

## I. DENOMINATION OF EVENT

VENUE: MADRID  
DATE: 23-25 November 2018.  
NF: ESP  
Indoor:  Outdoor:   
 CDI1\*  CDI2\*  CDI3\*  CDI4\*  CDI5\*  
 CDI-W  
 CDIO2\*  CDIO3\*  CDIO4\*  CDIO5\*  
 CDIJ  CDIY  CDIP  CDIU25  CDICH  
 CDIOJ  CDIOY  CDIOP  CDIOU25  CDIOCh  
 CDIAm  
 Young Horses  
 Championship  Games



## II. GENERAL CONDITIONS

- FEI Statutes, 23<sup>rd</sup> edition, effective 29<sup>th</sup> April 2015
- FEI General Regulations, 23<sup>rd</sup> edition, 1<sup>st</sup> January 2009, updates effective 1<sup>st</sup> January 2018
- FEI Veterinary Regulations, 14<sup>th</sup> edition, effective 1<sup>st</sup> January 2018
- **FEI Dressage Rules (25<sup>th</sup> edition, effective 1<sup>st</sup> January 2014, updates 1<sup>st</sup> January 2018) 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
- 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 18.09.2018. Updated 21.09.2018.  
Updated 07.11.2018.  
Updated 22.11.2018.

A handwritten signature in black ink, appearing to read 'B. De Rham'.

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: FUNDACIÓN MHW  
Address: C/Núñez Morgado 5, 28036 Madrid  
Telephone: +34 913 533 393 / +34 943 636 049  
Email: info@madridhorseweek.com  
Website: www.madridhorseweek.com

#### Contact Details Show Ground:

Address: Feria de Madrid Recinto Ferial Juan Carlos I, 28042 Madrid  
Spain

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

By Plane:

Madrid Barajas airport is located only 10 minutes from the exhibition complex, and just 15 kilometres from the city centre, with which it is connected by Metro (Airport station T-1, T- 2 and T-3). Now a top international airport, boasting a new fourth terminal airport station T-4, it guarantees daily connections from Feria de Madrid to all Spain's cities and to those throughout the world.

By Metro:

Access to Feria de Madrid is possible from anywhere in the city by means of Campo de las Naciones station on Line 8, whose exit is at the South Entrance of the complex. Line 8 also connects the exhibition complexes with the different terminals of Barajas International Airport.

By Bus:

A wide bus network provides access to Feria de Madrid from different points in the city: Route 112-Mar de Cristal-Feria de Madrid-Bo Aeropuerto. - ARvoduate. d1e22América- Campo de las Naciones-Feria de Madrid. - UR onuivter8si2d8ad Autónoma-Alcobendas- Canillejas- Feria de Madrid.

By Taxi:

With ranks at each entrance to the exhibition complex, more than 15,000 taxis are available to visitors to Feria de Madrid.

By car:

Feria de Madrid is linked by road to Madrid's major access routes and ring roads: the M11 (Exits 5 and 7), the M40 (Exits 5, 6 and 7) and the A2 (Exit 7). The South, North and East Entrances to the exhibition complex provide direct access to the various parking areas.

## **2.ORGANISING COMMITTEE**

President of the event: Mr. Daniel Entrecanales Domeq

Vice President: Mr. Luis Cabanas Godino

Mr. José Marsá Lafarge

Members: Mr. Pablo Ollero Borrero

Mr. Antonio Miana Ortega

Mr. Pablo Márquez Galobardes

Mr. Alvaro Arrieta Konyay

Mr. Pablo García Piqueres

Sport Director: Ms. Mélanie Aragón Lorenzo

[m.aragon@madridhorseweek.com](mailto:m.aragon@madridhorseweek.com)

Show Secretary: Belén Huerta Medina

[facilities@madridhorseweek.com](mailto:facilities@madridhorseweek.com)

Press Officer: Rocío Señán Izquierdo

[r.senan@madridhorseweek.com](mailto:r.senan@madridhorseweek.com)

Ms Carla Barreras

[c.barreras@madridhorseweek.com](mailto:c.barreras@madridhorseweek.com)

VIP&Sponsoring: Ms Cecilia Sanz

[c.sanz@madridhorseweek.com](mailto:c.sanz@madridhorseweek.com)

Venue Manager: Mr. Ismael Liaño Martínez

[i.liano@madridhorseweek.com](mailto:i.liano@madridhorseweek.com)

General Coordinator: Mr. Pablo García Piqueres

[p.garcia@madridhorseweek.com](mailto:p.garcia@madridhorseweek.com)

## **3.EVENT DIRECTOR**

Name: Mr. Alvaro Arrieta Konyay

Address: Po delaHabana,169, 28036 Madrid

Telephone: +34 943 636 049?

Email: [a.arrieta@madridhorseweek.com](mailto:a.arrieta@madridhorseweek.com)

## **4.STABLE MANAGER**

Name: Alexandra Gómez Albella

Telephone: +34 649 098 004

Email: [ale210877@gmail.com](mailto:ale210877@gmail.com)

**5. ANNOUNCER**

Name: Mr. Carlos Miguel Jiménez

Email: [carlosmiguelj@gmail.com](mailto:carlosmiguelj@gmail.com)

Name: Mr. Steven Wilde

Email: [stevenwilde77@hotmail.com](mailto:stevenwilde77@hotmail.com)

V. OFFICIALS

Ref	Panel	Function	FEI ID	Name	NF	Level	Contact Email
1	Ground Jury	Ground Jury President	10052064	Juan Carlos Campos Escribano	ESP	4*	<a href="mailto:juancarlos.campos@dx.com">juancarlos.campos@dx.com</a>
		Ground Jury Member	10050641	Susanne Baarup	DEN	5*	<a href="mailto:sbc@rideforbund.dk">sbc@rideforbund.dk</a>
		Ground Jury Member	10051972	Raphael Saleh	FRA	5*	<a href="mailto:saleh.raphael@orange.fr">saleh.raphael@orange.fr</a>
		Ground Jury Member	10052580	Carlos Lopes	POR	4*	<a href="mailto:carloslucaslopes@me.com">carloslucaslopes@me.com</a>
		Ground Jury Member	10003244	Isobel Wessels	GBR	5*	<a href="mailto:isobelwessels@btinternet.com">isobelwessels@btinternet.com</a>
		Foreign Judge	10048827	Peter Holler	GER	5*	<a href="mailto:red.holler@t-online.de">red.holler@t-online.de</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	10050228	Mrs. Maria Teresa Alonso Minon-Agu	ESP	2	<a href="mailto:teresaminon@hotmail.com">teresaminon@hotmail.com</a>
5	Assistant Stewards	Assistant Steward	10048987	Juan Heredia Diaz	ESP	2	<a href="mailto:direccionescuela@realmaestranza.or">direccionescuela@realmaestranza.or</a>
		Assistant Steward	10094814	Ma Maria Auxiliadora Carrion Lojo	ESP	1	<a href="mailto:carrionauxi@gmail.com">carrionauxi@gmail.com</a>
		Assistant Steward	10146634	Mr. Francisco Javier González Ballesteros	ESP	1	
		Assistant Steward					
6	FEI Veterinary Delegate	Veterinary Delegate	10050704	Dr. Pablo Recente Maseda	ESP		<a href="mailto:info@hospitalequinum.com">info@hospitalequinum.com</a> +34 670 800 100
		Assistant Veterinary Delegate					
	FEI Veterinary Commission	Veterinary Commission President					
		Foreign Veterinary Delegate					
		Veterinary Commission					



**FEI APPROVED SCHEDULE  
MADRID (ESP) 23-25 November 2018**



		Member				
7	Veterinary Services Manager / Treating Veterinarian	Veterinary Services Manager	10087275	Mr. Juan Turrero	ESP	<a href="mailto:ecuestrevet@hotmail.com">ecuestrevet@hotmail.com</a>
		Permitted Treating Veterinarian	10087275	Mr. Juan Turrero	ESP	<a href="mailto:ecuestrevet@hotmail.com">ecuestrevet@hotmail.com</a>
8	Doctor/Medical Service	Doctor/Medical Service		Ifema Medical Services Feria de Madrid		+34 917 225 000
9	Farrier	Farrier		Mr. Pau Ruiz Guinart	ESP	+34 664 47 86 80
10	NF Delegate	NF Delegate (if applicable)				

## **VI. INVITATIONS**

Number of NFs invited : All FEI Registered NFs \*  
State which NFs are invited: All FEI Registered NFs \*

Reserve NFs:

Total Number of athletes: 12

Number of home athletes: 5

\* The first 10 athletes from the FEI World Cup Standings list 23 days before the start of the event must be invited for the World Cup CDI-Ws through their NF. They are included in the number of 1 per country. If more than 1 athlete from any particular country are amongst the top 10, they will all be invited.

Number of athletes per NF: 1

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: 09.11.2017

Last date for substitutions: 23.11.2018. Two hours before the horse inspection

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

**Entry fee per horse:** 450 € (VAT excluded)

Stabling fee per horse (if any):

Starting fee per horse (if any):

**VAT:** 21%

**Total fee per horse:** 544,50 €

**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: 550 €

**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):	80 euros
Manure disposal:	40 euros
Hay:	10 euros per bale
Straw:	8 euros per bale
Shavings:	12 euros per bale
Other (please specify):	
Parking fee truck (incl. electricity):	200 euros per parking site
Parking fee truck or car with trailer (without electricity):	35 euros per day per parking site
Tack Box or Non Competing Horse:	150 euros
Health Papers Management:	10 euros per horse

**All aforementioned amounts are including VAT**

VAT Number of the Organiser: VAT Number of the Organiser: G87007746

**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.**

	Day	Date	Time
• <u>Opening of stables:</u>	Thursday	22.11.2018	Noon
• <u>Horse Inspection:</u>	Friday	23.11.2018	14:30
Familiarization	Friday	23.11.2018	09:00
Sound Check	Friday	23.11.2018	09:45
• <u>Declaration of Starters</u>	Not later than one (1) hour after the horse inspection.		
• <u>Draw:</u>			
D01	Friday	23.11.2018	Following the declarations.
D02	Saturday	24.11.2018	16:30

Competitions CDIW:	Day	Date	Time	Prize Money
D01 - FEI Grand Prix	Saturday	24.11.2018	13:00	15.000€
D02 – FEI Grand Prix Free Style	Sunday	25.11.2018	17:30	50.000€
<b><u>Total Prize Money</u></b>				65.000€
<b><u>Prizes in Kind</u></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: Saturday DATE: 24.11.2018**

**FEI Dressage World Cup™ Grand Prix**

**COMPETITION No D01**

Test: FEI Grand Prix, Edition 2009, revision 2014, update 2018, to be ridden from memory.  
Number of horses per athlete: 1  
Open to: All CDI-W athletes  
Draw/Art: 425.2.2  
Prize money: 15.000€  
Breakdown: €4.050/€3.000/€1.950/€1.500/€1.350/ € 1.200 / € 1.050 / € 900

\* \* \* \* \*

**SECOND DAY: Sunday DATE: 25.11.2018**

**FEI Dressage World Cup™ Grand Prix Freestyle**

**COMPETITION No D02**

Test: FEI Grand Prix Freestyle to Music, Edition 1999, revision 2009, update 2017, to be ridden from memory.  
Number of horses per athlete: 1  
Open to: and compulsory for the 15 best athlete/horse combinations from competition D01 (Grand Prix), incl. those ex aequo on the 15th place.  
Draw/Art: 425.5, draw in groups of 5 in reverse order from the Grand Prix  
Prize money: 50.000€  
Breakdown: €13.750/€10.000/€7.500/€5.625/€3.125/ € 2.500 / €1.875 / € 1.250 / 7 x € 625

\* \* \* \* \*

## X. FACILITIES OFFERED

### 1.ATHLETES

#### Accommodation.

Hotel: NOVOTEL MADRID CAMPO DE LAS NACIONES

Address: Campo de las Naciones, Calle Amsterdam, 3, 28042 Madrid

At the expense of: The Organiser  or Athletes

Accommodated (bed and breakfast) from Friday 23.11.2018 to Sunday 25.11.2018 (2 nights)

#### Meals.

At the expense of: The Organiser  or Athletes

Meals provided from Friday 23.11.2018 to Sunday 25.11.2018 at the venues restaurant

### 2.GROOMS

#### Accommodation.

Requests for accommodation must be sent with entries.

Accommodation will be at the cost of: The Organiser  Athletes

#### Meals.

At the expense of: The Organiser  or Athletes

Meals provided from Friday 23.11.2018 to Sunday 25.11.2018 at the venues restaurant

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: Riders Lounge

### 2.COMPETITION ARENA(S)

Total dimensions : 70x35m

Type of Footing: Silica sand with Geotextile

(Competition arena - dimensions: 20 x 60 m)

### 3.PRACTICE ARENA(S)

Dimensions: 60x25m

Type of Footing: Silica sand with Geotextile  
(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)

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.

The stables will be closed between 00:00 am and 06:30 am.

No horse may leave the stable area between 11:30 pm & 07:00 am without the specific authorization of the Chief Steward unless there is an emergency.

Please provide date and time of arrival to the OC by: [facilities@madridhorseweek.com](mailto:facilities@madridhorseweek.com) Horses may not be unloaded on their arrival without the authorization of the Stable Manager.

Stables will be allocated on arrival but PLEASE MAKE SPECIAL REQUESTS (e.g. stallions, corner box) with definite entries.

Riders and grooms should have the necessary equipment to contain difficult horses. No stallions board available.

Stables must be mucked out daily and dirty bedding and rubbish placed in the special places.

All horses will be bedded on shavings unless specifically requested otherwise with entries.

Further supplies will be provided daily according to instructions & prices available on arrival.

Horses must be stabled within the FEI stable area for the duration of the event. Horses may not leave their boxes without the official show starting number.

The stables office will be installed from the 22.11.2018 from 12:00 a.m., until 20:00 p.m. Out of this time scheduled no entries of horse transports will be allowed.

**DOGS ARE ONLY ALLOWED IN THE STABLES AREA AND OUTSIDE THE BUILDINGS FINE OF 500€ CHARGED IF IT'S NOT RESPECTED**

It is strictly forbidden to smoke in the stables areas. The O.C. could fine those who are not attending this rule by 500 €. In case of reoccurrence the badge could be retired and the access to the stables areas prohibited.

**5. SCORING PROVIDER / TIMING PROVIDER**

Name contact person: Longines timing

Contact email: Mario Cron - [mc@hippodata.net](mailto:mc@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 8

No prize money will be paid to a rider who does not take part in the prize giving ceremonies and/or press conferences without being excused by the Ground Jury and the OC. The riders are obliged to follow the indications given by the Prize Ceremonies Officer or the Event Director and offer their collaboration.

**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: IFEMA

Web address to buy ticket: [www.madridhorseweek.com](http://www.madridhorseweek.com)

**10. BETTING**

Betting will be authorised by the Organiser. Yes  No

**11. TRANSPORT REIMBURSEMENT HORSES / PONIES**

Transport expenses to be paid by:

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  Athlete

If paid by Athlete approximate cost per round trip:

Taxi:  to be paid by the Organiser  Athlete .

If paid by Athlete approximate cost per round trip:

Other: A shuttle service is at disposal of riders and officials for transfers from/to the official hotel, railway station or airport and the competitions showgrounds (Feria de Madrid). No transport will be authorised to Madrid city centre without OC's approval

Requests for airport shuttle must be sent to Organizing Committee at least 24 hours in advance, otherwise we won't be able to guarantee the availability.

#### **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: 1

Groom: 1

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

All riders, grooms, owners and partners must go to the Accreditation Office in order to get their Accreditations as soon as possible. Additional accreditation can be purchased upon approval by the OC for 150 €. This charge will also apply to accreditation lost or stolen that is replaced.  
All participants must check in at the Show Office upon arrival.

#### **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**

Contact details for Customs Formalities:

Name: JESÚS ESTÉVEZ- TRANSHÍPICA  
Address: Paseo de Ronda, 3. 28690 Brunete - Madrid  
Telephone: +34 918 158 276  
Email: info@jesusestevez.es  
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**

Absolutely necessary for Spanish Authorities:

- 1.- Horses coming from the rest of Spain: Transport and health certificate.
- 2.- Horses coming from EU: International Transport Certificate valid between EU members.
- 3.- Horses coming from other countries: Valid Certificate which is required at moment of import.

### **3. NATIONAL REQUIREMENTS**

If applicable please provide: CÓDIGO DE EXPLOTACIÓN: ES280790000195  
**Please explain what this is about, especially for foreign athletes!**

### **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>	<p><b>MINIMUM:</b> within one year of previous booster vaccination</p> <p><b>IF COMPETING:</b> must be in the 6 months +21 days of the booster previous vaccination</p>	<p>Must have been vaccinated within 6 months +21 days before arriving at the Event</p> <p>Must not compete in the 7 days after receiving a vaccination</p>
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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 V**

**8.1 SAMPLING. FEI Veterinary Regulations Chapter VII**

All horses competing at FEI Events may be subject to sampling for the presence of Prohibited Substances in accordance with the Anti-Doping and Controlled Medication Regulations (EADCMRs). Horses may be selected for sampling in accordance with obligatory testing, targeted or random sampling procedures. Refer to FEI Financial Charges for details of fees relating to Equine and Human

Anti-Doping program (EADCMP), which OCs/NFs have the right to charge to the athlete (applicable for all FEI events worldwide).

## **8.2 ELECTIVE TESTING. FEI Veterinary Regulations Article 1058**

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**

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.

#### **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**

Neither the OC, nor the Shipping Agent accepts any responsibility for any accident or illness that may befall any horse, competitor, groom or any other person. The same applies in case of damage to cars, saddler, utensils and all other object (including damage resulting from theft, loss, fire).

NF's/riders are responsible to ensure that each participating horse is insured for a sufficient amount to cover any eventuality that can occur during or in relation to the event, including without limitations, problems during the transportation to and from the venue.

Transport and travel Insurance (including flight insurance) for horses, riders and grooms: riders are responsible for arranging their own travel and transport insurance. The event organizer strongly advise all riders take care of travel and transport insurance for the rider, groom, and horse(s).

Medical insurance for riders and grooms: riders and grooms are responsible for arranging their own medical insurance. The event organizer strongly advise all riders take care of medical insurance for the rider and groom.

### **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**

**DOGS ARE ONLY ALLOWED IN THE STABLES AREA AND OUTSIDE THE BUILDINGS**

We have to ask you to help us enforce our smoking rules. Smoking in the stables is strictly forbidden! Please help us enforce this rule by informing your grooms.

Vehicles have to follow the instructions they will receive at their arrival to the venue from the Stables Managers.

Horses may not be unloaded on their arrival without the authorization of the Stable Manager.

Stables will be allocated on arrival but PLEASE MAKE SPECIAL REQUESTS (e.g. stallions, corner box) with definite entries.

Stables must be mucked out daily and dirty bedding and rubbish placed in the special places. All horses will be bedded on shavings unless specifically requested otherwise with entries.



Further supplies will be provided daily according to instructions & prices available on arrival.

Horses must be stabled within the FEI stable area for the duration of the event. The stables will be closed between 00:00 am and 06:30 am. No horse may leave the stable area between 23:30 pm & 07:00 am without the specific authorization of the Chief Steward unless there is an emergency. Horses may not leave their boxes without the official show starting number. The stables office will be installed from the 22.11.2018 from 9:00 a.m., until 20:00 p.m. Out of this time scheduled no entries of horse transports will be allowed.

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. Please provide date and time of arrival to the OC by e-mail to: [facilities@madridhorseweek.com](mailto:facilities@madridhorseweek.com) or by phone 0034 636 309 990.

Please, in order to make the health papers procedure more agile, send your horses transport detail:

- + Date and approximate time of the arrival.
- + Name and FEI Passports of the horses and rider's name.
- + Horse Truck brand model and plate number. + Driver's name and license number.
- + After CDI-W Madrid Destination.

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

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

The prize money won will be paid after deduction of any possible outstanding debts of the respective rider and/or his horses' owners ~~at or in connection with CDI5\*~~.

In accordance with the Spanish Tax Laws, the Organizing Committee will withhold the percentage established by the Law from the amount of prizes.

As a consequence and regarding prizes won by non Spanish riders (considered as tax residents in another country different from Spain), a withholding tax of 24% will be deducted from the gross amount of the prizes.

Please note that the amount withheld is considered a payment on account of the Personal Income Tax of the rider and, consequently, may be partially or total recovered following the tax treatment provided in the corresponding double tax treaty, if applicable, or under the provisions set forth in the legislation of the country of residence.

For further information the riders may contact: MINISTERIO DE ECONOMÍA Y HACIENDA Delegación de Hacienda de Madrid Guzmán el Bueno, 73 28015 MADRID (España)

Settlement of accounts per athlete Reimbursement of prize money will be paid out by bank transfer per athlete (not per horse resp. per horse owner) within 15 days after the Event, after receiving the invoice for prize money from the rider. For this purpose the NF's are requested to state the bank information (name of recipient, bank name, bank code, account number, IBAN

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FEI APPROVED DRESSAGE SCHEDULE MADRID (ESP) 24-26 November 2017 and BIC codes) of their athletes together with the online entries. In case the money transaction does not go through due to incorrect or incomplete bank information, the OC reserves the right to charge a lump sum of 60,00 € for any handling fees charged by the bank.

The Organising Committee is authorised to deduct any possible outstanding duties from the payment. Each athlete is obliged to forward the prize-money as well as any reimbursement to the respective horse owner. Each athlete is requested to check and sign the final account at the accounting office before departure. The horse passports will only be handed out after the accounts have been settled.

The retail value of all prizes in kind must be mentioned as well as detail of model, type and special features for cars

**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>:** 10104561  
**Name\*:** Mélanie  
**First Name\*:** Aragón Lorenzo  
**E-Mail\*:** m.aragon@madridhorseweek.com  
**Access Rights\*:**  Admin<sup>2</sup>  Consult<sup>3</sup>  
**Events<sup>4</sup>:** all

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**FEI ID<sup>1</sup>:** 10052580  
**Name\*:** Carlos  
**First Name\*:** Lopes  
**E-Mail\*:** carloslucaslopes@me.com  
**Access Rights\*:**  Admin<sup>2</sup>  Consult<sup>3</sup>  
**Events<sup>4</sup>:** CDI W

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**FEI ID<sup>1</sup>:** 10032772  
**Name\*:** Pablo  
**First Name\*:** Márquez Galobardes  
**E-Mail\*:** p.marquez@madridhorseweek.com  
**Access Rights\*:**  Admin<sup>2</sup>  Consult<sup>3</sup>  
**Events<sup>4</sup>:** all

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

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

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

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

<sup>\*)</sup> 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**