

**I. DENOMINATION OF THE EVENT**

**Venue :** Madrid – Feria de Madrid

**Dates :** 23th - 24th November 2017

**NF:** ESP

**Indoor:** X

**Outdoor:**

**EVENT CATEGORIES:**

CVI-W X

**II. GENERAL CONDITIONS**

- FEI Statutes, 23<sup>rd</sup> edition, effective 29 April 2014
- FEI General Regulations, 23<sup>rd</sup> edition, effective 1<sup>st</sup> January 2009, updates effective 1<sup>st</sup> January 2017
- FEI Veterinary Regulations, 13<sup>th</sup> edition 2014, updates effective 1<sup>st</sup> January 2016, update effective 1<sup>st</sup> January 2017
- **The FEI Vaulting Rules , 9th edition, effective 1st January 2017**
- **The FEI World Cup™ Vaulting rules, effective for the season 2017/2018**
- Equine Anti-Doping and Controlled Medication Regulations (EADCMR), 2<sup>nd</sup> Edition, effective 1<sup>st</sup> January 2016
- FEI Anti-Doping Rules for Human Athletes (ADRHA), based upon 2015 WADA Code, effective 1<sup>st</sup> January 2015
- All subsequent published revisions/updates, 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 04.10.2017

Signature:



\_\_\_\_\_  
Bettina de Rham  
FEI Director Vaulting

## TABLE OF CONTENTS

<b>I.</b>	<b>DENOMINATION OF THE EVENT</b> .....	<b>1</b>
<b>II.</b>	<b>GENERAL CONDITIONS</b> .....	<b>1</b>
<b>III.</b>	<b>THE FEI CODE OF CONDUCT FOR THE WELFARE OF THE HORSE</b> .....	<b>3</b>
<b>IV.</b>	<b>GENERAL INFORMATION</b> .....	<b>4</b>
7.	ORGANISER .....	4
8.	ORGANISING COMMITTEE.....	6
9.	EVENT DIRECTOR .....	6
<b>V.</b>	<b>OFFICIALS (REFER TO MEMO ON FOLLOWING PAGES)</b> .....	<b>7</b>
<b>VI.</b>	<b>INVITATIONS (GR ART 115, VR 704. 705)</b> .....	<b>8</b>
1.	GENERAL .....	8
<b>VII.</b>	<b>ENTRIES (GR ART. 116, VR 705)</b> .....	<b>8</b>
1.	ENTRY DATES AND ENTRY FEES .....	8
2.	NO-SHOWS/LATE WITHDRAWALS: .....	9
3.	ADDITIONAL FEES/CHARGES BY ORGANISING COMMITTEE:.....	9
<b>VIII.</b>	<b>TIMETABLE (TO BE PROVIDED PER CATEGORY/LEVEL IF MULTIPLE EVENTS)</b> .....	<b>10</b>
<b>IX.</b>	<b>COMPETITION DETAIL</b> .....	<b>10</b>
<b>X.</b>	<b>FACILITIES OFFERED</b> .....	<b>12</b>
1.	ATHLETES .....	12
2.	GROOMS.....	13
<b>XI.</b>	<b>LOGISTICAL/ADMINISTRATIVE/TECHNICAL CONDITIONS</b> .....	<b>13</b>
1.	DRAW.....	13
2.	COMPETITION ARENA (Art. 715).....	13
3.	PRACTICE ARENA(S)(Art.715) .....	13
4.	STABLES.....	13
5.	SCORING PROVIDER .....	13
6.	PRIZE GIVING CEREMONY .....	13
7.	ADVERTISING ON ATHLETES AND HORSES.....	14
8.	TICKETING.....	14
9.	BETTING .....	14
10.	TRANSPORT REIMBURSEMENT HORSES/PONIES .....	14
11.	WELCOME .....	14
12.	LOCAL TRANSPORTATION - ARRANGEMENTS FROM HOTEL TO SHOW GROUNDS .....	15
13.	ENTRY RIGHT TO SHOWGROUNDS/ACCREDITED PERSONS (Art. 132) .....	15
14.	LORRY / CARAVAN FACILITIES .....	15
<b>XII.</b>	<b>VETERINARY MATTERS</b> .....	<b>16</b>
1.	CUSTOMS FORMALITIES .....	16
2.	HEALTH REQUIREMENTS.....	16
3.	NATIONAL REQUIREMENTS .....	16
4.	PONIES.....	16
5.	INJURY SURVEILLANCE.....	16
6.	TRANSPORT OF HORSES.....	16
7.	VENUE ARRIVAL INFORMATION & FITNESS TO COMPETE .....	17
8.	EQUINE ANTI-DOPING AND CONTROLLED MEDICATION PROGRAMME.....	18
<b>XIII.</b>	<b>HUMAN ANTI-DOPING</b> .....	<b>18</b>
<b>XIV.</b>	<b>ADDITIONAL INFORMATION</b> .....	<b>18</b>
1.	INSURANCES AND NATIONAL REQUIREMENTS .....	18
2.	PROTESTS/APPEALS .....	19
3.	DISPUTES .....	20
4.	MODIFICATION TO SCHEDULE.....	20
5.	ADDITIONAL INFORMATION FROM THE ORGANISER .....	20
6.	PRIZE MONEY DISTRIBUTION (See Art. 127, 128) .....	21
<b>XV.</b>	<b>ANNEXES</b> .....	<b>22</b>
1.	RESULTS.....	22

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

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

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

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

#### **IV. GENERAL INFORMATION**

##### **7. ORGANISER**

Name: FUNDACIÓN MHW  
Address: Avda. Menéndez Pelayo, 2, 28009 Madrid – Spain  
Telephone: +34 913 533 393 / +34 943 636 049  
Fax: +34 913 533 394 / +34 943 633 447  
Email: info@madridhorseweek.com  
Website: www.madridhorseweek.com

Contact Details Show Ground:

Address: Feria de Madrid Recinto Ferial Juan Carlos I – Pavilions 12- 14.  
28042 Madrid Spain

Telephone: + 34 91 353 33 93

GPS Coordinates:

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:**

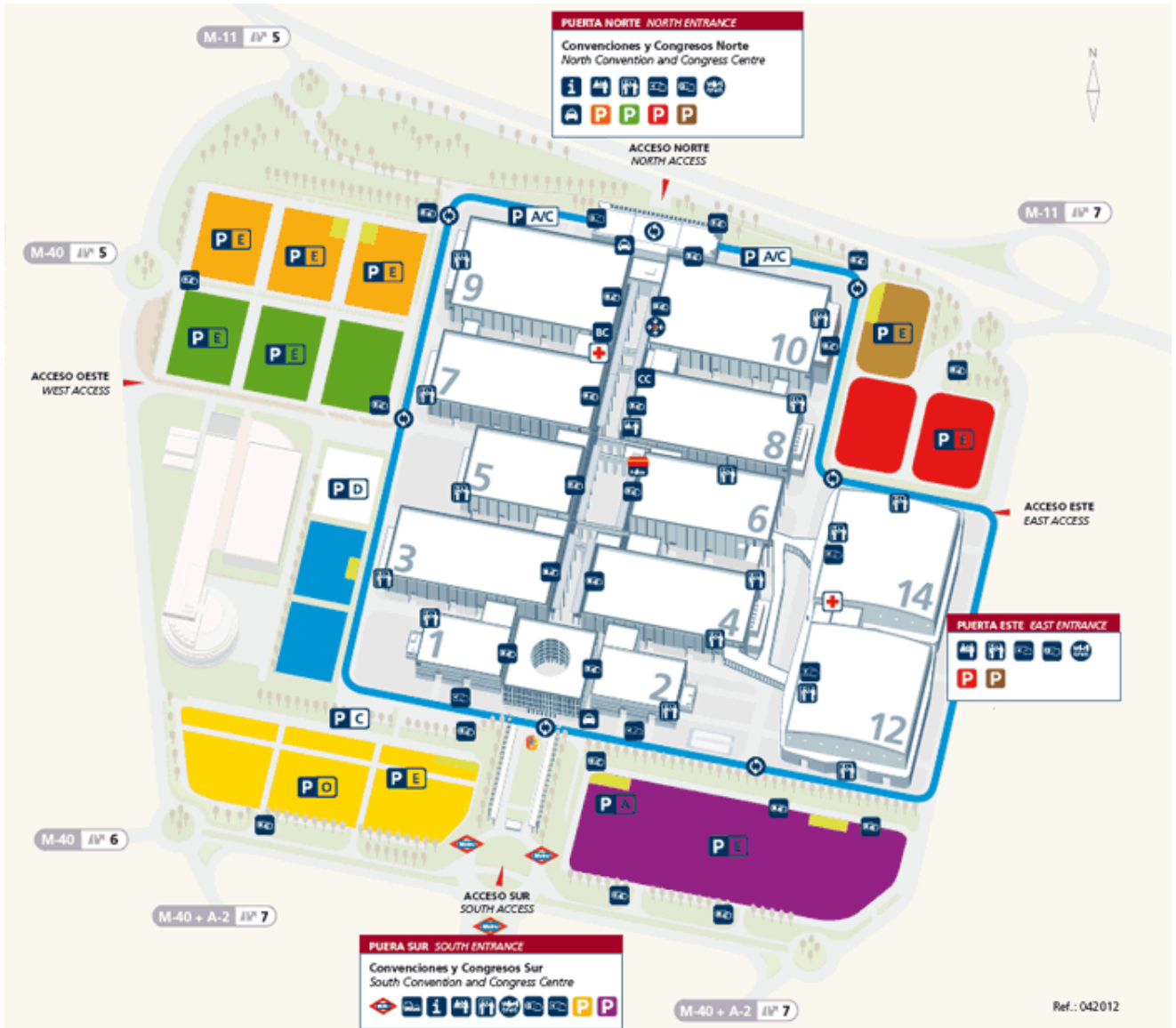
A wide bus network provides access to Feria de Madrid from different points in the city: Route 112-Mar de Cristal-Feria de Madrid-Bo Aeropuerto. - ARvodate. d1e22América- Campo de las Naciones-Feria de Madrid. - UR onuivter8si2d8ad Autónoma-Alcobendas- Canillejas- Feria de Madrid.

##### **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.



- INFOIFEMA
- BUSINESS CENTRE
- Convenciones y Congresos
- Punto de encuentro Meeting point
- Atención al expositor Exhibitor assistance
- Acreditación de visitantes profesionales Trade visitor registration
- Acreditaciones de prensa Press accreditations
- Acceso a los pabellones para expositores Exhibitor access to exhibition halls
- Taquillas para el público Tickets for general public
- Pague aquí su ticket de aparcamiento Pay here for your parking
- Parada del BusFeria BusFeria stop
- Servicio médico Medical centre
- Policía Nacional Police
- Transporte público Public transport

- APARCAMIENTOS CAR PARKS**
- NARANJA, VERDE, MARRÓN Y ROJO**  
ORANGE, GREEN, BROWN AND RED  
Visitantes y expositores abonados  
Visitors and passholding exhibitors
  - AZUL BLUE**  
Expositores abonados  
Passholding exhibitors
  - AMARILLO YELLOW**  
Visitantes y visitas a las oficinas  
Visitors and office visitors
  - VIOLETA PURPLE**  
Abonados permanentes  
Permanent pass holders  
Visitantes y expositores abonados  
Visitors and passholding exhibitors
  - VERDE GREEN**  
Discapacitados físicos Disabled

- OTROS APARCAMIENTOS OTHER CAR PARKS**
- Club Feria Oro**
  - Autocares Coaches**
  - Camiones Lorries**
  - Club Feria Plata y Club Feria Prensa**  
Club Feria Press
  - Visitas a las oficinas**  
Office visitors

## 8. ORGANISING COMMITTEE

President of the Event:	Mr. Daniel Entrecanales Domeq
Vice President:	Mr. Carles Vilarrubí i Carrió 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
Show Secretary:	Ms. Melanie Aragón Lorenzo <a href="mailto:m.aragon@madridhorseweek.com">m.aragon@madridhorseweek.com</a>
Hotel reservations:	Mrs. Jessica Longley <a href="mailto:facilities@madridhorseweek.com">facilities@madridhorseweek.com</a>
Shuttle service:	<a href="mailto:shuttleservice@madridhorseweek.com">shuttleservice@madridhorseweek.com</a>
Press Officer:	Ms. Carla Barreras <a href="mailto:c.barreras@madridhorseweek.com">c.barreras@madridhorseweek.com</a>
VIP&Sponsoring:	Mr. Pablo Márquez Galobardes <a href="mailto:p.marquez@madridhorseweek.com">p.marquez@madridhorseweek.com</a>
Stables Logistics:	Mrs. Marta García Piqueres Ms. Isabel Cienfuegos Marco
Speakers:	Mr. Carlos Miguel Jiménez Mr. Steven Wilde
Venue Manager:	Mr. Ismael Liaño Martínez <a href="mailto:i.liano@madridhorseweek.com">i.liano@madridhorseweek.com</a>
Vaulting Coordinator:	Ms. Teresa Heredia <a href="mailto:t.heredia@madridhorseweek.com">t.heredia@madridhorseweek.com</a>
General Coordinator:	Mr. Pablo García Piqueres <a href="mailto:p.garcia@madridhorseweek.com">p.garcia@madridhorseweek.com</a>

## 9. EVENT DIRECTOR

Name:	Mr. Alvaro Arrieta Konyay
Address:	Pº delaHabana,169 28036 Madrid
Telephone:	+34 943 636 049
Mobile:	
Fax:	+34 943 633 447
Email:	a.arrieta@madridhorseweek.com

# FEI APPROVED SCHEDULE VAULTING 2017



## V. OFFICIALS (refer to Memo on following pages)

* Compulsory								
* Event ID: The Event code can be found in the FEI Database under the Event details in any category on the top right corner. In case there are several categories and officials are not the same, please complete an additional chart per category.								
Ref.	Panel	Competition	Function	FEI ID	Name	NF	Level	Email/mobile * compulsory
1	Ground Jury	CVI-W	Ground Jury President	10055349	Rob de Bruin	NED	4*	<a href="mailto:robdebruin@mail.com">robdebruin@mail.com</a>
			Ground Jury Member	10051060	Pavla Krauspe	SVK	4*	<a href="mailto:pavla.krauspe@gmail.com">pavla.krauspe@gmail.com</a>
			Ground Jury Member	10101839	Elisabeth Müllner	AUT	3*	<a href="mailto:Elisabeth.muellner01@gmail.com">Elisabeth.muellner01@gmail.com</a>
			Ground Jury Member					
2	Foreign Judge	CVI-W	Foreign Judge	10053802	Anita Flamand-Prochaska	AUT	4*	<a href="mailto:Anita.flamand@bluewin.ch">Anita.flamand@bluewin.ch</a>
3	Technical Delegate		Technical Delegate					
4	Appeal Committee	CVI-W	Appeal Committee President					
			Appeal Committee Member					
			Appeal Committee Member					
5	Chief Steward	CVI-W	Chief Steward	10050228	Teresa Alonso Miñon Agut	ESP		<a href="mailto:teresaminon@hotmail.com">teresaminon@hotmail.com</a>
6	Assistant Stewards	CVI-W	Assistant Steward	10048987	Juan Heredia Diaz	ESP	2	<a href="mailto:direccionescuela@realmaestranza.org">direccionescuela@realmaestranza.org</a>
			Assistant Steward					
			Assistant Steward					
			Assistant Steward					
7	FEI Veterinary Delegate	CVI-W	FEI Veterinary Delegate	10048820	Mr. Vicente GARCIA BARONA	ESP		<a href="mailto:vgarbar@yahoo.es">vgarbar@yahoo.es</a>
			Veterinary Commission President					
8	Veterinary Service Manager (VSM) Treating Veterinarian (VR Art 1010)	CVI-W	Assistant FEI Delegate					
			Assistant FEI Delegate					
			Veterinary Service Manager	10087275	Mr. Juan Turrero	ESP		<a href="mailto:ecuestrevet@hotmail.com">ecuestrevet@hotmail.com</a>
9	Medical Doctor <sup>9</sup>	CVI-W	FEI Permitted Treating Veterinarian	10087275	Mr. Juan Turrero	ESP		+34 609 006 768
					Ifema Medical Services Feria de Madrid	ESP		* +34 917 225 000
10	Farrier				Oscar Carrasco	ESP		+34 620 26 69 65
11	NF Delegate		NF Delegate (if applicable)					

## **VI. INVITATIONS**

### **1. GENERAL**

#### **CVIs/CVIO and Championships – Article 701.9**

NFs invited (mandatory for CVI3*/CVIO4* and Regional Championships)	
Number of Attendants per NF	One attendant per horse
Number of Grooms per NF	One groom per horse
<p><b>CVI -W Female:</b> Six to eight female vaulters, who have qualified from the FEI World Cup Vaulting qualifier event season 2017/2018 (FEI Rankings) will compete in Madrid.</p> <p><b>CVI -W Male:</b> Six to eight male vaulters, who have qualified from the FEI World Cup Vaulting qualifier event season 2017/2018 (FEI Rankings) will compete in Madrid.</p> <p><b>CVI -W Pas-De-Deux:</b> Four to eight Pas-De-Deux vaulters, who have qualified from the FEI World Cup Vaulting qualifier event season 2017/2018 (FEI Rankings) will compete in Madrid.</p>	

**Athletes are invited by the Organiser through their National Federation**

## **VII. ENTRIES**

**All Athletes & Horses participating in any International competition must be registered with the FEI.**

Athletes wishing to compete in an International Event must be provided with a confirmation signed by their NF. (Athletes must be entered for International competitions by their NF). Organising Committees may not accept any other entries.

**IMPORTANT - Entry forms must include the following information on:**

**Horse:** • name • date of birth • breed • country of birth • stud-book initials  
• (FEI) Passport number/FEI ID • colour • sex • name(s) of owner(s)

**Athlete:** • name • gender • date of birth • FEI ID number

### **1. ENTRY DATES AND ENTRY FEES**

#### **Deadlines for Entries**

Entries have to be in accordance with article 707 of the FEI Vaulting Rules, 9th edition, updates effective 1st January 2017.

#### **Deadlines for Entries:**

<b>Definite entries:</b>	10.11.2017
<b>Last date for substitutions:</b> (one hour prior the Horse Inspection)	23.11.2017



Entry fee per Individual vaulter:	50€ According to article 8 of World Cup Rules
Entry fee per Pas-de-Deux:	50 € - 100 € for the Pas-De-Deux According to article 8 of World Cup Rules
Stabling fee per horse:	-
Details entry procedure fee / Payment:	At the Show Office

## 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:

Organising Committees may include the following in the schedule: "NB: Withdrawals after the date of definite entries or no-shows 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."  
500€

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

All additional fees must be listed hereunder with the details of the amounts to be charged and approved by the FEI. Only fees approved by the FEI and listed in the approved schedule can be charged by the OC.

EADCMP Fee: Included in entry fee  Not included in entry fee

Lower Level Events (CIMs) CHF 18 per horse per event  
(For definition of CIMs see Appendix E of the FEI General Regulations)  
Higher Level Events CHF 25 per horse per event  
(All other events not defined as CIMs)

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

Lorry/Caravan:

Power supply: provided by the OC  Not provided by the OC  Price:  
Water supply: provided by the OC  Not provided by the OC  Price:  
Sanitary facilities: provided by the OC  Not provided by the OC  Price:  
Catering facilities: provided by the OC  Not provided by the OC  Price:

**All aforementioned amounts are including VAT**

VAT number of the Organiser	G87007746
-----------------------------	-----------

### VIII. TIMETABLE (to be provided per category/level if multiple events)

	Day	Date	Time
• Opening of stables	Tuesday	21.11	Noon
• 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>	Thursday	23.11	13:00
• Warm Up	Thursday	23.11	14:00
• Chef d'Equipes Meeting (CVIO & Championships)			

### TYPE OF COMPETITIONS

Please specify the types of competitions schedule:

- Individual Competitions **X**
- Pas-de-Deux Competitions **X**

### IX. COMPETITION DETAIL

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

Competitions CVI-W INDIVIDUAL FEMALE:	Day	Date	Time	Art	Prize Money	
• Declaration of Starters	Thursday	23.11	After Vet Check			
• Freestyle – Competition 1	Thursday	23.11	19:00	Art. 745 FEI Vaulting rules & Art. 4 and 4.8 of the FEI World Cup Rules		
• Freestyle – Competition 2	Friday	24.11	17:30	Art. 745 FEI Vaulting rules & Art. 4 and 4.8 of the FEI World Cup Rules	2.000€	
• Total Prize Money	2.000€					
• Breakdown of prize money	1st	2nd	3rd	4th	5th	other
	650€	500€	350€	250€	150€	100€
• Prizes in Kind	-					

<b>Competitions CVI-W</b>				Art	Prize Money	
<b>INDIVIDUAL MALE:</b>						
	Day	Date	Time			
• Declaration of Starters	Thursday	23.11	After Vet Check	////////	////////	
• Freestyle – Competition 1	Thursday	23.11	Following Female competition	Art. 745 FEI Vaulting rules & Art. 4 and 4.8 of the FEI World Cup Rules		
• Freestyle – Competition 2	Friday	24.11	Following Female competition	Art. 745 FEI Vaulting rules & Art. 4 and 4.8 of the FEI World Cup Rules	2.000€	
• Total Prize Money						
2.000€						
• Breakdown of prize money						
	1st	2nd	3rd	4th	5th	other
	650€	500€	350€	250€	150€	100€
• Prizes in Kind						
-						

<b>Competitions CVI –W</b>				Art	Prize Money	
<b>PAS DE DEUX:</b>						
	Day	Date	Time			
• Declaration of Starters	Thursday	23.11	After Vet Check	////////	////////	
• Freestyle – Competition 1	Thursday	23.11	Following Male competition	Art. 745 FEI Vaulting rules & Art. 4 and 4.8 of the FEI World Cup Rules		
• Freestyle – Competition 2	Friday	24.11	Following Male competition	Art. 745 FEI Vaulting rules & Art. 4 and 4.8 of the FEI World Cup Rules	2.000€	
• Total Prize Money						
2.000€						
• Breakdown of prize money						
	1st	2nd	3rd	4th	5th	other
	650€	500€	350€	250€	150€	100€
• Prizes in Kind						
-						

**Applicable government tax to be deducted from Prize Money (see also p. 25): 24%**

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 CVI-W.

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: **M IN I S T E R I O D E E C O N O M Í A Y H A C I E N D A**  
Delegación de Hacienda de Madrid Guzmán el Bueno, 73 28015 MADRID (España)

re for organiser to include details if necessary

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 14 days after the Event.

For this purpose the NF's are requested to state the bank information (name of recipient, bank name, bank code, account number, IBAN 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.

## GENERAL CLASSIFICATION AT THE END OF THE COMPETITIONS

Leading athlete award –	-
Best foreign athlete -	-
Best home athlete –	-
Team awards –	-

## PRIZE - CLASSIFICATION

-

## X. FACILITIES OFFERED

### 1. ATHLETES

#### Accommodation

Hotel: Axor

Address: Calle Campezo

Telephone:

At the expense of: The Organiser **X**

Accommodated (bed and breakfast) from 22.11.2017 to 25.11.2017 (3 nights)

Hotel room reservations are done under each rider's name. The OC does not allow that hotel rooms are occupied by third persons different than the vaulter taking part in the Show.

The hotel rooms must be booked before the 08.11.2017 by the vaulters by e-mail to [facilities@madridhorseweek.com](mailto:facilities@madridhorseweek.com) with the dates confirmation.

The Organizing Committee cannot guarantee the room without dates confirmation.

**All additional costs are at vaulter's expense. For this reason, please note that you have to give your credit card details when checking-in.**

**Cancellations have to be done 72 hours before arrival; no shows or late cancellations will be charged to the Athletes (entire amount of the room).**

#### Meals

At the expense of: The Organiser **X**

Meals provided from 22.11.2017 to 24.11.2017 at the venue

## 2. GROOMS

### Accommodation

Requests for accommodation must be sent with entries.

Accommodation will be at the cost of: Athletes

### Meals

At the expense of: The Organiser  or Athletes

Meals provided from 22.11.2017 to 24.11.2017 at the venue

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

## XI. LOGISTICAL/ADMINISTRATIVE/TECHNICAL CONDITIONS

### 1. DRAW

Time, date and location: Thursday 23.11.2017 at 15:30  
at the Show Office

### 2. COMPETITION ARENA(S)

Dimensions: 25 x 25 mts.  
Type of Footing : Silica sand with geotextile

### 3. PRACTICE ARENA(S)

Dimensions: **60 x 25 mts. – 1.500 m<sup>2</sup>**  
Type of Footing : Silica sand with geotextile

### 4. STABLES

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

### 5. SCORING PROVIDER

Name of the Company: Longines timing

Name contact person: Mario Cron

Contact email: 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. PRIZE GIVING CEREMONY

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

Yes  No

The number of athletes required to present themselves for the prize-giving ceremony of each competition is 3

The Prize Giving will be organized immediately after the Competition. The OC reserves the right to carry out single prize giving ceremonies at a later time. All athletes are obliged to attend the respective ceremony. On order of the OC the athletes must immediately assemble for the prize giving ceremony. No prize money will be paid to an athlete who does not take part in the prize giving ceremony and/or press conferences without being excused by the Ground jury and the OC..

## 7. ADVERTISING ON ATHLETES AND HORSES

Authorised

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

## 8. 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)

## 9. BETTING

Betting will be authorised by the Organiser: Yes  No

## 10. TRANSPORT REIMBURSEMENT HORSES/PONIES

Transport expenses to be paid by:

The Athlete

**The OC will provide 3 very experienced horses to the participants for free.**

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 21.11.2017 from 9:00 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**

**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.**

**FINE OF 500€ CHARGED IF IT'S NOT RESPECTED**

## 11. 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.

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

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 CVI-W Madrid Destination

## 12. LOCAL TRANSPORTATION - ARRANGEMENTS FROM HOTEL TO SHOW GROUNDS

Walking distance

Organiser Shuttle Service

Public Transport to be paid by the 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

Request for airport shuttle must be sent to Organizing Committee at least 24 hours in advance.

## 13. ENTRY RIGHT TO SHOWGROUNDS/ACCREDITED PERSONS

**Entry right to the stable area according to FEI Veterinary Regulations**

**Art. 1023 VI.**

NUMBER OF ACCREDITED PERSONS:

- Athlete: 1
- Partner: 1
- Groom: 1 per horse
- Longeur: 1 per horse
- Horse Owner: two (2) accreditations per horse acc. to FEI-Passport

## 14. LORRY / CARAVAN FACILITIES

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

Square for OC to include additional details if necessary

## 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: JESÚSESTÉVEZ-TRANSHÍPICA  
Address: PaseodeRonda,3  
28690 Brunete - Madrid

Telephone: +34 918 158 276  
Fax: +34 918 158 270  
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.

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

### **3. NATIONAL REQUIREMENTS**

If applicable please provide: CÓDIGO DE EXPLOTACIÓN: ES280790000195

### **4. PONIES**

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

### **5. INJURY SURVEILLANCE**

FEI Veterinary Regulations, articles 1036, 1039 and 1040:  
Horses participating in FEI Events are subject to injury surveillance protocols; and in the event of fatality, a post mortem examination.

### **6. TRANSPORT OF HORSES**

Horses must be fit to travel and be transported in suitable vehicles. Any government requirements for disease testing and control must be requested well in advance, to ensure that the horse is in compliance by the time of arrival at the border of the country where the Event is taking place. Athletes, or their representatives, have the responsibility to comply



with national legislation in both their country of origin and the host nation of the Event. Where necessary athletes must contact local government authorities or veterinary advisors for information regarding animal health requirements and transport legislation. Within the European Union (EU), this includes EU Council Regulation (EC) No 1/2005 concerning the protection of animals during transport within the Member States of the EU

## 7. VENUE ARRIVAL INFORMATION & FITNESS TO COMPETE

### 7.1. PASSPORTS. FEI General Regulations Article 137

**For all issues relating to FEI Horse Passports/FEI Recognition Cards please contact your National Federation**

All Horses competing at FEI Events must be registered with the FEI.

FEI Passports or FEI Recognition Cards (for those Horses with a national passport approved by the FEI) are compulsory for FEI Events.

**NB:** Horses entered in CIMs, in their country of residence are not required to have an FEI Passport or FEI recognition Card but must be properly registered with the FEI and identifiable (GRs 137.2)

Athletes who do not present a Horse's Passport and/or Recognition Card, or one that is not correctly validated, or fail to meet other passport requirements, will be **subject to Sanctions in accordance with Annex II of the Veterinary Regulations** and may not be allowed to compete.

**NB:** for Horses permanently resident in a Member State of the European Union: all Horses must have a national EU passport in compliance with EU Regulations to which a FEI Recognition card is applied. The exception to this being Horses in possession of an FEI passport which has been continually revalidated without interruption.

### 7.2 VACCINATIONS - EQUINE INFLUENZA. FEI Veterinary Regulations Article 1028

Horses competing at FEI Events must comply with the requirements for Equine Influenza vaccination in accordance with the Veterinary Regulations and as summarised below.

VACCINATION	PROTOCOL	ELIGIBILITY TO ENTER VENUE
Primary Course	1 <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
First Booster	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
Boosters	<b>MINIMUM:</b> within one year of previous booster vaccination <b>IF COMPETING:</b> must be in the 6 months +21 days of the booster previous vaccination	Must have been vaccinated within 6 months +21 days before arriving at the Event Must not compete in the 7 days after receiving a vaccination

All FEI registered Horses intending to compete at FEI Events (including CIMs) must be vaccinated against Equine Influenza in accordance with these VRs. The exception being if the applicable domestic legislation prevents the use of Equine Influenza vaccines within the relevant territory.

### 7.3 EXAMINATION ON ARRIVAL. FEI Veterinary Regulations Article 1032

On arrival at an Event venue all Horses must undergo an examination by a veterinarian to confirm their identification from their passport and micro-chip ID (where present), their vaccination status and general health. To protect all horses attending events, any Horse with a questionable health status concerning vaccination, disease or other concerns, must be stabled within the isolation facilities provided by the Organising Committee pending a decision on entering the venue.

**7.4. HORSE INSPECTIONS. FEI Veterinary Regulations Article 1033, Table 2**

All Horses will be assessed for their fitness to compete during the Horse Inspection. Any Horse demonstrating questionable fitness may be referred to the Holding Box for further veterinary examination. Horses not deemed fit to compete by the Inspection Panel will not be permitted to compete.

**7.5. LIMB SENSITIVITY EXAMINATION. FEI Veterinary Regulations Article 1034**

All Horses are subject to examination under the protocol for abnormal limb sensitivity throughout the period of an Event, including, but not limited to, between rounds and before the Jump Off. Horses may be examined once or on multiple occasions during the Period of an Event.

Horses may be selected for examination under the protocol randomly or they may be targeted. All Horses selected to be tested must submit promptly to the examination or are subject to immediate disqualification. There is no obligation to examine any specific number of Horses at an Event.

**8. EQUINE ANTI-DOPING AND CONTROLLED MEDICATION PROGRAMME (EADCMP). FEI Veterinary Regulations, Chapter VI**

**8.1. SAMPLING. FEI VETERINARY REGULATIONS ARTICLES 1057 AND 1058**

All horses competing at FEI Events may be subject to sampling for the presence of FEI Equine Prohibited Substances in accordance with the FEI Equine Anti-Doping and Controlled Medication Regulations (EADCMRs). Horses may be selected for sampling in accordance with obligatory testing, targeted or random sampling procedures. Refer to Chapter VI, paragraph 3 for details of fees relating to Equine and Human Anti-Doping program (EADCMP), which OCs/NFs have the right to charge to the athlete (applicable for all FEI events worldwide).

**8.2. ELECTIVE TESTING. FEI VETERINARY REGULATIONS ARTICLE 1056**

Elective Testing may be carried out prior to an Event to check for the presence of prohibited substances. Please refer to <http://inside.fei.org/fei/regulations/veterinary> for information and details.

**XIII. HUMAN ANTI-DOPING**

Athletes can be tested at any FEI Event, by the FEI or by other Anti-Doping Organisations with Testing jurisdiction. Organisers will have the responsibility to provide facilities and staff/volunteers to facilitate such Testing if requested by the FEI as outlined in article 22.3 of the FEIs' Anti-doping Rules for Human Athletes (ADRHA)

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

**XIV. ADDITIONAL INFORMATION**

**1. INSURANCES AND NATIONAL REQUIREMENTS**

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

in connection with an FEI Event and the FEI expressly excludes all such liability.

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

### **1.1.1 Personal Accident and Health Insurance**

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

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

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

### **1.1.2. Personal Property Insurance**

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

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

## **1.2. ATHLETES AND OWNERS**

### **1.2.1 Third Party Liability Insurance**

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

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

### **1.2.2 Additional Liability Information**

Square for OC to include reference to National Laws when necessary

### **1.2.3 Horse Insurance**

As an Owner you should ensure that your Horses are adequately insured against any injuries or illnesses they may sustain while participating at a FEI Event.

## **2 PROTESTS/APPEALS**

To be valid, all Protests and Appeals must be made in writing and accompanied by a deposit of CHF 150.- or equivalent.

Protest and appeal forms are available on the FEI website.

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

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

### 3 DISPUTES

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

### 4 MODIFICATION TO SCHEDULE

In exceptional circumstances, together with the approval of Chefs d'Equipe, host NF delegate, if any, and Ground Jury, the Organiser may change the schedule in order to clarify any matter arising from an omission or due to unforeseen circumstances. Any such changes must be notified to all athletes and officials as soon as possible and they must be reported to the FEI Secretary General by the Foreign Judge.

### 5 ADDITIONAL INFORMATION FROM THE ORGANISER

#### Age of Athletes and Horses according to the Event's Category Article 702 & 717:

Senior Classes	Minimum Age for Vaulters
Individual Competition	From 16
Pas-de-Deux Competition	From 16
Squad Competition	No limit
Junior Classes	Minimum Age for Vaulters
Individual Competition	14 - 18
Pas-de-Deux Competition	14 - 18
Squad Competition	Until 18
Children Classes	Minimum Age for Vaulters
Individual Competition	12 - 14

Horses	Minimum Age
All Classes	7 years old or over

## 6. PRIZE MONEY DISTRIBUTION (See Art. 127, 128)

### **IMPORTANT**

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

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.

### **DEDUCTIONS FROM PRIZE MONEY AT COMPETITIONS**

Full details of any deductions from prize money should be outlined in the schedule. This includes government taxes. If it is necessary for OCs to deduct such taxes, they should provide participants with an official form indicating the amount of tax deducted upon application.

**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 CVI-W.

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: M I N I S T E R I O D E E C O N O M Í A Y H A C I E N D A  
Delegación de Hacienda de Madrid Guzmán el Bueno, 73 28015 MADRID (España)  
re for organiser to include details if necessary

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 14 days after the Event.

For this purpose the NF's are requested to state the bank information (name of recipient, bank name, bank code, account number, IBAN 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.

## XV. ANNEXES

### 1. RESULTS

In order to proceed with the results publication and for qualification purposes the FEI requires results to be sent in immediately after the conclusion of the event.

Results are to be sent by e-mail to [Laetitia.Gillieron@fei.org](mailto:Laetitia.Gillieron@fei.org) in the proper Excel file immediately after the event. The file can be downloaded using the following link:

<http://inside.fei.org/fei/your-role/organisers/vaulting/results-forms>

**All results must include FEI Passport Registration number of horses and FEI ID numbers 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 five (5) days following the Event, unless otherwise specified for qualification and ranking reasons as communicated by the FEI. Failure from OCs of International Events to provide the FEI with the appropriate result(s) and/or prize money information by the aforesaid deadline and/or in the aforesaid format shall entail a warning for the first violation and thereafter a fine of CHF 1'000.- per violation.

**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**