



World Equestrian Festival  
[www.CHIO Aachen.com](http://www.CHIO Aachen.com)



July 18<sup>th</sup>- July 20<sup>th</sup>, 2019

# SCHEDULE

## CCIO4\*-S Aachen



**I. DENOMINATION OF THE EVENT**

Venue: Aachen

Date: 18/07/2019 - 20/07/2019 NF: GER

**EVENT CATEGORIES:**

<b>Long</b>		<b>Short</b>		<b>Long</b>		<b>Short</b>
CCI5* <input type="checkbox"/>		CCI(O)2*-S <input type="checkbox"/>		CCIYR3*-L <input type="checkbox"/>		CCIYR3*-S <input type="checkbox"/>
CCI(O)4*-L <input type="checkbox"/>		CCI(O)3*-S <input type="checkbox"/>		CCIJ2*-L <input type="checkbox"/>		CCIJ2*-S <input type="checkbox"/>
CCI(O)3*-L <input type="checkbox"/>		CCI(O)4*-S <input checked="" type="checkbox"/>		CCIH2*-L <input type="checkbox"/>		CCIH2*-S <input type="checkbox"/>
CCI(O)2*-L <input type="checkbox"/>				CCIH3*-L <input type="checkbox"/>		CCIH3*-S <input type="checkbox"/>

CCI1\*-Intro

CCI(O)P1-S  CCI(O)P1-L   
 CCI(O)P2-S  CCI(O)P2-L   
 CCI2\*-S reserved for ponies  CCI2\*-L reserved for ponies

**CHAMPIONSHIP CATEGORIES:**

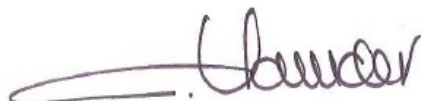
Championship 4\*  Championship 3\*  Championship 2\*   
 Senior  Young Rider  Junior  Pony  Young Horses   
 Championship official title: (as per contract)

**II. GENERAL CONDITIONS**

- FEI Statutes, 24<sup>rd</sup> edition, effective 20 November 2018
- FEI General Regulations, 23<sup>rd</sup> edition, effective 1<sup>st</sup> January 2009, updates effective 1<sup>st</sup> January 2019
- FEI Veterinary Regulations, 14th edition, effective 1 January 2018, updates effective 1st January 2019
- FEI Eventing Rules and its Annexes, 25<sup>th</sup> Edition, updates effective 1<sup>st</sup> January 2019
- 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 2015 WADA Code, effective 1<sup>st</sup> January 2015
- All subsequent published revisions/updates, the provisions of which will take precedence.

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Approved by the FEI, Lausanne, on 22 March 2019



Catrin Norinder  
 FEI Director Eventing and Olympic

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

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

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

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

## IV. GENERAL INFORMATION

### 1. ORGANISER

Name: Aachen-Laurensberger Rennverein e.V.  
Address: Albert-Servais Allee 50, 52070 Aachen, GER  
Telephone: +49 241 9171 109 / -164  
Fax: +49 241 9171 198  
Email: showoffice@chioaachen.de  
Website: www.chioaachen.de

#### Contact Details Show Ground:

Address: Albert-Servais Allee 50, 52070 Aachen  
Telephone: +49 241 9171 0  
GPS Coordinates: Latitude: 50.79492 / Longitude: 6.0977

#### Accessibility Details:

##### Car/Lorry:

From direction Cologne

- A 4 (Köln - Aachen)
- Exit Würselen/Aachen Zentrum
- turn right into Krefelder Straße
- follow the signs

From direction Düsseldorf

- A 44 to Autobahnkreuz Aachen
- A 4 direction Aachen/Heerlen
- Exit Würselen/Aachen Zentrum
- turn right into Krefelder Straße
- follow the signs

From direction Belgium

- follow the A 44 up to the Autobahnkreuz Aachen
- A 4 direction Antwerpen
- Exit Würselen/Aachen Zentrum
- turn right into Krefelder Straße
- follow the signs

From direction Netherlands

- follow the A 4
- Exit Würselen/Aachen Zentrum
- turn right into Krefelder Straße
- follow the signs

Railway Station: Hauptbahnhof (Central Station) Aachen, Lagerhausstraße

Airports: Cologne/Bonn, Duesseldorf (but not Düsseldorf-Weeze),  
Maastricht-Aachen Airport/NED

**2. ORGANISING COMMITTEE**

Honorary President: Klaus Pavel  
President of the Event: Carl Meulenbergh  
Show Secretary: Birgit Rosenberg  
Press Officer: Niels Knippertz

**3. EVENT DIRECTOR**

Name: Frank Kemperman  
Address: Albert-Servais Allee 50, 52070 Aachen  
Telephone: +49 241 9171 107  
Mobile: +49 172 2924947  
Fax: +49 241 9171 199  
Email: frank.kemperman@chiaoachen.de

**4. STABLE MANAGER**

Name: Martin Ravenshorst  
Mobile: 0031-651-345507

V. OFFICIALS

Ref	Panel	Competition	Function	FEI ID	NAME	NF	Level	Contact details
1	Ground Jury	CCIO4*-S	Ground Jury President	10049956	Martin Plewa	GER	3	mail@martin-plewa.de +49 171 2196650
			Ground Jury Member	10051258	Anne-Mette Binder	DEN	3	
			Ground Jury Member	10093774	Peter Andrew Shaw	AUS	3	
Jumping test Judge	Jumping test Judge		10049364	Stephan Ellenbruch	GER	4 (CSI)		
	Technical Delegate		10004896	Marcin Konarski	POL	3	m.konarski@stragona.pl +48 601769772	
2	Technical Delegate		Assistant Technical Delegate	10019424	Dr. Ernst Topp	GER	2	
			Course Designer	10050161	Rüdiger Schwarz	GER	3	ruediger.schwarz1950@icloud.com +49 160 4985736
3	Course Designer		Assistant Course Designer	10003719	Bernd Backhaus	GER	2	
			Assistant Course Designer	10140590	Michael Gola	GER	Nat.	
			Assistant Course Designer	10004225	Gert Boonzaaijer	NED	2	
			Course Builder	10089781	James Willis Willis Brothers	GBR		
			Jumping Course Designer	10050086	Frank Rothenberger	GER	4 (CSI)	
4	Chief Steward		Chief Steward	10049929	Jürgen Petershagen	GER	3	j.petershagen@bewital.de +49 163 6258122
5	Assistant Stewards		Assistant Steward	10051916	Nathaly Fulda	GER	2	
			Assistant Steward	10050133	Caroline Schindlbeck	GER	2	
		Assistant Steward	10052994	Caroline Farwick	GER	3		
		Assistant Steward	10120984	Iris Schless	GER	1		
		Assistant Steward	10016044	Jean-Marc Varillon	FRA	1		
6	Appeal Committee	Appeal Committee		N/A				
7	FEI Veterinary Delegate	FEI Veterinary Delegate	10048947	Dr. Friedrich-Wilhelm Hanbücken	GER		hanbuecken@skynet.be +49 170 9352251	
8	Veterinary Service Manager (VSM) Treating Veterinarian	Veterinary Service Manager	10094172	Anna Endrikat	GBR		anna.endrikat@bwequinevets.co.uk +49 163 1327956	
		FEI Permitted Treating Vet	10050710	Dr. Friedrich Appelbaum	GER		friedrich.appelbaum@t-online.de +49 171 2746930	
9	Chief Medical Officer	CCIO4*-S	Chief Medical Officer		Prof. Dr. med. Frank Hildebrand	GER		<a href="mailto:fhildebrand@ukaachen.de">fhildebrand@ukaachen.de</a> +49 176 23203803
	Medical services		Medical Services		ARGE DRK / Johanniter	GER		
10	Farrier	Farrier		Team Paffen / Lamberty	GER		+49 171 4251031 +49 172 9845171	
11	NF Delegate	NF Delegate		Martin Plewa	GER			



## VI. INVITATIONS

### 1. GENERAL

Number of NFs invited	7
Number of Athletes per NF represented with a team	5
Number of Athletes per team	4
Number of Athletes from the host nation	Max. 10
Number of Athletes per NF not represented with a team	1-2
Number of horses per athlete	1-2 (see below)
Ballot procedure in case of excessive entries. <i>Must be specified</i>	N/A

#### **Teams**

Invited will be the 7 best teams according to the standing of their top 4 riders in the World Ranking List valid January 2019 (AUS, FRA, GBR, GER, IRL, NZL, USA)

Reserve team: SWE

In case one of the invited teams will not be able to compete or with less combinations than invited, the OC has the right to invite another team or individual athletes.

The NF selects the Athletes that will represent the team. A team consists of 3-4 athletes with one horse each.

The invited teams are allowed to either bring a second horse for one team member or a fifth athlete from the NF for the individual competition. The team horses/athletes have to be declared with the definite entry.

#### **Individual Athletes from NFs not invited with a team**

will be invited according to the WRL plus another 2 individuals by wildcard of the OC

#### **German Individuals**

The OC reserves the right to invite individual athletes in addition to the team who are nominated by the NF with 1 or 2 horses

#### **Qualification**

Foreign Athletes:

Foreign Athletes, must be qualified acc. to "Minimum Eligibility Requirements of Athletes & Horses" (see Eventing Rules Art. 516 – 522).

German Athletes:

Acc. to a special handicap agreed upon with NF GER; however "Minimum Eligibility Requirements of Athletes & Horses" (see Eventing Rules Art. 516 – 522) have to be adhered to.

#### **Additional qualification criteria set by the OC:**

**The athlete and horse are required to have one minimum eligibility result (not necessarily as a combination) from a CCI 4\*-S competition within the last 12 months of the nominative entry date (18 June 2018 and 17 June 2019).**

Athletes are invited by the Organiser through their National Federation.

One (1) groom per athlete.

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

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

<b>Teams</b>			
<b>Function</b>	<b>Companion (max. 1)</b>	<b>Maximum number of show passes</b>	<b>Fee*</b>
Chef d'Equipe	yes (partner <u>or</u> assistant)	1 per team	no
Athlete	yes	4 per team	no
Team Veterinarian	no	1 per team	no
Groom	no	1 per athlete	no
Horse Owner	no	2 per horse	no
Team Additional Pass e.g. Farrier, Physio, etc.	no	2 per team	yes*
Athlete Additional Pass e.g. Trainer, Farrier, Physio, etc.	no	1 per athlete	yes*
<b>Individuals</b>			
<b>Function</b>	<b>Companion (max. 1)</b>	<b>Maximum number of show passes</b>	<b>Fee*</b>
Athlete	yes	2 per country	no
Groom	no	1 per athlete	no
Horse Owner	no	2 per horse	no
Athlete Additional Pass e.g. Trainer, Farrier, Physio, etc.	no	1 per athlete	yes*

**\*Fees** - Additional show passes at the expense of the NF will only be granted if the required information has also been entered into the online entry system by the respective NF at the latest by the closing date of the definite entries. The fee for these show passes must be paid by credit card or in cash at the accreditation office when picking up the pass.

<b>*Fees for Additional Show Passes Eventing</b>		
<b>Type of Pass</b>	<b>Access Areas</b>	<b>Price per Pass</b>
Access I	Discipline relevant areas, incl. warm-up and stables, incl. Athletes' Stand	350 €
Access II	Discipline relevant areas, incl. warm-up and stables, excl. Athletes' Stand	150 €
Upgrade Riders' Club*	Riders' Club Restaurant, incl. free drinks, excl. meals	120 €

\*) Upgrade Riders' Club only possible for persons with one of the following show passes: horse owner, access I, access II.

Access Areas for Show Passes Eventing				
Function	Stable Area	Warm-Up	Athletes' Stand	Catering Areas
Chef d'Equipe	A	A	all disciplines	V
Chef d'Equipe Companion/Assistant	A	A	all disciplines	A
Athlete	A	A	all disciplines	V
Athlete Companion	A	A	all disciplines	A
Team Veterinarian	A	A	only eventing	V
Groom	A	A	only eventing	V
Horse Owner	A	A	only eventing	F
Additional Pass / Access I	F	F	F / only eventing	F
Additional Pass / Access II	F	F	-	F
A = access excl. meals V = access incl. meal voucher F = access only against payment of fee (see above) Please note that additional meal vouchers can be bought in the catering areas.				

Show passes can only be picked up personally after presentation of a valid ID-card.

The passes must be worn at all times on the show grounds.

The passes will be withdrawn if they are passed on.

Entrance passes to the stable area are according to VR Art. 1009.

At least one of the names of the owners must correspond with the horse owners registered in the FEI passport of the horse (GR Art. 137.1).

The owner of the show pass accepts the General Terms & Conditions (GTC), the show ground regulations as well as the accreditation rules of the Aachen-Laurensberger Rennverein. On the show days, the show pass is valid for bus transfer to and from the show grounds with all ASEAG busses. In case of loss, a new show pass will be issued for a fee of € 100.

## **VII. ENTRIES**

### **IMPORTANT**

- Entries must be made through the FEI Entry System for all categories of this Event (<https://entry.fei.org>);
- Additional documentation can be found at:  
<http://inside.fei.org/fei/your-role/nfs/entry-system-eventing>
- 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.

FEI Entry System and HippoBase: Entries made via the FEI Online Entry system do not have to be made in HippoBase again. When the OC accepts the entries in the FEI system they will transfer riders and horses to HippoBase. Once copied NFs are kindly requested to provide the additional information in the HippoBase System.

NFs please note: A show might not be listed in HippoBase before the OC has transferred your entries. The synchronization procedure between the two systems is based on FEI-IDs of athletes and horses; entries existing in both system will be detected and will not create duplicates.

NFs who do not yet have a login for HippoBase or who need technical assistance may contact [support@hippobase.com](mailto:support@hippobase.com).

Additional information to be entered in HippoBase:

Rider companions like grooms or horse owners who wish to access the venue must be entered under the respective rider and we kindly ask you to assign a picture to those people so accreditation passes can be prepared.

Requests for hotel reservations have to be specified with the room type (single/double) and the date of arrival and departure directly in HippoBase. If you do not need a room for someone please specify "none" as room type to clarify this.

Privacy Policy Declaration:

Based on Article 6 paragraph 1 a, b & f, GDPR (General Data Protection Regulation of the European Union), presenting the entries for the CHIO Aachen 2019 all parties concerned (Chefs d'Equipe, athletes, horse owners, grooms, vets, trainers and other accompanying persons) consent that the organising committee Aachen-Laurensberger Rennverein e.V. (ALRV) may process their personal data for the purpose of organisation and safe execution of this CHIO and may also forward them to third parties for this purpose. Dependent of the role and possibly already elsewhere given consent, this personal data may be processed as long as up to 3 months after the next CHIO.

The Privacy Policy of the ALRV can be viewed here [www.chioaachen.com](http://www.chioaachen.com). The consent may be revoked in writing at any time with effect for the future. Revoking the consent may result in withdrawal of entry right as well as withdrawal of show pass.

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

Entries have to be in accordance with Art. 509 of the FEI Eventing Rules, 25<sup>th</sup> edition, updates effective 1 January 2019.

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

Nominated Entries:	17/06/2019 to be sent to <a href="mailto:Jana.Kun@chioaachen.de">Jana.Kun@chioaachen.de</a>
Closing date for Definite Entries:	01/07/2019
Last date for substitutions:	18/07/2019 – one hour prior to the Horse Inspection

**FEEES FOR HORSES**

Entry fee per horse:	none
Stabling fee per horse:	none
TOTAL fee per horse	none
EADCMP 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)  Included in entry fee <input type="checkbox"/> Not included in entry fee <input checked="" type="checkbox"/>	CHF 25,00
Details entry procedure fee / Payment:	The EADCMP fee will be added to each rider's final account and payable at the end of the event

**2. OTHER FEES**

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 OC.

Electricity for boxes (upon request): none  
Manure disposal: none  
Health/customs-related documents for Horses if applicable: none  
Hay: € 8 per bale – prices subject to change  
Straw: € 5 per bale – prices subject to change  
Shavings: € 12 per bale – prices subject to change  
Other (please specify): First bedding (2 bales straw or 2 bales shavings) is free of charge

Following feed and extra bedding per horse is also free:  
2 bales straw  
1 bale hay  
1 bag HAVENS horse feed

Lorry/ Caravan area

Parking: € free  
Power supply: provided by the OC ; price: free      Not provided by the OC   
Water supply: provided by the OC ; price: free      Not provided by the OC

All aforementioned amounts include VAT

VAT number of the Organiser: DE 123603839

**3. 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.

**Amount charged and refund procedure:** refers to Chefs d'Equipe

#### **4. QUALIFICATION**

Entries have to be in accordance with Art. 520 and 521 of the FEI Eventing Rules, 25th edition, effective 1 January 2019.

The eligibility to compete will be determined by a combination of the following:

- The level of the Athlete category (National, D, C, B, A) (Art.519)
- The achievement of a number of Minimum Eligibility Requirements according to the eligibility matrix of requirements (Art. 520)

**Additional Qualification Criteria set by the OC – please see page 8!**

## VIII. TIMETABLE

Competitions must not start before 08:00 and must not finish after 23:00, unless prior approval is granted by the FEI.

### Short format competition

Competition CCIO4*-S	Day	Date	Time
• Opening of stables:	Wednesday	17/07/2019	16.00h – 20.00h
/ Vet examination on arrival:			
Due to the actual FEI regulations with regard to Equine Influenza all horses need to be checked upon arrival. Therefore an arrival between 22.00 and 07.00h is not possible			
• Chef d´Equipe and Riders´ Briefing	Thursday	18/07/2019	13.00h
• Official Course Inspection:	Thursday	18/07/2019	14.00h
• 1 <sup>st</sup> Horse Inspection:	Thursday	18/07/2019	17.00h
• Declaration of Starters:	Thursday	18/07/2019	18.00h
• 1st Start – Dressage:	Friday	19/07/2019	08.30h
• 1st Start – Jumping:	Friday	19/07/2019	17.45h
• 1st Start - Cross-Country:	Saturday	20/07/2019	09.30h
• Prize-giving:	Saturday	20/07/2019	14.15h
• Combined Eventing, Jumping and Driving Competition	Saturday	20/07/2019	21.30h

## IX. COMPETITION DETAIL

### COMPETITION C1

Format : CCIO-S

Level: 4\*

This competition will be in accordance with Rules for Eventing, 25th Edition,  
*updated 1 January 2019*

### Technical Conditions

#### DRESSAGE TEST

The FEI Dressage test **2015 4\*B** has to be ridden from memory.

#### CROSS-COUNTRY

Event	Length	max. 3.990 m
	Speed	570 m/min.
	Number of efforts	30-35

#### JUMPING

Event	Distance	max. 600 m
	Speed:	375 m/min
	Number of efforts:	15
	Number of Obstacles:	11-12

#### PRIZE – CLASSIFICATION

<b>Total amount of prize money</b>	Individual Classification: 125.000€ Team Classification: 50.000€
<b>Breakdown per category / placing</b> (1 prize per 4 athletes, minimum 5 prizes and 1 <sup>st</sup> prize not more than 1/3 of total prizemoney)	<b>Individual:</b> 37.000/25.000/18.000/12.000/10.000/7.000/5.000/3.500 2.500/2.000/6x500 <b>Team:</b> 16.500/11.000/7.500/6.000/4.000/3.000/2.000

#### PRIZEMONEY SUMMARY

Category	Level	Currency	Amount
CCIO	4*-S - Individual	EUR	125.000
	4*-S - Teams	EUR	50.000
TOTAL		EUR	175.000

### **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 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.



COMPETITION No S14

Lavazza-Cup



**Combined Eventing-, Jumping and Driving Competition**

Table

**C acc. to Art. 268.1.4. Jumping Rules (for jumping and driving only)**

**For eventing there will be an optimum time acc. to Eventing Rules 545.2.1., 548.2 and Annex I (Indoor Arena Cross Country Rules)**

A team consists of 1 eventing rider, 1 jumping rider and one four-in-hand driver. They enter the arena together.

The eventing athlete starts first and jumps a course of approx. 12 XC type obstacles.

As soon as the horses forefeet of the eventing rider jumping the last obstacle have reached the ground, the jumping rider may jump the first obstacle of his round.

In the meantime the eventing rider dismounts his/her horse and the horse is brought outside of the arena by the groom. The eventing rider walks on foot to the finish line of the jumping course.

As soon as the jumping rider has crossed the finish line the eventing athlete runs to the drivers' waiting area and mounts the carriage.

The carriage driver must then drive an obstacle course with cones and Marathon-type obstacles.

The total time for the team is taken from the moment when the first jumping Athlete crosses the starting line until the driver passes the finishing line. Penalty seconds occurred by the eventing athlete are added to the total time of the team before the first jumping rider starts.

Conversion of penalties into seconds:

knock-down:	3 seconds
disobedience with knock-down:	6 seconds
2 <sup>nd</sup> disobedience:	elimination
Eventer outside the flag:	5 seconds

If any of the members of a team is eliminated in his/her section 60 seconds on top of the time allowed/optimum time in this section will be added to the team result. However, the team is not eliminated and all other athletes may start their sections.

Vehicle: according to Art. 937.4

Maximum number of Athletes: 6 jumping riders – on invitation of OC  
6 eventing riders – on invitation of OC  
acc. to qualification criteria outlined in the approved schedule for the CCI04\*-S Aachen 2019

6 four-in-hand drivers – on invitation of OC

Starting order: by draw

Total prize money: € 30.000

Breakdown of prize-money: Team 1<sup>st</sup> place: 3.500€ / each athlete  
Team 2<sup>nd</sup> place: 2.000€ / each athlete  
Team 3<sup>rd</sup> place: 1.500€ / each athlete  
Team 4<sup>th</sup> place: 1.200€ / each athlete  
Team 5<sup>th</sup> place: 1.000€ / each athlete  
Team 6<sup>th</sup> place: 800€ / each athlete

## X. FACILITIES OFFERED

### 1. ATHLETES / CHEFS D'ÉQUIPE

#### Accommodation Athletes

Athletes are responsible for making their own arrangements.  
Hotel will not be provided. Lorries can be parked free of charge near to the stables.

Hotel rooms at own expense can be booked through:

aachen tourist service e.V.

Markt 45-47, 52062 Aachen

Phone: +49 241 1802952

Fax: +49 241 1802930

e-mail: chio@aachen-tourismus.de

#### Accommodation Chefs d'Équipe

Hotel Ibis Aachen-Marschiertor

Friedlandstraße 8

50264 Aachen

Phone: +49 241 47880

Fax: +49 241 4788110

<https://www.accorhotels.com/de/hotel-0967-ibis-aachen-marschiertor-aix-la-chapelle/index.shtml>

Accommodation (bed & breakfast) at OC expense from Wednesday 17/07/2019 to Saturday 20/07/2019

The OC kindly asks to submit hotel room requirements for their Chef d'Équipe with the nominated entries (17/06/2019). It is also necessary to state if hotel rooms will not be needed. The exact hotel room requirements must be stated at the latest with the definite entry (01/07/2019). Changes to the hotel reservation cannot be accepted after this date.

#### Meals for Chefs d'Équipe and Athletes

Meals from 17/07/2019 to 20/07/2019 will be at the OCs' expense.

Meals will be provided in the Riders' Club (lunch) and Restaurant Karli's / Stables Inn (dinner)

### 2. GROOMS / TEAM VETS

#### Accommodation.

Hotel rooms at own expense can be booked through:

aachen tourist service e.V.

Markt 45-47, 52062 Aachen

Phone: +49 241 1802952

Fax: +49 241 1802930

e-mail: chio@aachen-tourismus.de

#### Meals.

Meals from 17/07/2019 to 20/07/2019 will be at the OCs' expense.

Meals will be provided in the Restaurant Stables' Inn.

Organiser provides 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**

List of Draws, time, date and location:

CCI-S acc. to Art. 533.2

1st test – Dressage: by draw

2nd test – Jumping: as Dressage

3rd test – Cross Country: in reverse order of classification for the best 25 % of athletes after Dressage and Jumping test at the end. For the remaining athletes the starting order will be as in the Dressage test.

In case an athlete rides two horses the better placed horse must be ridden last.

Time, date and location: Thursday, 18/07/2019, 13.00h, Press Conference Room

### **2. COMPETITION ARENA(S)**

Dressage:

- Dimensions: 20 x 60m
- Type of Footing: sand

Cross Country:

- Type of Ground: grass

Jumping:

- Dimensions: 125 x 145m
- Type of Footing: grass

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

Dressage:

- Dimensions: 2 arenas of 20 x 60m plus 24 x 64m indoor arena
- Type of Footing: sand

Jumping:

- Dimensions: 110 x 130m
- Type of Footing: grass

### **4. STABLES**

Size of boxes 3 m x 3 m (80 %) + 20% 3m x 4m (permanent stables – larger boxes can not be made available)

Horses will be stabled (incl. 1st bedding - straw) on the show grounds from 17/07/2019 to 20/07/2019. Please enter the requested type of bedding for each horse into the Hippobase entry system. Only the assigned stables may be used. Additional horses not officially starting at the CHIO Aachen can not be brought along.

Due to the actual FEI regulations with regard to Equine Influenza all horses need to be checked upon arrival. Therefore an arrival between 22.00 and 07.00h is not possible!

**5. SCORING/TIMING PROVIDER**

Name of the company: SCG Visual  
Name contact person: Arien Tolner  
Contact email: 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.

**6. PRIZE GIVING CEREMONY**

The owner of the winning horse/pony is 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 8 (individuals) and 3 (teams).

Athletes riding their horses: Yes  No

**7. ADVERTISING ON ATHLETES AND HORSES**

At CI events, and all competitions except for the Nations Cup, athletes are authorised to carry the logo of their personal sponsor in accordance with article 541 of the FEI Eventing Rules.

**For Championship or CIO Nations Cup Competitions, please specify below.**

Championship: personal sponsor logo Authorised  Not authorised  Not applicable   
Nations Cup: personal sponsor logo Authorised  Not authorised  Not applicable

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

**8. TICKETING**

Are you selling tickets for spectators to attend your event: Yes  No   
Name of your ticketing provider: SAP  
Web address to buy tickets: www.chioaachen.de

**9. BETTING**

Betting will be authorised by the Organiser: Yes  No

**10. TRANSPORT REIMBURSEMENT HORSES / PONIES**

Transport expenses to be paid by the Athlete.

**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.

**12. LOCAL TRANSPORTATION - ARRANGEMENTS FROM HOTEL TO SHOWGROUNDS**

Walking distance

Organiser Shuttle Service

Public Transport  to be paid by the Organiser  / the Athlete

If paid by Athlete approximate cost per round trip:

Other:

A Shuttle-Service for Chefs d'Equipe and athletes from the airport Cologne/Bonn, Düsseldorf (but not Düsseldorf-Weeze), or Maastricht-Aachen Airport/NL and from the hotel to the show grounds and back is provided from Monday, July 15<sup>th</sup> until Sunday, July 21<sup>st</sup>, 2019, daily between 06.30-00.30 hours. On Monday, July 22<sup>nd</sup>, 2019, the shuttle service will only be available until 12.00 noon.

Please order the shuttle at least 24 hours in advance at [showoffice@chioaachen.de](mailto:showoffice@chioaachen.de).

Each team will receive 1 parking pass for the duration of the event for a parking area near the show grounds. Individuals will receive a parking pass on request and according to availability.

**13. LORRY / CARAVAN FACILITIES**

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

./.

**14. 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: DHL Global Forwarding GmbH  
Evelyn Weiskopf-Marx  
Address: Ettore-Bugatti Straße 1, 51149 Cologne  
Telephone: +49 2203 95532 53  
Fax: +49 2203 95532 58  
Email: evelyn.weiskopf@dhl.com  
Opening hours: 08.00-17.00h

Customs and veterinary fees will not be taken over.

### 2. HEALTH REQUIREMENTS

#### GENERAL

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

#### ENTRY OF HORSES

Required health tests and vaccinations: ./.  
Quarantine period: ./.  
Specimen Import Licence applied: ./.

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

Every Athlete is obliged to deliver all necessary health certificates for the transport to the event or identification of the horses before they come into the stables:

a) in case of arrival from a EU-member-country, a health attestation for registered horses acc. to sample of Annex II to COUNCIL DIRECTIVE 2009/156/EC (see <http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32009L0156&from=DE>) of the currently valid version will be necessary.

b) in case of arrival from a country not belonging to the EU, a health certificate for registered horses acc. to sample of annex II (see [https://www.bmel.de/DE/Tier/TierhandelTransport/Gesundheitsbescheinigungen/\\_texte/Pfe\\_rde.html](https://www.bmel.de/DE/Tier/TierhandelTransport/Gesundheitsbescheinigungen/_texte/Pfe_rde.html)) of the decision of the commission 92/260/EG of the currently valid version will be necessary.

A certificate must be done in at least one official language of the country of destination and in one official language of the member country. The Athlete must carry with him the original certificate, not a copy.

The organiser sees to it that on the competition site, an official state veterinarian is present to issue the health certificates which are necessary for the transport of the horses to their destination abroad.

In case the OC has entrusted a forwarding agency, the latter is ready to assist regarding the required documents.

Furthermore, questions relating to health requirements for horses can be directed to the veterinary authorities in the country of origin or in Germany.

### **3. NATIONAL REQUIREMENTS**

In addition to the Rules and Regulations applicable as set out above the following national regulations apply:

- German Animal Welfare Act (Tierschutzgesetz):  
[www.gesetze-im-internet.de/bundesrecht/tierschg/gesamt.pdf](http://www.gesetze-im-internet.de/bundesrecht/tierschg/gesamt.pdf)
- German Law concerning Manufacture and Distribution of Medicines (Arzneimittelgesetz):  
[www.gesetze-im-internet.de/bundesrecht/amg\\_1976/gesamt.pdf](http://www.gesetze-im-internet.de/bundesrecht/amg_1976/gesamt.pdf)
- German Animal Health Act (Tiergesundheitsgesetz):  
[www.gesetze-im-internet.de/tiergesg/TierGesG.pdf](http://www.gesetze-im-internet.de/tiergesg/TierGesG.pdf)
- German Regulation for Animal-Welfare during Transport (Tierschutztransportverordnung)  
[www.gesetze-im-internet.de/bundesrecht/tierschtrv\\_2009/gesamt.pdf](http://www.gesetze-im-internet.de/bundesrecht/tierschtrv_2009/gesamt.pdf)
- German Regulation regarding Livestock Transport (Viehverkehrsverordnung)  
[www.gesetze-im-internet.de/bundesrecht/viehverkv\\_2007/gesamt.pdf](http://www.gesetze-im-internet.de/bundesrecht/viehverkv_2007/gesamt.pdf)
- etc.

### **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 for the transport of horses. 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 and in CSIP 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
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 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 VETERINARY 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 ARTICLES 1057 AND 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 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. MEDICAL INFORMATION FORM FOR ARMBANDS

#### Declaration of medical condition

Athletes with medical conditions that may be relevant in the case of a medical emergency are responsible, at every Event when riding, for wearing a medical data carrier\* from a system provider able to communicate information at least in English. Alternatively (and at the minimum) a medical armband of good quality can be used. Athletes who chose to wear an armband should download and fill the form available for this purpose on the FEI's website <http://inside.fei.org/fei/your-role/officials/eventing/forms>.

*\* Medical data carrier (also called "medical identification tag"): small emblem or tag worn on a bracelet, neck chain, or on the clothing, intended to alert paramedics/physicians/ first responders that the wearer has an important medical condition.*

Conditions that are relevant include recent head injury, serious past injuries/surgery, chronic health problems such as diabetes, long-term medications and allergies. If in doubt, the athlete should discuss this with his own treating physician."

### 2. INSURANCES AND NATIONAL REQUIREMENTS

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

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

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

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

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

##### 2.1.2. Press Equipment

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

##### 2.1.3. Personal Property Insurance

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

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

## **2.2. ATHLETES AND OWNERS**

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

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

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

### **2.2.2. Additional Liability Information**

#### **1.2.2.1 Participation at own risk**

The athlete and the horse owner are aware that this FEI event can be a dangerous event. The athlete and the horse owner take part in the FEI event at their own risk.

#### **1.2.2.1 Participation at own risk**

The athlete and the horse owner are aware that this FEI event can be a dangerous event. The athlete and the horse owner take part in the FEI event at their own risk.

#### **1.2.2.2 Liability of the Organiser**

The organizer is liable without limitation only for intent and gross negligence. For simple negligence the organizer is only liable in case of injury of life, body, health or an essential contractual obligation of the organizer. Essential contractual obligations are those whose fulfilment is necessary to achieve the objective of the contract and in whose fulfilment the athlete or the horse owner trusted and could trust.

In the event of a slightly negligent breach of material contractual obligations, the liability of the Organiser shall be limited to the foreseeable typical damage.

The above limitations of liability also apply in favour of the legal representatives and vicarious agents of the organizer.

Otherwise, liability is excluded.

#### **1.2.2.3 Release from liability**

The athlete and the horse owner are jointly and severally liable to the organizer to indemnify the organizer against all claims of third parties, in particular visitors of the event and other athletes, regardless of fault, at first request, arising from the fact that a human being is killed or the body or health of a human being or an object is damaged by a horse of the athlete or the horse owner or by a person commissioned by the athlete or the horse owner.

#### **1.2.2.4 Choice of law**

The liability and indemnity agreement shall be governed by German law.

### **2.2.3. Horse Insurance**

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

## **3. PROTESTS/APPEALS**

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

Protest and appeal forms are available on the FEI website:

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

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

**4. DISPUTES**

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

**5. MODIFICATION TO SCHEDULE**

In exceptional circumstances, together with the approval of Chefs d'Equipe, host NF delegate, if any, and 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.

**6. ADDITIONAL INFORMATION FROM THE ORGANISER**

**6.1 GERMAN SHOW RULES**

The OC acknowledges that para 1.4 LPO (German Show Rules) is binding for international events in Germany.

**6.2 TIMETABLE**

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

**6.3 FEI-PASSPORTS**

Horses entered in CIMs (CC11\*-Intro/CC12\*-S&L/CC13\*-S&L/CCIP1/CCIP2) 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).

**6.4 GERMAN ANIMAL WELFARE ACT**

According to paragraph 6 of the German Animal Welfare Act, trimming the vibrissae around eyes and muzzle as well as clipping or cutting the hairs inside the ears of horses are prohibited.

**6.5. BRIDLE NUMBERS**

Athletes must supply their own bridle number

**6.5. MOTORISED VEHICLES OR MOTORBIKES**

Are strictly prohibited on the entire show grounds and the XC course

**6.6. DOGS**

Are strictly prohibited on the entire show grounds and the XC course

**6.7. ACKNOWLEDGEMENT OF SHOW GROUND REGULATIONS**

As soon as NFs have presented their entries, all Chefs d'Equipe, athletes, also on behalf of the horse owners, as well as their employees/grooms, representatives and accompaniments are obliged, from the moment of arrival on the show grounds, to acknowledge and keep within the ALRV show ground regulations and rules of the official show schedule, to acknowledge and keep within the German Animal and Welfare Laws and Guidelines, and to behave according to the ethical principles in common practice.

Violations will be dealt with by the respective Ground Jury or Appeal Committee.

**7. MINIMUM AGE LIMITATION**

<b>LEVEL</b>	<b>ATHLETES</b>	<b>HORSES</b>
<b>1*</b>	14	6
<b>2*</b>	14	6
<b>3*</b>	16	6
<b>4*</b>	18	7
<b>5* + CH4*</b>	18	8

## 8. PRIZEMONEY DISTRIBUTION

### **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 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 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.**

All prize money and all prizes in kind rewarded instead of prize money as well as reimbursements (e. g. transport charges, travelling expenses) will be distributed acc. to FEI-RG Art. 127/128 following the last competition at the latest.

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 CHIO. 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 HippoBase. 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 80,-€ 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 obliged 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.

Taxation of Foreign Horse Owners, Athletes and Grooms:

According to § 50a - Abs. 4 EStG of the German Tax Rights the OC must detain tax (withholding tax on income earned) from all accounts paid out to foreign horse owners, athletes and grooms. The horse owners and athletes can apply for exemption of these taxes at the Central Federal Office for Finances, if the lawful requirements are met: Bundeszentralamt für Steuern, An der Kuppe 1, 53225 Bonn, Germany, phone: +49 228-4060, fax: +49 228-4062661. An exemption of these taxes is only possible if the appropriate certificate is submitted. The documents for the exemption of tax can be downloaded from the website [www.bzst.bund.de](http://www.bzst.bund.de). Subject to change

## 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>:** 10003250  
**Name\*:** Kun  
**First Name\*:** Jana  
**E-Mail\*:** jana.kun@chiaoachen.de  
**Access Rights\*:** Admin<sup>2</sup>  Consult<sup>3</sup>   
**Events<sup>4</sup>:** CCIO4\*-S

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**FEI ID<sup>1</sup>:** 10105436  
**Name\*:** Rosenberg  
**First Name\*:** Birgit  
**E-Mail\*:** birgit.rosenberg@chiaoachen.de  
**Access Rights\*:** Admin<sup>2</sup>  Consult<sup>3</sup>   
**Events<sup>4</sup>:** CCIO4\*-S

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**FEI ID<sup>1</sup>:** 10051247  
**Name\*:** Kemperman  
**First Name\*:** Frank  
**E-Mail\*:** frank.kemperman@chiaoachen.de  
**Access Rights\*:** Admin<sup>2</sup>  Consult<sup>3</sup>   
**Events<sup>4</sup>:** CCIO4\*-S

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**FEI ID<sup>1</sup>:** 10016616  
**Name\*:** von Fallois  
**First Name\*:** Bettina  
**E-Mail\*:** bettina.vonfallois@chiaoachen.de  
**Access Rights\*:** Admin<sup>2</sup>  Consult<sup>3</sup>   
**Events<sup>4</sup>:** CCIO4\*-S

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

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

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

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

\* **Mandatory Fields**

## 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 four 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/xml-format>

If you or your provider are unable to produce the required files, results will be accepted by e-mail to [eventingresults@fei.org](mailto:eventingresults@fei.org), in the proper Excel or "XML" format immediately after the event. Please refer to compulsory format for CIs/CIOs/Championships and Games; the file can be downloaded using the following link:

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

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

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.

## 3. STEWARDING (Only for Jumping test of the Eventing competition, as per FEI Jumping rules)

- If an athlete is uncertain as to whether the boots he/she intends to use during an event are allowed, he/she or his/her representative should show the boots to the Chief Steward for his/her opinion before the boots are used in training or in competition.
- In addition, athletes are to be made aware that hind boots must be removed and placed again on the horse's legs in the presence of a Steward while in the warm-up arena prior to entering the competition arena for certain competitions. (If bandages are used in place of boots, athletes are not required to remove the bandages in the warm-up arena.) This procedure is compulsory for competitions for which boot and bandage control is mandatory, that is the Nations Cup, Championships, and the competition with the highest prize money, and is at the discretion of the Chief Steward for other competitions.
- As an alternative to carrying out this procedure at the time designated by the Steward an athlete may ask his/her groom to take the boots to the in-gate and place them on the horse's legs in front of the Steward prior to the combination entering the arena.
- The Steward has the authority to intervene if a boot is deemed excessively tight by instructing that the boot be removed and put on again correctly. *[Stewards are to note that it is normal for a horse's gait to be somewhat affected immediately after boots have been removed and re-placed.]* If an athlete or his/her groom refuses to remove and re-place the boot(s) when instructed to do so by the Steward, a Yellow Warning Card will be issued to the athlete in question.
- If it is deemed impossible or unsafe to remove the hind boots in the warm-up arena prior to the combination entering the competition arena, due to an extremely excited or nervous horse, the boots of the horse in question are to be removed by the athlete/groom following the athlete's round upon leaving the arena and inspected by the Steward. This inspection may be carried out during the boot and bandage control if the boot and bandage control is carried out for the competition in question.
- This procedure does not replace boot and bandage control after completion of an athlete's round for competitions for which boot and bandage control is mandatory (refer to JRs Art. 244.1)