

**This document contains:**

- The Event Covid-19 risk assessment and risk mitigation plan in accordance with the [FEI Policy for Enhanced Competition Safety during the Covid-19 Pandemic](#)
- The Event Approved Schedule

*Given the current covid-19 situation, please note that the FEI's approval of a Schedule should not be taken as an absolute guarantee that the Event will definitely go ahead. The decision whether the Event can take place must be made by the OC and NF in close consultation with the applicable domestic government and public health authorities. It is the responsibility of each Participant to check the status of the Event prior to planning his/her travel to the Event.*

## Mass gathering risk assessment for COVID-19: addendum for sporting events

The questions below will enable sport event organizers to review the additional considerations specific to sporting events involving mass gatherings, and thus inform their risk assessment of COVID-19 associated with the event. This will help organizers to understand and manage any additional risk from COVID-19.

The risk assessment should be reviewed and reassessed regularly during the planning phase and updated immediately prior to the transition to the operational phase, especially in light of the rapidly evolving nature of the outbreak. Reference should be made to the latest technical guidance and situation reports on the WHO website.

The risk assessment for COVID-19 associated with the sporting event must be coordinated and integrated with the host country's national risk assessment for COVID-19. The person completing the questionnaire should include input from the local public health authorities, consult WHO's latest technical guidance and ensure that there is an up-to-date evaluation of the epidemiological situation.

### Risk assessment

Please answer Yes (1) or No (0) to the following questions to determine a risk assessment score that incorporates factors specific to mass gathering sporting events

Additional risk of COVID-19 to the mass gathering sporting event	Yes (1)/No (0)	Score	
Will the event be held in a country that has documented active local transmission of COVID-19 (community spread)?	0	0	15/06/2020 for 7 days now there is no active cases in the city
Will the event be held in a single venue or multiple venues/cities/countries? (single venue = 0; multiple venues = 1)	1	1	Single venue
Will the event include international participants (athletes and spectators) from countries that have documented active local transmission of COVID-19 (community spread)?	0	0	15/06/2020 no international participant from countries that have documented
Will the event include a significant number of participants (athletes or spectators) at higher risk of severe COVID-19 disease (e.g., people over 65 years of age or people with underlying health conditions)?	0	0	
Will the event include sports that are considered at higher risk of spread for COVID-19 (eg, contact sports)?	0	0	
Will the event be held indoors? (Yes = 1; No = 0)	0	0	
<b>Total COVID-19 risk score</b>		<b>1</b>	

## Mass gathering mitigation checklist for COVID-19: addendum for sporting events

Mitigation measures assess the current effort and planning to reduce the risk of spread of COVID-19 disease for the event. As mitigation measures can reduce the overall risk of the mass gathering contributing to the spread of COVID-19, they should be taken into account after the risk assessment has occurred to gain a clearer understanding of the overall risk of transmission and further spread of COVID-19, should the mass gathering be held. Together with the risk assessment score, the mitigation measure will contribute to the decision matrix and influence the assessment of the overall risk of transmission and further spread of COVID-19 in relation to the mass gathering.

Topic	Key consideration	Score Yes/Completed (2), Maybe/In progress (1), No/Not considered (0)	Weighting	Total score	Comments
Understanding of the overview of the current COVID-19 situation by the event organizers	Have the relevant organizers and responsible staff been informed about the <b>latest available guidance on the COVID-19 outbreak</b> (official web resources available from WHO, CDC, ECDC, UN, local public health authorities)? And are the organizers and staff concerned committed to following the available guidance?	2	1	2	( <a href="https://www.who.int/publications-detail/key-planning-recommendations-for-mass-gatherings-in-the-context-of-the-current-covid-19-outbreak">https://www.who.int/publications-detail/key-planning-recommendations-for-mass-gatherings-in-the-context-of-the-current-covid-19-outbreak</a> )
	Are organizers aware of <b>global and local daily situation reports</b> as provided by WHO or local public health authorities?	2	1	2	
	Do the organizers and responsible staff understand the <b>risks and transmission routes of COVID-19, the steps that event attendees can take to limit spread, the recognized best practices</b> (including respiratory etiquette, hand hygiene, physical distancing, etc.), and the <b>travel restrictions</b> adopted by different countries that may affect the mass gathering?	2	1	2	
	Has a <b>contingency medical response plan for COVID-19</b> been developed for this mass gathering sporting event?	2	3	6	
	Does the contingency medical response plan include <b>information about how attendees should interact with the host country healthcare system</b> (e.g. hotline/helpline telephone number, medical teams and first-aid points for the mass gathering, local health care system)?	1	3	3	
	Is there an <b>Emergency COVID-19 Outbreak Response Coordinator/Team</b> in the organizing committee or other structure structure for the mass gathering with defined roles and responsibilities, coordinating the health preparedness and response planning for the outbreak?	2	2	4	
	Has the host country or organizer requested <b>support from WHO and/or local public health authorities</b> ?	2	3	6	
	<b>Have the organizers of the mass gathering event acquired the following supplies to help reduce the risk of transmission of COVID-19?</b>				
	Personal protective equipment (e.g. masks, gloves, gowns) for onsite medical personnel	2	3	6	
	Hand sanitizer and alcohol rubs/gels, tissues, frequently replaced soap canisters and closed bins for safe disposal of hygienic materials (e.g. tissues, towels, sanitary products) in washrooms and changing rooms	2	3	6	
	Hand sanitizers and alcohol rubs for all entrances and throughout the venue	2	3	6	
	<b>If a person feels unwell/ shows symptoms of an acute respiratory infection during the event:</b>				
	Is there a procedure for athletes or spectators to clearly identify <b>whom to contact and how to do so</b> if they or other event participants feel unwell?	2	3	6	

Event emergency preparedness and response plans	Is there a protocol on <b>whom meeting organizers should contact in the host country</b> to report suspected cases and request testing and epidemiological investigations?	2	3	6	
	Are <b>first-aid services or other medical services</b> in-place and equipped to support patients with respiratory symptoms?	2	2	4	
	Are there <b>isolation rooms or mobile isolation units</b> available onsite?	2	2	4	
	Are there any <b>designated medical facilities</b> that manage patients with COVID-19 infection in the host country?	2	2	4	
	Are there <b>transportation services with trained medical professionals</b> available to transport critically ill patients with severe acute respiratory infections to a hospital or to evacuate them from the host country, if necessary?	2	2	4	
	Has a <b>cleaning schedule</b> been developed to ensure the venue is clean and hygienic – wiping surfaces and any equipment regularly with disinfectant is strongly recommended (before, during and after the event and between each round of competition)?	1	3	3	
	Are there established <b>screening measures</b> , including temperature checks in place for participants at the point of entry, venues, routes and on-site medical facilities (first-aid points)? (Please specify in Comments what these screening measures include)	2	3	6	There will be a doctor at the venue and an ambulance to provide any situation. The local hospital in charge of COVID 19 is informed about the show and are prepared and equiped to deal with all this situation. In place we have an isolated room equiped for any case detected or suspected.
	Is the host country conducting COVID-19 <b>laboratory diagnostic tests</b> ? (If Yes, please specify in comments the type of COVID-19 diagnostic test used)	2	3	6	Only suspicious cases will be tested (in the hospital in charge of COVID 19)
	Does the host country have a <b>national public health emergency preparedness and response plan</b> that can address severe respiratory diseases, including COVID-19?		2	0	
	Is there a <b>preliminary agreement by the host country to provide care</b> for any COVID-19 cases connected with the mass gathering?		3	0	
	If the event is for a duration of 14 days or longer, does the medical response plan for the event include resources and protocols for managing all public health interventions that would be necessary and supporting the national public health authorities if participants are infected and become unwell at the event? (If the event is for less than 14 days, please score 0)	0	3	0	
If the event is for less than 14 days, does the medical response plan include protocols for organizers to notify all participants of possible exposure to COVID-19 if the organizers are made aware of any suspected or confirmed cases that attended the event? (If the event is for 14 days or longer, please score 0)	2	3	6	We will provide a list to local health responsible with the details and contacts of one and single person that will enter the showground (policy of personal date will be followed)	
Stakeholder and partner coordination	Is there an established mechanism for collaboration and coordination between <b>the health and security sectors</b> , which is considered as crucial?	1	2	2	
	Are there agreed, clear and easily understood processes in place for <b>reporting to external multi-sectoral stakeholders</b> (including surveillance authorities, WHO, CDC, ECDC, etc.) and disseminating risk communication messages (Media)?	1	2	2	
Command and control	Is there a decision-making authority/body and an agreed procedure to <b>modify, restrict, postpone or cancel the mass gathering sporting</b> event related to the evolving COVID-19 outbreak?	2	3	6	Local health authority and city councilor responsible for sport events of the city
	Are there arrangements to activate a <b>strategic health operations centre</b> if there are suspected COVID-19 cases in connection with the sporting mass gathering?	2	2	4	Local hospital in charge of these cases and the doctor of the show
	Have the mass gathering organizers and staff <b>undergone training and exercises</b> on personal safety procedures and emergency mitigation measures (including those specifically listed in this checklist)?		3	0	
	Is there a <b>risk communication strategy</b> for the sporting mass gathering in regard to COVID-19?	2	3	6	

Risk communication	Is there a <b>designated person(s) to lead media</b> activities and tasked with managing all external communications with national and international government officials, the general public, and the media? (If yes, please identify the spokesperson in comments)	1	2	2	The show director will be the person in charge, working together with the town hall services
	Has there been <b>monitoring of national and international media and social media</b> established for <b>rumours</b> to be able to counter them early? (Please explain in the comments what protocols are in place for counter messaging)	0	2	0	
	Has coordination been set up with major <b>official media channels and social media</b> sites such as Twitter, Facebook and Instagram so that messaging can be coordinated with, and assisted by, the platforms to provide targeted messaging from organizers (including messaging to counter fake news and rumours, and proactive messaging about the status of the mass gathering, including changes)?	1	2	2	
Public health awareness of COVID-19 before and during the event	Has <b>public health advice</b> on clinical features of COVID-19, preventive measures, especially respiratory etiquette, hand hygiene practices, and physical distancing, been shared with all staff involved in the event, athletes, the public, and personnel of all relevant stakeholders?	2	3	6	No public allowed, only riders, staff and officials
	Has information on the <b>at-risk populations</b> been provided to all athletes, the public and others so they may make an informed decision on their attendance based on their personal risks?		3	0	
	Has public advice included information on the meaning of the following <b>measures: quarantine, self-isolation and self-monitoring?</b>	2	2	4	All persons allowed in the showground during the show will receive all informations and safety procedures
Surge capacity	<b>Are there any surge arrangements in place in the event of a public health emergency during the mass gathering - (i.e. suspected and confirmed cases of COVID-19?</b>				
	Do these surge arrangements include funding for mitigation measures?	2	3	6	
	Do these surge arrangements include stockpiles of equipment (e.g. personal protective equipment, etc.)	2	3	6	
	Do these surge arrangements include training of extra staff?	2	2	4	
	Do these surge arrangements include volunteers?	2	2	4	
Specific mitigation measures	Will there be <b>daily health checks</b> of athletes/competitors?	0	2	0	
	Will the <b>athletes be separated from other groups</b> , such as officials, support staff and spectators, to limit transmission?	0	2	0	
	Are there measures in place to <b>limit the sharing of equipment, water bottles, towels, etc.?</b>	2	3	6	
	Will athletes be given closed <b>containers to allow for the safe disposal or storing of all hygienic materials</b> (e.g. tissues, towels, etc.)?	2	3	6	
	Will the sporting event have <b>designated seating</b> for all spectators?	2	3	6	No public allowed
	Does the designated <b>seating provided allow for physical distancing</b> between spectators (minimum of 1 metre)?	2	2	4	
	Have <b>pre-travel health checks</b> been performed on all athletes to ensure underlying co-morbidities, medications, allergies, etc. are documented?	0	2	0	

Sum of mitigation measures	168
<b>Total mitigation score (%)</b>	<b>76</b>

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## Mass gathering overall risk score: addendum for sporting events

The decision matrix takes the risk score and the mitigation score to provide a colour determination. This colour determination identifies the total risk of transmission and further spread of COVID-19 in relation to the mass gathering. The "Colour Determination" key below the decision matrix describes the total risk for each colour.

Total COVID-19 risk score (from "Risk Assessment" Tab)	1
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Total mitigation score (from "Mitigation Checklist" Tab)	76
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### Risk Vs. Mitigation Matrix

Total Risk Assessment Score	Very Prepared to Mitigate COVID-19 Impacts (76-100)	Somewhat Prepared to Mitigate COVID-19 Impacts (51-75)	Somewhat Unprepared to Mitigate COVID-19 Impacts (26-50)	Very Unprepared to Mitigate COVID-19 Impacts (0-25)
0 - Negligible	Very low	Very low	Very low	Very low
1 - Very Low Risk	Very low	Very low	Low	Low
2 - Low Risk	Low	Low	Low	Moderate
3 - Moderate Risk (low-moderate)	Low	Moderate	Moderate	Moderate
4 - Moderate Risk (high-moderate)	Moderate	Moderate	High	Very High
5 - High Risk	High	High	Very High	Very High
6 - Very High Risk	Very High	Very High	Very High	Very High

KEY FOR COLOUR DETERMINATION OF OVERALL RISK	
VERY LOW	Overall risk of transmission and further spread of COVID-19 in relation to the mass gathering is considered <u>very low</u> .
LOW	Overall risk of transmission and further spread of COVID-19 in relation to the mass gathering is considered <u>low</u> . Recommend checking whether mitigation measures can be strengthened.
MODERATE	Overall risk of transmission and further spread of COVID-19 in relation to the mass gathering is considered <u>moderate</u> . Recommend <u>significant</u> efforts to improve mitigation measures or reduce risk of transmission (decrease risk assessment score).
HIGH	Overall risk of transmission and further spread of COVID-19 in relation to the mass gathering is considered <u>high</u> . Recommend <u>significant</u> efforts to improve <u>both</u> mitigation measures and reduce risk of transmission (decrease risk assessment score).
VERY HIGH	Overall risk of transmission and further spread of COVID-19 in relation to the mass gathering is considered <u>very high</u> .

# CENTRO HÍPICO DE COIMBRA

## CSI\*



**July 2<sup>nd</sup> to July 5<sup>th</sup> 2020**

## **SAFETY MEASURES CONTINGENCY PLAN**

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Total or partial reproduction is totally forbidden  
without a prior agreement of Centro Hípico de Coimbra

**Centro Hípico de Coimbra – Mata do Choupal**  
**Phone number: +351 239837695 - Email : [centrohipicodecoimbra@gmail.com](mailto:centrohipicodecoimbra@gmail.com)**

## **PROCEDURES OF PROTECTION HANDBOOK** **FOR** **ATHLETES, AUTHORIZED PERSONNEL, MEMBERS,** **OFFICIALS AND STAFF**

The purpose of this Procedures of Protection Handbook is to implement all precautionary measures in order to reduce the risk of dissemination of COVID 19 during the days of July 2nd to July 5th.

In turn, all athletes, authorized personnel, officials and staff pledge to follow the standards of good conduct for health and safety established by the DGS and to assume the Code of Conduct expressed in this Procedures of Protection Handbook.

During the days of July 2nd to July 5th all athletes participating in the competition, as well as trainers and people directly related to the athlete, will be allowed to use the facilities of the venue, **as long as they do not present any signs or symptoms indicating of COVID 19** (cough, fever, difficulty breathing, runny nose, sore throat, headache, muscle pain, joint pain, fatigue, diarrhea or loss of sense of smell).

The competition will take place outdoors.

### **1- How to proceed in the days leading up to and after the event**

Behavior during the days leading up to and after the event must follow the most recent guidelines from the DGS (Directorate-General for Health), in respect to curfew, social distancing, breathing etiquette and further recommendations.

### **2- Traveling to and from Centro Hípico de Coimbra**

Traveling should take place, whenever possible, using personal transportation means, without any third party contact, in alignment with the most recent guidelines from the DGS.

The venue will only be accessible to those not showing any symptoms.

### 3- Access control

Access control will be performed on site.

Riders have the responsibility to follow all safety measures within the facilities of the venue and must name all members of their staff on **July 1st at the latest (by 7 pm). Wristbands will be provided in due time, without which access to the facilities will be denied.**

### 4- Circulation within the venue

Circulation within the venue must take place in accordance with the provided signs.

Physical distancing of 2 meters between each individual, be it either on foot or on horse, must always be followed.

The use of face mask in enclosed spaces is compulsory.

The use of face mask in open spaces is optional.

Disinfectant solution will be available at the entrance of all enclosed spaces (Show office, Jury box, toilets).

#### 4.1 - Competition and warm-up arenas

- Maximum of 5 horses in the warm-up arena (flatwork).
- Maximum of 8 horses in the warm-up arena (jumping).
- Maximum of 3 horses in the competition arena, at any time.
- ALL PRIZE GIVING CRIMONIES ARE FORBIDDEN, except when there is a podium.
- An alcohol based antiseptic solution will be available at the entrance and exit of the warm-up arenas.
- The use of gloves is recommended for handling fences in the warm-up arena.
- Individual's private equipment (e.g. helmet, gloves, whip) should not be shared.

2020

#### **4.2 - Stables**

- Stables in open spaces - 3 meter wide hallways.
- Use of gloves when using communal equipment.
- Frequent trash removal.

#### **4.3 - Shower rooms and toilets**

- Use of shower rooms will be forbidden.
- Daily and frequent disinfection of these spaces.
- Use of paper hand towels. Fabric hand towels are forbidden.
- Follow signposting (markings on the floor).
- 2 people maximum occupancy.

#### **4.4 - Jury box**

- Access restricted only to officials and timekeeping and IT techs.
- Compulsory use of face mask.
- Aeration of closed Jury boxes.
- Disinfection of work tools whenever there is rotation of officials.
- Side by side positioning.

#### **4.5 - Show office**

All administrative procedures must be streamlined so as to minimize the need for athletes and staff to go to the show office.

- Starting lists, time schedules and results will be available on line on a provided website and also on Centro Hípico de Coimbra's facebook page.
- Only one person at a time will be allowed inside the show office; others must wait their turn outside, while respecting the safety distance of 2 meters.
- Compulsory use of face mask inside the show office.
- Service desk will have an acrylic safeguard.

#### **4.6 - Bar and restaurant**

Reduced capacity, as per governmental guidelines.

#### **4.7 - Grandstands and public**

The competition will be held with **NO** public access.

#### **Contingency plan for the days of July 2nd to July 5th**

1. In case of detection of a suspected case.

The doctor on duty or the person in charge of the facilities must:

- Put on a face mask and gloves BEFORE approaching them.
- Provide a face mask and gloves to the person showing signs of the disease.
- Show the person to the room prepared for isolation, according to what is mentioned in the plan, avoiding contact with others.
- Identify and take note of the places where that person has been and the people they met there.

2. The person showing signs of the disease:

- Must follow the guidelines.
- Must contact Linha Saúde 24 (+351 808 24 24 24) and follow instructions.

**I. DENOMINATION OF THE EVENT**

**Venue:**                   **CENTRO HÍPICO DE COIMBRA - POR**

**Date:**                   **2nd - 5th July 2020**                   **NF:**                   **Portugal**

**Indoor:**                                  **Outdoor:**           

**EVENT CATEGORIES:**

CSIO5* <input type="checkbox"/>	CSI5*-W <input type="checkbox"/>	CSI5* <input type="checkbox"/>	CSIU25-A <input type="checkbox"/>	CSIU25-B <input type="checkbox"/>
CSIO4* <input type="checkbox"/>	CSI4*-W <input type="checkbox"/>	CSI4* <input type="checkbox"/>	CSIY-A <input type="checkbox"/>	CSIY-B <input type="checkbox"/>
CSIO3* <input type="checkbox"/>	CSI3*-W <input type="checkbox"/>	CSI3* <input type="checkbox"/>	CSIJ-A <input type="checkbox"/>	CSIJ-B <input type="checkbox"/>
CSIO2* <input type="checkbox"/>	CSI2*-W <input type="checkbox"/>	CSI2* <input type="checkbox"/>	CSIch-A <input type="checkbox"/>	CSIch-B <input type="checkbox"/>
CSIO1* <input type="checkbox"/>	CSI1*-W <input type="checkbox"/>	CSI1* <input checked="" type="checkbox"/>	CSIV-A <input type="checkbox"/>	CSIV-B <input type="checkbox"/>
CSIOY <input type="checkbox"/>		CSIL1* <input type="checkbox"/>	CSIAm-A <input type="checkbox"/>	CSIAm-B <input type="checkbox"/>
CSIOJ <input type="checkbox"/>		CSIYH2* <input type="checkbox"/>	CSIP <input type="checkbox"/>	
CSIOp <input type="checkbox"/>		CSIYH1* <input type="checkbox"/>		
CSIOCh <input type="checkbox"/>				

Championship                    Games

**II. GENERAL CONDITIONS**

- FEI Statutes, 24<sup>th</sup> edition, effective 19 November 2019
- FEI General Regulations, 24<sup>th</sup> edition, 1<sup>st</sup> January 2020
- FEI Veterinary Regulations, 14<sup>th</sup> edition, 1 January 2018, updates effective 1<sup>st</sup> January 2020
- The Jumping Rules and its Annexes, 26<sup>th</sup> edition, updates effective 1 January 2020
- <https://inside.fei.org/fei/regulations/jumping>
- CSI/CSIO Prize Money requirements 2020  
<https://inside.fei.org/sites/default/files/Final%20CSIs-CSIOs%20-%202020.pdf>
- Longines Rankings – Groups Categories 2020  
<https://inside.fei.org/sites/default/files/Final%20Longines%20Ranking%20Groups%20-%202020.pdf>
- Equine Anti-Doping and Controlled Medication Regulations (EADCMR), 2<sup>nd</sup> Edition, effective 1 January 2015, updates effective 1<sup>st</sup> January 2020
- FEI Anti-Doping Rules for Human Athletes (ADRHA), based upon 2015 WADA Code, effective 1 January 2015
- The FEI Policy for Enhanced Competition Safety during the Covid-19 Pandemic, effective as of 1 July 2020 and until further notice
- All subsequent published revisions/updates, the provisions of which will take precedence.

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**THE ANNEXE(S) IS/ARE PART OF THIS APPROVED AND SIGNED SCHEDULE AND MUST BE DISTRIBUTED TO ALL OFFICIALS AND NFs AND IS AVAILABLE TO OTHERS UPON REQUEST**

Approved by the FEI, Lausanne, on 09/06/2020. Updated on 17/06/2020, 22/06/2020.

**NB: No modifications to the approved Schedule will be accepted less than two weeks prior to the event. Additionally, no change may be made to a Longines Ranking competition once the schedule has been approved. Prizes in kind, to be accepted as prize money to count for Longines Ranking competitions and total event prize money, must be easily convertible into cash (GRs Art. 127).**

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### **III. 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 Athletes 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.

The **Long version** of this Code can be obtained from the Fédération Equestre Internationale, HM King Hussein I Building, Chemin de la Joliette 8, 1006 Lausanne, Switzerland. Telephone: +41 21 310 47 47. The Code is available in English. The Code is also available on the FEI's website: <http://inside.fei.org/>.

## **IV. GENERAL INFORMATION**

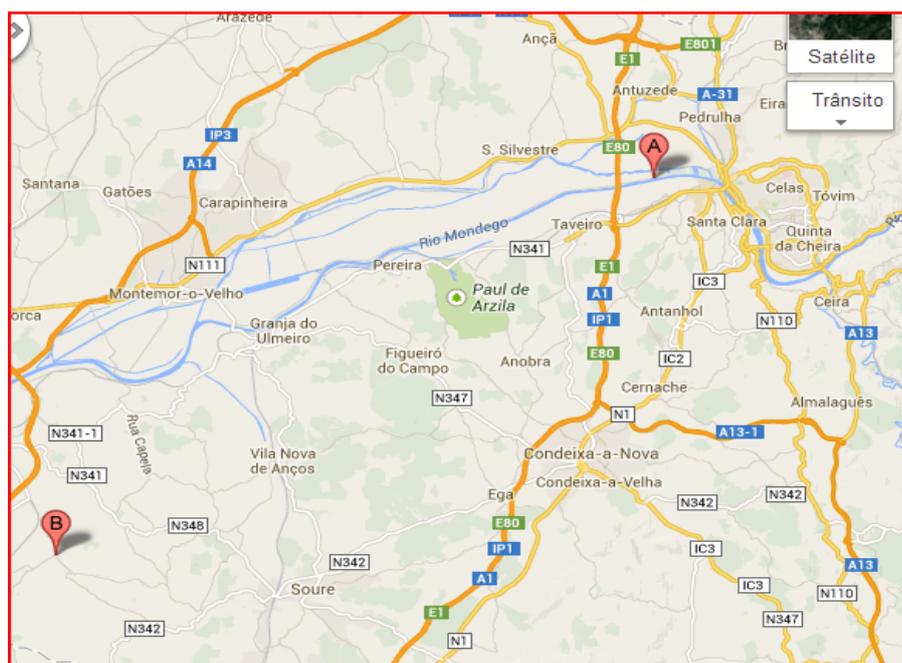
### **1. ORGANISER**

Name: Centro Hípico de Coimbra  
Address: Mata do Choupal  
3000 COIMBRA - PORTUGAL  
Telephone: (+351) 239 837 695 / (+351) 91 47 222 35  
Fax: N/A  
Email: [centrohipicodecoimbra@hotmail.com](mailto:centrohipicodecoimbra@hotmail.com)  
Website: <http://www.facebook.com/centrohipico.coimbra>

Contact Details Show Ground:

Address: Centro Hípico de Coimbra  
Mata do Choupal  
3000 Coimbra – Portugal  
Telephone: (+351) 239 837 695 / (+351) 919 294 826

Accessibility details (directions by road, nearest airport / train station).



**GPS: 40.219494° -8.471821° (40° 13' 10.18", -8° 28'18.56")**

### **2. ORGANISING COMMITTEE**

Honorary President: Mr. Nobre de Oliveira (POR)  
President of the Event: Mr. Carlos Cidade (POR)  
Show Secretary: Mr. Flávio (POR)  
Press Officer: Mrs. Susana Beirão

### **3. EVENT DIRECTOR**

Name: Mr. Miguel Paiva (POR)  
Address: Centro Hípico de Coimbra

Telephone: 3000 COIMBRA– Portugal  
(+351) 239 837 695  
Mobile:  
Fax: N/A  
Email: [centrohipicodecoimbra@hotmail.com](mailto:centrohipicodecoimbra@hotmail.com)

**4. STABLE MANAGER**

Name: Catarina Barnstorff  
Telephone: (+351) 917 330 492  
Email: [centrohipicodecoimbra@hotmail.com](mailto:centrohipicodecoimbra@hotmail.com)

**5. ANNOUNCER**

Name: Rita Leal  
Email: [ritacastro.leal@gmail.com](mailto:ritacastro.leal@gmail.com)

**V. OFFICIALS**

Ref.	Panel	Function	FEI ID	Name	NF	Level	E-mail & Mobile
1	Ground Jury	Ground Jury President	10077746	Manuel Carvalho Martins	POR	3	manuelcmartins13@gmail.com (+351) 934823050
		Ground Jury Member	10063151	Cristina Alves	POR	2	cristinamirandaalves@gmail.com
		Ground Jury Member		António José Jordão	POR	NAT	
		Ground Jury Member		Mário Pimentel	POR	NAT	
2	Foreign Judge	Foreign Judge		N/A			
3	Foreign Technical Delegate	Foreign Technical Delegate		N/A			
4	Course Designer	Course Designer	10174763	Marcos Nunez	ESP	2	marcosnsgd@hotmail.com* (+34)608412014
		Assistant Course Designer		Rogério Vieira	POR	NAT	
5	Chief Steward	Chief Steward	10052052	Dinário Seromenho	POR	3	di.seruca@gmail.com
6	Foreign Steward	Foreign Steward		N/A			
7	Assistants Stewards	Assistant Steward	10011044	Teresa Martins	POR	1	
		Assistant Steward	10106033	Pedro Paixão	POR	1	
		Assistant Steward	10125474	Filipe Azevedo	POR	1	
		Assistant Steward	10055057	Miguel Costa Dias	POR	1	
8	FEI Veterinary Delegate	FEI Veterinary Delegate	10051105	Mário Barbosa	POR		Mariobarbosa.net@gmail.com* (+351) 961733333
9	Veterinary Service Manager / Treating Veterinarian	Veterinary Service Manager	10087306	Ricardo Campos	POR		(+351) 964466470
		FEI Permitted Treating Veterinarian	10087306	Ricardo Campos	POR		rbrascampos@gmail.com*
10	Medical Doctor	Medical Doctor		Miguel Paiva / Bombeiros Municipais de Coimbra	POR		(+351) 239792800
11	Farrier	Farrier		Bruno Machado	POR		(+351)966604829

Please note that the schedule has been approved under the provision that all appointed Officials have successfully passed the on-line FEI Competency Evaluation Test.

## **VI. INVITATIONS**

### **1. GENERAL**

Horses entered in one CSI star level may not enter another CSI star level at the same Event.

Horses may take part in national Competitions and international Competitions at the same Event only under the following conditions:

- Horses may take part in national Events up to two hours prior to the start of the international Event's Horse Inspection;
- If the national Event includes Competitions after the international Event ends, either on the same day or on the following day(s). Horses having taken part in the international Event may take part in national Competitions only, following the conclusion of the international Event.

***For all other Events, please use the template below:***

CSI's:	All
NF's invited:	N/A
Reserve NFs:	N/A
Total number of athletes:	99
Number of home athletes:	70
Number of foreign athletes:	29
Number of horses per athlete:	3

Athletes are invited by the Organiser through their National Federation.

One (1) groom per athlete.

**1 Start per horse / per day**

## **VII. ENTRIES**

### **IMPORTANT**

- Entries must be made by NFs through the FEI Entry System for all categories of this Event (<https://invitation.fei.org/login>);
- Additional documentation can be found at: <https://inside.fei.org/fei/your-role/it-services/fei-entry-system/fei-entry-system-jumping>;
- All Athletes and Horses participating in any International Competition must be registered with the FEI;
- Athletes and/or Horses present at the Event without having been entered through the FEI's Online Entry System will be automatically disqualified unless compelling circumstances warrant otherwise.

### **1. ENTRY DATES AND ENTRY FEES**

Entries have to be in accordance with Art.251 of the FEI Jumping Rules, 26th edition, updates effective 1 January 2020

#### **Deadlines for Entries:**

Definite Entries: **26/06/2020**

Last date for substitutions: **02/07/2020 - 1 hour prior to horse inspection**

#### **Entry fee per horse (per category):**

**VAT excluded**

<b>Entry fee per horse CSI1*:</b>	<b>260,00€</b>	<b>(VAT excluded)</b>
-----------------------------------	----------------	-----------------------

**In order to be fully accepted, entries must be paid in advance after the confirmation of the Definite Entries by the O.C.**

**VAT (in %) :** **0%**

Please refer to definition of Entry fees and Compulsory fees in the Glossary of the FEI Jumping Rules 26th edition, updates effective 1 January 2020, that is copied in Section XIV point 10.

#### **Compulsory fees per horse:**

- EADCMP Fee: Included in entry fee   
Not included in entry fee 
  - Lower Level Events (CIMs) CHF 18 per horse per event
  - Higher Level Events CHF 25 per horse per event(For definition of CIMs see Appendix E of the FEI General Regulations, all other events not defined as CIMs)
- Fee for manure disposal (at OC discretion; maximum € 40 per horse per Event).  
0,00€ Per horse
- Fee for health/customs-related documents for Horses, if applicable (only if requested) – Athletes may opt out only if their horses do not need such documents)  
30€ Per Document Per horse

**All aforementioned amounts are including VAT**

**Total maximum fee per horse:**

EADCMP fee + 30 EUR

**Compulsory fees per athlete:**

- NF fee if applicable N/A Per athlete
- NF medication control programme fee if applicable N/A Per athlete
- Fee for lorry parking if applicable N/A Per lorry/caravan
- Fee for electric hook-up for lorry N/A Per lorry/caravan

**All aforementioned amounts are including VAT**

**Total maximum fee per Athlete:**

N/A

**2. OTHER FEES**

All other fees must optional fees and be listed hereunder with the details of the amounts to be charged and approved by the FEI. Only fees approved by the FEI and listed in the approved Schedule can be charged by the OC. Please specify if price per bale or other quantity.

Hay: 7,50€ (with VAT included)

Straw: 6,00€ (2 per horse/ first bedding free)(with VAT included)

Shavings: 14,00€ (with VAT included)

Other (please specify): As stabling is limited, extra tack-boxes or additional boxes for not competitive horses will only be provided if requested and authorized in advance by the O.C., at a fee of 50,00 € (vat included) for every extra stable.

**All aforementioned amounts are including VAT**

VAT number of the organiser: PT 501626654

**3. NO-SHOWS/LATE WITHDRAWALS**

**NB:** In the case of withdrawals after the date of definite entries or no-shows the athlete or the respective NF 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.

**Amount charged: 200,00 € (VAT included)**

**VIII. TIMETABLE**

**Competitions must not start before 08:00 and must not finish after 23:00, unless prior approval is granted by the FEI.**

**As per Jumping Rules Annex VI: combined competitions are not permitted.**

*The scheduling of competitions must take into account mandatory maintenance breaks as follows. In principle, there should be one maintenance break for every 40 starters; at a minimum, it is compulsory to include one maintenance break in competitions with 50-99 starters after half of the starters have competed. Competitions with 100 starters or more must have three maintenance breaks. The start list must indicate when the maintenance break will take place (e.g. after N° 25).*

*(to be provided per category/level if multiple events)*

	Day	Date	Time
• Opening of stables	Thursday	02/07/2020	10:00h
• Horse Inspection <i>All horses taking part at this Event must be present during the first horse inspection, unless unable to do so due to "force majeure"</i>	Thursday	02/07/2020	16:30h till 18:00h
• Horse Re-Inspection	Friday	03/07/2020	8:00h
• Opening times of exercise areas	Thursday  Friday to Sunday	02/07/2020  03/07/2020 to 05/07/2020	15h-19h  1 hour before the first class
• Chefs d'Equipes Meeting at CSIO's (FEI Jumping Rules article 253)	N/A	N/A	N/A

Competitions CSI:	Day	Date	Time	Art	Prize Money
• Declaration of Starters	Every day before, till 18:30h			///////	///////
• Big Tour					
• Comp 01 – 1,30m	Friday	03/07/2020	~09:00h	274.1.5.3	1.100,00€
• Comp 02 – 1,40m	Friday	03/07/2020	10:30h	274.1.5.3	2.000,00€
• Small Tour					
• Comp 03 – 1,20m	Friday	03/07/2020	12:00h	238.2.1	650,00€
• Comp 04 – 1,10m	Friday	03/07/2020	15:00h	238.2.1	450,00€
• Small Tour					
• Camp 05 – 1,10m	Saturday	04/07/202	~09:30	274.1.5.3	500,00€
• Comp 06 – 1,20m	Saturday	04/07/2020	11:00h	239	700,00€
• Big Tour					
• Comp 07 – 1,30m	Saturday	04/07/2020	14:00h	238.2.2	1.250,00€
• Comp 08 – 1,40m	Saturday	04/07/2020	16:30h	238.2.1	2.000,00€
• Small Tour					
• Camp 09 – 1,10m	Sunday	05/07/2020	~09:30	238.2.1	500,00€
• Comp 10 – 1,20m	Sunday	05/07/2020	11:00h	238.2.1	700,00€
• Big Tour					
• Comp 11 – 1,30m	Sunday	05/07/2020	14:00h	238.2.1	1.250,00€
• Comp 12 – 1,40m	Sunday	05/07/2020	16:30h	238.2.2	5.750,00€
• Total Prize Money	16.850,00€				
• Prizes in Kind	N/A <i>Prizes in kind must be easily convertible into cash (GRs Art. 127).</i>				

**Overall Prize Money: 16.850,00€**

**Applicable government tax to be deducted from Prize Money (see also XIV.8):**

In accordance with the Portuguese Tax legislation the prize money won in sporting competitions are subject to retention according to the following regulations:

**Resident Riders (Riders with Portuguese Fiscal ID)**

- With "Green receipt": Retention of 25% is made on the amount paid.
- With Invoice "Companies": Retention is not made.
- Without Documents: Retention of 35% is made on the amount paid.

**Non Resident Riders (Riders without Portuguese Fiscal ID)**

- With or without legal document (invoice or receipt) as individual entities or companies: retention of 25% is made on the amount paid. If an invoice or receipt is not presented, the rider must present NIF (EU residents) or Passport (other countries) of the origin country.

**General Information:** Due to the existence of different taxations, the prize values presented will be the gross value, before taxation.

**The payment of the Prize Money will be conditioned by the presentation of the following documents:**

- Receipt or document accepted by the Fiscal Administration or Identification Card or Passport and the Fiscal Identification Number (VAT ID) of the respective country.

V.A.T. is included on all the prize money of this Show.

**The payment will only be made after the Organizing Committee has received these documents.**

**GENERAL CLASSIFICATION AT THE END OF THE COMPETITIONS:**

Leading athlete award –	N/A
Best foreign athlete -	N/A
Best home athlete –	N/A
Team awards –	N/A

**PRIZE – CLASSIFICATION: N/A**

**IX. COMPETITION DETAIL**

**FIRST DAY : Friday, 3rd July 2020** **DATE (dd/mm/yy) : 03/07/2020**

**COMPETITION No 1** – CSI1\* - Big Tour – 1,30M Time: 09:00h

Two Phases – Both Phases Table A against the Clock  
FEI Article(s) 274.1.5.3

Jump-off (if any) Without Jump Off  
Speed/Fixed time 350 m/min  
Height of obstacles: 1,30 m  
Number of horses per rider 2  
Maximum number of Starters: 100\* (if more than 100 take part then please refer to Section XIV point 9)  
Total prize money: 1.100,00€  
Chart to be used: 1 (25% to winner)   
2 (33% to winner)

Please specify prize money amount for each athlete placed 13<sup>th</sup> and beyond: **15,00€**

\* \* \* \* \*

**COMPETITION No 2** – CSI1\* - Big Tour – 1,40M Time: 10:30h

Two Phases – Both Phases Table A against the Clock  
FEI Article(s) 274.1.5.3

Jump-off (if any) Without Jump Off  
Speed/Fixed time 350 m/min  
Height of obstacles: 1,40 m  
Number of horses per rider 2  
Maximum number of Starters: 100\* (if more than 100 take part then please refer to Section XIV point 9)  
Total prize money: 2.000,00€  
Chart to be used: 1 (25% to winner)   
2 (33% to winner)

Please specify prize money amount for each athlete placed 13<sup>th</sup> and beyond: **20,00€**

\* \* \* \* \*

**COMPETITION No 3** – CSI1\* - Small Tour – 1,20M Time: 12:00h

Table A against the Clock  
FEI Article(s) 238.2.1

Jump-off (if any) Without Jump Off  
Speed/Fixed time 350 m/min  
Height of obstacles: 1,20 m  
Number of horses per rider 2  
Maximum number of Starters: 100\* (if more than 100 take part then please refer to Section XIV point 9)  
Total prize money: 650,00€  
Chart to be used: 1 (25% to winner)   
2 (33% to winner)

Please specify prize money amount for each athlete placed 13<sup>th</sup> and beyond: **10,00€**

\* \* \* \* \*

**COMPETITION No 4** – CSI1\* - Small Tour – 1,10M Time: 15:00h

Table A against the Clock  
FEI Article(s)

238.2.1

Jump-off (if any) Without Jump Off  
Speed/Fixed time 350 m/min  
Height of obstacles: 1,10 m  
Number of horses per rider 2  
Maximum number of Starters: 100\* (if more than 100 take part then please refer to Section XIV point 9)  
Total prize money: 450,00€  
Chart to be used: 1 (25% to winner)   
2 (33% to winner)

Please specify prize money amount for each athlete placed 13<sup>th</sup> and beyond: **10,00€**

\* \* \* \* \*

**SECOND DAY : Saturday, 4<sup>th</sup> July 2020**

**DATE (dd/mm/yy) : 04/07/2020**

**COMPETITION No 5** – CSI1\* - Small Tour – 1,10M Time: 09:30h

Two Phases – Both Phases Table A against the Clock  
FEI Article(s)

274.1.5.3

Jump-off (if any) Without Jump Off  
Speed/Fixed time 350 m/min  
Height of obstacles: 1,10 m  
Number of horses per rider 2  
Maximum number of Starters: 100\* (if more than 100 take part then please refer to Section XIV point 9)  
Total prize money: 500,00€  
Chart to be used: 1 (25% to winner)   
2 (33% to winner)

Please specify prize money amount for each athlete placed 13<sup>th</sup> and beyond: **10,00€**

\* \* \* \* \*

**COMPETITION No 6** – CSI1\* - Small Tour – 1,20M Time: 11:00h

Table C  
FEI Article(s)

239

Jump-off (if any) No  
Speed/Fixed time 120 or 180 seconds  
Height of obstacles: 1,20 m  
Number of horses per rider 2  
Maximum number of Starters: 100\* (if more than 100 take part then please refer to Section XIV point 9)  
Total prize money: 700,00€  
Chart to be used: 1 (25% to winner)   
2 (33% to winner)

Please specify prize money amount for each athlete placed 13<sup>th</sup> and beyond: **10,00€**

\* \* \* \* \*

**COMPETITION No 7** – CSI1\* - Big Tour – 1,30M Time: 14:00h

Table A against the Clock with 1 Jump Off against the Clock  
 FEI Article(s) 238.2.2

Jump-off (if any) 1 Jump Off against the Clock  
 Speed/Fixed time 350 m/min  
 Height of obstacles: 1,30 m  
 Number of horses per rider 2  
 Maximum number of Starters: 100\* (if more than 100 take part then please refer to Section XIV point 9)  
 Total prize money: 1.250,00€  
 Chart to be used: 1 (25% to winner)   
 2 (33% to winner)

Please specify prize money amount for each athlete placed 13<sup>th</sup> and beyond: **15,00€**

\* \* \* \* \*

**COMPETITION No 8** – CSI2\* - Big Tour – 1,40M Time: 16:30h

Table A against the Clock  
 FEI Article(s) 238.2.1

Jump-off (if any) Without Jump Off  
 Speed/Fixed time 350 m/min  
 Height of obstacles: 1,40 m  
 Number of horses per rider 2  
 Maximum number of Starters: 100\* (if more than 100 take part then please refer to Section XIV point 9)  
 Total prize money: 2.000,00€  
 Chart to be used: 1 (25% to winner)   
 2 (33% to winner)

Please specify prize money amount for each athlete placed 13<sup>th</sup> and beyond: **20,00€**

\* \* \* \* \*

**THIRD DAY : Sunday, 5<sup>th</sup> July 2020** **DATE (dd/mm/yy) : 05/07/2020**

**COMPETITION No 9** – CSI1\* - Small Tour – 1,10M Time: 09:30h

Table A against the Clock  
 FEI Article(s) 238.2.1

Jump-off (if any) Without Jump Off  
 Speed/Fixed time 350 m/min  
 Height of obstacles: 1,10m  
 Number of horses per rider 2  
 Maximum number of Starters: 100\* (if more than 100 take part then please refer to Section XIV point 9)  
 Total prize money: 500,00€  
 Chart to be used: 1 (25% to winner)   
 2 (33% to winner)

Please specify prize money amount for each athlete placed 13<sup>th</sup> and beyond: **10,00€**

\* \* \* \* \*

# FEI APPROVED SCHEDULE

## Coimbra 02-05 July 2020



### **COMPETITION No 10** – CSI1\* - Small Tour – 1,20M

Time: 11:00h

Table A against the Clock  
FEI Article(s)

238.2.1

Jump-off (if any)

Without Jump Off

Speed/Fixed time

350 m/min

Height of obstacles:

1,20m

Number of horses per rider

2

Maximum number of Starters:  
Section XIV point 9)

100\* (if more than 100 take part then please refer to

Total prize money:

700,00€

Chart to be used:

1 (25% to winner)

2 (33% to winner)

Please specify prize money amount for each athlete placed 13<sup>th</sup> and beyond: **10,00€**

\* \* \* \* \*

### **COMPETITION No11** – CSI1\* - Big Tour – 1,30M

Time: 14h00

Table A against the Clock

FEI Article(s)

238.2.1

Jump-off (if any)

Without Jump Off

Speed/Fixed time

350 m/min

Height of obstacles:

1,30m

Number of horses per rider

2

Maximum number of Starters:  
Section XIV point 9)

100\* (if more than 100 take part then please refer to

Total prize money:

1.250,00€

Chart to be used:

1 (25% to winner)

2 (33% to winner)

Please specify prize money amount for each athlete placed 13<sup>th</sup> and beyond: **10,00€**

\* \* \* \* \*

### **COMPETITION No12** – CSI1\* - Big Tour

GRAND PRIX CIDADE DE COIMBRA – 1,40M

Time: 16:30h

Table A against the Clock with 1 Jump Off against the Clock

FEI Article(s)

238.2.2 / 261.5.1

Jump-off (if any)

1 Jump Off against the Clock

Speed/Fixed time

375 m/min

Height of obstacles:

1,40 m

Number of horses per rider

1 (2 if 50 or less are entered)

Maximum number of Starters:

**99**

**Total prize money:**

**5.750,00€**

Chart to be used:

1 (25% to winner)

2 (33% to winner)

Please specify prize money amount for each athlete placed 13<sup>th</sup> and beyond: **30,00€**

All Athletes taking part in a Grand Prix at a CSIO or a CSI must have completed, with their Grand Prix Horse, the initial round of at least one competition prior to the Grand Prix. For competitions run under art 274.2.5 both phases must be completed in order to be eligible for the Grand Prix.

## **X. FACILITIES OFFERED**

### **1. ATHLETES**

#### **Accommodation**

Hotel: STAY HOTELS (ALMEDINA HOTEL)  
Address: Av. Fernão de Magalhães, 199, 3000-001 COIMBRA

Telephone: (+351) 239 855 500

Hotel: HOTEL VILA GALÉ  
Address: Rua Abel Dias Urbano, 20, 3000-001 COIMBRA  
Telephone: (+351) 239 240 000

At the expense of: The Organiser  or Athletes   
Accommodated (bed and breakfast) from \_\_\_\_\_ to \_\_\_\_\_

#### **Meals**

At the expense of: The Organiser  or Athletes   
Meals provided from \_\_\_\_\_ to \_\_\_\_\_ .

### **2. GROOMS**

#### **Accommodation.**

Requests for accommodation must be sent with entries.

At the expense of: The Organiser  or Athletes   
Accommodated (bed and breakfast) from \_\_\_\_\_ to \_\_\_\_\_

#### **Meals.**

At the expense of: The Organiser  or Athletes   
Meals provided from \_\_\_\_\_ to \_\_\_\_\_ .

**NB: If applicable, Organiser must provide proper sanitary conditions. The showering facilities should be sufficient for both male and female grooms with hot and cold water. Shower facilities as well as restrooms should at all times be in a state of cleanliness.**

## **XI. LOGISTICAL/ADMINISTRATIVE/TECHNICAL INFORMATION**

### **1. DRAW**

List of Draws, time, date and location: Saturday Afternoon 27th June 2020, Office/JudgeBox – GP Draw

### **2. COMPETITION ARENA(S)**

Dimensions: 100 x 80 m  
Type of Footing: Grass Arena

### **3. PRACTICE ARENA(S)**

Dimensions: 80 x 80 m  
Type of Footing: Sílica Sand

Riders must have the possibility to exercise their horses in an exercise area under a Steward's supervision at least 30 minutes per day outside of the competition warm-up period. Details of opening times of exercise areas must be included in the timetable.

### **4. STABLES**

Size of boxes 3 m x 3 m (minimum 3m x 3m+20% 3m x 4m)

The horses will be stabled in 3 x 3m portable boxes and welcomed since THURSDAY, the 2<sup>nd</sup> of July 2020.

#### **ARRIVAL TIMES:**

Thursday 2<sup>nd</sup> of July: 09:00h to 15:30h

- The stable manager will direct the lorry parking as from arrival.
- Horses must be stabled in the boxes assigned to them on the show ground.
- Horses may not be unloaded on their arrival without the authorization of the Stable Manager.
- Stables must be mucked out daily and dirty bedding and rubbish placed in the special containers.
- Further supplies will be provided daily according to instructions & prices available on arrival.
- Horses may not leave their boxes without the official show starting number.

### **5. SAFETY CUPS**

Name of Manufacturer: CARO – Cardinali & Rothenberger GMBH

### **6. TIMING DEVICE**

Name of Manufacturer: TAG HEUER  
Model: CP540  
FEI Report number: 22010028A

### **7. SCORING/TIMING PROVIDER**

Will you use a FEI Certified Service Provider to manage the scoring and timing at your Event?

(The list of certified Service Providers is available here: <https://inside.fei.org/fei/your-role/it-services/it-providers/list>)

No

Name of the company:

Contact person at Event

Name: Isabel Reinas

FEI ID number:

Contact email: ireinas@gmail.com

The FEI may require to be provided with real time results data feed of your events according to FEI requirements; in this case you and your provider will be informed accordingly.

### **8. OTHER TECHNOLOGY/SERVICE PROVIDER(S)**

Will you use other technology/service provider(s) at your event?

No

### **9. PRIZE GIVING CEREMONY**

The owner of the winning horse/pony must be invited to the prize giving ceremony for the Grand Prix, if present at the event.

The number of athletes required to present themselves for the prize-giving ceremony of each competition is 5 and in the Grand Prix is 8.

### **10. ADVERTISING ON ATHLETES AND HORSES**

At CSI events, and all competitions except for the Nations Cup, athletes are authorised to carry the logo of their personal sponsor in accordance with the articles 256.3 and 257.3 of the FEI Jumping Rules.

The Chief Steward will check that the advertising on athletes and horses complies with these Articles.

### **11. TICKETING**

Are you selling tickets for spectators to attend your event: Yes  No

Name of your ticketing provider:

Web address to buy ticket:

### **12. BETTING**

Betting will be authorised by the Organiser: Yes  No

### **13. TRANSPORT REIMBURSEMENT HORSES / PONIES**

Transport expenses to be paid by:

The Organiser  at \_\_\_\_\_ per km.

The Athlete

### **14. WELCOME**

The time and date of arrival of athletes, horses and their means of transport must be given to the Organiser in order to facilitate their arrival.

**15. LOCAL TRANSPORTATION - ARRANGEMENTS FROM HOTEL TO SHOWGROUNDS**

Walking distance

Organiser Shuttle Service

Public Transport  to be paid by the Organiser  / the Athlete

If paid by Athlete approximate cost per round trip:

Other:

**16. ENTRY RIGHT TO SHOWGROUNDS/ACCREDITED PERSONS**

Entry right to the stable area according to FEI Veterinary Regulations Articles 1008-1009.

NUMBER OF ACCREDITED PERSONS:

Athlete: 1

Partner: 1

Groom: 1

Horse Owner: 2 two (2) accreditations per horse acc. to FEI-Passport

**17. SUSTAINABILITY**

Please consider the environment when organising an FEI Event. Please find useful information on FEI Sustainability here: <http://inside.fei.org/fei/your-role/organisers/handbook>

## **XII. VETERINARY MATTERS**

### **1. CUSTOMS FORMALITIES**

Contact details for Customs Formalities:

Name: Nuno Braamcamp  
Address: Av. 24 de Julho, 52 – 2º Drtº  
1200 LISBOA - PORTUGAL  
Telephone: (351) 213 920 240  
Fax: (351) 213 907 758  
Email:  
Opening hours: 09h00

### **2. HEALTH REQUIREMENTS**

#### **GENERAL**

In accordance with the FEI Code of Conduct for the Welfare of the Horse it is imperative that all Horses at FEI Events are physically fit and free from infectious disease before being allowed to compete.

#### **ENTRY OF HORSES**

Required health tests and vaccinations: All requirements for EU countries  
Quarantine period:  
Specimen Import Licence applied:

For questions or problems, please contact your Government Veterinary Services.

### **3. NATIONAL REQUIREMENTS**

If applicable please provide:

Horses moved from other member states (or outside) must be accompanied by an Identification Document. Directive 2009/156/EC Regulation (EC 5041 2008)
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### **4. PONIES**

FEI Veterinary Regulations, Chapter IX and Annex IX:  
For all Pony Events, Ponies must be available for Pony Measurement if requested by the FEI.

### **5. INJURY SURVEILLANCE**

FEI Veterinary Regulations, Chapter VIII:  
Horses participating in FEI Events are subject to injury surveillance protocols; and in the event of fatality, a post mortem examination.

### **6. TRANSPORT OF HORSES**

Horses must be fit to travel and be transported in suitable vehicles for the transport of horses. Any government requirements for disease testing and control must be requested well in advance, to ensure that the horse is in compliance by the time of arrival at the border of the

country where the Event is taking place. Athletes, or their representatives, have the responsibility to comply with national legislation in both their country of origin and the host nation of the Event. Where necessary athletes must contact local government authorities or veterinary advisors for information regarding animal health requirements and transport legislation. Within the European Union (EU), this includes EU Council Regulation (EC) No 1/2005 concerning the protection of animals during transport within the Member States of the EU.

**7. VENUE ARRIVAL INFORMATION & FITNESS TO COMPETE**

**7.1. PASSPORTS. FEI General Regulations Article 137**

**For all issues relating to FEI Horse Passports/FEI Recognition Cards please contact your National Federation.**

All Horses competing at FEI Events must be registered with the FEI.

FEI Passports or FEI Recognition Cards (for those Horses with a national passport approved by the FEI) are compulsory for FEI Events.

NB: Horses entered in CIMs and in CSIP in their country of residence are not required to have an FEI Passport or FEI Recognition Card but must be properly registered with the FEI and identifiable (GRs 137.2).

Athletes who do not present a Horse’s Passport and/or Recognition Card, or one that is not correctly validated or fail to meet other passport requirements will be **subject to Sanctions in accordance with Annex VI of the FEI Veterinary Regulations** and may not be allowed to compete.

**NB** for Horses permanently resident in a Member State of the European Union: all Horses must have a national EU passport in compliance with EU Regulations to which a FEI Recognition card is applied. The exception to this being Horses in possession of an FEI passport which has been continually revalidated without interruption.

**7.2. VACCINATIONS - EQUINE INFLUENZA. FEI Veterinary Regulations Article 1003**

Horses competing at FEI Events must comply with the requirements for Equine Influenza vaccination in accordance with the Veterinary Regulations and as summarised below.

VACCINATION	PROTOCOL	ELIGIBILITY TO ENTER VENUE
<b>Primary Course</b>	1 <sup>st</sup> Vaccination: day 0 2 <sup>nd</sup> Vaccination: day 21-92	May compete 7 days after the 2 <sup>nd</sup> Vaccination
<b>First Booster</b>	Within 7 months of the 2 <sup>nd</sup> vaccination of the Primary Course	May compete for 6 months +21 days after the 2 <sup>nd</sup> vaccination of the Primary Course Must not compete in the 7 days after receiving a vaccination
<b>Boosters</b>	<b>MINIMUM:</b> within one year of previous booster vaccination <b>IF COMPETING:</b> must be in the 6 months +21 days of the booster previous vaccination	Must have been vaccinated within 6 months +21 days before arriving at the Event Must not compete in the 7 days after receiving a vaccination

All FEI registered Horses intending to compete at FEI Events (including CIMs) must be vaccinated against Equine Influenza in accordance with these VRs. The exception being if the

applicable domestic legislation prevents the use of Equine Influenza vaccines within the relevant territory

### **7.3. EXAMINATION ON ARRIVAL. FEI Veterinary Regulations Article 1031**

On arrival at an Event venue, all Horses must undergo an examination by a veterinarian to confirm their identification from their passport and micro-chip ID (where present), their vaccination status and general health. To protect all horses attending events, any Horse with a questionable health status concerning vaccination, disease or other concerns, must be stabled within the isolation facilities provided by the Organising Committee pending a decision on entering the venue.

### **7.4. HORSE INSPECTIONS. FEI Veterinary Regulations Articles 1034-1042**

All Horses will be assessed for their fitness to compete during the Horse Inspection. Any Horse demonstrating questionable fitness may be referred to the Holding Box for further veterinary examination. Horses not deemed fit to compete by the Inspection Panel will not be permitted to compete.

### **7.5. LIMB SENSITIVITY EXAMINATION. FEI Veterinary Regulations Articles 1048-1053**

All Horses are subject to examination under the protocol for abnormal limb sensitivity throughout the period of an Event. For Jumping that includes, but is not limited to, between rounds and before the Jump Off. Horses may be examined once or on multiple occasions during the Period of an Event.

Horses may be selected for examination under the protocol randomly or they may be targeted. All Horses selected to be tested must submit promptly to the examination or are subject to immediate disqualification. There is no obligation to examine any specific number of Horses at an Event.

## **8. EQUINE ANTI-DOPING AND CONTROLLED MEDICATION PROGRAMME (EADCMP). FEI VETERINARY REGULATIONS, CHAPTER VII**

### **8.1. SAMPLING. FEI VETERINARY REGULATIONS Chapter VII**

All horses competing at FEI Events may be subject to sampling for the presence of Prohibited Substances in accordance with the Anti-Doping and Controlled Medication Regulations (EADCMRs). Horses may be selected for sampling in accordance with obligatory testing, targeted or random sampling procedures. Refer to FEI Financial Charges for details of fees relating to Equine and Human Anti-Doping program (EADCMP), which OCs/NFs have the right to charge to the athlete (applicable for all FEI events worldwide).

### **8.2. ELECTIVE TESTING. FEI VETERINARY REGULATIONS ARTICLES 1058**

Elective Testing may be carried out prior to an Event to check for the presence of Prohibited Substances. Please refer to <https://inside.fei.org/fei/cleansport/horses> for information and details.

### **XIII. HUMAN ANTI-DOPING**

Athletes can be tested at any FEI Event, by the FEI or by other Anti-Doping Organisations with Testing jurisdiction. Organisers will have the responsibility to provide facilities and staff/volunteers to facilitate such Testing if requested by the FEI as outlined in article 22.3 of the FEI's Anti-doping Rules for Human Athletes (ADRHA).

The ADRHA rules are published on the FEI website at <http://inside.fei.org/content/anti-doping-rules>.

### **XIV. ADDITIONAL INFORMATION**

#### **1. THE FEI POLICY FOR ENHANCED COMPETITION SAFETY DURING THE COVID-19 PANDEMIC**

The FEI Policy for Enhanced Competition Safety during the Covid-19 Pandemic ("Policy") (<https://inside.fei.org/system/files/FEI%20Policy%20for%20Enhanced%20Competition%20Safety%20during%20the%20Covid-19%20Pandemic%20-%20Effective%201%20July%202020.pdf>) is mandatory and applies for any FEI Event taking place **as of 1 July 2020**. The Policy has been developed based on currently accepted best practices by the WHO and US Center for Disease Control (CDC) and will be continually reviewed and updated as more information becomes available. It is not intended to replace the applicable guidance and policies from domestic government and health authorities, but to supplement their recommendations with sport specific considerations.

The OC shall submit the risk assessment and mitigation plan (including name and contact details of the person in charge) to the FEI as an annex to the Event Schedule, **at the latest ten (10) working days before the event's deadline for Definite Entries**.

Events for which the FEI has not received the documented risk assessment and mitigation measures plan in accordance with article 2.1.g) of the Policy **will be removed from the FEI calendar** in accordance with Article 112.3 of the FEI General Regulations.

#### **ASSUMPTION OF RISK / WAIVER OF LIABILITY**

In consideration of being allowed to participate in the Event and related activities, all Participants (as defined in the Policy) acknowledge, appreciate, and agree that:

1. Participation includes possible exposure to and illness from infectious diseases including but not limited to COVID-19. While particular rules and personal discipline may reduce this risk, the risk of serious illness and death does exist; and,
2. The Participants knowingly and freely assume all such risks, both known and unknown, even if arising from the negligence of the OC or others, and assume full responsibility for their participation; and,
3. The Participants willingly agree to comply with the stated and customary terms and conditions for participation as regards protection against infectious diseases. If, however, a Participant observes any unusual or significant hazard during his/her presence or participation, the Participant will remove himself/herself from participation and bring such to the attention of the nearest official immediately; and,
4. The Participants, for themselves and on behalf of their heirs, assigns, personal representatives and next of kin, HEREBY RELEASE AND HOLD HARMLESS THE OC AND THE FEI, their officers, officials, agents, and/or employees, other participants, sponsoring agencies, sponsors, advertisers, and if applicable, owners and lessors of

premises used to conduct the event ("RELEASEES"), WITH RESPECT TO ANY AND ALL ILLNESS, DISABILITY, DEATH, or loss or damage to person or property, WHETHER ARISING FROM THE NEGLIGENCE OF RELEASEES OR OTHERWISE, to the fullest extent permitted by law.

The Participants confirm to have read this release of liability and assumption of risk agreement, fully understand its terms, understand that they have given up substantial rights.

## **2. INSURANCES AND NATIONAL REQUIREMENTS**

Equestrian sports involve inherent dangerous risks. To the greatest extent permitted by law, the FEI and the FEI Event Organiser shall NOT be liable for any damages relating to loss of property or injury of any kind to Athletes, Owners, Support Personnel or Horses at or in connection with an FEI Event and the FEI expressly excludes all such liability.

### **2.1. ATHLETES, OWNERS AND SUPPORT PERSONNEL**

#### **2.1.1. Personal Accident and Health Insurance**

It is your responsibility as an Athlete/Owner/ Support Personnel to ensure that you have adequate personal accident insurance in place to cover your participation at FEI Events and in particular to insure against any personal injury or medical expenses arising from an accident, injury or illness which may occur at a FEI Event.

You should check with your National Federation to confirm if your National Federation's insurance policy (if any) covers personal accidents and/or illnesses which may occur when you are attending/participating in FEI Events.

If your National Federation does not have a personal accident/health insurance policy or if the National Federation's insurance policy does not cover personal accident or health claims, then you should obtain your own personal accident and health insurance policy to cover your attendance/participation at FEI Events.

#### **2.1.2. Personal Property Insurance**

You should also ensure that you are insured against property loss, theft or damage which may occur at an FEI Event.

Again, the advice is to check with your National Federation to confirm if they have an insurance policy in place which would cover you in case of such property loss, theft or damage. If not, then you should obtain your own personal property insurance to cover such situations.

#### **2.1.3. Press Equipment**

Press equipment and other items left in the Press workroom, Press lockers, the Press Tribune or anywhere on the showgrounds are left entirely at the owner's risk. The Organising Committee does not accept any responsibility for any loss or damage to such equipment or items. Members of the Press are advised not to leave any equipment or personal items unattended.

## **2.2. ATHLETES AND OWNERS**

### **2.2.1. Third Party Liability Insurance**

As an Athlete/Owner you are personally responsible for damages to third parties caused by you, your employees, Support Personnel, your agents or your Horses. You are, therefore, strongly advised to take out third-party liability insurance providing full coverage in relation to

FEI Events at home and abroad, and to keep the policy up to date.

The FEI and the Organiser will NOT be responsible for any damage caused to third parties by you, your employees, Support Personnel, your agents or your Horses.

### **2.2.2. Additional Liability Information**

All participants must make sure that their personal insurance for third party responsibilities, accidents, illness, etc. are valid.

- For the activity performed.
- For the country in which the activity is performed.

In the case of a competitor's insurance not being valid, he will not be covered by the third party responsibility of the Organiser. On the other hand, the horses, the material or the tack of the riders, remain totally under their responsibility and custody during the show.

All the repatriation costs caused by any accident will remain under the responsibility of the participant. The Organising Committee and its officials are not responsible for material and corporal damages caused by accidents occurring to participants, horses or employees, including the damages to vehicles, belongings, tack and stable accessories and other objects (including thefts, losses, fire, floods and other accidents). As a consequence, the participants renounce to any legal procedure against the organiser.

### **2.2.3. Horse Insurance**

As an Owner you should ensure that your Horses are adequately insured against any injuries or illnesses they may sustain while participating at a FEI Event.

The Organising Committee and its officials are not responsible for material and corporal damages caused by accidents occurring to participants, horses or employees, including the damages to vehicles, belongings, tack and stable accessories and other objects (including thefts, losses, fire, floods and other accidents). As a consequence, the participants renounce to any legal procedure against the organiser.

## **3. PROTESTS/APPEALS**

To be valid, all Protests and Appeals must be made in writing and accompanied by a deposit of CHF 150.- or equivalent.

Protest and appeal forms are available on the FEI website:

Protests: <http://inside.fei.org/sites/default/files/FEI%20Protest%20Form.pdf>

Appeals: <http://inside.fei.org/sites/default/files/FEI%20Appeal%20Form.pdf>

## **4. SCHOOLING DURING COMPETITIONS**

Athletes wishing to school during speed competitions (Table A and Table C) must inform the OC before these competitions begin. These athletes will start first in these competitions.

## **5. STEWARDING**

- If an athlete is uncertain as to whether the boots he/she intends to use during an event are allowed, he/she or his/her representative should show the boots to the Chief Steward for his/her opinion before the boots are used in training or in competition.
- In addition, athletes are to be made aware that hind boots must be removed and placed again on the horse's legs in the presence of a Steward while in the warm-up arena prior to entering the competition arena for certain competitions. (If bandages are used in place of boots, athletes are not required to remove the bandages in the warm-up arena.) This procedure is compulsory for competitions for which boot and bandage control is mandatory, that is the Nations Cup, Grand Prix, and the competition with the highest prize money, and is at the discretion of the Chief Steward for other competitions.
- As an alternative to carrying out this procedure at the time designated by the Steward an athlete may ask his/her groom to take the boots to the in-gate and place them on the horse's legs in front of the Steward prior to the combination entering the arena.
- The Steward has the authority to intervene if a boot is deemed excessively tight by instructing that the boot be removed and put on again correctly. *[Stewards are to note that it is normal for a horse's gait to be somewhat affected immediately after boots have been removed and re-placed.]* If an athlete or his/her groom refuses to remove and replace the boot(s) when instructed to do so by the Steward, a Yellow Warning Card will be issued to the athlete in question.
- If it is deemed impossible or unsafe to remove the hind boots in the warm-up arena prior to the combination entering the competition arena, due to an extremely excited or nervous horse, the boots of the horse in question are to be removed by the athlete/groom following the athlete's round upon leaving the arena and inspected by the Steward. This inspection may be carried out during the boot and bandage control if the boot and bandage control is carried out for the competition in question.
- This procedure does not replace boot and bandage control after completion of an athlete's round for competitions for which boot and bandage control is mandatory (refer to JRs Art. 244.1).

## **6. DISPUTES**

In the event of any discussion concerning the interpretation of the schedule (in translated languages), the English version will be decisive.

## **7. MODIFICATION TO SCHEDULE**

In exceptional circumstances, together with the approval of Chefs d'Equipe, host NF delegate, if any, and the Ground Jury, the Organiser may change the schedule in order to clarify any matter arising from an omission or due to unforeseen circumstances. Any such changes must be notified to all athletes and officials as soon as possible and they must be reported to the FEI Secretary General by the Technical Delegate, the President of the Ground Jury or the Foreign Judge, as applicable.

## **8. ADDITIONAL INFORMATION FROM THE OC**

N/A

### **Age of Athletes and Horses according to the Event's Category**

# FEI APPROVED SCHEDULE

## Coimbra 02-05 July 2020

Event's Category	Age of Athletes	Age of Horses
<b>Olympic Games/WEG</b>	As of 18 <sup>th</sup> year	Min 9 y.o.
<b>Continental Championships Senior</b>	As of 18 <sup>th</sup> year	Min 8 y.o.
<b>Regional Championships/Games</b>	As of 18 <sup>th</sup> year As of 16 <sup>th</sup> year if height of obstacles max.1.40m (JR's Annex IX, Art. 6.1)	Min. 8 y.o. Min. 7 y.o. if height of obstacles max. 1.40m (JR's Art. 254.1.1)
<b>World Cup Final</b>	As of 18 <sup>th</sup> year	Min. 9 y.o.
<b>Nations Cup Final</b>	As of 18 <sup>th</sup> year	Min. 8 y.o.
<b>CSI-W1*-5*/CSIO-W1*-5*</b> Grand Prix, World Cup, Nations Cup, Power and Skill, Derby or Competition with the highest prize money Other Competitions Other Competitions if height max. 1.40m Other Competitions if height max. 1.30m	As of 18 <sup>th</sup> year As of 16 <sup>th</sup> year with permission of their NF As of 14 <sup>th</sup> year " " As of 12 <sup>th</sup> year " "	Min. 7 y.o. Min. 7 y.o. Min. 7 y.o. Min. 7 y.o.
<b>CSI3*-5*/CSIO3*-5*</b> Grand Prix, Nations Cup, Power and Skill, Derby or Competition with the highest prize money Other Competitions Other Competitions if height max. 1.40m Other Competitions if height max. 1.30m	As of 18 <sup>th</sup> year As of 16 <sup>th</sup> year with permission of their NF As of 14 <sup>th</sup> year " " As of 12 <sup>th</sup> year " "	Min. 7 y.o.
<b>CSI2*</b> Power and Skill or Derby Grand Prix Other Competitions if height max. 1.40m Other Competitions if height max. 1.30m	As of 18 <sup>th</sup> year As of 16 <sup>th</sup> year with permission of their NF As of 14 <sup>th</sup> year " " As of 12 <sup>th</sup> year " "	Min. 6 y.o.
<b>CSIO2*</b> Nations Cup, Grand Prix, Power and Skill, Derby or Competition with the highest prize money Other Competitions Other Competitions if height max. 1.40m Other Competitions if height max. 1.30m	As of 18 <sup>th</sup> year As of 16 <sup>th</sup> year with permission of their NF As of 14 <sup>th</sup> year " " As of 12 <sup>th</sup> year " "	Min. 6 y.o. *
<b>CSI1*</b> Power and Skill or Derby Grand Prix / Other Competitions Other Competitions if height max. 1.30m	As of 18 <sup>th</sup> year As of 14 <sup>th</sup> year with permission of their NF As of 12 <sup>th</sup> year " "	Min. 6 y.o.
<b>CSIO1*</b> Nations Cup, Grand Prix, Power and Skill, Derby or Competition with the highest prize money Other Competitions Other Competitions if height max. 1.40m Other Competitions if height max. 1.30m	As of 18 <sup>th</sup> year As of 16 <sup>th</sup> year with permission of their NF As of 14 <sup>th</sup> year " " As of 12 <sup>th</sup> year " "	Min. 6 y.o.
<b>CH-Y</b>	As of 16 <sup>th</sup> year to end 21 <sup>st</sup> year	Min. 7 y.o.
<b>CSI/CSIO-Y</b>	As of 16 <sup>th</sup> year to end 21 <sup>st</sup> year	Min. 7 y.o.
<b>CH-J</b>	As of 14 <sup>th</sup> year to end 18 <sup>th</sup> year	Min. 7 y.o.
<b>CSI/CSIO-J</b>	As of 14 <sup>th</sup> year to end 18 <sup>th</sup> year	Min. 6 y.o.
<b>CSI/CSIO-Ch/CH-Ch</b>	As of 12 <sup>th</sup> year to end 14 <sup>th</sup> year	Min. 6 y.o.
<b>CSI/CSIOP/CH-P</b>	As of 12 <sup>th</sup> year to end 16 <sup>th</sup> year Ponies must be registered as ponies with FEI	Min. 6 y.o.
<b>CSIU-25</b>	As of 16 <sup>th</sup> year to end 25 <sup>th</sup> year As of 14 <sup>th</sup> year if height max. 1.40m	Min. 7 y.o.
<b>CSIV</b>	As of 45 <sup>th</sup> year	Min. 6 y.o.
<b>CSIAm</b>	As of 12 <sup>th</sup> year until end of 13 <sup>th</sup> year if competition height is max. 1.30 m; as of 14 <sup>th</sup> year if height exceeds 1.30 m.	Min. 6 y.o.
<b>CSIYH</b>	Per Art. 255.2	Min. 5 y.o. – Max. 8 y.o.
<b>CH-M-YH-S</b>	As of 18 <sup>th</sup> year or 16 year for athletes qualified with the same horse	5 y.o. / 6 y.o. / 7 y.o.

\*Art. 254.1.1: Horses entered for CSIO2\* Events at which the Nations Cup is built to the dimensions set forth in JR's Art. 264.3 for 2\* Events must be at least 6 years old; Horses entered for CSIO2\* Events at which the Nations Cup is built to the dimensions set forth in JR's Art. 264.3 for 3\* Events or higher must be at least 7 years old.



**DEDUCTIONS FROM PRIZE MONEY AT COMPETITIONS:**

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

**The tax form must be provided to the athletes upon arrival and returned to the Organiser prior to departing.**

In accordance with the Portuguese Tax legislation the prize money won in sporting competitions are subject to retention according to the following regulations:

Resident Riders (Riders with Portuguese Fiscal ID)

- With "Green receipt": Retention of 25% is made on the amount paid.
- With Invoice "Companies": Retention is not made.
- Without Documents: Retention of 35% is made on the amount paid.

Non Resident Riders (Riders without Portuguese Fiscal ID)

- With or without legal document (invoice or receipt) as individual entities or companies: retention of 25% is made on the amount paid. If an invoice or receipt is not presented, the rider must present NIF (EU residents) or Passport (other countries) of the origin country.

General Information: Due to the existence of different taxations, the prize values presented will be the gross value, before taxation.

The payment of the Prize Money will be conditioned by the presentation of the following documents:

- Receipt or document accepted by the Fiscal Administration or Identification Card or Passport and the Fiscal

Identification Number (VAT ID) of the respective country.

V.A.T. is included on all the prize money of this Show.

The payment will only be made after the Organizing Committee has received these documents.

**IMPORTANT**

**The total amount of prize money shown for each Competition in the schedule must be distributed. (FEI General Regulations articles 127 and 128)**

For details of the prize money breakdown for each competition please refer to the tables at the end of this document; the Organiser must specify which of the two (2) tables will be used. The total prize money for the Competition must be distributed among the first twelve (12) placed athletes.

The Organiser must provide additional created prizes for athletes placed beyond twelfth (12<sup>th</sup>) place. The minimum amount for each of these additional prizes, for athletes placed from thirteenth (13<sup>th</sup>) to last place, must be clearly specified in the approved schedule and not exceed the prize money of the athlete placed twelfth (12<sup>th</sup>)

**10. MAXIMUM NUMBER OF STARTERS PER COMPETITION**

**\*Annex VI FEI Jumping Rules:**

Maximum 100 starters per Competition other than the GP. If more than 100 starters are declared, the OC must provide the following percentages of additional prize money for every ten declared starters, up to 120 declared starters:

- 101 to 110 declared starters: the OC must provide 133% of the original Competition prize money, which is to be distributed among the 16 best placed athletes in the Competition according to the prize money distribution chart I or II. The additional prize money provided by the OC is not taken into consideration with regard to the overall prize money that determines the star level of the Event or the Longines Ranking point group of the Competition, if applicable.
- 111 to 120 declared starters: the OC must provide 166% of the original Competition prize money, which is to be distributed among the 20 best placed athletes in the Competition according to the prize money distribution chart I or II. The additional prize money provided by the OC is not taken into consideration with regard to the overall prize money that determines the star level of the Event or the Longines Ranking point group of the Competition, if applicable.

If more than 120 starters are declared, the OC must split the Competition into two groups and provide 200% of the original Competition prize money which is to be divided equally between the two groups. The additional prize money provided by the OC is not taken into consideration with regard to the overall prize money that determines the star level of the Event or the Longines Ranking point group of the Competition, if applicable.

OCs may apply either of the following methods for splitting the Competition:

The competition is split into two groups before it starts. There may be athletes with multiple horses in each group but all horses of any one athlete must be in the same group. If it is not possible to have two groups of equal size there may be a different number of starters in each group;

OR

The competition is run as one single competition and split afterward into two groups and the classification established as follows: the athlete with the best score is the winner of the first group, the athlete with the second best score is the winner of the second group and so on until prizes have been allocated to 25% of the total number of starters. *NB: In this case separate results must be sent to the FEI for each of the two groups, e.g. results for Competition 1a and for Competition 1b.*

In both cases above each group must offer the same amount of prize money. For the avoidance of doubt, it is the number of declared starters in the Competition, not the final number of starters, that determines whether the Competition must be split.

If there are more than 200 declared starters, the OC must split the Competition into three groups and provide the same percentages of additional prize money as indicated above (100% of original Competition prize money to be provided for each of the three groups if each group has 100 or fewer starters; 133% of original prize money to be provided for each group if any of the three groups has 101-110 starters; 166% of original prize money to be provided for each if any of the three groups has 111-120 starters).

<sup>3</sup> For CSI-W Events with a Grand Prix Competition in addition to the FEI World Cup™ competitions, the minimum prize money requirements indicated above for the Grand Prix apply only to the FEI World Cup™ Competition as it has the status of a Grand Prix; the Grand Prix Competition at such Events cannot offer more prize money than the prize money offered for the FEI World Cup™ Competition. Refer to the FEI Jumping World Cup™ rules for details relating to date of implementation of this rule at CSI-W Events.

## **11. GLOSSARY**

### **\*Glossary FEI Jumping Rules:**

#### **Fees:**

- Compulsory Fee: Compulsory Fees are fees that may be charged by the OC for costs/services not included in the Entry Fee. Compulsory Fees, if charged, must be paid by the Athletes concerned as outlined below. Only the following Compulsory Fees may be charged by the OC, providing full details of the amount to be charged is included in the Schedule and approved by the FEI:

- NF fee if applicable
  - NF medication control programme fee if applicable
  - FEI EADCMR fee if applicable (OC to indicate in the Schedule if the EADCMR fee is included in the Entry Fee or not)
  - Fee for health/customs-related documents for Horses if these have been requested by the Athlete.
  - Fee for manure disposal (maximum € 40 per horse per Event)
  - Fee for lorry parking if applicable (The fee indicated in the Schedule may only be charged per lorry not per Athlete.)
  - Fee for electric hook-up for lorry (The fee indicated in the Schedule may only be charged per lorry, not per Athlete.)
- Discretionary Fee: Discretionary Fees are fees that may be charged for optional commodities/services that may be purchased by an Athlete if he so chooses and that do not affect the equity of the Athlete's right to compete at the Event or the well-being of the Horse, such as:
- VIP or premium parking
  - VIP table
  - Extra box for tack or for non-competing Horse
  - Extra bedding and/or fodder (details to be included e.g. shavings, straw, hay)
  - Premium stabling (all stabling at the Event must meet minimum FEI requirements)
- Entry Fee: The Entry Fee is the fee charged to participate in an Event with one Horse and covers the following:
- Stabling of one Horse for the duration of the Event (includes cleaning and disinfecting stables before the event, including between Events that are part of Tours, water and electricity in the stables, first bedding or a fixed amount of bedding depending on the type of event and 24 hour security services for the stables)
  - Use of all facilities at the Event (no infrastructure fees may be charged)
  - Right to participate in all Competitions in accordance with the conditions in the Schedule (no nomination fees or start fees may be charged)
  - Administrative/Office fees (includes all services relating to administration of the Event and running of the Competitions: data/results/timing services, bookkeeping and accreditation services)

## **XV. ANNEXES**

### **1. FEI ENTRY SYSTEM**

Please fill the form below in order to provide you and the other members of your committee or your IT Providers access to the FEI Entry System.

**FEI ID<sup>1</sup>:** No FEI ID  
**Name\*:** Barnstorf  
**First Name\*:** Catarina  
**E-Mail\*:** catarina\_barnstorf@hotmail.com  
**Access Rights\*:**  Admin<sup>2</sup>  Consult<sup>3</sup>

**Events<sup>4</sup>:**

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**FEI ID<sup>1</sup>:** 10053057  
**Name\*:** Jordão  
**First Name\*:** Ana  
**E-Mail\*:** anamjordao@sapo.pt  
**Access Rights\*:**  Admin<sup>2</sup>  Consult<sup>3</sup>

**Events<sup>4</sup>:**

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**FEI ID<sup>1</sup>:** No FEI ID  
**Name\*:** Reinas  
**First Name\*:** Isabel  
**E-Mail\*:** ireinas@gmail.com  
**Access Rights\*:**  Admin<sup>2</sup>  Consult<sup>3</sup>

**Events<sup>4</sup>:**

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<sup>1</sup> If already have an FEI user account.

<sup>2</sup> Provides you the required access to manage entries and substitutions and download entries/lists.

<sup>3</sup> You are just able to consult and download the entries/lists.

<sup>4</sup> Leave the field blank if the user deals with the entries of all events in the show.

**\* Mandatory Fields**

## **2. RESULTS**

In order to proceed with the results publication and for qualification purposes the FEI requires results **to be uploaded directly on the FEI Database** within two days after the conclusion of the event.

All relevant information, file format and tutorial can be found on this page:

<http://inside.fei.org/fei/your-role/organisers/xml-format>

If you or your provider are unable to produce the required files, results will be accepted by e-mail to [results@fei.org](mailto:results@fei.org), in the proper Excel or "XML" format immediately after the event.

Please refer to compulsory format for CSIs/CSIOs/Championships and Games; the file can be downloaded using the following link:

<https://inside.fei.org/fei/your-role/it-services/results/jumping-results-forms>

**All results must include FEI Passport Registration number of horses and FEI ID number of Riders.**

Please note that as per Art. 109.6 (GR): OCs of International Jumping Events must inform the FEI and NFs whose teams or individuals have taken part, of the results and prize money paid to each placed Athlete and team, within two (2) days following the Event, unless otherwise specified for qualification and ranking reasons as communicated by the FEI. Failure from OCs of International Events to provide the FEI with the appropriate result(s) and/or prize money information by the aforesaid deadline and/or in the aforesaid format shall entail a warning for the first violation and thereafter a fine of CHF 1'000.- per violation.

**THE APPENDIX (8 PAGES) IS PART OF THIS APPROVED AND SIGNED SCHEDULE AND MUST BE DISTRIBUTED TO ALL OFFICIALS AND NFs AND IS AVAILABLE TO OTHERS UPON REQUEST**