

**This document contains:**

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

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

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

The questions below will enable sport event organizers to review the additional considerations specific to sporting events involving mass gatherings, and thus inform their risk assessment of COVID-19 associated with the event. This will help organizers to understand and manage any additional risk from COVID-19. The risk assessment should be reviewed and reassessed regularly during the planning phase and updated immediately prior to the transition to the operational phase, especially in light of the rapidly evolving nature of the outbreak. Reference should be made to the latest technical guidance and situation reports on the WHO website.

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

### Risk assessment

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

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

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

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

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

	Hand sanitizers and alcohol rubs for all entrances and throughout the venue	2	3	6
	<b>If a person feels unwell/ shows symptoms of an acute respiratory infection during the event:</b>			
	Is there a procedure for athletes or spectators to clearly identify <b>whom to contact and how to do so</b> if they or other event participants feel unwell?	2	3	6
	Is there a protocol on <b>whom meeting organizers should contact in the host country</b> to report suspected cases and request testing and epidemiological investigations?	2	3	6
	Are <b>first-aid services or other medical services</b> in-place and equipped to support patients with respiratory symptoms?	2	2	4
	Are there <b>isolation rooms or mobile isolation units</b> available onsite?	0	2	0
	Are there any <b>designated medical facilities</b> that manage patients with COVID-19 infection in the host country?	2	2	4
	Are there <b>transportation services with trained medical professionals</b> available to transport critically ill patients with severe acute respiratory infections to a hospital or to evacuate them from the host country, if necessary?	2	2	4
	Has a <b>cleaning schedule</b> been developed to ensure the venue is clean and hygienic – wiping surfaces and any equipment regularly with disinfectant is strongly recommended (before, during and after the event and between each round of competition)?	2	3	6
	Are there established <b>screening measures</b> , including temperature checks in place for participants at the point of entry, venues, routes and on-site medical facilities (first-aid points)? (Please specify in Comments what these screening measures include)	1	3	3
	Is the host country conducting COVID-19 <b>laboratory diagnostic tests</b> ? (If Yes, please specify in comments the type of COVID-19 diagnostic test used)	2	3	6
	Does the host country have a <b>national public health emergency preparedness and response plan</b> that can address severe respiratory diseases, including COVID-19?	2	2	4
	Is there a <b>preliminary agreement by the host country to provide care</b> for any COVID-19 cases connected with the mass gathering?	2	3	6
	If the event is for a duration of 14 days or longer, does the medical response plan for the event include resources and protocols for managing all public health interventions that would be necessary and supporting the national public health authorities if participants are infected and become unwell at the event? (If the event is for less than 14 days, please score 0)	0	3	0
	If the event is for less than 14 days, does the medical response plan include protocols for organizers to notify all participants of possible exposure to COVID-19 if the organizers are made aware of any suspected or confirmed cases that attended the event? (If the event is for 14 days or longer, please score 0)	2	3	6
<b>Stakeholder and partner coordination</b>	Is there an established mechanism for collaboration and coordination between <b>the health and security sectors</b> , which is considered as crucial?	2	2	4
	Are there agreed, clear and easily understood processes in place for <b>reporting to external multi-sectoral stakeholders</b> (including surveillance authorities, WHO, CDC, ECDC, etc.) and disseminating risk communication messages (Media)?	2	2	4

Command and control	Is there a decision-making authority/body and an agreed procedure to <b>modify, restrict, postpone or cancel the mass gathering sporting</b> event related to the evolving COVID-19 outbreak?	2	3	6	
	Are there arrangements to activate a <b>strategic health operations centre</b> if there are suspected COVID-19 cases in connection with the sporting mass gathering?	0	2	0	
	Have the mass gathering organizers and staff <b>undergone training and exercises</b> on personal safety procedures and emergency mitigation measures (including those specifically listed in this checklist)?	2	3	6	
Risk communication	Is there a <b>risk communication strategy</b> for the sporting mass gathering in regard to COVID-19?	2	3	6	
	Is there a <b>designated person(s) to lead media</b> activities and tasked with managing all external communications with national and international government officials, the general public, and the media? (If yes, please identify the spokesperson in comments)	0	2	0	
	Has there been <b>monitoring of national and international media and social media</b> established for <b>rumours</b> to be able to counter them early? (Please explain in the comments what protocols are in place for counter messaging)	0	2	0	
	Has coordination been set up with major <b>official media channels and social media</b> sites such as Twitter, Facebook and Instagram so that messaging can be coordinated with, and assisted by, the platforms to provide targeted messaging from organizers (including messaging to counter fake news and rumours, and proactive messaging about the status of the mass gathering, including changes)?	0	2	0	
Public health awareness of COVID-19 before and during the event	Has <b>public health advice</b> on clinical features of COVID-19, preventive measures, especially respiratory etiquette, hand hygiene practices, and physical distancing, been shared with all staff involved in the event, athletes, the public, and personnel of all relevant stakeholders?	2	3	6	
	Has information on the <b>at-risk populations</b> been provided to all athletes, the public and others so they may make an informed decision on their attendance based on their personal risks?	2	3	6	
	Has public advice included information on the meaning of the following <b>measures: quarantine, self-isolation and self-monitoring</b> ?	2	2	4	
Surge capacity	<b>Are there any surge arrangements in place in the event of a public health emergency during the mass gathering - (i.e. suspected and confirmed cases of COVID-19?</b>				not applicable
	Do these surge arrangements include funding for mitigation measures?		3	0	
	Do these surge arrangements include stockpiles of equipment (e.g. personal protective equipment, etc.)		3	0	
	Do these surge arrangements include training of extra staff?		2	0	
	Do these surge arrangements include volunteers?		2	0	
Specific mitigation measures	Will there be <b>daily health checks</b> of athletes/competitors?	2	2	4	
	Will the <b>athletes be separated from other groups</b> , such as officials, support staff and spectators, to limit transmission?	0	2	0	not applicable
	Are there measures in place to <b>limit the sharing of equipment, water bottles, towels, etc.</b> ?	0	3	0	not applicable
	Will athletes be given closed <b>containers to allow for the safe disposal or storing of all hygienic materials</b> (e.g. tissues, towels, etc.)?	2	3	6	
	Will the sporting event have <b>designated seating</b> for all spectators?	0	3	0	not applicable

Does the designated <b>seating provided allow for physical distancing</b> between spectators (minimum of 1 metre)?	0	2	0	not applicable
Have <b>pre-travel health checks</b> been performed on all athletes to ensure underlying co-morbidities, medications, allergies, etc. are documented?	0	2	0	not applicable

Sum of mitigation measures	144
<b>Total mitigation score (%)</b>	<b>65</b>

144

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

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

Total COVID-19 risk score (from "Risk Assessment" Tab)	1
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Total mitigation score (from "Mitigation Checklist" Tab)	65
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### Risk Vs. Mitigation Matrix

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

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

## FEI APPROVED SCHEDULE

Hippisch Centrum Exloo (NED) 24-27 March 2022



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### Health recommendations CAI2\*and CAI3\* Exloo 24-27 March 2022

#### Facilities

- Showers and toilets will be cleaned and sanitized several times per day
- Please use the hand sanitizer when you enter and leave the facilities
- Please do not leave any personal belongings
- Please use the waste container for any disposable items you may have

#### Stables

- Only access the stables where your horses/ponies are stabled
- Do not share equipment with other competitors
- All entry and stable fees must be paid in advance. No cash accepted in the Show Office. There is a pin machine available. NO credit cards.

#### Other facilities & show grounds

- Please be aware of social distancing: minimum 1,5 meter distance between people who are not from the same household
- Avoid group gathering
- Please use the hand sanitizers from the organizer every time you touch a common item
- Starting orders, results and maps will be available via the WhatsApp Group

#### Accreditation

- Each single driver will receive 4 bracelets to enter the show grounds
- Each pair driver will receive 6 bracelets to enter the show grounds
- Each four-in-hand driver will receive 8 bracelets to enter the show grounds
- All those who will receive a bracelet need to be registered **BEFORE arrival**. We will send you a form after the definite entry date to register.
- If you need more bracelets, please inform the Show Office **BEFORE arrival** via [exloo@head2tail.nl](mailto:exloo@head2tail.nl)

#### Visitors

- Admission on Thursday 13<sup>th</sup> August and Friday 14<sup>th</sup> August is free of charge
- Admission Saturday 15<sup>th</sup> August: € 15.
- Admission Sunday 16<sup>th</sup> August: € 10.
- Tickets need to be bought beforehand via [administratie@hippischcentrumexloo.nl](mailto:administratie@hippischcentrumexloo.nl)

#### General

- If you or people around you feel unwell or show Covid-19 symptoms, stay at home and have yourself tested
- Keep 1,5 m distance
- Avoid group gathering
- Wash your hands often

The regulations of the [RIVM](#) and [Gemeente Exloo](#) apply.

**ONLY BY WORKING TOGETHER WILL WE GET COVID-19 UNDER CONTROL**



**I. DENOMINATION OF THE EVENT****Venue :** Hippisch Centrum Exloo**Dates :** 24-27 March 2022 **NF:** NED**Indoor:**  **Outdoor:** **EVENT CATEGORIES:**

<b>Seniors</b>			
<b>Horses</b>			
CAI2*-H4	<input checked="" type="checkbox"/>	CAI3*-H4	<input checked="" type="checkbox"/>
CAI2*-H2	<input checked="" type="checkbox"/>	CAI3*-H2	<input checked="" type="checkbox"/>
CAI2*-H1	<input checked="" type="checkbox"/>	CAI3*-H1	<input checked="" type="checkbox"/>
<b>Ponies</b>			
CAI2*-P4	<input checked="" type="checkbox"/>	CAI3*-P4	<input checked="" type="checkbox"/>
CAI2*-P2	<input checked="" type="checkbox"/>	CAI3*-P2	<input checked="" type="checkbox"/>
CAI2*-P1	<input checked="" type="checkbox"/>	CAI3*-P1	<input checked="" type="checkbox"/>

**II. GENERAL CONDITIONS**

- FEI Statutes, 24<sup>th</sup> edition, effective 17 November 2021.
- FEI General Regulations, 24<sup>th</sup> edition, 1<sup>st</sup> January 2020, updates effective 1<sup>st</sup> January 2022.
- FEI Veterinary Regulations, 14<sup>th</sup> edition, effective 1<sup>st</sup> January 2018, updates effective 1<sup>st</sup> January 2022.
- **FEI Driving and Para Driving Rules, 12<sup>th</sup> edition, effective 1<sup>st</sup> January 2022.**
- Equine Anti-Doping and Controlled Medication Regulations (EADCMR), 3<sup>rd</sup> Edition, effective 1<sup>st</sup> January 2021.
- FEI Anti-Doping Rules for Human Athletes (ADRHA), based upon the 2021 WADA Code, effective 1<sup>st</sup> January 2021.
- The FEI Policy for Enhanced Competition Safety during the Covid-19 Pandemic, effective as of 1 July 2020 and until further notice.
- Given the current Covid-19 situation, please note that the FEI's approval of a Schedule should not be taken as an absolute guarantee that the Event will definitely go ahead. The decision whether the Event can take place must be made by the OC and NF in close consultation with the applicable domestic government and public health authorities. It is the responsibility of each Participant to check the status of the Event prior to planning their travel to the Event.
- All subsequent published revisions, the provisions of which will take precedence.

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

Approved by the FEI, Lausanne, on 15.02.2022, updated on 02.03.2022



Signature:

Manuel Bandeira de Mello

FEI Director Driving and Para Driving

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

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### **III. THE FEI CODE OF CONDUCT FOR THE WELFARE OF THE HORSE**

The Fédération Equestre Internationale (FEI) expects all those involved in international equestrian sport to adhere to the FEI's Code of Conduct and to acknowledge and accept that at all times the welfare of the horse must be paramount and must never be subordinated to competitive or commercial influences.

1. At all stages during the preparation and training of competition horses, welfare must take precedence over all other demands. This includes good horse management, training methods, farriery and tack, and transportation.
2. Horses and Athletes must be fit, competent and in good health before they are allowed to compete. This encompasses medication use, surgical procedures that threaten welfare or safety, pregnancy in mares and the misuse of aids.
3. Events must not prejudice horse welfare. This involves paying careful attention to the competition areas, ground surfaces, weather conditions, stabling, site safety and fitness of the horse for onward travel after the event.
4. Every effort must be made to ensure that horses receive proper attention after they have competed and that they are treated humanely when their competition careers are over. This covers proper veterinary care, competition injuries, euthanasia and retirement.
5. The FEI urges all involved with the sport to attain the highest levels of education in their areas of expertise.

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

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## **IV. GENERAL INFORMATION**

### **1. ORGANISER**

Name: Arjan Kleinjan  
Address:  
Telephone: +31 651124175  
Email: Horsedrivingexloo@gmail.com  
Website:

#### Contact Details Show Ground:

Address: Valtherweg 27-A 7875 TA Exloo  
Telephone: +31 591 549 300  
GPS Coordinates: 52.875974, 6.882792

Accessibility details (directions by road, nearest airport / train station): Train station: Emmen. Airports: Groningen Airport Eelde, Amsterdam Schiphol

### **2. ORGANISING COMMITTEE**

Honorary President:  
President of the Event: Lieuwe Koopmans  
Show Secretary: Desiree van Lambalgen  
Press Officer: Ciska Paping

### **3. EVENT DIRECTOR**

Name: Arjan Kleinjan  
Address:  
Telephone:  
Mobile: +31 651124175  
Email: Horsedrivingexloo@gmail.com

V. OFFICIALS

Ref.	Panel	Function	FEI ID	Name	NF	Level	Email/mobile *Compulsory
1	Ground Jury	Ground Jury President	10094118	Hermann van den Bosch	NED	3	hermannvandenbosch@kpnmail.nl 0031 622547445
		Ground Jury Member	10071345	Jaap Boom	NED	3	<a href="mailto:jboom01@gmail.com">jboom01@gmail.com</a>
		Ground Jury Member	10149576	Marion Koornneef	NED	3	<a href="mailto:marionkoornneef@gmail.com">marionkoornneef@gmail.com</a>
		Ground Jury Member	10149579	Ad van Roon	NED	3	<a href="mailto:avr@kabelfoon.nl">avr@kabelfoon.nl</a>
		Ground Jury Member	10071344	Elimar Thunert	GER	3	
2	Foreign Judge	Foreign Judge	10052340	Pia Skar	DEN	4	bettegaarden@mail.dk 0045 2329 1092
3	Technical Delegate	Technical Delegate	10006082	Josef Heisterkamp	GER	2	
4	Assistant Technical Delegate	Assistant Technical Delegate	10049680	Jan Devaere	BEL		
5	Course Designer	Course Designer 3*	10079575	Josef Middendorf	GER	4	Josefmiddendorf@t-online.de
6	Course Designer	Course Designer 2*	10149593	Arjan Kleinjan	NED		
7	Chief Steward	Chief Steward	10166585	Frank Huijjer	NED	3	<a href="mailto:frankhuijjer@hetnet.nl">frankhuijjer@hetnet.nl</a> 0031 6 55343766
8	Assistant Stewards	Steward	10073442	Christine Bopp	GER	1	
		Steward	10008085	Theo Bopp	GER	2	
		Steward	10010800	Hans Zumbrink	NED	1	<a href="mailto:hans.zumbrink@zonnet.nl">hans.zumbrink@zonnet.nl</a>
		Steward	10013141	Rene Schuiling	NED	1	<a href="mailto:rene@schuilingtransport.nl">rene@schuilingtransport.nl</a>
9	FEI Veterinary Delegate	FEI Veterinary Delegate	10049612	Julius Peters	NED	3	info@eedc.nl 0031 6 54958682
		Assistant FEI Delegate	10049161	Jan Kraai	NED	3	
10	Veterinary Service Manager (VSM) Treating Veterinarian (PTV)	Veterinary Service Manager	10087230	Schelto Jonker	NED		Jonker_schelto@hotmail.com 0031 6 12528064
		Permitted Treating Veterinarian	10087230	Schelto Jonker	NED		<a href="mailto:Jonker_schelto@hotmail.com">Jonker_schelto@hotmail.com</a> 0031 6 12528064
11	Doctor / Medical Service	Doctor / Medical Service		Dutch Medical Event Service			<a href="mailto:financieel@dutchmedicaleventservice.nl">financieel@dutchmedicaleventservice.nl</a> 0031 528 522128
12	Farrier	Farrier		Harry Langenburg			0031 591 5131151
13	NF Delegate	NF Delegate (if applicable)					

\* Compulsory

## **VI. INVITATIONS**

### **4. GENERAL**

NFs invited (mandatory for CAI2* and above)	all NF's
Number of home drivers	unlimited
Number of foreign drivers	unlimited
Number of horses/ponies per driver	1 per single, 3 per pair, 5 per four-in-hand
Number of start per driver, per category	max. 2 start per Athlete, PLEASE ENTER 2X IN FEI ENTRY SYSTEM

**Competitors are invited by the Organizing Committee through their NF**

**VII. ENTRIES**

**IMPORTANT**

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

**1. ENTRY DATES AND ENTRY FEES**

**Deadlines for Entries**

*Entries have to be in accordance with article 916 of the Driving rules and 116 of the General regulations*

<b>Definite entries:</b>	1 March 2022
<b>Last date for substitutions:</b> (one hour prior the Horse Inspection)	<b>P1/ P2/ H1</b> Date : 23 March 2022 Time : 17:00  <b>H2/ H4/ P4</b> Date : 24 March 2022 Time : 17:00

**LIST OF COMPULSORY FEES:**

• <b>Entry Fee per Turnout</b>	
Single	<b>€ 100 per start incl. VAT (0%)</b>
Pairs	<b>€ 200 per start incl. VAT (0%)</b>
Four-in-hand	<b>€ 250 per start incl. VAT (0%)</b>
• <b>Stabling fee per horse/pony</b>	<b>€110 per box incl. first bedding (wood shavings) (incl. VAT 21%)</b>  We have 29 boxes size 3.5 x 4 m, € 135 per box incl. first bedding (wood shavings) (incl. VAT 21%). Reservations to be made with your entry.  Priority is given to competitors with 2 or more horses or ponies. First come first serve.  Own stabling singles: € 75 per competitor ( incl VAT 9%)  Own Stabling pairs: € 100 per competitor ( incl. VAT 9%)

	<b>Own stabling teams: € 125 per competitor (incl VAT 9%)</b>
<b>VAT:</b>	

• <b>EADCMP Fee:</b>	<input type="checkbox"/> Included in entry fee
	<input checked="" type="checkbox"/> Not included in entry fee

<i>Lower Level Events (CIMs)</i> <i>(For definition of CIMs see Appendix E of the FEI General Regulations)</i>	<i>CHF 18 for Driving per turnout per event</i>
<i>Higher Level Events</i> <i>(All other events not defined as CIMs)</i>	<i>CHF 25 for Driving per turnout per event</i>

Details entry procedure fee / Payment:	
All competitors will receive an invoice asap after 1 March 2022 with the exact amount to be paid and the bank details of the OC. Entries without payment will be cancelled. CASH payment during the show is not possible!	

**2. NO-SHOWS/LATE WITHDRAWALS:**

**NB:** In the case of withdrawals after the date of definite entries or no-shows the athlete or the respective NF will be held liable to reimburse the OC for the actual financial loss incurred by the OC (i.e. stabling and hotel expenses) as a result of the late withdrawal or no-show.

**Refund procedure:**

Cancellations of entries made before on 1 March 2022: no penalty.  
Cancellations of entries made after 1 March 2022: the fee for the amount of boxes reserved, the entry fee and the accommodation fee will be charged to the national federation

**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.

Electricity for boxes (upon request):  
 Manure disposal (maximum € 40 per horse per Event):  
 Health/customs-related documents for Horses if applicable: if you need health certificates, please inform us by 7<sup>th</sup> MARCH 2022  
 Hay: not available  
 Straw: not available  
 Shavings: day price  
 Other (please specify):  
 EADCMP fee 2\*: € 18 per turnout (0% VAT)  
 EADCMP fee 3\*: € 25 per turnout (0% VAT)  
 Accommodation fee: € 150 per truck ( incl. 9% VAT)

Lorry/Caravan:

Power supply: provided by the OC  Not provided by the OC  Price:  
 Water supply: provided by the OC  Not provided by the OC  Price:



**FEI APPROVED SCHEDULE**

Hippisch **Centrum Exloo** (NED) 24-27 March 2022



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Sanitary facilities: provided by the OC  Not provided by the OC  Price:  
Catering facilities: provided by the OC  Not provided by the OC  Price:

**All aforementioned amounts are including VAT**

VAT number of the Organiser	NL003317468B01
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**VIII. TIMETABLE**

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

	Day	Date	Time
• Opening of stables + horse examination	Wednesday	23 March	13.00/16.00
• 1 <sup>st</sup> Horse Inspection: <i>All horses taking part at this event must be present during the first horse inspection, unless unable to do so due to "force majeure"</i>	Wednesday P1/ P2/ H1	23 March	18.00
	Thursday H2/ H4/ P4	24 March	18.00
• Dressage competition	Thursday	24 March	08.00
• Dressage competition	Friday	25 March	09.00
• Marathon	Saturday	26 March	08.00
• Cones competition	Sunday	27 March	09.30

**IX. COMPETITION DETAIL**

**1. FORMAT OF COMPETITIONS**

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

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

<b>CAI3*</b>	<b>Format 1</b>	<b>Format 2</b>
Please check the box	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Day 1	Dressage	Dressage
Day 2	Marathon	Cones
Day 3	Cones	Marathon

**2. PRIZE MONEY**

TOTAL PRIZE MONEY	EUR	CHF

**Breakdown of prize money – Combined Competition**

PRIZE MONEY						
						<b>2360</b>
Class	1 <sup>st</sup> place	2 <sup>nd</sup> place	3 <sup>rd</sup> place	4 <sup>th</sup> place	5 <sup>th</sup> place	Total
CAI3* - 1P	100	80	60	30	30	300
CAI3* - 1H	100	80	60	30	30	300
CAI3* - 2P	120	90	70	50	50	380
CAI3* - 2H	120	90	70	50	50	380
CAI3* - P4	150	120	90	70	70	500
CAI3* - H4	150	120	90	70	70	500

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

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

**PRIZE - CLASSIFICATION**

The value of the 1<sup>st</sup> 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.

**Applicable government tax to be deducted from Prize Money:     0%**

**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
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**IMPORTANT**

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

**3. "DRESSAGE" - COMPETITION**

Please find the applicable Dressage tests [here](#).

**Dressage Test:**

Event	Dressage Test	Event	Dressage Test
CAI2* -P1/H1	V3 test CAI2* HP1 80x40 arena	CAI3* H1/P1	V4 Test CAI3* HP1 80x40 arena
CAI2*-P2/H2	V2 Test 2*B HP2- HP4 80x40 arena	CAI3* H2/P2	V3 Test 3* HP2- HP4 80x40 arena
CAI2*-P4	V2 Test 2*HP2- HP4 80x40 arena	CAI3* P4	V3 Test 3* HP2- HP4 80x40 arena
CAI2*-H4	V2 Test 2*HP2- HP4 80x40 arena	CAI3* H4	Test 3*B HP4 100x40 arena

\*\*\*\*\*

**4. "MARATHON" - COMPETITION**

This competition will be in accordance with FEI Driving Rules

<u>Option 1:</u>	Distance	Pace	Average Speed
Section A*	7000	Free	2* H min 11/max 13km/h P Min 10/Max 12km/h  3* H max 14/min 12km/h p max 13/min 11km/h
Section B	7500	Free	2* H min 12 /max 14 km/h p min 11/ max 13/km/h  3* H 14km/h P 13 km/h
Cool Down Area	1000	Walk	N/A

Indicate the number of obstacles in Section B (per category): **6**

\*\*\*\*\*

**5. "CONES" - COMPETITION**

**This competition will be in accordance with FEI Driving Rules**

**Type of Competition**

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

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

Please describe special obstacles: N/A

\*\*\*\*\*

**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 \_\_\_\_\_

**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 \_\_\_\_\_ .

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

**XI. LOGISTICAL/ADMINISTRATIVE/TECHNICAL CONDITIONS****1. DRAW**

Time, date and location: \_\_\_\_\_ The starting order will be a physical draw held in the presence of the President of the Ground Jury and open to Athletes. This will be done on Wednesday 23 March. Location and time will be communicated on the site.

**2. COMPETITION ARENA(S)****First Dressage Arena**

Length: 80m and 100 m \_\_\_\_\_ Width: 40 m

Type of Footing : sand and grass

**Second Dressage Arena (if needed/applicable)**

Length: 80 m \_\_\_\_\_ Width: 40 m

Type of Footing : sand and grass

CONES ARENA

Length: 70 m \_\_\_\_\_ Width: 75 m

Type of Footing : sand

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

Length: 80 m \_\_\_\_\_ Width: 40 m

Type of Footing : sand and grass

CONES ARENA

Length: 120 m \_\_\_\_\_ Width: 70 m

Type of Footing : sand and grass

**4. STABLES**

Size of boxes \_\_\_\_\_ 3 m x 4 m

**(at least 3m x 3m) An adequate number of stables must be at least 4m x 3m to accommodate the larger Horses.**

Space for organiser to include details if necessary
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**5. TIMING DEVICE**

Name of Manufacturer: Koopmans

Model:

FEI Report number:

**6. SCORING/TIMING PROVIDER**

Will you use a FEI Certified Service Provider to manage the scoring and timing at your Event?  
(The list of certified Service Providers is available here: <https://inside.fei.org/fei/your-role/it-services/it-providers/list>)

**YES**

**NO**

Name of the Company: Driving Program by Philippe Lienart

FEI Certified Service Provider ID number: 10087609

**Contact person at event (compulsory)**

Name: Philippe Lienart

FEI ID number: 10087069

Contact email: phlienart@gmail.com

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

**7. OTHER TECHNOLOGY/SERVICE PROVIDER(S)**

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

**YES**

Name of the Company:

**Contact person**

Name:

FEI ID number (if applicable):

Contact email :

Activity/Function:

(i.e.: Accreditations, Stable Management, Camera system, Sensors, etc...)

**NO**

**8. PRIZE GIVING CEREMONY**

The number of athletes required to present themselves for the prize-giving ceremony of each competition is TBC on site. The ceremony will be done  on the Carriages /  on foot

All Prize Giving Ceremonies must strictly follow the [\*\*Covid-19 guidelines for Prize giving protocols and media activities.\*\*](#)

**9. ADVERTISING ON ATHLETES AND HORSES**

Advertising on Athletes/Grooms/Carriages must comply with Art 941 of the FEI Driving Rules and Art 135 of the FEI General Regulations.

The Chief Steward will check that the turnouts comply with these Articles.

**10. TICKETING**

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

Name of your ticketing provider:

Web address to buy ticket:

**11. BETTING**

Betting will be authorised by the Organiser: Yes  No

**12. TRANSPORT REIMBURSEMENT HORSES/PONIES**

Transport expenses to be paid by:

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

The Athlete

**13. 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.

**14. LOCAL TRANSPORTATION - ARRANGEMENTS FROM HOTEL TO SHOW GROUNDS**

Walking distance

Organiser Shuttle Service

Public Transport  to be paid by the Organiser  / the Athlete

Taxi  to be paid by the Organiser  / the Athlete

If paid by Athlete approximate cost per round trip:

Other:



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

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

NUMBER OF ACCREDITED PERSONS:

Athlete: 1

Partner: 1

Groom: H1/P1: 2, H2/P2: 4, H4/P4: 6

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

One groom per driver for Singles

One groom per driver for Pairs

Two grooms per driver for Four-in-Hands

**16.LORRY / CARAVAN FACILITIES**

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

Square for OC to include additional details if necessary

**17.SUSTAINABILITY**

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

**XII. VETERINARY MATTERS**

**1. CUSTOMS FORMALITIES**

Name: not applicable

Address:

Telephone:

Email:

Square for Organiser to include additional 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:

Square for Organiser to include additional details if necessary

**3. NATIONAL REQUIREMENTS**

Square for Organiser to include additional details if necessary

**4. . PONIES**

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

**5. INJURY SURVEILLANCE**

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

**6. . TRANSPORT OF HORSES**

Horses must be fit to travel and be transported in suitable vehicles. 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, Art. 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 (FEI General Regulations, Art. 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, Art. 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 Veterinary Regulations. The exception being if the applicable domestic legislation prevents the use of Equine Influenza vaccines within the relevant territory.

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**7.3 EXAMINATION ON ARRIVAL. FEI Veterinary Regulations, Art. 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. PRs must fulfil the Horse Health Requirements via the FEI HorseApp in advance of the event which will be checked at the Examination on Arrival.

**7.4 HORSE INSPECTIONS. FEI Veterinary Regulations, Art. 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, Art. 1048-1053 and Annex VIII**

All Horses are subject to examination under the protocol for abnormal limb sensitivity throughout the period of an Event. For Jumping that includes, but is not limited to, between rounds and before the Jump Off. For Endurance that includes, but is not limited to, pre-ride, during the ride and after the ride. 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 (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, Art. 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. THE FEI POLICY FOR ENHANCED COMPETITION SAFETY DURING THE COVID-19 PANDEMIC**

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

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

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

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

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

1. Participation includes possible exposure to and illness from infectious diseases including but not limited to COVID-19. While particular rules and personal discipline may reduce this risk, the risk of serious illness and death does exist; and,
2. The Participants knowingly and freely assume all such risks, both known and unknown, even if arising from the negligence of the OC or others, and assume full responsibility for their participation; and,
3. The Participants willingly agree to comply with the stated and customary terms and conditions for participation as regards protection against infectious diseases. If, however, a Participant observes any unusual or significant hazard during their presence or participation, the Participant will remove himself/herself from participation and bring such to the attention of the nearest official immediately; and,
4. The Participants, for themselves and on behalf of their heirs, assigns, personal representatives and next of kin, HEREBY RELEASE AND HOLD HARMLESS THE OC AND THE FEI, their officers, officials, agents, and/or employees, other participants, sponsoring agencies, sponsors, advertisers, and if applicable, owners and lessors of premises used to conduct the event ("RELEASEES"), WITH RESPECT TO ANY AND ALL ILLNESS, DISABILITY, DEATH, or loss or damage to person or property, WHETHER ARISING FROM THE NEGLIGENCE OF RELEASEES OR OTHERWISE, to the fullest extent permitted by law.

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

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

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

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

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

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

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

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

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

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

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

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

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

## **2.2. ATHLETES AND OWNERS**

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

As an Athlete/Owner you are personally responsible for damages to third parties caused by you, your employees, Support Personnel, your agents or your Horses. You are, therefore, strongly advised to take out third-party liability insurance providing full coverage in relation to FEI Events at home and abroad, and to keep the policy up to date.

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

**2.2.2. Additional Liability Information**

Space for organiser 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 organiser 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 Ground Jury, the Organiser may change the schedule in order to clarify any matter arising from an omission or due to unforeseen circumstances. Any such changes must be notified to all athletes and officials as soon as possible and they must be reported to the FEI Secretary General by the Foreign Judge.

**6. ADDITIONAL INFORMATION FROM THE ORGANISER**

Dogs are not allowed in the Stable area. In all other areas, alle dogs must be leashed and affixed to a human or stationary object. Violation of this rule will incur a fine of CHF 100 per offence and, in case of a repeated offence at the event, may lead to exclusion from the Venue.

By entering this competition, the Athlete automatically agrees with the publication of photos and videos in which the Athlete and/or his/her grooms are pictured, unless specifically requested otherwise by the Athlete in writing upon the definite entry date.

**Minimum Age Limitation for Athletes and Grooms – Article 912:**

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

**Minimum Age Limitation for Horses – Article 929:**

<b>Horses</b>	<b>Minimum Age</b>
CAI1*	5 years old or over
CAI2* and above	6 years old or over



## **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>:** 10261654  
**Name\*:** van Lambalgen- van Hierden  
**First Name\*:** Desiree  
**E-Mail\*:** horsedrivingexloo@gmail.com  
**Access Rights\*:**  Admin<sup>2</sup>  Consult<sup>3</sup>

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

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**FEI ID<sup>1</sup>:** 10149593  
**Name\*:** Kleinjan  
**First Name\*:** Arjan  
**E-Mail\*:** akleinjan76@gmail.com  
**Access Rights\*:**  Admin<sup>2</sup>  Consult<sup>3</sup>

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

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**FEI ID<sup>1</sup>:**  
**Name\*:**  
**First Name\*:**  
**E-Mail\*:**  
**Access Rights\*:**  Admin<sup>2</sup>  Consult<sup>3</sup>

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

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

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

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

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

**\* Mandatory Fields**

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## 2. RESULTS

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

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

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

Please note that as per Art. 109.6 (GR): Failure from OCs of International Events to provide the FEI with the appropriate result(s) and/or prize money information by the aforesaid deadline and/or in the aforesaid format shall entail a warning for the first violation and thereafter a fine of CHF 1'000.- per violation.

**The FEI may request a copy of the official PDF result signed by the relevant Officials at the Event**

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

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