

I. DENOMINATION OF THE EVENT

Venue: Hipodrom Sopot

Date: 21-23 04 2017 **NF:** **POL**

EVENT CATEGORIES:

Long	Short	Long	Short
CCI4* <input type="checkbox"/>	CIC(O)1* <input checked="" type="checkbox"/>	CCIYR2* <input type="checkbox"/>	CICYR2* <input type="checkbox"/>
CCI(O)3* <input type="checkbox"/>	CIC(O)2* <input checked="" type="checkbox"/>	CCIJ1* <input type="checkbox"/>	CICJ1* <input type="checkbox"/>
CCI(O)2* <input type="checkbox"/>	CIC(O)3* <input checked="" type="checkbox"/>	CCIIH1* <input type="checkbox"/>	CICIH1* <input type="checkbox"/>
CCI(O)1* <input type="checkbox"/>		CCIIH2* <input type="checkbox"/>	CICIH2* <input type="checkbox"/>

CCI(O)P1*
CCI(O)P2*
CCI1* reserved for ponies
CIC1* reserved for ponies

CHAMPIONSHIP CATEGORIES:

Championship 3* Championship 2* Championship 1*
Senior Young Rider Junior Pony Young Horses
Championship official title: (as per contract)

II. GENERAL CONDITIONS

- FEI Statutes, 23rd edition, effective 29th 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
- FEI Eventing Rules and its Annexes, 25th 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/updates, the provisions of which will take precedence.

Approved by the FEI, Lausanne, on 08 March 2017, **modified on 09 March 2017**

Catrin Norinder
FEI Director Eventing and Olympic

Draft schedules are to be sent by e-mail to eventingschedules@fei.org

TABLE OF CONTENTS

I.	DENOMINATION OF THE EVENT	1
II.	GENERAL CONDITIONS	1
III.	THE FEI CODE OF CONDUCT FOR THE WELFARE OF THE HORSE	4
IV.	GENERAL INFORMATION	5
	1. ORGANISER	5
	2. ORGANISING COMMITTEE	5
	3. EVENT DIRECTOR	5
V.	OFFICIALS	6
VI.	INVITATIONS	8
	1. GENERAL	8
	2. ENTRY RIGHT TO SHOWGROUNDS/ACCREDITED PERSONS	8
VII.	ENTRIES	9
	1. ENTRY DATES AND ENTRY FEES	9
	2. NO-SHOWS/LATE WITHDRAWALS	10
	3. ADDITIONAL FEES/CHARGES BY THE ORGANISER	10
	4. QUALIFICATION	11
VIII.	TIMETABLE	12
	1. TIMETABLE (TO BE PROVIDED PER CATEGORY/LEVEL IF MULTIPLE EVENTS)	12
IX.	COMPETITION DETAIL	13
X.	FACILITIES OFFERED	17
	1. ATHLETES	17
	2. GROOMS	17
XI.	LOGISTICAL/ADMINISTRATIVE/TECHNICAL	17
	1. DRAW	17
	2. COMPETITION ARENA(S)	17
	3. PRACTICE ARENA(S)	18
	4. STABLES	18
	5. PRIZE GIVING CEREMONY	18
	6. ADVERTISING ON ATHLETES AND HORSES	18
	7. TICKETING	18
	8. BETTING	18
	9. TRANSPORT REIMBURSEMENT HORSES / PONIES	18
	10. WELCOME	19
	11. LOCAL TRANSPORTATION - ARRANGEMENTS FROM HOTEL TO SHOWGROUNDS	19
	12. LORRY / CARAVAN FACILITIES	19
	13. SUSTAINABILITY	19
XII.	VETERINARY MATTERS	19
	1. CUSTOMS FORMALITIES	19
	2. HEALTH REQUIREMENTS	19
	3. NATIONAL REQUIREMENTS	20
	4. PONIES	20
	5. INJURY SURVEILLANCE	20
	6. TRANSPORT OF HORSES	20
	7. VENUE ARRIVAL INFORMATION & FITNESS TO COMPETE	20
	7.1. <i>PASSPORTS. FEI General Regulations Article 137.</i>	20
	7.2. <i>VACCINATIONS - EQUINE INFLUENZA. FEI Veterinary Regulations Article 1028.</i>	21
	7.3. <i>EXAMINATION ON ARRIVAL. FEI Veterinary Regulations Article 1032</i>	21
	7.4. <i>HORSE INSPECTIONS. FEI Veterinary Regulations Article 1033, Table 2</i>	21

7.5.	<i>LIMB SENSITIVITY EXAMINATION. FEI Veterinary Regulations Article 1034</i>	22
8.	EQUINE ANTI-DOPING AND CONTROLLED MEDICATION PROGRAMME (EADCMP). FEI VETERINARY REGULATIONS, CHAPTER VI	22
8.1.	<i>SAMPLING. FEI VETERINARY REGULATIONS ARTICLES 1057 AND 1058</i>	22
8.2.	<i>ELECTIVE TESTING. FEI VETERINARY REGULATIONS ARTICLES 1056</i>	22
XIII.	HUMAN ANTI-DOPING	22
XIV.	ADDITIONAL INFORMATION	23
1.	MEDICAL INFORMATION FORM FOR ARMBANDS	23
2.	INSURANCES AND NATIONAL REQUIREMENTS.....	23
2.1.	<i>ATHLETES, OWNERS AND SUPPORT PERSONNEL</i>	23
2.2.	<i>ATHLETES AND OWNERS</i>	24
3.	PROTESTS/APPEALS	24
4.	DISPUTES	24
5.	MODIFICATION TO SCHEDULE	24
6.	ADDITIONAL INFORMATION FROM THE ORGANISER	24
7.	MINIMUM AGE LIMITATION	25
8.	PRIZEMONEY DISTRIBUTION	25
XV.	ANNEXES	26

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: Hipodrom Sopot Sp. z o.o.
Address: Polna 1, 81-745 Sopot
Telephone: 0048 58 551 78 96
Fax: -
Email: ajarzycka@sopot.pl
Website: <http://www.hipodrom.sopot.pl/pl/imprezy/zawody/wkkw-cic-cnc>

Contact Details Show Ground:

Address: Polna 1, 81-745 Sopot
Telephone: 0048 58 551 78 96
GPS Coordinates: **54°25'29" North / 18°34'37" East**
Accessibility details (directions by road, nearest airport / train station):

Nearest Airport – Lech Walesa Airport → www.airport.gdansk.pl

Nearest Train Station – Sopot Wyścigi, Gdańsk Żabianka → www.skm.pkp.pl

Nearest International Train Station – Gdańsk Główny → www.pkp.pl

2. ORGANISING COMMITTEE

Honorary President: Jacek Karnowski Mayor of Sopot City
Show Secretary: Agnieszka Maziarka
Press Officer: Alicja Kocik

3. EVENT DIRECTOR

Name: Kaja Koczurowska Wawrzkievicz
Telephone: +48 602 390 230
Email: kkoczurowska@sopot.pl

V. OFFICIALS

Ref	Panel	Competition	Function	FEI ID	NAME	NF	Level (Nat, 1/2*, 3/4*)	Contact details
1	Ground Jury 1 st Competition 1 st week	CIC3* 1 st week	Ground Jury President	10049773	MOSSAKOWSKI TOMASZ	POL	3/4*	tomasz.mossakowski@pzj.pl
			Ground Jury Member	10049152	KOIVULA JUTTA	FIN	3/4*	
	Ground Jury 2 nd Competition 1 st week	CIC2* 1 st week	Ground Jury President	10083948	JARZYCKA AGATA	POL	1/2*	agatajarzycka@gmail.com
			Ground Jury Member	10077997	ESLAN LAURE	FRA	1/2*	laure.eslan@wanadoo.fr
	Ground Jury 3 rd Competition 1 st week	CIC1* 1 st week	Ground Jury President	10149409	CHAJĘCKA MAŁGORZATA	POL	N	m.chajECKA@gmail.com
			Ground Jury Member		GÓRSKA ZOFIA	POL	N	kapitolgorski@gmail.com
Jumping test Judge			Ground Jury Member					
2	Technical Delegate	CIC3*, CIC2*	Technical Delegate	10051849	PERSSON CHRISTIAN	SWE	3/4*	stalljac@swipnet.se
		CIC3*, CIC2*	Assistant Technical Delegate	10005316	DAHIYA RAJIV KUMAR	IND	1/2*	dahiyarajiv17@gmail.com
		CIC1*	2nd Technical Delegate	10005316	DAHIYA RAJIV KUMAR	IND	1/2*	dahiyarajiv17@gmail.com
3	Course Designer	CIC3*, CIC2*	Course Designer	10004750	CHRISTENSSON LARS	SWE	3/4*	larschristensson@me.com
		CIC1*	Course Designer	10063234	JARECKI BOGUSŁAW	POL	N	
		CIC3*, CIC2*, CIC1*	Jumping Course Designer	10004750	CHRISTENSSON LARS	SWE	3/4*	larschristensson@me.com

FEI APPROVED SCHEDULE EVENTING 2017



4	Chief Steward	CIC3*, CIC2*, CIC1*	Chief Steward	10052984	SEIBT ZBIGNIEW	POL	L.3	Zas.s@interia.pl
5	Assistant Stewards	CIC3*, CIC2*, CIC1*	Assistant Steward	10140023	BOSIACKA ANNA	POL	L.1	
		CIC3*, CIC2*, CIC1*	Assistant Steward	10120984	SCHLESS IRIS	GER	L.1	iris.schless@top-eventers.com
		CIC3*, CIC2*, CIC1*	Assistant Steward	10143378	HASS CHRISTIANE	NAM	N	christiane_hass@hillspet.com
		CIC3*, CIC2*, CIC1*	Assistant Steward	10007826	BRIEL JUTTA	GER	L.2	juttabriel@yahoo.de
7	FEI Veterinary Delegate	CIC3*, CIC2*, CIC1*	FEI Veterinary Delegate	10048907	GRUNDWALD MICHAŁ	POL		
			Assistant FEI Delegate					
	FEI Veterinary Commission (for Championships only)		President					
			Foreign Veterinary Delegate					
			Assistant FEI Delegate					
8	Veterinary Service Manager (VSM) Treating Veterinarian (VR Art 1010)	CIC3*, CIC2*, CIC1*	Veterinary Service Manager	10051661	CHAJECKI GRZEGORZ	POL		+48 601652703
		CIC3*, CIC2*, CIC1*	FEI Permitted Treating Vet	10051661	CHAJECKI GRZEGORZ	POL		+48 601652703
9	Chief Medical Officer	CIC3*, CIC2*, CIC1*	Chief Medical Officer		LEWIŃSKI WOJCIECH	POL		+48 604 609 360
	Medical services	CIC3*, CIC2*, CIC1*	Medical Services		REDMEDICA	POL		+48 608 765 630
10	Farrier	CIC3*, CIC2*, CIC1*	Farrier		CZERWIŃSKI ADAM	POL		+48 690 967 267
11	NF Delegate		NF Delegate (if applicable)					

VI. INVITATIONS

1. GENERAL

Number of NFs invited	unlimited
Number of Athletes from the host nation	unlimited
Number of Athletes per NF	unlimited
Number of Horses per Athlete	6
Ballot procedure in case of excessive entries. <i>Must be specified</i>	<p>The number of starters will be limited to max 180 in all series. If there are more than 180 entries at closing date, the selection will be made firstly on the payment of stabling with the definite entry, and secondly on the date of entry having been made.</p> <p>After 180 places are filled, the remaining entries will be placed on a waiting list and will be admitted only if there are any withdrawals from the initial 180.</p>

FEI General Regulations, Article 135 - Advertising on Athletes and Horses and Promotion

1. Athletes participating in an Event agree to be filmed, televised, photographed, identified, interviewed and otherwise recorded during the Event for the purposes of the media coverage of the Event (by means of all and any media throughout the world in perpetuity) and the promotion of the sport. Athletes therefore assign with full title guarantee in perpetuity to the FEI all rights of any nature in any such recordings. Athletes agree that their name and image and any photographs and moving images taken of them at an Event may be used by the FEI and/or OC for the purposes of publicising the Event and promoting the sport.

Athletes are invited by the Organiser through their National Federation.

One (1) groom per athlete.

2. 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: 2

Partner: 1

Groom: 1 per horse

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

Space for organiser to include details if necessary

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://inside.fei.org/fei/your-role/nfs/entry-system-eventing>
- 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.

Please be aware, that national classes will be run as well.

**CNC-L up to 100cm
CNC-P up to 105cm**

1. ENTRY DATES AND ENTRY FEES

Entries have to be in accordance with Art.509 of the FEI Eventing Rules, 25th edition, updates effective 1 January 2017.

Deadlines for Entries:

Closing date for Definite Entries: **10.04.2017**

Last date for substitutions: **19.04.2017**

Entry fee per horse per one event:	CIC 1* - 180 EUR + MANURE+STABLING+MCP CIC 2* - 210 EUR + MANURE + STABLING + MCP CIC3* - 240 EUR + MANURE + STABLING + MCP
Entry fee per horse per two events – 21-24 04 and 28-30 04	if entered for both shows in advance -15%
Stabling fee per horse per one event: FIRST COME FIRST SERVE	<ul style="list-style-type: none"> • "new stables" – 125 EUR (additional day before event or/and between Sopot I and Sopot II: 40 EUR) • "old stables" – 100 EUR (additional day before event or/and between Sopot I and Sopot II: 35 EUR) • tent stables – 90 EUR (additional day before event or/and between Sopot I and Sopot II: 30 EUR)
Stabling fee per horse 20.04-30.04 If entered for both shows in advance. FIRST COME FIRST SERVE	<ul style="list-style-type: none"> "new stables" – 340 EUR (additional day before event or/and between Sopot I and Sopot II: 40 EUR) "old stables" – 275 EUR (additional day before event or/and between Sopot I and Sopot II: 35 EUR) tent stables – 245 EUR (additional day before event or/and between Sopot I and Sopot II: 30 EUR)
Organizer provides straw for the first bedding	
Details entry procedure fee / Payment:	Opłaty dla polskich zawodników (wpisowe+boks+"manure disposal")

	<p>CIC1*- 900 PLN, CCI1* - 950 PLN CIC2* - 1000 PLN, CCI2* - 1100 PLN CIC3* - 1200 PLN, CCI3* - 1300 PLN</p> <p>Hipodrom Sopot sp. Z o.o., Polna 1, 81-745 Sopot, Poland PKO Bank Polski S.A.O/POB PLN 73 1440 1101 0000 0000 1146 9353</p> <p>For EUR payments: PKO Bank Polski S.A. O/POB SWIFT CODE (BIC) BPKOPLPW PL 54 1440 1101 0000 0000 1268 9567 (BIC) BPKOPLPW All bank transfer costs must be compensated to the amounts stated in the Schedule. The difference has to be paid upon arrival. This amount will not be refunded.</p> <p><u>Stabling must be paid until 10.04</u> and must be accompanied to the definite entries, otherwise no stabling will be provided.</p> <p><u>Any change in the entries after</u> 19.04. for the 1st week 20:00 (eg. Move from 2* to 1*) will be charged an administrative fee of 30€</p> <p>All payment can be done either in EUR or PLN equivalent. Any costs difference must be reimbursed at the rate of exchange stated 20.04. (Bank NBP)</p>
<p>Every rider should pay for the stabling in advance 90 eur. After the decision which box horse will be stabled the difference will be charged upon arrival.</p> <p>Olympic medalists – stabling free for one horse</p>	

All aforementioned amounts include VAT

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.
Amount charged and refund procedure: see below

<p>If horse is withdrawn after the entry closing day 11.04., advanced payment for the box will not be refunded. If horse is withdrawn after 17.04., participants are obliged to pay half of the entry fee as well.</p>
--

3. ADDITIONAL FEES/CHARGES BY THE ORGANISER

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 per horse per event
(For definition of CIMs see Appendix E of the FEI General Regulations)
Higher Level Events CHF 25 per horse per event
(All other events not defined as CIMs)

Electricity (upon request): 25 eur per day
Manure disposal: 40 eur per one event, 70 eur per two
Hay: 5 eur per bale
Straw: 3 eur per bale
Shavings: 12 eur - only while requested in the entries
Other (please specify): tent - 10 eur

Lorry/ Caravan:
Power supply: provided by the OC Not provided by the OC Price: 25 eur
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: due to the restaurant menu.

Thera are two restaurants on the show ground.

All aforementioned amounts include VAT

VAT number of the Organiser:

4. QUALIFICATION

Entries have to be in accordance with Art.520 and 521 of the FEI Eventing Rules, 25th edition, effective 1 January 2017.

- The eligibility to compete will be determined by a combination of the following:
- The level of the Athlete category (national,D,C,B,A) (art.519)
 - The achievement of a number of Minimum Eligibility Requirements according to the eligibility matrix of requirements (art. 520)
 -

Space for organiser to include details if necessary

VIII. TIMETABLE

1. TIMETABLE (TO BE PROVIDED PER CATEGORY/LEVEL IF MULTIPLE EVENTS)

1st week

Competition Day Date Time

• Opening of stables:	All classes	Thursday	20.04	12:00
/ Vet examination on arrival:	All classes	Thursday	20.04	12:00
• Official Course Inspection:	CIC1*	Thursday	20.04	16:00
	CIC2*			16:00
	CIC3*			18:00
• Course walk for riders	All classes	Friday	21.04	16:00
• Riders meeting:	All classes	Thursday	20.04	19:30
• Declaration of Starters:	All classes	Thursday	20.04	20:00
• 1st Start – Dressage:	CIC1*	Friday	21.04	08:00
	CIC2*			08:00
	CIC3*			12:00
• 1st Start - Jumping:	CIC1*	Saturday	22.04	08:00
	CIC2*			10:00
	CIC3*			12:00
• Briefing	All classes	Saturday	22.04	18:00
• 1st Start – Cross-Country:	CIC1*	Sunday	23.04	09:00
	CIC2*			12:00
	CIC3*			15:00
• Prize-giving:	CIC1*	Sunday	23.04	1hour after
	CIC2*			CIC3* XC
	CIC3*			finish at main arena

IX. COMPETITION DETAIL
FIRST WEEK, 20-23 04

Format : CIC

Level : 1*

**This competition will be in accordance with Rules for Eventing, 25th Edition,
updated 1 January 2017**
Technical Conditions

DRESSAGE TEST

FEI 2015 1* B

CROSS-COUNTRY

Event	Length	Max 3120 m
	Speed	520 m/m
	Approx. number of efforts	30

JUMPING

Event	Distance	600 m
	Speed:	350 m/min
	Number of efforts:	11
	Number of Obstacles:	13

PRIZE – CLASSIFICATION

Total amount of prize money (currency)	1300 EUR
Breakdown per category / placing (1 prize per 4 athletes)	I place – 400 EUR II place – 300 EUR III place – 200 EUR IV place – 150 EUR V place – 100 EUR 25% of starters – 100 EUR (to be divided between further placed competitors according to R.G.Art.129.3)
Other details on PM distribution	National riders – bank transfer Foreign riders – cash or bank transfer According to the Polish Law, tax 10% has to be deducted if prize amount exceed 760 PLN (about 170 EUR)

Format : CIC

Level : 2*

**This competition will be in accordance with Rules for Eventing, 25th Edition,
updated 1 January 2017**

Technical Conditions

DRESSAGE TEST

FEI 2015 2* B

CROSS-COUNTRY

Event	Length	MAX 3575 m
	Speed	550 m/m
	Approx. number of efforts	32

JUMPING

Event	Distance	600 m
	Speed:	350 m/min
	Number of efforts:	11
	Number of Obstacles:	14

PRIZE – CLASSIFICATION

Total amount of prize money (currency)	1600 EUR
Breakdown per category / placing (1 prize per 4 athletes)	I place – 500 EUR II place – 350 EUR III place – 300 EUR IV place – 200 EUR V place – 150 EUR 25% of starters – 100 EUR (to be divided between further placed competitors according to R.G.Art.129.3)
Other details on PM distribution	National riders – bank transfer Foreign riders – cash or bank transfer According to the Polish Law, tax 10% has to be deducted if prize amount exceed 760 PLN (about 170 EUR)

Format : CIC

Level : 3*

**This competition will be in accordance with Rules for Eventing, 25th Edition,
updated 1 January 2017**

Technical Conditions

DRESSAGE TEST

FEI 2015 3* B

CROSS-COUNTRY

Event	Length	MAX 3990 m
	Speed	570 m/m
	Approx. number of efforts	35

JUMPING

Event	Distance	600 m
	Speed:	375 m/min
	Number of efforts:	12
	Number of Obstacles:	15

PRIZE – CLASSIFICATION

Total amount of prize money (currency)	2300 EUR
Breakdown per category / placing (1 prize per 4 athletes)	I place – 700 EUR II place – 600 EUR III place – 500 EUR IV place – 300 EUR V place – 200 EUR 25% of starters – 100 EUR (to be divided between further placed competitors according to R.G.Art.129.3)
Other details on PM distribution	National riders – bank transfer Foreign riders – cash or bank transfer According to the Polish Law, tax 10% has to be deducted if prize amount exceeds 760 PLN (about 170 EUR)

PRIZEMONEY SUMMARY

Category	Level	Amount	Currency
CIC	1*	1300	EUR
CIC	2*	1600	EUR
CIC	3*	2300	EUR
		TOTAL	5200 EUR

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 INFORMATION

1. DRAW

List of Draws: _____ draws will be made by computer service

Time, date and location: _____ thursday, 20.04.2017 after briefing

2. COMPETITION ARENA(S)

Dressage:

- Dimensions: 20 x 60 m
- Type of Footing: fiber sand

Cross Country:

- Type of Ground: grass / sand partly

Jumping:

- Dimensions: 110 x 65 m
- Type of Footing: fiber sand

3. PRACTICE ARENA(S)

Dimensions: 30 x 60 m
Type of Footing: fiber sand
Additional practice areas: 80 x80 grass

4. STABLES

Size of boxes 3 m x 3 m (80% minimum 3m x 3m + 20% 3m x 4m)

OC provides different range of stables. First come first serve.

5. PRIZE GIVING CEREMONY

The owner of the winning horse/pony is 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.

Athletes riding their horses: Yes No

6. ADVERTISING ON ATHLETES AND HORSES

At CI events, and all competitions except for the Nations Cup, athletes are authorised to carry the logo of their personal sponsor in accordance with article 541 of the FEI Eventing Rules.

For Championship or CIO Nations Cup Competitions, please specify below.

Championship: personal sponsor logo Authorised Not authorised

Nations Cup Competitions: personal sponsor logo Authorised Not authorised

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

7. TICKETING

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

Name of your ticketing provider:

Web address to buy tickets:

8. BETTING

Betting will be authorised by the Organiser: Yes No

9. TRANSPORT REIMBURSEMENT HORSES / PONIES

Transport expenses to be paid by:

The Organiser at _____ per km.

The Athlete

10. 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.

11. 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:

12. LORRY / CARAVAN FACILITIES

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

Square for OC to include additional details if necessary

13. 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: C. Hartwig s.a.
Address: Równoległa 4, 02-235 W-wa

Telephone: 0048 22 868 34 71
Fax:
Email:
Opening hours:

Space for organiser to include details if necessary

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:
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 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 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 II 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 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 (EADCMRs). Horses may be selected for sampling in accordance with obligatory testing, targeted or random sampling procedures. Refer to Chapter VII, 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 ARTICLES 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. MEDICAL INFORMATION FORM FOR ARMBANDS

Declaration of medical condition

Athletes with medical conditions that may be relevant in the case of a medical emergency are responsible, at every Event when riding, for wearing a medical data carrier* from a system provider able to communicate information at least in English. Alternatively (and at the minimum) a medical armband of good quality can be used. Athletes who chose to wear an armband should download and fill the form available for this purpose on the FEI's website <http://inside.fei.org/fei/your-role/officials/eventing/forms>.

** Medical data carrier (also called "medical identification tag"): small emblem or tag worn on a bracelet, neck chain, or on the clothing, intended to alert paramedics/physicians/ first responders that the wearer has an important medical condition.*

Conditions that are relevant include recent head injury, serious past injuries/surgery, chronic health problems such as diabetes, long-term medications and allergies. If in doubt, the athlete should discuss this with his own treating physician."

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 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.

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.

2.2. 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

Space for OC's to include reference to National Laws when necessary

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.

Space for OC's to include reference to National Laws when necessary

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. DISPUTES

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

5. 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.

6. ADDITIONAL INFORMATION FROM THE ORGANISER

Square for organiser to include details if necessary, such as: National Rules, Dogs or Vehicles.

7. MINIMUM AGE LIMITATION

LEVEL	ATHLETES	HORSES
1*	14	6
2*	16	6
3*	18	7
4* + CH3*	18	8

8. PRIZEMONEY DISTRIBUTION

IMPORTANT

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

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.

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

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: 10083948
Name*: Jarzycka
First Name*: Agata
E-Mail*: agatajarzycka@gmail.com
Access Rights*: Admin² Consult³

FEI ID¹: 10108040
Name*: Koczurowska Wawrzekiewicz
First Name*: Kaja
E-Mail*: kkoczurowska@sopot.pl
Access Rights*: Admin² Consult³

FEI ID¹: 10057214
Name*: Rafalak
First Name*: Krzysztof
E-Mail*: krafalak@sopot.pl
Access Rights*: Admin² Consult³

FEI ID¹: 10148973
Name*: Kocik
First Name*: Alicja
E-Mail*: marketing@hipodrom.sopot.pl
Access Rights*: Admin² Consult³

FEI ID¹: 10137214
Name*: Kierzek
First Name*: Krzysztof
E-Mail*: kierzekk@o2.pl
Access Rights*: Admin² Consult³

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

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 four 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 eventingresults@fei.org, in the proper Excel or "XML" format immediately after the event. Please refer to compulsory format for CIs/CIOs/Championships and Games; the file can be downloaded using the following link:

<http://inside.fei.org/fei/your-role/organisers/eventing/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 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 five (5) 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.

3. STEWARDING (Only for Jumping test of the Eventing competition, as per FEI Jumping rules)

- 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, Championships, 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 re-place 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)