

**CDI-W / CDI3\* /CDIU25**  
**The Dutch Masters**  
**Indoor Brabant Horse Show**  
**'s-Hertogenbosch (NED)**  
**14<sup>th</sup> – 16<sup>th</sup> March 2019**



**[www.thedutchmasters.com](http://www.thedutchmasters.com)**

I. DENOMINATION OF EVENT

VENUE: 's Hertogenbosch  
DATE: 14<sup>th</sup> – 16<sup>th</sup> March 2019  
NF: NED  
Indoor:  Outdoor:



- |                                       |                                 |   |  |                                 |  |
|---------------------------------------|---------------------------------|---|--|---------------------------------|--|
| <input type="checkbox"/> CDI1*        | <input type="checkbox"/> CDI2*  | <input checked="" type="checkbox"/> CDI3* | <input type="checkbox"/> CDI4*             | <input type="checkbox"/> CDI5*  | <input checked="" type="checkbox"/> CDIW |
| <input type="checkbox"/> CDIO2*       | <input type="checkbox"/> CDIO3* | <input type="checkbox"/> CDIO4*           | <input type="checkbox"/> CDIO5*            | <input type="checkbox"/> -NC    |  |
| <input type="checkbox"/> CDIJ         | <input type="checkbox"/> CDIY   | <input type="checkbox"/> CDIP             | <input checked="" type="checkbox"/> CDIU25 | <input type="checkbox"/> CDICH  |  |
| <input type="checkbox"/> CDIOJ        | <input type="checkbox"/> CDIOY  | <input type="checkbox"/> CDIOP            | <input type="checkbox"/> CDIOU25           | <input type="checkbox"/> CDIOCh |  |
| <input type="checkbox"/> CDIAm        | <input type="checkbox"/> CDIYH  |   |  |                                 |  |
| <input type="checkbox"/> Championship |                                 | <input type="checkbox"/> Games            |  |                                 |  |

II. GENERAL CONDITIONS

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

.....  
Approved by the FEI, Lausanne, on 21.12.2018. Updated 21.01.2019.  
Updated 28.01.2019.

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

Bettina De Rham  
FEI Director  
Dressage & Para-Equestrian Dressage

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

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

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

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

## **IV. GENERAL INFORMATION**

### **1. ORGANISER**

Name: Stichting Internationaal Concours Hippique Indoor Brabant & Indoor Brabant BV  
Address: Minderbroedersberg 10, 6211 LK Maastricht  
Telephone: +31 (0)43 3521500  
Fax: +31 (0)43 3672422  
Email: [info@thedutchmasters.com](mailto:info@thedutchmasters.com)  
Website: [www.thedutchmasters.com](http://www.thedutchmasters.com)

#### Contact Details Show Ground:

Address: Brabanthallen - Diezekade 2, 5222 AK 's-Hertogenbosch  
Telephone: +31 (0)43 3521500  
GPS Coordinates: latitude N 51.70141° longitude E 5.28999°

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

Directions by road: Motorway A2, Eindhoven-Utrecht-Amsterdam-'s Hertogenbosch.  
Follow 's-Hertogenbosch. In and around 's-Hertogenbosch follow signs 'Brabanthallen'.

Directions by train: Train station 's-Hertogenbosch, Train station is 10 minutes' walk from the Brabanthallen.

Directions by plane: Amsterdam Schiphol Airport, direct train connection to 's-Hertogenbosch.

### **2. ORGANISING COMMITTEE**

Honorary President:  
President of the event: Anky van Grunsven  
Show Secretary: Yvonne van Bergen  
Press Officer: Denise van der Net

### **3. EVENT DIRECTOR**

Name: Marcel Hunze  
Address: Minderbroedersberg 10, 6211 LK Maastricht  
Telephone: +31 (0)43 3521500  
Mobile: +31 (0)653 273001  
Fax: +31 (0)43 3672422  
Email: [info@thedutchmasters.com](mailto:info@thedutchmasters.com)

**4. SPORT DIRECTOR**

Name: Frank & Joris Kemperman

Mobile: +31 648 504577 / +31.62444 9575

Email: [kemperman.frank@gmail.com](mailto:kemperman.frank@gmail.com) / [kempermanjoris@gmail.com](mailto:kempermanjoris@gmail.com)

**5. STABLE MANAGER**

Name: Rick Velstra

Telephone: +49 172 6316811

Email: [superrick@mac.com](mailto:superrick@mac.com)

**6. ANNOUNCER**

Name: Bert de Ruijter

Adri van de Kreeke

Ed Holloway

Email: [bert.de.ruiter@outlook.com](mailto:bert.de.ruiter@outlook.com)

[Equestrianspeaker@ziggo.nl](mailto:Equestrianspeaker@ziggo.nl)

[hollowayed1@gmail.com](mailto:hollowayed1@gmail.com)

**FEI APPROVED SCHEDULE  
's-HERTOGENBOSCH (NED) 14-17 March 2019**

**V. OFFICIALS**

Ref.	Panel	Function	FEI ID	Name	NF	Level	Contact Email
1	Ground Jury	Ground Jury President	10049296	Mariette Sanders-van Gansewinkel	NED	5*	<a href="mailto:mariette@sangan.demon.nl">mariette@sangan.demon.nl</a>
		Ground Jury Member	10097808	Monique Peutz	NED	4*	<a href="mailto:fampeutz@gmail.com">fampeutz@gmail.com</a>
		Ground Jury Member	10023545	Henning Lehrmann	GER	5*	<a href="mailto:henning.lehrmann@bauking.de">henning.lehrmann@bauking.de</a>
		Ground Jury Member	10053540	Stephen Clarke	GBR	5*	<a href="mailto:stephen.clarke@gmail.com">stephen.clarke@gmail.com</a>
		Foreign Judge	10050089	Jean Michel Roudier	FRA	5*	<a href="mailto:jmroudier2@orange.fr">jmroudier2@orange.fr</a>
2	Foreign Technical Delegate	Foreign Technical Delegate					
3	Appeal Committee	Appeal Committee President					
		Appeal Committee Member					
		Appeal Committee Member					
4	Chief Steward	Chief Steward	10052624	Har van de Venne	NED	3	<a href="mailto:harvandenvenne@gmail.com">harvandenvenne@gmail.com</a>
5	Assistant Stewards	Assistant Steward	10093784	Henk Beunk	NED	1	<a href="mailto:h.beunk@zonnet.nl">h.beunk@zonnet.nl</a>
		Assistant Steward	10075711	Martien Trommelen	NED	1	<a href="mailto:martientrommelen@zonnet.nl">martientrommelen@zonnet.nl</a>
		Assistant Steward	10093789	Eric van der Heijden	NED	1	<a href="mailto:e.heijden@h-mi.nl">e.heijden@h-mi.nl</a>
		Assistant Steward	10075706	Wim Knops	NED	2	<a href="mailto:willemknops@kpnmail.nl">willemknops@kpnmail.nl</a>
		Assistant Steward	10093791	Henk Korsten	NED	NAT	<a href="mailto:idjora2000@gmail.com">idjora2000@gmail.com</a>
		Assistant Steward	10093389	Chris Heijlen	BEL	1	<a href="mailto:Heylen.Chris@telenet.be">Heylen.Chris@telenet.be</a>
		Assistant Steward	10075702	Barend Vorselaars	NED	1	<a href="mailto:bvorselaars@kpnmail.nl">bvorselaars@kpnmail.nl</a>
6	FEI Veterinary Delegate	Veterinary Delegate	10089127	Randy de Greef	NED		<a href="mailto:randy@hethazewinkel.nl">randy@hethazewinkel.nl</a>
		Assistant Veterinary Delegate					
	FEI Veterinary Commission	Veterinary Commission President					
Foreign Veterinary Delegate							
Veterinary Commission Member							
7	Veterinary Services Manager / Treating Veterinarian	Veterinary Services Manager	10050463	Ruud van der Linde	NED		0031 610 199246
		Permitted Treating Veterinarian	10050463	Ruud van der Linde	NED		<a href="mailto:dehoogewijst@gmail.com">dehoogewijst@gmail.com</a>
8	Doctor/Medical Service	Doctor/Medical Service		Dr. Schoofs	NED		0031 73 6889889
9	Farrier	Farrier		Piet Vughts	NED		0031 618 991845 <a href="mailto:pjvugts@home.nl">pjvugts@home.nl</a>
				John Vughts	NED		0031 651 302116 <a href="mailto:jhmvugts@home.nl">jhmvugts@home.nl</a>
10	NF Delegate	NF Delegate (if applicable)					



## **VI. INVITATIONS**

Number of NFs invited:	min. 6 excluding home NF
State which NFs are invited:	<u>CDI-W:</u> NED & minimum 6 others NFs, depending of the standing of the FEI World Cup WEL League acc. to the FEI World Cup Rules. <u>CDI3*:</u> Preferable for 2nd horse of riders CDI-W. Fill up with riders from BEL-NED - GER <u>CDIU25:</u> BEL-DEN-GER-GBR- HUN -NED-SWE
Reserve NFs:	CDI-W: acc. FEI World Cup Rules. CDI3*: all CDIU25: all
Total Number of athletes:	CDI-W: 18 CDI3*: 12 CDIU25: 12
Number of home athletes:	CDI-W: acc. FEI World Cup Rules. CDI3*: max. 6 CDIU25: max. 6
Number of athletes per NF:	CDI-W: acc. FEI World Cup Rules. CDI3*: 1 (in acc. with OC max. 2) CDIU25: 1 (in acc. with OC max. 2)
Number of horses per athlete:	CDI-W: acc. FEI World Cup Rules. CDI3*: 1 (in acc. with OC max. 2) CDIU25: 1 (in acc. with OC max. 2)

Athletes are invited by the Organiser through their NF.

One (1) groom per athlete.

### **CDI-W:**

The first 10 athletes from the FEI World Cup Standings list 23 days before the start of the event must be invited for the CDI-W through their NF. They are included in the number of 2 per country. If more than 2 athletes from any particular country are amongst the top 10, they will all be invited. The number of athletes per nation might be modified depending on the number of athletes entered. FEI wild cards: 1, Organiser's wildcards: 2

### **CDI3\*:**

O.C. has the right to invite max. 12 athletes through their NF, these invitations are dependent on the participation in the CDI-W.

**CDIU25:**

O.C. has the right to invite max. 12 athletes through their NF.

## VII. ENTRIES

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

**Contact details show office :**

Yvonne van Bergen

Email : [info@yvonnevandenbergen.nl](mailto:info@yvonnevandenbergen.nl)

Telephone: 0031 (0)6 22927895

### 1. ENTRY DATES AND FEES:

#### Deadlines for entries

Nominated Entries:

Definite Entries:	CDI-W & CDI3*	20 <sup>th</sup> February 2019
	CDIU25	20 <sup>th</sup> February 2019

Last date for substitutions: Thursday 14<sup>th</sup> March 2019, before 10.00 hrs.

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

<b>Entry fee per horse:</b>	CDI-W:	€ 283,02
	CDI3*:	€ 283,02
	CDIU25:	€ 238,85

Stabling fee per horse (if any):	CDI-W:	€ 0,00
	CDI3*:	€ 0,00
	CDIU25	€ 0,00

Starting fee per horse (if any): n/a

<b>VAT:</b>	CDI-W:	€ 16,98 (6% VAT)
(VAT excluded):	CDI3*:	€ 16,98 (6% VAT)

CDIU25: € 14,15 (6% VAT)

**Total fee per horse:**

**CDI-W: € 300,00**

**CDI3\*: € 300,00**

**CDIU25: € 250,00**

All hotel rooms booked but not used will be billed to the athlete following the usual hotel rate.

**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:**

After the definite entries all box reservations will be on athletes account (€ 150,00 including VAT per box). The OC will make automatically box reservation for all horses entered with the definite entries.

Withdrawn after Tuesday 12<sup>th</sup> March 2019, the entry fee per horse as mentioned above will be charged to the athlete. CDI-W: € 300,00 / CDI3\*: € 300,00 / CDIU25: € 250,00.

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

All other fees must be listed hereunder with the details of the amounts to be charged and approved by the FEI. Only fees approved by the FEI and listed in the approved Schedule can be charged by the Organiser.

EADCMP Fee:

Included in compulsory entry fee       Not included in compulsory entry fee

Lower Level Events (CIMS) CHF 18 per horse per event

(For definition of CIMS see Appendix E of the FEI General Regulations)

Higher Level Events CHF 25 per horse per event

(All other events not defined as CIM)

Electricity (upon request): € 40,00 per vehicle (21% VAT)

Manure disposal: € 40,00 per horse (6% VAT)

Hay: € 10,00 per bale (6% VAT)

Straw: € 8,00 per bale (6% VAT)

Shavings: € 12,00 per bale (6% VAT)

Additional stables: € 150,00 per box. (21% VAT)

(if available)

Health Papers: € 40,00 per issued document. (21% VAT)

EADCMP Fee: € 18,00 per horse (6% VAT)

Credit Card Fee: 3%

Other (please specify):

**All aforementioned amounts are including VAT**

VAT Number of the Organiser: NL8137.48.513.B01

According to the relevant Dutch tax regulations, the Organising Committee must charge 6% or 21% VAT on all fees to be paid by athletes. Athletes will receive an invoice, showing VAT specified separately and can apply for re-imbusement of all VAT paid at Indoor Brabant. For more details about the VAT re-imbusement, please read the following link from the Dutch tax authorities

The account (one per athlete) will be made, based upon the definite entries. Payments must be made in € (Euro) in cash or by credit card (will be debited by a levy of 3% over the total amount due). An ATM will be available at the show office as well. No Cheques will be accepted as means of payment. The O.C. reserves the right to withhold money due from the prize-money won, and the FEI Horse Passports as long as outstanding bills have not been paid.

The OC requests an VAT invoice from athlete if he/she won any prizemoney during The Dutch Masters Indoor Brabant Horse Show 2019.

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

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

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

the horse inspection.

the draw of the Grand Prix.

## VIII. TIMETABLE

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

	Day	Date	Time
• <u>Opening of stables:</u>	Wednesday	13 <sup>th</sup> March	17.00 hrs
• <u>Opening of show office:</u>	Thursday	14 <sup>th</sup> March	09.00 hrs
• <u>Horse Inspection CDIW:</u>	Thursday	14 <sup>th</sup> March	12.00 hrs
<u>Horse Inspection CDIU25:</u>	Thursday	14 <sup>th</sup> March	15.00 hrs
<u>Horse Inspection CDI3*:</u>	Thursday	14 <sup>th</sup> March	15.30 hrs
• <u>Declaration of Starters</u>	Not later than one (1) hour after the horse inspection.		
• <u>Draw:</u>			
D01 – CDI-W Grand Prix	Thursday	14 <sup>th</sup> March	13.00 hrs
D02 - CDI-W Grand Prix Freestyle	Friday	15 <sup>th</sup> March	10.30 hrs
D03 – CDI3* Grand Prix	Thursday	14 <sup>th</sup> March	16.00 hrs
D04 – CDI3* Grand Prix Freestyle	Friday	15 <sup>th</sup> March	14.30 hrs
D05 – CDIU25 Grand Prix 16-25	Thursday	14 <sup>th</sup> March	16.00 hrs
D06 - CDIU25 Grand Prix Freestyle	Friday	15 <sup>th</sup> March	18.30 hrs

Competitions CDIW:	Day	Date	Time	Prize Money
D01 - Grand Prix	Thursday	14 <sup>th</sup> March	17.00 hrs	€ 15.000
D02 - Grand Prix Freestyle	Saturday	16 <sup>th</sup> March	14.30 hrs	€ 50.000
<b><u>Total Prize Money</u></b>				€ 65.000
<b><u>Prizes in Kind</u></b>				N/A

Competitions CDI3*:	Day	Date	Time	Prize Money
D03 – Grand Prix	Friday	15 <sup>th</sup> March	12.00 hrs	€ 6.000
D04 – Grand Prix Freestyle	Saturday	16 <sup>th</sup> March	11.00 hrs	€ 8.000
<b><u>Total Prize Money</u></b>				€ 14.000
<b><u>Prizes in Kind</u></b>				N/A

Competitions CDIU25:	Day	Date	Time	Prize Money
D05 – Grand Prix 16-25	Friday	15 <sup>th</sup> March	16.00 hrs	€ 3.000
D06 - Grand Prix Freestyle	Saturday	16 <sup>th</sup> March	09.00 hrs	€ 5.000
<b><u>Total Prize Money</u></b>				€ 8.000
<b><u>Prizes in Kind</u></b>				N/A

**IX. COMPETITIONS DETAIL**

**FIRST DAY: Thursday**

**DATE: 14<sup>th</sup> March 2019**

**COMPETITION No D01- Brabantal**

Test: FEI Grand Prix, Edition 2009, revision 2014, update 2018.  
Number of horses per athlete: 1  
Open to: All CDIW athletes  
Draw/Art: 425.2.2  
Prize money: € 15.000  
Breakdown: € 4.050 / € 3.000 / € 1.950 / € 1.500 / € 1.350 / € 1.200 / € 1.050 / € 900  
If more athletes are placed the next receive: € 300 each.

\* \* \* \* \*

**SECOND DAY: Friday**

**DATE: 15<sup>th</sup> March 2019**

**COMPETITION No D03 - Brabantal**

Test: FEI Grand Prix, Edition 2009, revision 2014, update 2018.  
Number of horses per athlete: 1  
Open to: All CDI3\* athletes  
Draw/Art: 425.2.1.b  
Prize money: € 6.000  
Breakdown: € 2.160 / € 1.350 / € 1.020 / € 720 / € 420 / € 330  
If more athletes are placed the next receive: € 100 each.

**COMPETITION No D05 – Peelhal**

Test: FEI Grand Prix 16-25, Edition 2009, update 2018.  
Number of horses per athlete: 1  
Open to: All CDI-U25 athletes.  
Draw/Art: 425.2.1.a  
Prize money: € 3.000  
Breakdown: € 1.080 / € 675 / € 510 / € 360 / € 210 / € 165 /  
If more athletes are placed the next receive: € 50 each

**THIRD DAY: Saturday**

**DATE: 16<sup>th</sup> March 2019**

**COMPETITION No D06 – Brabantal**

Test: FEI Grand Prix Freestyle to Music, Edition 1999, revision 2009, update 2017.  
Number of horses per athlete: 1  
Open to: All athletes/horse combinations participated competition D05 (GP 16-25).  
Draw/Art: 425.5  
Total prize money: € 5.000  
Breakdown: € 1.800 / € 1.125 / € 850 / € 600 / € 350 / € 275  
If more athletes are placed the next receive: € 100 each.

**COMPETITION No D04 – Brabantal**

Test: FEI Grand Prix Freestyle to Music, Edition 1999, revision 2009, update 2017.  
Number of horses per athlete: 1  
Open to: All athletes/horse combinations participated competition D03 (GP).  
Draw/Art: 425.5  
Total prize money: € 8.000  
Breakdown: € 2.880 / € 1.800 / € 1.360 / € 960 / € 560 / € 440

**COMPETITION No D02 – Brabantal**

Test: FEI Grand Prix Freestyle to Music, Edition 1999, revision 2009, update 2017.  
Number of horses per athlete: 1  
Open to: and compulsory for the 15 best athlete/horse combinations from competition D01 (Grand Prix), incl. those ex aequo on the 15th place.  
Draw/Art: 425.5  
Prize money: € 50.000  
Breakdown: € 13.750 / € 10.000 / € 7.500 / € 5.625 / € 3.125 / € 2.500 / € 1.875 / € 1.250 / € 625 / € 625 / € 625 / € 625 / € 625 / € 625 / € 625 / € 625  
If more athletes are placed the next receive: € 300 each.

## X. FACILITIES OFFERED

### 1. ATHLETES

#### Accommodation.

Hotel: Van der Valk, Hotel 's-Hertogenbosch-Vught

Address: Bosscheweg 2, 5261 AA Vught

Telephone: +31 73 658 770 5

At the expense of:

Bed & Breakfast for CDI-W Grand Prix athletes at the expenses of the Organiser from Thursday 14<sup>th</sup> March – Saturday 16<sup>th</sup> March. All extras (drinks, telephone etc.) will be at own expenses and must be paid in the hotel directly.

Hotel reservation must be done with the definite entries and will be binding. No show's will be at athletes expenses.

Athletes taking only part in the CDI3\* & CDIU25 at own expenses. However the OC can make the hotel reservations if the athlete returned the specific hotel reservation form with the definite entries. Hotel reservations will be binding and no show's will be at athletes expenses.

#### Meals.

For all athletes Lunch and Dinner will be at the expense of the Organiser.

Meals provided from Thursday 14<sup>th</sup> March (only Dinner) to Saturday 16<sup>th</sup> March in the Athletes Restaurant Brabanthallen.

### 2. GROOMS

#### Accommodation.

Requests for accommodation must be sent with entries.

Accommodation will be at the cost of the athletes. From Thursday 14<sup>th</sup> March to Saturday 16<sup>th</sup> March.

However the OC can make the hotel reservations if the athlete returned the specific hotel reservation form with the definite entries. Hotel reservations will be binding and no show's will be at athletes expenses.

#### Meals.

At the expense of the Organiser.

Meals provided from Thursday 14<sup>th</sup> March (only Dinner) to Saturday 16<sup>th</sup> March in the Grooms Restaurant Brabanthallen.

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: Sportoffice

### 2.COMPETITION ARENA(S)

#### Main Arena - Brabantal

Dimensions: 38m x 77m

Type of Footing: Sand (Geomix by Ton Agterberg)

(Competition arena - dimensions: 20 x 60 m)

#### Second Arena - Peelhal

Dimensions: 36m x 67m

Type of Footing: Sand (Geomix by Ton Agterberg)

(Competition arena - dimensions: 20 x 60 m)

### 3.PRACTICE ARENA(S)

Practice Arena 1:

Dimensions: 25m x 49m

Type of Footing: Sand (Geomix by Ton Agterberg)

Practice Arena 2:

Dimensions: 28m x 67m

Type of Footing: Sand (Geomix by Ton Agterberg)

Paddock (last practice Main Arena):

Dimensions: 20m x 40m

Type of Footing: Sand (Geomix by Ton Agterberg)

### 4.STABLES

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

Request for large stables, tack boxes and corner boxes will be provided on a first come, first served bases and before the definite entries. The OC cannot guarantee any large boxes, tack boxes and corner boxes. Those boxes are only available if there will be enough boxes free.

### 5.SCORING PROVIDER / TIMING PROVIDER

Name contact person: SCG Visual - Arien Tolner

Contact email: [Arie@scgvisual.com](mailto:Arie@scgvisual.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.

The E-scribe system and the Degree of Difficulty program will be used for all competitions.

#### 6. AVERAGE SCORE / OPEN SCORING

Average Score and Open Scoring: Yes  No

#### 7. PRIZE GIVING CEREMONY

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

CDI-W: 8, with a line-up for the best 3 athletes.

CDI3\* & CDIU25: the best 6 athletes, with a line up for the best 3 riders.

#### 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: Eventim: +31 (0)88 - 011 261

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

#### 10. BETTING

Betting will be authorised by the Organiser. Yes  No

#### 11. TRANSPORT REIMBURSEMENT HORSES / PONIES

Transport expenses to be paid by:

The Organiser  at \_\_\_\_\_ per km or the Athlete

#### 12. WELCOME

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

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

Walking distance

Organiser Shuttle Service

Public Transport  to be paid by the Organiser  or the Athlete

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

Taxi  to be paid by the Organiser  or the Athlete

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

Other: Busses and/or courtesy-cars are available for transport of athletes and officials from the hotels to the show ground and vice versa according to a time schedule till one hour after the last competition each day from Thursday till Sunday. Due to the traffic problems there is no possibility to have transport from any airport. The organising committee will refund the train ticket for officials from Amsterdam airport to the train station in 's Hertogenbosch. The courtesy-cars are available for transport from the train station 's Hertogenbosch to the show ground and vice-versa.

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

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

##### NUMBER ACCREDITED PERSONS:

Athlete: 1

Partner: 1

Groom: 1

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

Other:

In additional:

One National trainer or Chef d'Equipe and one Veterinary per NF will receive accreditation as well.

A reduced number of extra accreditations per NF can be bought.

All names have to be send to the O.C. with the definite entries.

#### **15. SUSTAINABILITY**

Please consider the environment when organising an FEI Event. Please find useful information on FEI Sustainability here:

<http://inside.fei.org/fei/your-role/organisers/handbook>

## XII. VETERINARY MATTERS

### 1. CUSTOMS FORMALITIES

Name: Horse Service International (Thuur Lucassen)  
Address: Hazenkampweg 6 | 5964 PE Meterik  
Telephone: +31(0)77 398 4545  
Email: [Thuur@horseservice.nl](mailto:Thuur@horseservice.nl)  
Opening hours: Monday till Friday 09.00 hrs – 17.00 hrs

The athletes have to arrange their own transportation and are moreover responsible for arranging correct custom formalities.  
The OC provides a health certificate for € 40,00 (including VAT).  
If an athlete from outside the Netherlands will need health certificate(s), please inform the show office at you arrival and at least before Thursday 14th March before 18.00 hrs pm. Request after this time will not be possible.  
The OC will charge the health certificates once the VWA has made them.

### 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

The competitors have to arrange their own transportation and are moreover responsible for arranging correct custom formalities. Non EC-competitors are strongly advised to travel with an ATA-Carnet.

### 3. NATIONAL REQUIREMENTS

The competitors have to arrange their own transportation and are moreover responsible for arranging correct custom formalities. Non EC-competitors are strongly advised to travel with an ATA-Carnet.

### 4. PONIES

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

### 5. INJURY SURVEILLANCE

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

## 6. TRANSPORT OF HORSES

Horses must be fit to travel and be transported in suitable vehicles. Any government requirements for disease testing and control must be requested well in advance, to ensure that the horse is in compliance by the time of arrival at the border of the country where the Event is taking place. Athletes, or their representatives, have the responsibility to comply with national legislation in both their country of origin and the host nation of the Event. Where necessary athletes must contact local government authorities or veterinary advisors for information regarding animal health requirements and transport legislation. Within the European Union (EU), this includes EU Council Regulation (EC) No 1/2005 concerning the protection of animals during transport within the Member States of the EU.

## 7. VENUE ARRIVAL INFORMATION & FITNESS TO COMPETE

### 7.1 PASSPORTS. FEI General Regulations Article 137

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

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

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

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

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

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

### 7.2 VACCINATIONS - EQUINE INFLUENZA. FEI Veterinary Regulations Article 1003

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

VACCINATION	PROTOCOL	ELIGIBILITY TO ENTER VENUE
<b>Primary Course</b>	1 <sup>st</sup> Vaccination: day 0 2 <sup>nd</sup> Vaccination: day 21-92	May compete 7 days after the 2 <sup>nd</sup> Vaccination
<b>First Booster</b>	Within 7 months of the 2 <sup>nd</sup> vaccination of the Primary Course	May compete for 6 months +21 days after the 2 <sup>nd</sup> vaccination of the Primary Course Must not compete in the 7 days after receiving a vaccination
<b>Boosters</b>	<b>MINIMUM:</b> within one year of previous booster vaccination <b>IF COMPETING:</b> must be in the 6 months +21 days of the booster previous vaccination	Must have been vaccinated within 6 months +21 days before arriving at the Event Must not compete in the 7 days after receiving a vaccination

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

### 7.3 EXAMINATION ON ARRIVAL. FEI Veterinary Regulations Article 1031

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

### 7.4 HORSE INSPECTIONS. FEI Veterinary Regulations Articles 1034-1042

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

### 7.5 LIMB SENSITIVITY EXAMINATION. FEI Veterinary Regulations Articles 1048-1053

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

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

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

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

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

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

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

## **XIII. HUMAN ANTI-DOPING**

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

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

## **XIV. ADDITIONAL INFORMATION**

### **1. INSURANCES AND NATIONAL REQUIREMENTS**

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

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

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

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

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

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

### **1.1.2 Personal Property Insurance**

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

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

### **1.1.3 Press Equipment**

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

## **1.2 ATHLETES AND OWNERS**

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

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

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

### **1.2.2 Additional Liability Information**

The organizer declines any liability for property or pecuniary damage which may happen to visitors, athletes, grooms and horse owners through slight negligence of the organizer, his delegates or his assistants. The OC is liable in case of intent, gross negligence as well as in case of injury to life, body or health and in further cases he is liable for compelling legal liability acc. to the legal requirements.



### 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.

The organizer declines any liability for property or pecuniary damage which may happen to visitors, athletes, grooms and horse owners through slight negligence of the organizer, his delegates or his assistants.

The OC is liable in case of intent, gross negligence as well as in case of injury to life, body or health and in further cases he is liable for compelling legal liability acc. to the legal requirements.

## 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:**

Dogs are not allowed inside the Brabanthallen.

Offences against this rule will incur a fine of € 100,00 per offence and in case of a repeated offence, will lead to permanent exclusion from the building.

### **SMOKING:**

Smoking inside the stables is strictly prohibited; offences against this rule, first will incur a € 100,00 fine and in case of a repeated offence a € 250,- fine and will lead to permanent exclusion from the stables and the show.

### **STABLING:**

All horses, entered for the competitions of The Dutch Masters - Indoor Brabant Horse Show must be stabled in the official stables (immediately

following the veterinary inspection of the horses for the entire duration of the event).

**IDENTIFICATION HORSES:**

For identification purpose all horses stabled at The Dutch Masters - Indoor Brabant Horse Show have to carry their identification number whenever leaving the stables; offences against this rule, first will occur a € 50,00 fine and in case of a repeated offence, will lead to permanent exclusion from the stables.

**TIMETABLE:**

The times stated under "VIII. TIMETABLE" are subject to alterations.

**PRACTICE ARENA'S:**

Training of horses is only allowed at the specified times on the official and controlled exercise arena, from Thursday 14th March until the conclusion of the event on Sunday 17th March. FEI stewards will permanently control the exercise area. During a competition the main practice arena is strictly reserved to horses starting in the present competition. An training schedule will be provided at the show office and will be distributed to the concerned federations before the event will start.

**STARTS:**

During the competition two athletes have to be mounted and ready to enter the arena. If a competitor does not react upon calling his start number, his turn will pass and the combination will be eliminated from that particular competition. (Unless certain circumstances prevent him from appearing at that time, e.g. losing a shoe, before his turn to start).

**HORSE PROTECTION:**

From the time the competitors enter the showground they are obliged to adhere to the Regulations of the Dutch law for animal protection. In case of infringements the respective Athlete at discretion of the Ground Jury will be suspended from the event and may lose any right or privilege he/she is entitled to.

**SPECIAL RULES:**

In accordance with Art. 135.1 of the FEI General Regulations, Athletes agree that their name and image and any photographs and moving images taken of them at an Event may be used by the FEI and/or OC for the purposes of publicising the Event and promoting the sport.

**VIP-TABLE:**

The OC offers the possibility to rent a VIP-table for the entire duration of the event. Additional information can be obtained via the event director.

**FINAL CONDITIONS:**

**'s-HERTOGENBOSCH (NED) 14-17 March 2019**

Simply by enrolling a horse into The Dutch Masters - Indoor Brabant Horse Show, the Person Responsible fully accepts the conditions of the schedule and of the programme itself, applicable for competitors, grooms and horses. In case of a dispute with regard to the interpretation of this official schedule, the English text takes precedence.

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

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

**DEDUCTIONS FROM PRIZE MONEY AT COMPETITIONS:**

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

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

In accordance with the relevant specific Dutch tax regulations, no income tax will be deducted from prizes won by home athletes or by foreign athletes from a country with which the Netherlands have made a treaty in order to avoid double income tax levies. However, 20% income tax will be deducted from prize money won by foreign athletes, domiciled in a country with which The Netherlands do not have a similar tax treaty.

In all cases, athletes will be invited to provide all necessary information, in order to guarantee the correct tax procedure; for this purpose all foreign athletes have to provide the Organising Committee with a copy of the relevant pages of their passport and their home address. Every athlete is responsible for the correctness of the details he/she submits.

The OC requires a prize money invoice with VAT details from all athletes who won prize money.

**PAYMENTS**

Prize money will be transferred to the athlete's bank account, within 14 days after the conclusion of the event.

**IMPORTANT**

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

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

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

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

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

**XV. ANNEXES**

**1.FEI Entry System**

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

**FEI ID<sup>1</sup>:** 10097385  
**Name\*:** Bergen, van  
**First Name\*:** Yvonne  
**E-Mail\*:** [info@yvonnevandenbergen.nl](mailto:info@yvonnevandenbergen.nl)  
**Access Rights\*:**  Admin<sup>2</sup>  Consult<sup>3</sup>

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**FEI ID<sup>1</sup>:** 10051247  
**Name\*:** Kemperman  
**First Name\*:** Frank  
**E-Mail\*:** [kemperman.frank@gmail.com](mailto:kemperman.frank@gmail.com)  
**Access Rights\*:**  Admin<sup>2</sup>  Consult<sup>3</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>

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- 1) If already have an FEI user account.
- 2) Provide you the required access to manage entries and substitutions and download entries/lists.
- 3) You are just able to consult and download the entries/lists.
- \*) Mandatory Fields

## 2. RESULTS

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

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

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

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

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

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

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