

## I. DENOMINATION OF EVENT

VENUE: HELSINKI  
DATE: 24.-27.10.2019  
NF: FIN  
Indoor:  Outdoor:

CDI1\*     CDI2\*     CDI3\*     CDI4\*     CDI5\*     CDI-W  
 CDIO2\*     CDIO3\*     CDIO4\*     CDIO5\*     -NC  
 CDIJ     CDIY     CDIP     CDIU25     CDICH  
 CDIOJ     CDIOY     CDIOP     CDIOU25     CDIOCh  
 CDIAm     CDIYH  
 Championship     Games

## II. GENERAL CONDITIONS

- FEI Statutes, 24<sup>th</sup> edition, effective 20 November 2018
- FEI General Regulations, 23<sup>rd</sup> edition, 1<sup>st</sup> January 2009, updates effective 1<sup>st</sup> January 2019
- FEI Veterinary Regulations, 14<sup>th</sup> edition, effective 1<sup>st</sup> January 2018, updates effective 1<sup>st</sup> January 2019
- **FEI Dressage Rules (25<sup>th</sup> edition, effective 1<sup>st</sup> January 2014, updates 1<sup>st</sup> January 2019) and if applicable the FEI Dressage World Cup™ Rules and FEI Dressage Nations Cup™ Rules**
- Equine Anti-Doping and Controlled Medication Regulations (EADCMR), 2<sup>nd</sup> Edition, effective 1<sup>st</sup> January 2018, updates effective 1<sup>st</sup> January 2019
- FEI Anti-Doping Rules for Human Athletes (ADRHA), based upon the 2015 WADA Code, effective 1<sup>st</sup> January 2015
- All subsequent published revisions, the provisions of which will take precedence.

.....  
Approved by the FEI, Lausanne, on 20/06/2019.



Bettina De Rham  
FEI Director  
Dressage & Para-Equestrian Dressage

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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, Chemin de la Joliette 8, CH-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: Helsinki International Horse Show / BCM Scanhorse  
Address: Pasilanraitio 9 B, 00240 Helsinki, Finland  
Telephone: +358 500 302 888  
Email: tom.gordin@helsinkihorseshow.fi  
Website: www.helsinkihorseshow.fi

#### Contact Details Show Ground:

Address: Helsinki Ice Hall / Nordenskiöldinkatu 11-13, 00250 Helsinki, Finland  
Telephone: +358 9 4777110  
GPS Coordinates: See below

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

The venue Helsinki Ice Hall is located in the heart of Helsinki. Airport: Helsinki-Vantaa, about 20 min. Main road: Mannerheimintie, 1 min. Hotel Scandic park, 2 min. Railway station, 10 min.

### **2. ORGANISING COMMITTEE**

Honorary President: -  
President of the event: Mr Kristian Nyman  
Show Secretary: Ms Minttu Kuusisto  
Press Officer: Mrs Kati Hurme

### **3. EVENT DIRECTOR**

Name: Mr Tom Gordin  
Address: Pasilanraitio 9 B, 00240 Helsinki, Finland  
Telephone: +358 500 302 888  
Email: tom.gordin@helsinkihorseshow.fi

**V. OFFICIALS**

Ref.	Panel	Function	FEI ID	Name	NF	Level	Contact Email
1	Ground Jury	Ground Jury President	10050264	Irmeli Summanen	FIN	4*	<a href="mailto:isummanen@hotmail.com">isummanen@hotmail.com</a>
		Ground Jury Member	10093970	Paula Nysten	FIN	4*	<a href="mailto:paula.nysten@op.fi">paula.nysten@op.fi</a>
		Ground Jury Member	10038239	Christof Umbach	LUX	5*	<a href="mailto:christof.umbach@yahoo.com">christof.umbach@yahoo.com</a>
		Ground Jury Member	10053465	Mats Eriksson	SWE	3*	<a href="mailto:mats@stallmatseriksson.se">mats@stallmatseriksson.se</a>
		Foreign Judge	10053656	Eduard de Wolff van Westerrode	NED	5*	<a href="mailto:westerro@caret.net">westerro@caret.net</a>
2	Foreign Technical Delegate	Foreign Technical Delegate					
3	Appeal Committee	Appeal Committee President					
		Appeal Committee Member					
		Appeal Committee Member					
4	Chief Steward	Chief Steward	10052019	Geir Madland	NOR	3	<a href="mailto:geir.madland@gmail.com">geir.madland@gmail.com</a>
5	Assistant Stewards	Assistant Steward	10073017	Pia Myrskog	FIN	1	<a href="mailto:piude.myrskog@gmail.com">piude.myrskog@gmail.com</a>
		Assistant Steward	10049661	Harald Farbrot	NOR	2	
		Assistant Steward	10050890	Maria Hernek	SWE	2	<a href="mailto:mhernek@gmail.com">mhernek@gmail.com</a>
		Assistant Steward	10016387	Joëlle Beier	LUX	2	
		Night Steward	10108498	Heli Lehto	FIN	NAT	<a href="mailto:heli.lehto@kokkola.fi">heli.lehto@kokkola.fi</a>
6	FEI Veterinary Delegate	Veterinary Delegate	10088690	Kati Niinistö	FIN		<a href="mailto:kati.niinisto@helsinki.fi">kati.niinisto@helsinki.fi</a>
		Assistant Veterinary Delegate	10134387	Laura Niemelä	FIN		
	FEI Veterinary Commission	Veterinary Commission President					
		Foreign Veterinary Delegate					
		Veterinary Commission Member					
7	Veterinary Services Manager / Treating Veterinarian	Veterinary Services Manager	10100908	Lotta Häyrinen	FIN		<a href="mailto:lotta.hayrinen@helsinki.fi">lotta.hayrinen@helsinki.fi</a>
		Permitted Treating Veterinarian	10100908	Lotta Häyrinen	FIN		<a href="mailto:lotta.hayrinen@helsinki.fi">lotta.hayrinen@helsinki.fi</a>
8	Doctor/Medical Service	Doctor/Medical Service		Jouko Isolauri			+358 40-5635021 <a href="mailto:jouko.isolauri@gmail.com">jouko.isolauri@gmail.com</a>
9	Farrier	Farrier		Petri Mayer	FIN		+358400404785
10	NF Delegate	NF Delegate (if applicable)					

## **VI. INVITATIONS**

Number of NFs invited:	6
State which NFs are invited: RUS	FIN, SWE, DEN, GER, EST,
Reserve NFs:	NOR, LAT, NED
Total Number of athletes:	Max 14
Number of home athletes:	Max 6
Number of athletes per NF:	Max 2. Additionally: 2 SWE
Number of horses per athlete:	1

Athletes are invited by the Organiser through their NF.  
One (1) groom per athlete.

## **VII. ENTRIES**

- You must use the FEI Entry System for all categories of this Event:  
<https://entry.fei.org>
- You will find additional documentation on:  
<https://inside.fei.org/fei/your-role/nfs/entry-system-dressage>
- 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:	19.9.2019
Last date for substitutions:	17.10.2019

Entries have to be in accordance with art 423 of the Dressage Rules and art 116 of the General Regulations.

<b>Entry fee per horse:</b>	350 € (VAT excluded)
Stabling fee per horse (if any):	150 €
Starting fee per horse (if any):	
<b>VAT:</b>	10 % vai 24 %
<b>Total fee per horse:</b>	<b>535 €</b>

**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 Organiser for the actual financial loss incurred by the Organiser (i.e. stabling and hotel expenses) as a result of the late withdrawal or no-show.

Amount charged: 200 € stable & 100 € hotel. 1 day no-show

**3. ADDITIONAL FEES/CHARGES BY ORGANISING COMMITTEE:**

All other 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 Organiser.

EADCMP Fee:

Included in compulsory entry fee       Not included in compulsory 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 CIM)

Electricity (upon request): 70 €  
Manure disposal: 40 €  
Hay: 10 € / bale  
Straw: 10 € / bale  
Shavings: 10 € / bale; first bedding free of charge  
Other (please specify): 50 € Parking for the entire event / truck  
50 € Health papers / horse

**All aforementioned amounts are including VAT**

VAT Number of the Organiser: 0824524 - 8

**4. DEGREE OF DIFFICULTY – FLOORPLAN GRAND PRIX FREESTYLE**

DoD will be used.       DoD will not be used.       Not Applicable.

Athletes are required to login using their own credentials on to <http://dressagefreestyle.fei.org> to create or assign their Grand Prix Freestyle floorplan at the latest 2 hours prior to:

- the horse inspection.
- the draw of the Grand Prix.



**VIII. TIMETABLE**

**Competitions must not start before 08:00 and must not finish after 23:00 unless prior approval is granted by the FEI.**  
**All Dressage Tests to be ridden from memory.**

	Day	Date	Time
• <u>Opening of stables</u>	Thursday	24.10.2019	10:00
• <u>Horse Inspection</u>	Thursday	24.10.2019	20:00-20:15
• <u>Declaration of Starters</u>	Not later than one (1) hour after the horse inspection.		
• <u>Draw:</u>			
Competition No 1	Thursday	24.10.2019	20:45
Competition No 2	Friday	25.10.2019	Following the end of the GP competition.

<b>Competitions CDI 3*:</b>	Day	Date	Time	Prize Money
Competition No 1 - Grand Prix test	Friday	25.10.2019	14:00	3 000 €
Competition No 2 - LähiTapiola Grand Prix Freestyle test	Saturday	26.10.2019	11:00	4 000 €
<b>Total Prize Money</b>				7 000 €
<b>Prizes in Kind</b>				

**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

## IX. COMPETITIONS DETAIL

**FIRST DAY: Friday**

**DATE: 25.10.19**

### COMPETITION No 1

Test: FEI Grand Prix (Edition 2009, revision 2014, update 2018)

Number of horses per athlete: 1

Open to: all entered CDI riders

Draw/Art: Ordinary draw, Art 425.2.1.a

Prize money: 3 000 €

Breakdown: 1 000 € - 800 € - 600 € - 400 € - 200 €

**SECOND DAY: Saturday**

**DATE: 26.10.19**

### COMPETITION No 4

Test: FEI Grand Prix Freestyle (Edition 1999, revision 2009, update 2017)

Number of horses per athlete: 1

Open to: and compulsory for the best 12 athletes from the GP.

Draw/Art: reverse order to the results from Competition No. 1 in groups of five, Art 425.5

Prize money: 4 000 €

Breakdown: 1 200 € - 1 000 € - 800 € - 600 € - 400 €

## X. FACILITIES OFFERED

### 1. ATHLETES

#### Accommodation.

Hotel: Scandic Park Helsinki

Address: Mannerheimintie 46, 00250 Helsinki, Finland

Telephone: +358 9 47371

At the expense of The Organiser  or the Athlete

Accommodated (bed and breakfast) from Thursday 24.10. to Saturday 26.10.

#### Meals.

At the expense of The Organiser  or the Athlete

Meals provided from Thursday 24.10. to Saturday 26.10. At the International Rider's Lounge (show ground)

Note! Riders who compete in the Sundays Invitational "Knock-Out" will be paid accommodation and meals till Sunday.

### 2. GROOMS

#### Accommodation.

Requests for accommodation must be sent with entries.

Accommodation will be at the cost of The Organiser  or the Athlete

#### Meals.

At the expense of The Organiser  or the Athlete

Meals provided from Thursday 24.10. to Sunday 26.10. At the Crew Catering (show ground)

N.B. Organiser's 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

Location of the draw: FEI/OC Suite (0-level)

### 2. COMPETITION ARENA(S)

Total dimensions: 32 x 62 m

Type of Footing: Fibre Sand / Poels B.V (BEL)

(Competition arena - dimensions: 20 x 60 m)

### 3. PRACTICE ARENA(S)

Dimensions: 25 x 40 m

Type of Footing: Fibre Sand / Poels B.V (BEL)

(Competition arena - dimensions: 20 x 60 m)

### 4. STABLES

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

### 5. SCORING PROVIDER / TIMING PROVIDER

Name contact person: Jens Feth (10081662)

Contact email: jens.feth@hippodata.net

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.

### 6. AVERAGE SCORE / OPEN SCORING

Average Score and Open Scoring: Yes  No

### 7. PRIZE GIVING CEREMONY

The number of athletes required to present themselves for the prize-giving ceremony of each competition is 5 unless other informed

### 8. ADVERTISING ON ATHLETES AND HORSES

The athletes are authorised  not authorised  to carry the logo of their personal sponsor. The Chief Steward will check that the advertising and publicity on athletes and horses complies with Article 135 of the General Regulations.

### 9. TICKETING

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

Name of your ticketing provider: Ticketmaster

Web address to buy ticket: [www.ticketmaster.fi](http://www.ticketmaster.fi)

**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 or 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 them on arrival.

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

Walking distance

Organiser Shuttle Service

Public Transport  to be paid by the Organiser  or the Athlete

If paid by the Athlete, approximate cost per round trip:

Taxi  to be paid by the Organiser  or the Athlete

If paid by the Athlete, approximate cost per round trip: 10 € / 40 € airport

Other:

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

Entry right to the stable area acc. to FEI Veterinary Regulations Art. 1008-1009.

NUMBER ACCREDITED PERSONS:

Athlete: 1

Partner:

Groom: 1

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

Other:

**15. 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**

Name: BCM Scanhorse  
Address: Pasilanraitio 9 B, 00240 Helsinki, Finland  
Telephone:  
Email: minttu.kuusisto@ratsastus.fi  
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: N/A  
Specimen Import Licence applied: N/A

### **3. NATIONAL REQUIREMENTS**

N/A

### **4. PONIES**

FEI Veterinary Regulations, Chapter 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. 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 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, 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 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 (EADCMPs). 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 Article 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 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.

### **1.1.3 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.

## **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**

N/A

### **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.

## **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:

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

Appeal: <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 the Chefs d'Equipe, host NF delegate, if any, and the Ground Jury, the OC may change the schedule in order to clarify any matters 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 by the Foreign Judge.

**5.ADDITIONAL INFORMATION FROM THE ORGANISER**

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

Event's Category	Age of Athletes	Age of Horses
Grand Prix/Grand Prix Special/ Grand Prix Freestyle/ Intermediate II/Intermediate A/ Intermediate B	As of 16 <sup>th</sup> year	Min 8 y.o.
Prix St. Georges/Intermediate I/ Intermediate I Freestyle	As of 16 <sup>th</sup> year	Min. 7 y.o.
CH-Y/CDIY/CDIOY	As of 16 <sup>th</sup> year to end 21 <sup>st</sup> year	Min. 7 y.o.
CH-J/CDIJ/CDIOJ	As of 14 <sup>th</sup> year to end 18 <sup>th</sup> year	Min. 6 y.o.
CH-P/CDIP/CDIOP	As of 12 <sup>th</sup> year to end 16 <sup>th</sup> year	Min. 6 y.o.
CH-Ch/CDICh/CDIOCh	As of 12 <sup>th</sup> year to end 14 <sup>th</sup> year	Min. 6 y.o.
CH-U25/CDIU25/CDIOU25	As of 16 <sup>th</sup> year to end 25 <sup>th</sup> year	Min. 8 y.o.
CDIAm	As of 26 <sup>th</sup> year	Min. 7 y.o. Medium tour Min. 8 y.o.
CDIYH	As of 16 <sup>th</sup> year	Min. 5 y.o. – Max. 7 y.o.
CH-M-YH-D	As of 16 <sup>th</sup> year	5 y.o. / 6 y.o. / 7 y.o.

**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.

**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 announced for the competition. Distribution of prize money: distributed to 25 % of participants. If there are between 5 and 19 athletes in the competition, min 5 prizes must be distributed.

If there are 4 or less athletes in the competition, the table below applies.

Number of Starters	1	2	3	4	From 5 and above
1 <sup>st</sup>	33%	33%	33%	33%	All the prize money scheduled must be distributed among all placed athletes.
2 <sup>nd</sup>		25%	25%	25%	
3 <sup>rd</sup>			20%	20%	
4 <sup>th</sup>				15%	
Total distributed	33%	58%	78%	93%	

The amount to be given to each athletes must be stated in the schedule.

## **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>:** 10098942  
**Name\*:** Heinämäki  
**First Name\*:** Erja  
**E-Mail\*:** erja@helsinkihorseshow.fi  
**Access Rights\*:**  Admin<sup>2</sup>  Consult<sup>3</sup>

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**FEI ID<sup>1</sup>:** 10120963  
**Name\*:** Bernard  
**First Name\*:** Anna-Maija  
**E-Mail\*:** office@helsinkihorseshow.fi  
**Access Rights\*:**  Admin<sup>2</sup>  Consult<sup>3</sup>

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**FEI ID<sup>1</sup>:** 10053402  
**Name\*:** Kuusisto  
**First Name\*:** Minttu  
**E-Mail\*:** minttu.kuusisto@ratsastus.fi  
**Access Rights\*:**  Admin<sup>2</sup>  Consult<sup>3</sup>

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- 1) If already have an FEI user account.  
2) Provide 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.  
\*) 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/dressage/results-forms>

If you or your provider are unable to produce the required files, results will be accepted by e-mail to [dressageresults@fei.org](mailto:dressageresults@fei.org), in the proper XML format immediately after the event. Please refer to compulsory format for CDIs; the file can be downloaded using the following link: <http://inside.fei.org/fei/your-role/Organisers/xml-format>

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

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 two (2) days following the Event for all disciplines managed by an online entry system and five (5) days for all other discipline(s), unless otherwise specified for qualification and ranking reasons as communicated by the FEI. Failure from organisers 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 IS PART OF THIS APPROVED AND SIGNED SCHEDULE AND  
MUST BE DISTRIBUTED TO ALL OFFICIALS AND NFs AND IS AVAILABLE TO  
OTHERS UPON REQUEST**