

I. DENOMINATION OF THE EVENT

Venue : ELSEGEM (BELGIUM)

Dates : 14-17 September 2017 **NF:** BEL

Indoor: ☐

Outdoor: ☒

EVENT CATEGORIES:

Seniors:

CAI2*-H4 ☒
CAI2*-H2 ☒
CAI2*-H1 ☒

CAI2*-P4 ☒
CAI2*-P2 ☒
CAI2*-P1 ☒

II. GENERAL CONDITIONS

- FEI Statutes, 23rd edition, effective 29 April 2014
- FEI General Regulations, 23rd edition, effective 1st January 2009, updates effective 1st January 2017
- FEI Veterinary Regulations, 13th edition 2014, effective 1st January 2016, updates effective 1 January 2017
- **The FEI Rules for Driving Events and its Annexes, 11th edition, updates effective 1st January 2017**
- Equine Anti-Doping and Controlled Medication Regulations (EADCMR), 2nd Edition, effective 1st January 2016
- FEI Anti-Doping Rules for Human Athletes (ADRHA), based upon 2015 WADA Code, effective 1st January 2015
- All subsequent published revisions, the provisions of which will take precedence.

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Approved by the FEI, Lausanne, on 04.07.2017; updated on 17.07.2017; updated on 5/9/2017; updated on 11.09.2017

Signature:



Manuel Bandeira de Mello
FEI Director Endurance & Driving

NB: No modifications to the approved Schedule will be accepted less than two weeks prior to the event.

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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.

A full copy 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: www.fei.org.

IV. GENERAL INFORMATION

1. ORGANISER

Name: Wilma Menners
Address: Kouter 3, 9790 Elsegem
Telephone: +32 475 448492
Fax:
Email: armand.de.paepe@telenet.be
Website: www.bkmennen.be

Contact Details Show Ground:

Address: Stud Farm De Strohoeve, Kouterlos, 9790 Elsegem
Telephone: +32 475 448492
GPS Coordinates: 50.818180, 3.523366

Accessibility details (directions by road, nearest airport / train station): Brussels Airport, Oudenaarde train station

2. ORGANISING COMMITTEE

Honorary President: Willy Naessens
President of the Event: Armand De Paepe
Show Secretary: Magda Wouters - Louis Vannueten,
+32 496 66 11 41 +32 478 32 77 52
magda.wouters5@gmail.com
Press Officer: Kelly De Pourcq

3. EVENT DIRECTOR

Name: Armand De Paepe
Address: Kouter 3, 9790 Elsegem
Telephone:
Mobile: 0032 475 448492
Fax:
Email: armand.de.paepe@telenet.be

DRIVING FEI APPROVED SCHEDULE Elsegem (BEL) 15-17.09.2017



V. OFFICIALS

* Compulsory

In case there are several categories and officials are not the same, please complete an additional chart per category.

Ref.	Panel	Function	FEI ID	Name	NF	Level	Email/mobile
1	Ground Jury	Ground Jury President	10051989	Bert Jambon	BEL	4	stoeterij@diepensteyn.be
		Ground Jury Member	10053644	Marie Charlotte de Faudeur	BEL	3	m.de.faudeur@telenet.be
		Ground Jury Member	10066308	Mickaël Delignieres	FRA	3	Mickael.delignieres@wanadoo.fr
		Ground Jury Member	10149579	Ad van Roon	NED	2	avr@kabelfoon.nl
		Ground Jury Member	10053591	William Andersen	BEL	3	
2	Foreign Judge	Foreign Judge	10066964	Marie-Pierre Bruneel	FRA	3	bruneel_mariepierre@yahoo.fr
3	Technical Delegate	Technical Delegate	10066985	Jeannie Lane	GBR	3	jeannielanedriving@yahoo.co.uk
4	Assistant Technical Delegate	Assistant Technical Delegate					
5	Course Designer	Course Designer	10148956	Wilfried Blockx	BEL	2	willy.marijke@gmail.com
6	Assistant Course Designer	Assistant Course Designer					
7	Appeal Committee	Appeal Committee President		Joseph de Faudeur	BEL	National	
8	Chief Steward	Chief Steward	10049680 10052323	Jan Devaere Leen DEVAERE	BEL	3	leen.devaere@police.belgium.eu
		Assistant Steward	10052861	Hillar Talts	EST	1	hillar.talts@parkuur.ee
9	Assistant Stewards	Assistant Steward	10116342	Amorena Giulia Elena	ITA	1	
		Assistant Steward					
		Assistant Steward					
		Assistant Steward					
10	FEI Veterinary Delegate	FEI Veterinary Delegate	10087085	Tim Samoy	BEL		tim.samoy@me.com
	FEI Veterinary Delegate or Veterinary Commission	Veterinary Commission President					
		Assistant FEI Delegate					
		Assistant FEI Delegate					
11	Veterinary Service Manager (VSM) Treating Veterinarian (VR Art 1010)	Veterinary Service Manager	10109354	Vicky Stevens	BEL		vicky.stevens2@gmail.com
		FEI Permitted Treating Veterinarian	10109354	Vicky Stevens	BEL		
12	Medical Doctor			Rode Kruis Oudenaarde			+32 475 78 63 52
13	Farrier			Frank Piepers	BEL		+32 476 72 94 71
14	NF Delegate	NF Delegate (if applicable)					

VI. INVITATIONS

1. GENERAL

NFs invited (mandatory for CAI2* and above)	all
Number of home drivers	unlimited
Number of foreign drivers	unlimited
Number of horses/ponies per driver	1 per single, 3 per pair, 5 per four-in-hand
Number of start per driver, per category	1

Competitors are invited by the Organizing Committee through their NF

VII. ENTRIES

IMPORTANT

- Entries must be made through the FEI Entry System for all categories of this event (<https://entry.fei.org>)
- Additional documentation can be found at:
<http://www.fei.org/fei/your-role/nfs/entry-system-driving>
- 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 automatically be disqualified unless compelling circumstances warrant otherwise.

1. ENTRY DATES AND FEES

Deadlines for Entries

Definite entries:	4 September 2017
Last date for substitutions: (one hour prior the Horse Inspection) <i>Entries have to be in accordance with article 946.1.1 of the Driving rules and 116 of the General regulations</i>	Date: 14 September 2017 Time: 12:00

Entry fee per driver: (VAT excluded)	€ 100,- per Athlete
Stabling fee per horse/pony:	€ 80,- per box including straw wood shavings on request, daily price own stabling (per competitor): € 30,- grass arena Attention article 934 Stable Security: 2.2.5.No Horse may be stabled overnight inside a truck or trailer.
Details entry procedure fee / Payment:	€ 50,- accommodation fee per Athlete incl. 4 BBQ tickets € 18,- EADCMP Fee per Athlete
All fees must be in the following bank account by 4 September 2017: CAI Elsegem Wilma Menners: BE87 3631 0296 1294 IBAN BE 38 3900 7927 9872 BIC BBRUBEBB	

2. 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.

Refund procedure:

Cancellations of entries made before 4 September 2017: no penalty.
Cancellations of entries made after 4 September 2017: the fee for the amount of boxes reserved, the entry fee and the accommodation fee will be charged to the National Federation.
Bank account: IBAN: BE 87 3631 0296 1294 / BIC BBRUBEBB

3. ADDITIONAL FEES/CHARGES BY ORGANISING COMMITTEE:

All additional fees must 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.

EADCMP Fee: Included in entry fee ☐ Not included in entry fee ☒
Lower Level Events (CIMs) CHF 18 for Driving per turnout per event
(For definition of CIMs see Appendix E of the FEI General Regulations)
Higher Level Events CHF 25 for Driving per turnout per event
(All other events not defined as CIMs)

Electricity (upon request): (for CSIs to be included in max. mandatory fee)

Manure disposal: (for CSIs to be included in max. mandatory fee)

Hay: included

Straw: included

Shavings: day price

Other (please specify): EADCMP Fee: €18 per competitor

Lorry/Caravan:

Power supply: provided by the OC ☒ Not provided by the OC ☐ Price:

Water supply: provided by the OC ☒ Not provided by the OC ☐ Price:

Sanitary facilities: provided by the OC ☒ Not provided by the OC ☐ Price:

Catering facilities: provided by the OC ☐ Not provided by the OC ☒ Price:

All aforementioned amounts are including VAT

VAT number of the Organiser	BE 0652/729/826
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Space for organiser to include details if necessary

VIII. TIMETABLE

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

	Day	Date	Time
• Opening of stables	Wednesday	13 September	10:00
• 1 st 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	14 September	13:00
• Declaration of Starters	Thursday	14 September	Following the 1 st H.I.
• Dressage competition	Friday	15 September	08:00
• Cones competition	Saturday	16 September	08:00
• Marathon	Sunday	17 September	08:00

IX. COMPETITION DETAIL

1. TYPE OF COMPETITIONS

International Competitions must not start before 8:00 and should not finish after 23:00 unless otherwise approved by the FEI.

CAI2* - three days	Format 1	Format 2
Please check the box	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Day 1	Dressage	Dressage
Day 2	Marathon	Cones
Day 3	Cones	Marathon

CAI2* - two days	Format 3	Format 4
Please check the box	<input type="checkbox"/>	<input type="checkbox"/>
Day 1	Dressage & Cones	Combined Marathon
Day 2	Marathon	Combined Marathon

2. PRIZE MONEY (See Art. 127, 128)

TOTAL PRIZE MONEY	EUR	CHF
N/A		

GENERAL CLASSIFICATION AT THE END OF THE COMPETITIONS

Leading athlete award –	(Prize description and value)
Best foreign athlete –	(Prize description and value)
Best home athlete –	(Prize description and value)
Team awards –	(Prize description and value)

PRIZE - CLASSIFICATION

The value of the 1st prize must not exceed 1/3 of the total prize money distributed for the competition. The minimum number of prizes offered for each competition must be allocated on the basis of one prize for every commenced four Athletes, with a minimum of five prizes.

3. "DRESSAGE" - COMPETITION

This competition will be in accordance with FEI Driving Rules

Dressage Test:

Event	Dressage Test
CAI2*-H1/P1	Test 3*B HP1
CAI2*-H2/P2	Test 3*B HP2
CAI2*-H4/P4	Test 3*B HP4

4. "MARATHON" - COMPETITION

This competition will be in accordance with FEI Driving Rules

Option 2:	Distance	Pace	Average Speed
Section A	6500	Free	H Max 13/Min 11 P Max 12 /min 10
Section B	7400	Free	H 14 P 13

Indicate the number of obstacles in Section B (per category): 7

5. "CONES" - COMPETITION

This competition will be in accordance with FEI Driving Rules

Type of Competition

*Fault Competition	<input checked="" type="checkbox"/>
Time Competition	<input type="checkbox"/>
Competition in two phases	<input type="checkbox"/>
Competition with Wining Round	<input type="checkbox"/>

***Article 971.1.1** – The score from this round will always be used solely to decide the Final Classification in all Events.

Please describe special obstacles:

X. FACILITIES OFFERED

1. ATHLETES

Accommodation

Hotel: www.booking.com

Address:

Telephone:

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 _____ . Where _____

2. GROOMS

Accommodation

Requests for accommodation must be sent with entries.

Accommodation will be at the cost of: Organiser ☐ Athletes ☒

from _____ to _____ .

Meals

At the expense of: The Organiser ☐ or Athletes ☒

Meals provided from _____ to _____ . Where _____

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 CONDITIONS

1. DRAW

Time, date and location: after the first HI on Thursday 14 September 2017, location will be communicated on site

2. COMPETITION ARENA(S)

DRESSAGE ARENA

Length: 100 m Width: 40 m

Type of Footing : grass

CONES ARENA

Length: 120 m Width: 70 m

Type of Footing : grass

3. PRACTICE ARENA(S)

DRESSAGE ARENA

Length: 100 m Width: 40 m

Type of Footing : grass

CONES ARENA

Length: 100 m Width: 40 m

Type of Footing : grass

4. STABLES

Size of boxes 3 m x 3 m

(minimum 3m x 3m+20% 3m x 4m)

Space for organiser to include details if necessary

5. TIMING DEVICE

Name of Manufacturer: Jos Gooris

Model: N/A

FEI Report number: N/A

6. SCORING/TIMING PROVIDER

Name of the Company:

Name contact person: Stijn Vanouytse

Contact email: stijnvanooytsel@hotmail.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.

7. PRIZE GIVING CEREMONY

The owner(s) of the winning horse(s)/pony(ies) is/are invited to the prize giving ceremony:

Yes ☒ No ☐

The number of athletes required to present themselves for the prize-giving ceremony of each competition is .

8. ADVERTISING ON ATHLETES AND HORSES

Advertising in Dressage and Cones Competition: The competitors are: ☒ authorised ☐ not authorised (please indicate) by the OC to display the logo of their personal sponsor on the carriage in accordance with General Regulations and Art. 941.1.

Advertising in Marathon Competition: The competitors are: ☒ authorised ☐ not authorised (please indicate) by the OC to display the logo of their personal sponsor on the marathon carriage and on the back(s) of the groom(s) in accordance with GR and Art. 941.2.

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

9. TICKETING

Are you selling ticket for spectator to attend your event: Yes ☒ No ☐

Name of your ticketing provider:

Web address to buy ticket: www.bkmennen.be

10. BETTING

Betting will be authorised by the Organiser: Yes ☐ No ☒

11. TRANSPORT REIMBURSEMENT HORSES/PONIES

Transport expenses to be paid by:

The Organiser ☐ at per km.

The Athlete ☒

12. 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.

13. LOCAL TRANSPORTATION - ARRANGEMENTS FROM HOTEL TO SHOW GROUNDS

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:

14. ENTRY RIGHT TO SHOWGROUNDS/ACCREDITED PERSONS

**Entry right to the stable area according to FEI Veterinary Regulations
Art. 1023 VI.**

NUMBER OF ACCREDITED PERSONS:

Athlete: 1

Partner: 1

Groom: 4

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

Free tickets to showgrounds on Saturday 16 September and Sunday 17 September:

P1-H1: 4 tickets

P2-H2: 5 tickets

P4-H4: 6 tickets

One groom per driver for Singles

One groom per driver for Pairs

Two grooms per driver for Four-in-Hands

15. LORRY / CARAVAN FACILITIES

Lorry or caravan can be parked close to the stables: Yes ☒ No ☐

Square for OC to include additional details if necessary

16. 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: N/A

Address:

Telephone:

Fax:

Email:

Opening hours:

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 N/A

Quarantine period:

Specimen Import Licence applied:

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

3. NATIONAL REQUIREMENTS

If applicable please provide:

Space for organiser to include details if necessary

4. PONIES

FEI Veterinary Regulations, Chapter IV:

For all Pony Events, Ponies must be available for Pony Measurement if requested by the FEI.

5. INJURY SURVEILLANCE

FEI Veterinary Regulations, articles 1036, 1039 and 1040:

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. 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.

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 II of the 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 1028

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
Primary Course	1 st Vaccination: day 0 2 nd Vaccination: day 21-92	May compete 7 days after the 2 nd Vaccination
First Booster	Within 7 months of the 2 nd vaccination of the Primary Course	May compete for 6 months +21 days after the 2 nd vaccination of the Primary Course Must not compete in the 7 days after receiving a vaccination
Boosters	MINIMUM: within one year of previous booster vaccination IF COMPETING: 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 1032

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 Article 1033, Table 2

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 Article 1034

All Horses are subject to examination under the protocol for abnormal limb sensitivity throughout the period of an Event, including, but 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 VI

8.1. SAMPLING. FEI VETERINARY REGULATIONS ARTICLES 1057 AND 1058

All horses competing at FEI Events may be subject to sampling for the presence of FEI Equine Prohibited Substances in accordance with the FEI Equine Anti-Doping and Controlled Medication Regulations (EADCMPs). Horses may be selected for sampling in accordance with obligatory testing, targeted or random sampling procedures. Refer to Chapter VI, paragraph 3 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 ARTICLE 1056

Elective Testing may be carried out prior to an Event to check for the presence of prohibited substances. Please refer to <http://inside.fei.org/fei/your-role/veterinarians> 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 FEIs' Anti-doping Rules for Human Athletes (ADRHA)

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

XIV. ADDITIONAL INFORMATION

1. 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.

1.1. ATHLETES, OWNERS AND SUPPORT PERSONNEL

1.1.1 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 at/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.

1.1.2. 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.

1.2. ATHLETES AND OWNERS

1.2.1 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.

1.2.2 Additional Liability Information

Square for OC to include reference to National Laws when necessary

1.2.3 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.

Space for organiser to include reference to National Laws when necessary

2. 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>

3. DISPUTES

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

4. MODIFICATION TO SCHEDULE

In exceptional circumstances, together with the approval of Chefs d'Equipe, host NF delegate, if any, and 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 Foreign Judge.

5. ADDITIONAL INFORMATION FROM THE ORGANISER

- Dogs: must be kept on lease
- Vehicles: no motorising vehicles in section A + B

Minimum Age Limitation for Athletes and Grooms – Article 912:

Senior Classes		Athlete Minimum Age
Horses Four-in-Hand		18 years
Horse Pairs		16 years
Horse Single		14 years
All Pony Classes		14 years
Young Drivers Classes		Athlete Minimum Age
Horses Four-in-Hand		18-21 years
Horse Pairs		16-21 years
Horse Single		16-21 years
All Pony Classes		16-21 years
Juniors Classes		Athlete Minimum Age
Horse Pairs		16-18 years
Horse Single		14-18 years
All Pony Classes		14-18 years
Children Class		Athlete Minimum Age
Single Pony		12-14 years
Grooms	Minimum Age	
All Classes	<p>Athletes under the age of 18 years must be accompanied by a groom(s) of 18 years or older.</p> <p>Athletes of 18 years and above must be accompanied by a groom(s) of 14 years or older.</p>	
Children	The groom must be over 18 years old. The NF must ensure that the groom must be knowledgeable and experienced in Driving.	

Minimum Age Limitation for Horses – Article 929:

Horses	Minimum Age
CAI1*	5 years old or over
CAI2* and above	6 years old or over

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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.

Space for organiser to include details if necessary

IMPORTANT

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

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 ID¹ : 10153887

Name*: Vanneuten

First Name*: Louis

E-Mail*: louis.vannueten@gmail.com

Access Rights*: ☒ Admin² ☐ Consult³

Event(s)⁴:

FEI ID¹: 10138920

Name*: Vanouytsel

First Name*: Stijn

E-Mail*: stijnvanouytsel@hotmail.com

Access Rights*: ☒ Admin² ☐ Consult³

Event(s)⁴:

FEI ID¹ : 10052794

Name*: Houtermann

First Name*: Jeroen

E-Mail*: houtermanklessens@hetnet.nl

Access Rights*: ☒ Admin² ☐ Consult³

Event(s)⁴:

¹ If already have an FEI user account.

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

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

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

*** Mandatory Fields**

2. RESULTS

An online results interface is available to manage Driving results <http://forms.fei.org>

All results must be submitted to the FEI via this online platform or by uploading XML results file(s) directly on FEI Database. For additional information please browse to:
<http://www.fei.org/fei/your-role/organisers/driving/results-forms>

In order to proceed with the results publication and for qualification purposes the FEI requires results to be uploaded within five days after the conclusion of the event.

Please note that as per Art. 109.6 (GR): 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.

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

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