF in question has the right to enter a second rider providing that he is within the top 150 on this list.
 - 1.1.4 Organising Committees may limit the number of riders from a single foreign NF to five. However, they are free to accept more than five riders from the same NF providing they are within the above percentage and providing the other NFs invited have entered a second rider.
 - 1.1.5 If the Organising Committee cannot fill its quota from the top 150 on the FEI World Ranking list, vacant places will be filled by inviting riders from 150th place on the FEI World Ranking list in descending order.
 - 1.1.6 The total number of riders to be invited to the event, as well as the date of the FEI World Ranking list which applies for invitation of competitors must be printed in the Schedule.
- 1.2 If a NF is invited to send participants but decides not to participate, another NF is selected by the Organising Committee in accordance with the conditions established for invitation of competitors in section 1.1.2

Section 2 OC Invitations

Maximum 30% of the total number of competitors invited can be invited as wild cards by the Organising Committee through their NFs (these riders may consist of foreign and/or home competitors). These competitors can be taken from any position on the FEI World Ranking list.

These invitations (foreign and/or home riders) should be under the same conditions as for other participants and cannot be granted in return for a financial contribution.

At the same time, it is also unacceptable for riders to ask for an appearance fee.

Section 3 FEI Invitations for Foreign Competitors

The FEI has the right to nominate one competitor for CSI-5* events by the deadline date established for nominated entries. The level of the nominated rider must be of the required standard for a CSI-5* event. The maximum number of times a competitor can be nominated during the same season for this section is three. Vacant places under this section are filled in accordance with the conditions established for invitation of riders in section 2.

National events

OCs that wish to organize a National event must comply with the FEI rules for National events. These include the restrictions on the number of foreign competitors and the number of NFs represented by competitors.

Sanctions and consequences

If prior to a CSI-5* event it is known that the event will not follow the FEI technical conditions and the FEI Rules for invitation of competitors, the event may be removed from the FEI calendar at the discretion of the FEI.

If sufficient proof can be established after the event that the FEI technical conditions and the FEI Rules for invitation of competitors have not been respected FEI World Ranking points may be withdrawn at the discretion of the FEI and CSI status may be refused for the following season.

If the event is a FEI World Cup™ or Samsung Super League with FEI it may lose its status for the coming season.

If the event is organized outside the jurisdiction of the host NF, participating competitors will not be allowed to participate at other FEI Events.

DIVERS

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

Toute réclamation/objection, pour être valable, devra être faite par écrit et accompagnée d'une caution équivalant à CHF 150.-.

2. ORGANISATION DU CONCOURS (Art. 114 - 115)

En cas d'imprévu, le CO, avec l'approbation des Chefs d'Equipe et du Jury de Terrain, se réserve le droit de modifier le programme pour clarifier certaines questions ou résoudre certaines difficultés qui pourraient surgir à cause d'une omission ou de circonstances imprévues. De telles modifications doivent être communiquées à tous les concurrents et officiels, dès que possible, et notifiées au Secrétaire Général par le Juge Etranger.

3. ENTRAINEMENT PENDANT LES EPREUVES

Les cavaliers désirant entraîner leurs chevaux/poneys pendant les épreuves de vitesse doivent en informer le CO avant le début de ces épreuves. Ils prendront le départ en premier.

4. CONTESTATION

En cas de contestation relative à l'interprétation du contenu de l'avant-programme (en langue traduite), la version anglaise sera déterminante.

5. RESULTATS

Les résultats, y compris le montant des prix en espèces distribués ou des prix en nature doivent être envoyés à la FEI **au plus tard une semaine après la compétition** sur le formulaire adéquat. Le numéro de passeport, le nom et la nationalité du cheval, ainsi que le nom du propriétaire, doivent aussi y être mentionnés.

NORMES DE SECURITE/SURVEILLANCE DES ECURIES DANS LES CONCOURS INTERNATIONAUX

DIRECTIVES POUR LA MISE EN VIGUEUR DU RV ART. 1005.2.5

1. ACCES DANS L'ENCEINTE DES ECURIES

Pour un niveau optimal de sécurité des écuries, elles doivent être entourées d'une barrière placée dans un périmètre restrictif approprié (enceinte des écuries) qui servira à empêcher l'entrée aux personnes non autorisées ainsi que la sortie des chevaux/poneys. La superficie doit être suffisamment importante pour permettre, en cas d'urgence, d'évacuer les chevaux/poneys des écuries, tout en les maintenant dans les limites de l'enceinte. Cependant, dans certaines disciplines (voir les règlements des disciplines), des niveaux moins élevés de sécurité des écuries sont autorisés.

Dans la mesure du possible, l'enceinte des écuries ne doit comprendre que les écuries. Les camions, caravanes, etc., ne devraient pas avoir accès à cette zone, à moins qu'ils ne servent spécifiquement de logement pour les chevaux/poneys et/ou les palefreniers.

L'accès aux écuries sera limité aux personnes mentionnées dans l'Art. 1005.2.5.2 du RV. Il est essentiel que l'officiel chargé de délivrer les autorisations d'accès soit une personne de confiance ayant assumé des responsabilités au sein du Comité d'Organisation.

2. CONTROLE DES ENTrees

Un système de contrôle doit être mis en place à toutes les portes d'entrée afin de permettre, par une méthode efficace et sûre, l'identification de tous ceux qui entrent et sortent des écuries à tout moment.

Une vigilance toute particulière doit être appliquée à l'identification des personnes et aux raisons de leur entrée dans les écuries pendant la nuit.

3. SURVEILLANCE DE L'ENCEINTE DES ECURIES

Un commissaire, au moins, chargé de la surveillance des écuries, relevant directement du Commissaire en Chef, doit être présent ou être à proximité des écuries, 24 heures sur 24 pendant toute la durée du concours. Il peut être aidé par des assistants, si nécessaire. Le commissaire ou les assistants doivent patrouiller régulièrement dans l'enceinte des écuries, sans plan préétabli, afin de décourager toute forme de pratiques illicites ou de mauvais traitements envers les chevaux/poneys. Le commissaire chargé de la surveillance des écuries doit immédiatement être informé de toute infraction et les communiquer à son tour au Commissaire en Chef.

Le rôle des commissaires est donc de veiller au respect des chevaux/poneys et d'empêcher toute forme de pratiques illicites.

4. PALEFRENIERS

Il est admis que les palefreniers souhaitent rester auprès de leurs chevaux/poneys pendant la nuit. Seuls les palefreniers dont le nom figure sur la liste du CO recevront cette autorisation.

Il est demandé au Comité Organisateur de faire tout leur possible afin d'assurer aux palefreniers des horaires de travail acceptables. Lors de la planification des épreuves, veuillez garder à l'esprit que la journée de travail des palefreniers commence bien avant le début de la première épreuve et se termine bien au-delà de la fin de la dernière épreuve. Les compétitions Internationales ne devraient pas commencer avant 8h00 ni finir après 23h00.

La Personne Responsable doit s'assurer que ses palefreniers, ou toute autre personne autorisée ayant accès à ses chevaux/poneys, connaissent bien les procédures de sécurité et de surveillance en vigueur lors du concours.

5. DEPLACEMENT DANS L'ENCEINTE DU CONCOURS

Le déplacement des chevaux/poneys entre les écuries, les terrains d'entraînement, l'aire de détente et la piste principale du concours doit être rigoureusement contrôlé. Un exemple d'aménagement optimal de l'infrastructure pour les disciplines de Saut et de Dressage est inclus. Il va de soi qu'une certaine souplesse sera requise pour satisfaire aux exigences des autres disciplines.

6. SURVEILLANCE DU TERRAIN D'ENTRAINEMENT

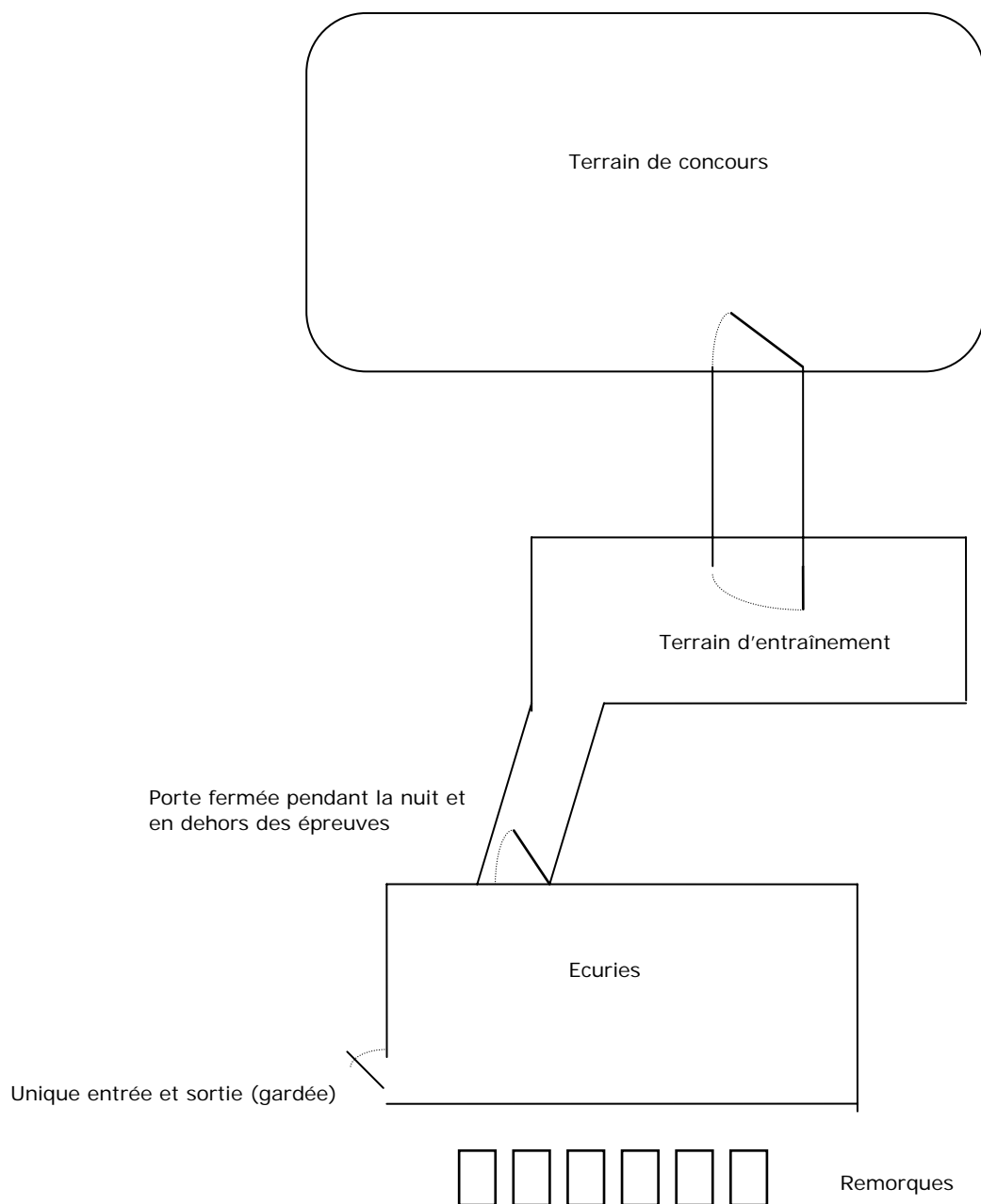
Le Commissaire en Chef doit s'assurer que tous les terrains d'entraînement sont correctement surveillés pendant les heures d'ouverture officielles. Il doit également s'assurer que des contrôles de tous les terrains d'entraînement seront effectués, à l'improviste, pendant leur fermeture officielle.

7. AIRE DE DETENTE

Pour tous les concours se déroulant en plein air, un pré devrait être mis à disposition et être soumis à des contrôles fortuits. Si ce pré peut être mis à disposition, celui-ci devra être exclusivement utilisé pour y faire brouter les chevaux/poneys ou les promener à la main.

Le Juge Etranger/DT du concours devra tout spécialement veiller à l'application des directives édictées ci-dessus, mais de manière aussi raisonnable que possible en fonction de chaque discipline. Il devra faire connaître tout manquement et, le cas échéant, un éventuel changement de catégorie du concours pourrait être envisagé.

EXEMPLE D'AMENAGEMENT DE L'INFRASTRUCTURE POUR LES CONCOURS DE SAUT D'OBSTACLES



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 and 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
- 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
- Send a selection of photos (high resolution preferably - with captions and credit) to 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) or Olivia Robinson (o.robinson@horsesport.org).

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.

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.