

FEI APPROVED DRESSAGE SCHEDULE MADRID (ESP) 24-26 November 2017

I. DENOMINATION OF EVENT

VENUE: MADRID
 DATE: 24th 26th NOV - 2017
 NF: ESP
 Indoor: Outdoor:
 CDI1* CDI2* CDI3* CDI4* CDI5*
 CDI-W
 CDIO2* CDIO3* CDIO4* CDIO5*
 CDIJ CDIY CDIP CDIU25 CDIOCh
 CDIOJ CDIOY CDIOU25 CDIOU25 CDIOCh
 CDIAm
 Young Horses
 Championship Games

II. GENERAL CONDITIONS

- FEI Statutes, 23rd edition, effective 29th April 2014.
- FEI General Regulations, 23rd edition, effective 1st January 2009, updates effective 1st January 2017
- FEI Veterinary Regulations, 13th edition 2014, effective 1st January 2017
- **FEI Dressage Rules (25th edition, effective 1st January 2014, updates 1st January 2017), and if applicable the FEI World Cup™ Dressage Rules and FEI Nations Cup™ Dressage Rules**
- Equine Anti-Doping and Controlled Medication Regulations (EADCMR), 2nd Edition, effective 1st January 2016
- FEI Anti-Doping Rules for Human Athletes (ADRHA), based upon 2015 WADA Code, effective 1st January 2015
- All subsequent published revisions, the provisions of which will take precedence.

Approved by the FEI

Lausanne, on 25.09.2017.

Signature:

Updated 10.10.2017

Updated 14.11.2017

Bettina De Rham
 FEI Director
 Dressage & Para-Equestrian Dressage



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

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

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

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

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IV. GENERAL INFORMATION

1. ORGANISER

Name: FUNDACIÓN MHW
Address: C/Núñez Morgado 5, 28036 Madrid
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.
2 8 0 4 2 M a d r i d S p a i n

Telephone:

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. - ARvduate. 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

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South, North and East Entrances to the exhibition complex provide direct access to the various parking areas.

2. ORGANISING COMMITTEE

President of the Event:	Mr. Daniel Entrecanales Domeq
Vice President:	Mr. Luis Cabanas Godino Mr. José Marsá Lafarge
Members:	Mr. Pablo Ollero Borrero Mr. Antonio Miana Ortega Mr. Pablo Márquez Galobardes Mr. Alvaro Arrieta Konyay Mr. Pablo García Piqueres
Sport Director:	Ms. Mélanie Aragón Lorenzo m.aragon@madridhorseweek.com
Show Secretary:	Ms Jessica Longley facilities@madridhorseweek.com
Press Officer:	Ms Candela Millán c.milan@madridhorseweek.com Ms Carla Barreras c.barreras@madridhorseweek.com
VIP&Sponsoring:	Ms Cecilia Sanz c.sanz@madridhorseweek.com
Venue Manager:	Mr. Ismael Liaño Martínez i.liano@madridhorseweek.com
General Coordinator:	Mr. Pablo García Piqueres p.garcia@madridhorseweek.com

3. 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

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V. OFFICIALS

Ref.	Panel	Function	FEI ID	Name	NF	Level	Contact Email
1	Ground Jury	Ground Jury President	10048915	Francisco Guerra	ESP	5*	tecnic@fchipica.cat
		Ground Jury Member	10053127	Ms Irina Maknami	RUS	5*	imcnamee@yandex.ru
		Ground Jury Member	10052064	Mr. Juan Carlos Campos Escribano	ESP	4*	juancarlos.campos@hp.com
		Ground Jury Member	10048827	Mr. Peter Holler	GER	5*	red.holler@t-online.de
		Ground Jury Member	10052580	Mr. Carlos Lopes	POR	4*	carlos@carloslucaslopes.com
		Foreign Judge	10050237	Maribel Alonso	MEX	5*	Musa46547886@gmail.com
2	Foreign Technical Delegate	Foreign Technical Delegate					
3	Appeal Committee	Appeal Committee President					
		Appeal Committee Member					
		Appeal Committee Member					
4	Chief Steward	Chief Steward	10050228	Mrs. Maria Teresa ALONSO MIÑON-AGUT	ESP	2	teresaminon@hotmail.com
5	Assistant Stewards	Assistant Steward	10048987	Juan Heredia Diaz	ESP	2	direccionescuela@realmaestranza.org
		Assistant Steward	10049564	Blanca Martinez Vara Del Rey	ESP	2	bvvarila@yahoo.es
		Assistant Steward	10094814	Ma Maria Auxiliadora Carrion Lojo	ESP	1	carrionauxi@gmail.com
		Assistant Steward					
6	FEI Veterinary Delegate	Veterinary Delegate	10050704	Dr. Pablo Crecente Maseda	ESP		info@hospitalequinum.com +34 670 800 100
		Assistant Veterinary Delegate					
	FEI Veterinary Commission	Veterinary Commission President					
		Foreign Veterinary Delegate					
		Veterinary Commission Member					
7	VSM Veterinary Services Manager / Treating Veterinarian / 24h VSM	Veterinary Services Manager	10087275	Mr. Juan Turrero	ESP		ecuestrevet@hotmail.com
		Treating Veterinarian	10087275	Mr. Juan Turrero	ESP		ecuestrevet@hotmail.com
8	Doctor/Medical Service	Doctor/Medical Service		Ifema Medical Services Feria de	ESP		+34 917 225 000



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				Madrid			
9	Farrier	Farrier		Mr. Pau Ruiz Guinart	ESP		+34 664 47 86 80
10	NF Delegate	NF Delegate (if applicable)					

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VI. INVITATIONS

Number of NFs invited :	All FEI Registered NFs
State which NFs are invited:	
Reserve NFs:	All FEI Registered NFs
Total Number of athletes:	15
Number of home athletes:	6
Number of athletes per NF:	1
Number of horses per athlete:	1

Athletes are invited by the Organiser through their NF.

One (1) groom per athlete.

VII. ENTRIES

IMPORTANT

- You must use the FEI Entry System for all categories of this Event:
<https://entry.fei.org>
- You will find additional documentation on:
<https://inside.fei.org/fei/your-role/nfs/entry-system-dressage>
- All Athletes and Horses participating in any International Competition must be registered with the FEI.
- Athletes and/or Horses present at the Event without having been entered through the FEI's Online Entry System will automatically be disqualified unless compelling circumstances warrant otherwise.

1. ENTRY DATES AND FEES:

Deadlines for entries

Definite Entries: 09.11.2017

Last date for substitutions: 24.11.2017 Two hours before the horse inspection

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

Entry fee per horse: 540 (VAT excluded)

Stabling fee per horse (if any):

Starting fee per horse (if any):

VAT: 21%

Total fee per horse: 653,40€

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2. NO-SHOWS/LATE WITHDRAWALS:

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

Amount charged: 540€

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 Organiser.

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 CIM)

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

All aforementioned amounts are including VAT

VAT Number of the Organiser: G87007746

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VIII. TIMETABLE

	Day	Date	Time
• <u>Opening of stables:</u>	Thursday	23.11.2017	Noon
• <u>Horse Inspection:</u>	Friday	24.11.2017	14:30
• <u>Warm Up</u>	Friday	24.11.2017	08:30
• Sound Check	Friday	24.11.2017	10:00
• Declaration of Starters	Not later than two (2) hours before the draw.		
• <u>Draw:</u>			
D1	Friday	24.11.2017	Following the declarations.
D2	Saturday	25.11.2017	16:30

Competitions CDI5*:	Day	Date	Time	Prize Money
D1 - FEI Grand Prix	Saturday	25.11.2017	12:30	22.000 €
D2 – FEI Grand Prix FreeStyle	Sunday	26.11.2017	17:00	60.000 €
<u>Total Prize Money</u>				82.000 €
<u>Prizes in Kind</u>				-

GENERAL CLASSIFICATION AT THE END OF THE COMPETITIONS:

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

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IX. COMPETITIONS DETAIL

FIRST DAY: Saturday

DATE: 25.11.2017

COMPETITION No 1

Test: FEI Grand Prix (Edition 2009, revision 2014, update 2017), to be ridden from memory

Number of horses per athlete: 1

Open to: All athletes entered

Draw/Art: Art 425.2.1.a ordinary draw

Prize money: 22.000€

Breakdown:

1st -	25% -	5500 euros
2nd -	20% -	4400 euros
3rd -	15% -	3300 euros
4th -	10% -	2200 euros
5th -	7% -	1540 euros
6th -	5,5% -	1210 euros
7th -	4% -	880 euros
8th -	3% -	660 euros
9th -	3% -	660 euros
10th -	2,5% -	550 euros
11th to 15th -	1% -	220 euros

* * * * *

SECOND DAY: Sunday

DATE: 26.11.2017

COMPETITION No 2

Test: FEI Grand Prix Freestyle (Edition 1999, revision 2009, update 2017), to be ridden from memory

Number of horses per athlete: 1

Open to: open and compulsory for all the 15 best athletes from the Grand Prix D1 Competition

Draw/Art: draw within groups of five in reverse order of the result of the Grand Prix (group of riders placed 11-15th to start first)

Prize money: 60.000€

Breakdown:

1st -	25% -	15000 euros
2nd -	20% -	12000 euros
3rd -	15% -	9000 euros
4th -	10% -	6000 euros
5th -	7% -	4200 euros
6th -	5,5% -	3300 euros
7th -	4% -	2400 euros
8th -	3% -	1800 euros
9th -	3% -	1800 euros
10th -	2,5% -	1500 euros
11th to 15th -	1% -	600 euros

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X. FACILITIES OFFERED

1. ATHLETES

Accommodation.

Hotel: Axor Feria

Address: Calle Campezo, 4, 28022 Madrid

Telephone: 0034 913 12 23 79

At the expense of: The Organiser or Athletes

Accommodated (bed and breakfast) from Friday 24.11.2017 to Sunday 26.11.2017 (2 nights)

Meals.

At the expense of: The Organiser or Athletes

Meals provided from Friday 24.11.2017 to Sunday 26.11.2017 at the venue's restaurant

2. GROOMS

Accommodation.

Requests for accommodation must be sent with entries.

Accommodation will be at the cost of: The Organiser Athletes

Meals.

At the expense of: The Organiser or Athletes

Meals provided from Friday 24.11.2017 to Sunday 26.11.2017 at the venue's restaurant

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

XI. LOGISTICAL/ADMINISTRATIVE/TECHNICAL INFORMATION

1. DRAW

Location of the draw: Riders' lounge

2. COMPETITION ARENA(S)

Total dimensions : 70x35m

Type of Footing: Silica Sand with geotextile

(Competition arena - dimensions: 20 x 60 m)

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3. PRACTICE ARENA(S)

Dimensions : 60x25m
Type of Footing: Silica Sand with geotextile
(Competition arena - dimensions: 20 x 60 m)

4. STABLES

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

5. SCORING/TIMING 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. AVERAGE SCORE and OPEN SCORING

Average Score and Open Scoring: Yes No

7. PRIZE GIVING CEREMONY

The number of athletes required to present themselves for the prize-giving ceremony of each competition is 8

8. ADVERTISING ON ATHLETES AND HORSES

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

9. TICKETING

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

Name of your ticketing provider: IFEMA
Web address to buy ticket: www.madridhorseweek.com

10. BETTING

Betting will be authorised by the Organiser. Yes No

11. TRANSPORT REIMBURSEMENT HORSES / PONIES

Transport expenses to be paid by:

The Athlete

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12. WELCOME

The time and date of arrival of athletes, horses and their means of transport must be given to the Organiser in order to facilitate them on arrival.

13. LOCAL TRANSPORTATION - ARRANGEMENTS FROM HOTEL TO SHOWGROUNDS

Walking distance

Organiser Shuttle Service

Public Transport to be paid by the Organiser Athlete

If paid by Athlete approximate cost per round trip:

Taxi: to be paid by the Organiser Athlete .

If paid by Athlete approximate cost per round trip:

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

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

14. ENTRY RIGHT TO SHOWGROUNDS/ACCREDITED PERSONS

Entry right to the stable area acc. to FEI Veterinary Regulations Art. 1023 VI.

NUMBER ACCREDITED PERSONS:

Athlete: 1

Partner: 1

Groom: 1

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

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>

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XII. VETERINARY MATTERS

1. CUSTOMS FORMALITIES

Contact details for Customs Formalities:

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

2. HEALTH REQUIREMENTS

GENERAL

In accordance with the FEI Code of Conduct for the Welfare of the Horse it is imperative that all Horses at FEI Events are physically fit and free from infectious disease before being allowed to compete.

ENTRY OF HORSES

Absolutely necessary for Spanish Authorities:

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

3. NATIONAL REQUIREMENTS

If applicable please provide:

CÓDIGO DE EXPLOTACIÓN: ES280790000195

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.

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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 FEI Veterinary Regulations** and may not be allowed to compete.

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

7.2 VACCINATIONS - EQUINE INFLUENZA. FEI Veterinary Regulations Article 1028

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

VACCINATION	PROTOCOL	ELIGIBILITY TO ENTER VENUE
Primary Course	1 st Vaccination: day 0 2 nd Vaccination: day 21-92	May compete 7 days after the 2 nd Vaccination
First Booster	Within 7 months of the 2 nd vaccination of the Primary Course	May compete for 6 months +21 days after the 2 nd vaccination of the Primary Course Must not compete in the 7 days after receiving a vaccination

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Boosters	MINIMUM: within one year of previous booster vaccination IF COMPETING: must be in the 6 months +21 days of the booster previous vaccination	Must have been vaccinated within 6 months +21 days before arriving at the Event Must not compete in the 7 days after receiving a vaccination
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All FEI registered Horses intending to compete at FEI Events (including CIMs) must be vaccinated against Equine Influenza in accordance with these VRs. The exception being if the applicable domestic legislation prevents the use of Equine Influenza vaccines within the relevant territory

7.3 EXAMINATION ON ARRIVAL. FEI Veterinary Regulations Article 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).

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 (EADCMPs). 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 ARTICLES 1056

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

XIII. HUMAN ANTI-DOPING

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

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

XIV. ADDITIONAL INFORMATION

1. INSURANCES AND NATIONAL REQUIREMENTS

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

1.1 ATHLETES, OWNERS AND SUPPORT PERSONNEL

1.1.1 Personal Accident and Health Insurance

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

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

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

1.1.2 Personal Property Insurance

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

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

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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

1.2.3 Horse Insurance

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

2. PROTESTS/APPEALS

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

Protest and appeal forms are available on the FEI website:

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

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

3. DISPUTES

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

4. MODIFICATION TO SCHEDULE

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

5. ADDITIONAL INFORMATION FROM THE ORGANISER

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

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

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

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

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

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

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

Horses must be stabled within the FEI stable area for the duration of the event. The stables will be closed between 00:00 am and 06:30 am. No horse may leave the stable area between 23:30 pm & 07:00 am without the specific authorization of the Chief Steward unless there is an emergency.

Horses may not leave their boxes without the official show starting number. The stables office will be installed from the 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.

The time and date of arrival of athletes, horses and their means of transport must be given to the Organiser in order to facilitate them on arrival.

Please provide date and time of arrival to the OC by e-mail to: m.aragon@madridhorseweek.com or by phone 0034 636 309 990.

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

- + Date and approximate time of the arrival.
- + Name and FEI Passports of the horses and rider's name.
- + Horse Truck brand model and plate number.
- + Driver's name and license number.
- + After CSI5*-W / CSI2* Madrid Destination.

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

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

DEDUCTIONS FROM PRIZE MONEY AT COMPETITIONS:

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

The tax form must be provided to the athletes upon arrival and returned to the Organiser prior to departing.

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

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

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

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

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

Settlement of accounts per athlete Reimbursement of prize -money will be paid out by bank transfer per athlete (not per horse resp. per horse owner) within 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

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and BIC codes) of their athletes together with the online entries. In case the money transaction does not go through due to incorrect or incomplete bank information, the OC reserves the right to charge a lump sum of 60,00 € for any handling fees charged by the bank.

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

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

IMPORTANT

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

The value of the 1st prize must not exceed 1/3 of the total prize money announced for the competition. Distribution of prize money : distributed to 25 % of participants. If there are between 5 and 19 athletes in the competition, min 5 prizes must be distributed.

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

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

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

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XV. ANNEXES

1.FEI Entry System

Please fill the form below in order to provide you and the other members of your committee or your IT Providers access to the FEI Entry System.

FEI ID¹: 10104561
Name*: Mélanie
First Name*: Aragón Lorenzo
E-Mail*: m.aragon@madridhorseweek.com
Access Rights*: Admin² Consult³
Events⁴: CSI5*-W, CSI2*, CDI5*, CVI-W

FEI ID¹: 10052580
Name*: Carlos
First Name*: Lopes
E-Mail*: c.lopes@madridhorseweek.com
Access Rights*: Admin² Consult³
Events⁴: CDI5*

FEI ID¹: 10052580
Name*: Carlos
First Name*: Lopes
E-Mail*: c.lopes@madridhorseweek.com
Access Rights*: Admin² Consult³
Events⁴: CDI5*

FEI ID¹: 10032772
Name*: Pablo

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First Name*: Márquez Galobardes
E-Mail*: p.marquez@madridhorseweek.com
Access Rights*: Admin² Consult³
Events⁴: CSI5*-W, CSI2*, CDI5*, CVI-W

- 1) If already have an FEI user account.
 - 2) Provide you the required access to manage entries and substitutions and download entries/lists.
 - 3) You are just able to consult and download the entries/lists.
 - 4) Leave the field blank if the user deals with the entries of all events in the show.
- *) Mandatory Fields

2. RESULTS

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

All relevant information, file format and tutorial can be found on this page:

<http://inside.fei.org/fei/your-role/Organisers/dressage/results-forms>

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

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

Please note that as per Art 109.6 (GR): OCs of International Events must inform the FEI and NFs whose teams or individuals have taken part, of the results and prize money paid to each placed Athlete and team, within two (2) days following the Event for all disciplines managed by an online entry system and five (5) days for all other discipline(s), unless otherwise specified for qualification and ranking reasons as communicated by the FEI. Failure from organisers of International Events to provide the FEI with the appropriate result(s) and/or prize money information by the aforesaid deadline and/or in the aforesaid format shall entail a warning for the first violation and thereafter a fine of CHF 1'000.- per violation.

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