

2014  
NORMANDY



# COMPETITION SCHEDULE

Approved 04/03/2014

August 23<sup>rd</sup> – September 7<sup>th</sup>, 2014



EVENTING



DRESSAGE



JUMPING



Vaulting



PARA  
DRESSAGE



DRIVING



ENDURANCE



REINING



Approved by the FEI:



Subject to any subsequent amendments to the appropriate FEI Rules and Regulations.

**Federation Equestre Internationale**

A handwritten signature in black ink, appearing to be "A. King".

4 March 2014

---

**FEI Secretary General**

## 1. ORGANIZING COMMITTEE

### 1.1. Offices

GIP JEM NORMANDIE 2014

Address: 31 rue des Compagnons - 14000 CAEN - FRANCE

Phone: +33 (0)2 31 84 02 97

Fax: +33(0)2 31 94 98 24

Email: [info-nf@normandie2014.com](mailto:info-nf@normandie2014.com)

Website: [www.normandie2014.com/](http://www.normandie2014.com/) [www.normandy2014.com](http://www.normandy2014.com)

### 1.2. Executive Board of the Organizing Committee

Mr Laurent BEAUVAIS	<b>EB Chairman</b>	President of Region Lower-Normandy
Mrs Valérie FOURNEYRON	<b>EB Member</b>	French Minister of Sports
Mr Nicolas DESFORGES	<b>EB Member</b>	Inter-Ministries Delegate for the major sporting events, French Ministry of Sports
Mr Serge LECOMTE	<b>EB Vice-President</b>	President of French Equestrian Federation
Mr Jean-Michel BRUN	<b>EB Member</b>	Vice-President of the CNOSF (National Olympic Committee)
Mr Philippe DURON	<b>EB Member</b>	MP and Mayor of the city of Caen
Mr Ambroise DUPONT	<b>EB Vice-President</b>	Senator of the Department "L'Orne"
Mr Patrick MUSSAT	<b>EB Vice-President</b>	Vice-President of the Department "L'Orne"
Mr Jacques THOUVENOT	<b>EB Vice-President</b>	Vice-President of Department "La Manche"
Mrs Marie-Jeanne GOBERT	<b>EB Vice-President</b>	Deputy Mayor of the city of Caen
Mr Alain LEPAREUR	<b>EB Vice-President</b>	Vice-President of "Caen La Mer"
Mrs Pascale CAUCHY	<b>EB Vice-President</b>	Vice-President of Region Lower-Normandy
Mr Raphael CHAUVOIS	<b>EB Member</b>	Region Councillor of Lower-Normandy
Mr François DUFOUR	<b>EB Member</b>	Vice-President of Lower Normandy Regional Council
Mr Michel LALANDE	<b>State Controller</b>	Prefect of the Region Lower-Normandy
Mr Jean GANIAGE	<b>Financial Controller</b>	
Mr Paul ESSARTIAL	<b>Qualified Expert</b>	President of the Lower-Normandy Horse Council
Mrs Laurence MEUNIER	<b>Qualified Expert</b>	President of Hippolia
Mr Jean TEULERE	<b>Qualified Expert</b>	French Eventing World Champion



### 1.3. Executive Organizing Committee

Chief Executive Officer	Fabien GROBON
Sports Director	Laurent CELLIER
Administrative & Financial Director	Pascale DASTILLON
Operations Director	Martine NEMECEK
Deputy Director	Dobrina PERRODY

### 1.4. Sports Direction

Vice-President of Competition (elected)	Emmanuel FELTESSE (FFE)
Sports Director	Laurent CELLIER
Sports Assistant Director	Anne LE LANNIC
Services to National Federations	Pauline LAIDI
Competition & Stables Management Assistant	Solenn FRANCOIS
Competition Assistant	Elodie NAVET
Officials Assistant	Raphaëlle NAYRAND
Sports Volunteers Assistant	Marine LACOURIE
Discipline Manager – Driving	Jean-Pierre BRISOU
Discipline Manager – Para-Dressage	Fanny DELAVAL
Discipline Manager – Dressage	Didier FERRER
Discipline Manager – Jumping	Frédéric MORAND
Discipline Manager – Reining	Michèle PFENDER
Discipline Manager – Vaulting	Philippe ROSSI
Discipline Manager – Eventing	Jean-Marc VARILLON
Discipline Manager – Endurance	Nicolas WAHLEN
Sport Coordinator – D’Ornano Stadium	Eric FERRIER
Sport Coordinator – Exhibition Centre & Zénith (PEZ)	Véronique TRAVERS
Sport Coordinator – La Prairie Racecourse	
Sport Coordinator – Le Pin National Stud	Sophie LEMAIRE
Sport Coordinator – Sartilly	



Veterinary Services Managers	Dr Anne COUROUCE-MALBLANC
Venue Veterinary Clinic Administrator – Le Pin National Stud and La Prairie Racecourse (Driving)	Christopher ELLIOTT
Venue Veterinary Clinic Administrator – D’Ornano Stadium	Erin GILLAM
Venue Veterinary Clinic Administrator – La Prairie Racecourse (Para-Dressage)	Lidiwine KERBOURC'H
Venue Veterinary Clinic Administrator – Zenith/Exhibition Centre	Solveig KHUSE
Venue Veterinary Clinic Administrator – Sartilly	Sophie WATTEAU





## 2. FEI OFFICIALS

### 2.1. Appeal Committee

President	Ken LALO (ISR)
Members	
Dressage	Bernard MAUREL (FRA)
Reining	François ZURCHER (SUI)
Para-Dressage	Ulf WILKEN (SWE)
Endurance	Jean-Pierre ALLEGRET (FRA)
Eventing	Wayne QUARLES (USA)
Jumping	Patrick BOELENS (BEL)
Vaulting	Jean-Michel PINEL (FRA)
Driving	Mark WENTEIN (BEL)

### 2.2. Overall Chief Steward

Overall (and Jumping Chief Steward)	Frances HESKETH-JONES (TRIULZI) (ITA)
-------------------------------------	---------------------------------------

### 2.3. Veterinarians

Veterinary Commission I	Dressage/ Reining/ Jumping/ Vaulting	
	President	Richard CORDE (FRA)
	Member - Foreign Vet Delegate	Friedrich-Wilhelm HANBUCKEN (GER)
	Member	Thierry GRISARD (FRA)
	Member	Charles-François LOUF (FRA)
	Member	Ray RANDAL (USA)
	Member	Thomas WOLFF (BRA)
Veterinary Commission II	Para-Dressage/ Eventing/ Driving	
	President	Olivier GEFFROY (FRA)
	Member - Foreign Vet Delegate	Yves ROSSIER (CAN)
	Member	Tim RANDLE (GBR)
	Member	Gerhard DITTUS (GER)
	Member	Cyril TRICAUD (FRA)
	Member	Karen COUMBE (GBR)



Veterinary Commission III	Endurance	
	President	Pierre ROMANTZOFF (FRA)
	Member - Foreign Vet Delegate	Kieran O'BRIEN (IRL)
	Member	Antoine SEGUIN (FRA)
	Member	Alain BOIRON (FRA)
	Member	Denis LAGRUE (FRA)
	Member	Greg GHYOROS (FRA)
	Member	Gerson ACEDO VIEIRA (BRA)
	Member	Michael FOSS (USA)
	Member	Yassine MOTEMRI (TUN)
	Member	Carlos PONFERRADA ABRISQUETA (ESP)
	Member	Roderick FISHER (GBR)
	Member	Daniele GAGLIARDI (ITA)
	Member	Chaluvan NIRANJA (IND)
	Member	Antonio FARRIM (POR)

Veterinary Official	Treatment	Endurance
		Agnès BENAMOU-SMITH (FRA)
		Martha MISHEFF (USA)
		Marc MAILLET (FRA)
		Cécile MAGNAN (FRA)
		Antoine BAYART (FRA)
		Isabelle LEVY (FRA)
		Marie NOLF (FRA)
		Eleonora GUIDI (FRA)

Limb Sensitivity Testing Veterinarian	
	Colin ROBERTS (GBR)
	Gerit MATTHESEN (GER)

**2.4. Medical**

Chief Medical Officer	Peter WHITEHEAD (GBR)
-----------------------	-----------------------



## 2.5. Equine Anti-Doping

Equine Anti-Doping Veterinary	
	Jean-François BRUYAS (FRA)
	Denis Antoine (FRA)
	Roberto Busetto (ITA)
	Mogens Teken CHRISTOPHERSEN (DEN)
	Marie GRANDCOLLOT-CHABOT (FRA)
	Liisa HARMO (FIN)
	Karina POEPPERL (SWE)
	Peter STOLK (NED)

## 2.6. Officials & Juries

CH-M-R/ Reining		
Technical Delegate		Raymond GREThER (NED)
Ground Jury	President	Pierre OUELLET (ITA)
	Member	Ricky LE MAY (SWE)
	Member	Sylvia KATSCHKER (AUT)
	Member	Rick WEAVER (USA)
	Member	Maik BARTMANN (GER)
Equipment Judge		Jeff DELAET (BEL)
Chief Steward		Nick CORNELLISEN (BEL)





CH-M-D/ Dressage		
Technical Delegate		Maribel ALONSO (MEX)
Ground Jury	President	Isabelle JUDET (FRA)
	Member	Elizabeth MC MULLEN (CAN)
	Member	Susan HOEVENAARS (AUS)
	Member	Stephen CLARKE (GBR)
	Member	Liselotte FORE (USA)
	Member	Dietrich PLEWA (GER)
	Member	Francis VERBEEK (NED)
	Reserve Member	Susanne BAARUP (DEN)
Judges Supervisory Panel		Dieter SCHÜLE (GER)
		Ghislain FOUARGE (NED)
		David HUNT (GBR)
Chief Steward		Jacques VAN DAELE (BEL)

CH-M-P/ Para-Dressage		
Technical Delegate		Marc URBAN (BEL)
Ground Jury	President	Anne PRAIN (FRA)
	Member	Hanneke GERRITSEN (NED)
	Member	Freddy LEYMAN (BEL)
	Member	Kjell MYHRE (NOR)
	Member	Marco ORSINI (GER)
	Member	Alison KING (HKG)
	Member	Eva BACHINGER (AUT)
	Member	Sarah LEITCH (GBR)
	Reserve Member	Carlos LOPES (POR)
Classifiers	Chief Classifier	Sharyn GREGORY (AUS)
	Classifier	Chris MEADEN (GBR)
	Reserve Classifier	Gabriella WALTER (BRA)
Assistant Technical Delegate		Juliet WHATLEY (GBR)
Chief Steward		Chris PORTERFIELD (GBR)



CH-M-E/ Endurance		
Technical Delegate		Elisabeth VAN SCHELLE (BRA)
Ground Jury	President	Denis LETARTRE (FRA)
	Member	Mathilde BEAUR (FRA)
	Member	Elizabeth HUYGHE (CHI)
	Member	Ruth CARLSON (CAN)
	Member	Haider ZUBI (JOR)
	Member	John ROBERTSON (GBR)
	Member	Ahmed Ali AL HAMMADI (UAE)
Course Designer		Jean-Louis LECLERC (FRA)
Chief Steward		Derek LIEBENBERG (RSA)

CH-M-C/ Eventing		
Technical Delegate		Alec LOCHORE (GBR)
Ground Jury	President	Gillian ROLTON (AUS)
	Member	Alain JAMES (FRA)
	Member	Ernst TOPP (GER)
	Jumping Test Judge	René BILLARDON (FRA)
Assistant Technical Delegate		Ataide PEREIRA (BRA)
Course Designers	Cross-country Course Designer	Pierre MICHELET (FRA)
	Jumping Test Course Designer	Frederic COTTIER (FRA)
	Course Designer	
Chief Steward		Jürgen PETERSHAGEN (GER)



CH-M-S/ Jumping		
Technical Delegate		Jon DONEY (GBR)
Ground Jury	President	Kim MORRISON (CAN)
	Member	David DISTLER (USA)
	Member	René BILLARDON (FRA)
	Member	Joao MOURA (POR)
	Member	Bruno LAUBSCHER (SUI)
Course Designer		Frédéric COTTIER (FRA)
Chief Steward (and Overall Chief Steward)		Frances HESKETH-JONES (TRIULZI) (ITA)

CH-M-V/ Vaulting		
Technical Delegate		Erich BREITER (AUT)
Ground Jury	President	Véronique GIRARD (FRA)
	Member	Helma SCHWARZMANN (GER)
	Member	Susan DETOL (USA)
	Member	Pavla KRAUSPE (SVK)
	Member	Anita FLAMAND-PROCHASKA (AUT)
	Member	Karolina WICKHOLM (FIN)
	Member	Elzbieta DOLINSKA (POL)
	Member	Anna KULL (SUI)
Chief Steward		Sintje KLINK (GER)

CH-M-A/ Driving		
Technical Delegate		Richard PAPENS (BEL)
Ground Jury	President	Klaus CHRIST (GER)
	Member	Andrew COUNSELL (GBR)
	Member	Anne-Marie TURBE (FRA)
	Member	Joaquin MEDINA (ESP)
	Member	Pia SKAR (DEN)
	Reserve Member	Gerrit KRAAI (NED)
Course Designer		Richard NICOLL (USA)
Chief Steward		Jan DEVAERE (BEL)



#### 4.1. Summary of Stages

There are several stages to the entry process which are detailed below. In summary they are as follows:

<b>Entries in Principle</b>	NFs confirm to the OC their intention to participate in each discipline with team and/or individuals (with estimated number of Athletes).	<b>March 31<sup>st</sup>, 2014</b>
<b>Nominated Entries</b>	NFs submit the OC and FEI a list of Athletes and Horses per discipline in which they intend to participate (up to a defined maximum number), from which Definite Entries will be selected.	<b>July 21<sup>st</sup>, 2014</b> Except Endurance – <b>June 25<sup>th</sup>, 2014</b>
<b>Certificates of Capability</b>	With nominated entries, NFs submit to the FEI competition details to satisfy qualification requirements	<b>July 21<sup>st</sup>, 2014</b> Except Endurance – June 25 <sup>th</sup> , 2014
<b>Definite Athlete Numbers</b>	To assist OC planning, NFs confirm to the OC the <u>number</u> of Athletes and Horses per discipline they intend to submit as Definite Entries.	<b>July 21<sup>st</sup>, 2014</b>
<b>Definite Entries</b>	From the list of nominated entries, NFs confirm to the OC Athletes and Horses they will definitely participate with in accordance with numbers confirmed at 'definite Athlete numbers' stage.	<b>August 14<sup>th</sup>, 2014</b> – Dressage, Para-Dressage, Eventing, Endurance, Reining <b>August 21<sup>st</sup>, 2014</b> – Jumping, Vaulting, Driving

#### 4.2. Entries in Principle: March 31st 2014 (FEI General Regulations Art 116.4.1)

Each NF must declare whether they plan to participate with a team and/or individual Athletes in each of the eight respective disciplines. The OC kindly ask NFs to provide at this stage an estimated number of Athletes they anticipate will participate per discipline either as part of a team or individuals by filling out the Entries in Principle Form available at the following address:

<http://www.hippobase.com/events/Normandy2014/EntriesPrincipleForm.doc>.

The Form should be submitted by email at [entries.normandie2014@hippobase.com](mailto:entries.normandie2014@hippobase.com) by **March 31<sup>st</sup>, 2014**.



### 4.3. Nominated Entries

Detailed entries with all complete information are required (names of Athletes and Horses). According to FEI General Regulations Art. 116.4.2, the list of Nominated Entries may consist of a higher number of Athletes and Horses than the Definite Entries. The maximum permitted numbers for Nominated Entries per NF per discipline are detailed below.

**CH-M-R/Reining**

**July 21<sup>st</sup> 2014**

Each NF may enter a maximum of 12 Athletes and 12 Horses.

**CH-M-D/Dressage**

**July 21<sup>st</sup> 2014**

Each NF may enter a maximum of 8 Athletes and 8 Horses.

**CH-M-P/Para-Dressage**

**July 21<sup>st</sup> 2014**

Each NF may enter a maximum of 10 Athletes and 10 Horses.

The host NF is allowed to nominate an additional 6 Athletes and 6 Horses.

**CH-M-E/Endurance**

**June 25<sup>th</sup> 2014**

Each NF may enter a maximum of 10 Athletes and 14 Horses.

**CH-M-C/Eventing**

**July 21<sup>st</sup> 2014**

Each NF may enter a maximum of 18 Athletes and 18 Horses.

**CH-M-S/Jumping**

**July 21<sup>st</sup> 2014**

Each NF may enter a maximum of 10 Athletes and 20 Horses.

**CH-M-V/Vaulting**

**July 21<sup>st</sup> 2014**

Each NF may enter a maximum of 2 squads of 8 Vaulters (including 2 reserve Vaulters) with 2 Horses and 2 Lungers per squad; 8 individual female Vaulters with 8 Horses and 8 Lungers; 8 individual male Vaulters, with 8 Horses and 8 Lungers; and 4 Pas-de-deux (2 Vaulters per PDD) with 4 Horses and 4 Lungers; plus 2 Lungers and 2 Horses





**CH-M-A/Driving**

**July 21<sup>st</sup> 2014**

Each NF may enter a maximum of 6 Athletes and 60 Horses.

The host NF is allowed to nominate an additional 10 Athletes and 100 Horses.

**4.4. Certificate of Capability**

Certificates of Capability must be sent to the FEI by July 21, 2014 for all disciplines except Endurance (GR Art 117). Endurance Certificates of Capability are due to the FEI by June 24, 2014. Section 4.7 below details how NFs should submit Certificates of Capability. Official FEI publications serve as the source for the qualification criteria that each Athlete and Horse must meet in order to compete. The FEI confirms a certificate of capability for every Athlete and Horse (see 4.7 below). Full qualification procedures for the Alltech FEI World Equestrian Games™ 2014 in Normandy, can be found at <http://fei.org/fei/fei-weg/2014>.

**4.5. Definite Athlete Numbers**

To assist in planning (including confirming stabling numbers for venue development purposes), the OC is asking NFs to confirm on July 21<sup>st</sup> the definite number of Athletes and Horses (including reserves where appropriate) they intend to submit at Definite Entries stage per discipline (for maximum number see Definite Entries section 4.6). **No names are required.** However entry fees are to be paid no later than this date (July 21<sup>st</sup>) based on numbers submitted at this stage.

**4.6. Definite Entries**

The names of the Athletes and Horses being definitely entered must be indicated and selected from those Athletes and Horses on the Nominated entry list.

The number of Horses indicated below (unless otherwise stated) represents the maximum number that the OC will provide stabling for on competition venues. Reserve Horses will not be accommodated on competition venues unless listed below. For NFs requiring stabling off competition venues please refer to a list of suggested locations on the National Federation Extranet available at [www.normandy2014.com/extranet-federations](http://www.normandy2014.com/extranet-federations).



**CH-M-R/Reining**

**August 14<sup>th</sup> 2014**

Each NF may enter a maximum of 6 Athletes and 6 Horses.

**CH-M-D/Dressage**

**August 14<sup>th</sup> 2014**

Each NF may enter a maximum of 4 Athletes and 4 Horses

**CH-M-P/Para-Dressage**

**August 14<sup>th</sup> 2014**

Each NF may enter a maximum of 5 Athletes and 5 Horses.  
The host NF is allowed to enter an additional 3 Athletes and 3 Horses.

**CH-M-E/Endurance**

**August 14<sup>th</sup> 2014**

Each NF may enter a maximum of 5 Athletes and 7 Horses  
Maximum number of Horses allowed in relation to number of Athletes entered as followed:

5 Athletes and a maximum of 7 Horses

4 Athletes and a maximum of 6 Horses

3 Athletes and a maximum of 5 Horses

2 Athletes and a maximum of 2 Horses

1 Athlete and a maximum of 1 Horse

**CH-M-C/Eventing**

**August 14<sup>th</sup> 2014**

Each NF may enter a maximum of 6 Athletes and 6 Horses.

**CH-M-S/Jumping**

**August 21<sup>st</sup> 2014**

Each NF may enter a maximum of 5 Athletes and 10 Horses.

Please note the OC will only accommodate a maximum of **5 Horses** per NF within venue stables.

**CH-M-V/Vaulting**

**August 21<sup>st</sup> 2014**

**Squad:** Each NF may enter 1 squad of 6 Vaulters, 1 Lunger and 1 Horse.

They may also enter 2 reserve Vaulters, 1 reserve Lunger and 1 reserve Horse.

**Individual Female:** Each NF may enter a maximum of 3 individual Vaulters, 3 Lungers and 3 Horses.

They may also enter 1 reserve Vaulters, 1 reserve Lunger and 1 reserve Horse.

**Individual Male:** Each NF may enter a maximum of 3 individual Vaulters, 3 Lungers and 3 Horses.

They may also enter 1 reserve Vaulters, 1 reserve Lunger and 1 reserve Horse.



**Pas-de-deux:** Each NF may enter a maximum of 2 pas-de-deux, with 2 Vaulters, 1 Lunger and 1 Horse per pas-de-deux.

They may also enter 1 reserve Lunger and 1 Reserve Horse.

#### **CH-M-A/Driving**

#### **August 21<sup>st</sup> 2014**

Each NF may enter a maximum of 3 Athletes and 15 Horses.

The host NF is allowed to enter an additional 5 Athletes and 25 Horses.

**Additional Horses not officially entered for the Alltech FEI World Equestrian Games™ 2014 in Normandy will not be allowed on to the competition venues.**

### **4.7. Process for submitting entries and certificates of capability**

All entries must be submitted using the HippoBase entry system exclusively, even for disciplines that usually use the FEI entry system. The OC and FEI will regard the data supplied online as the only official entry information (including qualifying results for Certificates of Capability). Any information sent to the OC by email or fax, which could also be entered directly into the online system, will not be accepted.

Existing HippoBase NF accounts can be used as usual. For details and how to get a new account please visit [www.equinis.com/Hippobase/Login](http://www.equinis.com/Hippobase/Login).

**At Entries in Principle stage (March 31<sup>st</sup>)** – NFs must submit their intention to participate with a team and/or individuals in each of the disciplines to [entries.normandie2014@hippobase.com](mailto:entries.normandie2014@hippobase.com). Normandy 2014 will be accessible to NFs in HippoBase only after the OC has received and approved the Entry in Principle. NFs must then execute the CheckIn procedure in HippoBase to ensure they can technically access the entry system. The contact provided during CheckIn will be used by OC and FEI as the official NF contact for any communication on the Games.

**At Nominated Entries stage (Endurance – June 24<sup>th</sup>, all other disciplines – July 21<sup>st</sup>)** – NFs should log into HippoBase and add Athlete and Horse details according to the maximum numbers per discipline detailed above (4.3). At this stage NFs should also enter qualifying results for Athletes and/or Horses according to the qualifying procedures found at <http://fei.org/fei/fei-weg/2014>.

After adding Athletes, Horses and qualifying results in HippoBase NFs must confirm their list as complete. Then the combined documents for Nominated Entries and Certificates of Capability (see 4.4 above) can be generated. Athletes and Horses not listed on this document will not be permitted in the Definite Entries, or be used for any substitutions.



NFs should print, sign (NF President) and stamp these documents for each discipline and then fax to the FEI (+41 21 310 4760) or scan and email each document to the respective FEI discipline departments:

- Reining** – Laetitia Gillieron, [laetitia.gillieron@fei.org](mailto:laetitia.gillieron@fei.org)
- Dressage** – Carina Mayer, [carina.mayer@fei.org](mailto:carina.mayer@fei.org)
- Para-Dressage** – Carina Mayer, [carina.mayer@fei.org](mailto:carina.mayer@fei.org)
- Endurance** – Marc Chovelon, [marc.chovelon@fei.org](mailto:marc.chovelon@fei.org)
- Eventing** – Frederique Reffet, [frederique.reffet@fei.org](mailto:frederique.reffet@fei.org)
- Jumping** – Marijn Dubbeldam [marijn.dubbeldam@fei.org](mailto:marijn.dubbeldam@fei.org)
- Vaulting** – Laetitia Gillieron, [laetitia.gillieron@fei.org](mailto:laetitia.gillieron@fei.org)
- Driving** – Laetitia Gillieron, [laetitia.gillieron@fei.org](mailto:laetitia.gillieron@fei.org)

Once assessed, the FEI will indicate qualified Nominated Entries on the HippoBase system with a green 'OK'. At this stage the FEI will notify NFs of any unqualified Nominated Entries.

**At Definite Athlete Numbers Stage (July 21<sup>st</sup>)** – NFs should log into HippoBase, enter and confirm Definite Athlete Numbers in accordance with 4.5 above. NFs will be asked to pay all entry fees at this stage based on number of Definite Athlete Numbers indicated. See section 6 below. The NFs must designate and provide contact information for the person responsible for submitting entry fee payments.

**At Definite Entries stage (Reining, Dressage, Para-Dressage, Endurance, Eventing – August 14<sup>th</sup>, Jumping, Vaulting, Driving– August 21<sup>st</sup>)** – NFs should log into HippoBase and remove any non-participating Athletes and Horses until the limits of 4.6 are met and confirm the remaining list as Definite Entries.

Entries not submitted in accordance with the process summarised above and as detailed through the HippoBase system will not be accepted by the OC.

**Contact for all matters relating to entries:** [entries.normandie2014@hippobase.com](mailto:entries.normandie2014@hippobase.com)



## 5.SUBSTITUTIONS

According to General Regulations article 116.4.2, nominated entries must include a list of the names of Athletes and Horses from which the Definite Entries **and any substitutions** will be chosen and state the number of Athletes and Horses which the NF intends to send.

FEI General Regulation article 121.3:

“In case of accident or illness of a team member and/or Horse nominated for a team Competition, such individual Athlete and/or Horse entered in that Event may be substituted. This must be announced by the Chef d'Equipe at the latest one hour before the start of the relevant Competition unless otherwise specified in the relevant Sports Rules. The Athlete/Horse being withdrawn cannot then take part in any other Competition in that Event.”

All substitutions must come from the NF's list of Nominated Entries and submitted in accordance with FEI General Regulation article 121.3 (above) and as specified in the relevant discipline regulations:

<b>Reining</b>	FEI Reining Rules 2014 Art.306.2
<b>Dressage</b>	FEI Dressage Rules 2014 Art. 449.1.2
<b>Para-Dressage</b>	FEI Para-Equestrian Dressage Rules 2014 Art. 8423
<b>Endurance</b>	FEI Endurance Rules 2014 Art. 819.3
<b>Eventing</b>	FEI Eventing Rules 2014 Art. 509.2.3 and 530.2
<b>Jumping</b>	FEI Jumping Rules for Championships and Games Art. 303.2 and 304.2
<b>Vaulting</b>	FEI Vaulting Rules 2014 Art 707
<b>Driving</b>	FEI Driving Rules 2014 Art 946.





## 6. ENTRY FEES

**Entry fees must be paid by July 21, 2014** in Euros (€) by all respective NFs. Fees will be calculated on the basis of the number of Athletes/Horses confirmed at 'Definite Athlete Numbers' stage (see 4.5 above) including reserve Horses.

The entry fee includes:

- Entry to competition,
- Stabling,
- The EADCMP fee,
- The first bedding in straw or shavings, plus about 10 kg of straw or shavings (according to packaging available) per day,
- Waste/muck disposal
- Horse lorry parking,
- Power supply (at this stage the OC is unable to confirm that power hook-up will be available for Eventing lorries at D'Ornano Stadium on Sunday August 31<sup>st</sup>)
- No additional local taxes will be levied.

CH-M-R/ Reining:	630 € per Horse
CH-M-D/ Dressage:	630 € per Horse
CH-M-P/ Para-Dressage:	630 € per Horse
CH-M-E/ Endurance	630 € per Horse
CH-M-C/ Eventing:	630 € per Horse
CH-M-S/ Jumping:	630 € per Horse
CH-M-V/ Vaulting (Squad):	630 € per squad
CH-M-V/ Vaulting (Pas-de-deux):	300 € per pas-de-deux
CH-M-V/ Vaulting (Individual):	250 € per individual
Vaulting reserved Horses	250 € per Horse
CH-M-A/ Driving:	630€ per Athlete

NFs must pay the entry fees for all of their participating Athletes and Horses by SWIFT TRANSFER ONLY, to be received on the following account **by July 21<sup>st</sup> July 2014:**

Recipient: GIP JEM Normandie 2014 / Sport  
Bank: Crédit Agricole Normandie (Grandes Entreprises)  
IBAN: FR76 1660 6536 1700 1713 1088 450  
SWIFT: AGRIFRPP866

**Please request your bank to include the following in the Memo line of the wire transfer: Entries for <Name of NF> -- xx Athletes or xx Horses by Discipline**  
(eg. Entries for FRA – Reining 2, Endurance 5, Dressage 3)



Cheques will not be accepted. Please be attentive to the time needed to complete all transactions and that potential **transfer fees must be borne by NFs**. In addition, only bank transfer from member NFs of the FEI, will be accepted by the OC as entry fees. The Chefs de Mission are kindly requested to send a copy of the receipt of the payment for entry fees to [info-nf@normandie2014.com](mailto:info-nf@normandie2014.com) by **July 21, 2014** at the latest.

**NFs must provide contact information for the person responsible for payments. Athletes whose entry fees have not been paid will not be permitted to compete at the Alltech FEI World Equestrian Games™ 2014 in Normandy.**

**Horses passports will not be returned until all fees and charges have been paid.**

## 7. RULES FOR PARTICIPATIONS

### 7.1. General Conditions

Rules for Participation: For further information, see under respective discipline.

As soon as NFs have presented their entries, all Chefs de Mission, Chefs d'Equipe, Athletes, also on behalf of the Horse owners, as well as their employees/grooms, representatives and accompaniments are requested, upon arrival at the venue, to acknowledge and keep within the FEI Code of Conduct and all applicable FEI rules and regulations, including but not limited to the FEI Equine Anti-Doping and Controlled Medication Regulations and FEI Anti-Doping Rules for Human Athletes, as well as to behave according to ethical principles in common practice. Violations will be dealt with by the respective Ground Jury or Appeal Committee or FEI Tribunal depending on the nature of the violations. All Athletes and Chefs d'Equipe must sign the Code of Conduct and Athlete Waivers. Chefs d'Equipe are required to submit the signed copies of the FEI Code of Conduct for Welfare of the Horses and Athlete Waivers to the National Federations Desk upon arrival. (See [Appendix 1](#) and [2](#)).

In accordance with FEI General Regulations article 135.1 the OC reserves the right to use Athlete/Horse images produced during the Games for promotional purposes.



## 7.2. FEI Code of Conduct for 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. Horse 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 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 area of expertise.

A full copy of this Code can be obtained from the FEI's website: [www.fei.org](http://www.fei.org).

## 8. VENUES

The Alltech FEI World Equestrian Games™ 2014 in Normandy will take place in the following venues:

- Caen:
  - D'ornano Stadium (Dressage, Jumping of Eventing, Jumping),
  - La Prairie Racecourse (Para-Dressage, Driving),
  - Exhibition Centre (Reining),
  - Zenith (Vaulting),
- Sartilly (Endurance)
- Le Pin National Stud (Dressage and Cross-country of Eventing).

### 8.1. Training areas

Training areas and practice obstacles will be available to Athletes on the competition venues according to a timetable. Riding, driving or vaulting outside these arenas and areas and outside scheduled times will not be permitted. The training areas will be controlled by stewards.



***Dimension of the training/ practice areas***

<u>Discipline</u>	<u>Grounds</u>	<u>Sizes</u>	<u>Number</u>
<b>Reining</b>	Sand, covered	60m x 30m	1
	Sand, covered	12m x 30m (10min arena)	1
<b>Dressage</b>	Sand	Rectangles of 60m x 20m (in a 100m x 60m arena)	3
	Sand	100m x 60m	1
<b>Para-Dressage</b>	Sand	60m x 20m	3
	Sand	40m x 20m	1
	Sand	20 m circle	1
<b>Endurance</b>	Varied	20 km	1
	Multi-weather	2000 m (galloping track)	1
<b>Eventing (Dressage/ XC)</b>	Sand	65m x 45m	1
<b>Eventing (Dressage)</b>	Sand	60m x 20m	3
	Grass	90m x 55m	1
	Grass	Galloping track 700m in circle	1
	Sand	Galloping track 400m in circle	1
	Grass	Cross-Country fences	1
<b>Jumping (&amp; Jumping of Eventing)</b>	Sand	100m x 60m	2
<b>Vaulting</b>	Sand, covered	19.5m circle	3
	Sand, covered	60m x 30m	1
<b>Driving</b>	Sand	120m x 100m	1
	Sand	100m x 40m	2

*Lunging areas will be provided.*



## 8.2. Competition arenas/ Courses

### *Size of the Competition arenas and length of the courses*

<u>Discipline</u>	<u>Grounds</u>	<u>Sizes</u>
<b>Reining</b>	Sand, covered	80m x 40m
<b>Endurance</b>	Sartilly and surrounding farmland	160 km
<b>Dressage</b>	Sand	Rectangle of 60m x 20m In a 105m x 68m arena
<b>Eventing</b>	Sand (Dressage)	Rectangle of 60m x 20m In a 80m x 40m arena
	Sand (Jumping)	105m x 68m
	Grass (Cross-Country)	6270-6840 m
<b>Jumping</b>	Sand	105m x 68m
<b>Para-Dressage</b>	Sand	Rectangle of 60m or 40m x 20m In a 80m x 40m arena
<b>Vaulting</b>	Sand, covered	26m circle
<b>Driving</b>	Artificial Sand	60m x 120m
	Artificial Sand (Marathon)	Approx 6 km (phase A)+ 1 km (transfer) + 9 km (phase B)

## 9. LIABILITY & INSURANCE

The OC declines any liability for property or pecuniary damage which may happen to visitors, Athletes, grooms and Horse owners through slight negligence of the OC, its delegates or its assistants. The OC also declines any liability for theft, fire or other incidents.

By making the Definite Entries, each Athlete declares that he/she has taken notice of the schedule and exclusion of the liability as set out in the schedule and that the Athlete explicitly agrees therewith. All Athletes are required to sign the waiver and Chefs d'Equipe are required to submit the form to the National Federations Desk upon arrival. (See [Appendix 2](#))

### **Insurance**

#### Third-party insurance

All Chefs de Mission, Chefs d'Equipe, Athletes, owners, trainers, team veterinarians (see FEI Veterinary Regulations art. 1011) and their accompaniments are personally responsible for damages to third persons caused by themselves, their employees/grooms, their agents or their Horses. They are therefore strongly advised to take out a third-party insurance providing full coverage for participation in equestrian





events at home and abroad, and to keep this policy up to date. The OC/FEI will NOT be responsible for any damage caused by Athletes, their Horses, NF officials, their employees/grooms or their representatives.

#### Final Four Horses

The Horses competing in the Jumping Final are insured on standard conditions, death and loss of use for \$1 million per Horse. This policy is a partial insurance coverage for these Horses. If the owners wish to have their Horses covered for a greater sum they should take out an additional insurance policy themselves. NFs may request further detail of the insurance cover provided by the OC.

## 10. MEDICAL

Medical services will be available on the venue from August 21, 2014 through September 8, 2014. Medical services are provided at the Athlete/NF's expense.

Participants' security and health are paramount to the OC. Dedicated Medical Services will be available to NFs for common treatments and emergencies, on days stables are open.

Management of injuries, including transfers to local pre-identified hospitals will be dealt with by the French Medical Authorities, who will be permanently on-site. We advise all NF delegates to contract their own insurance to cover any additional medical costs that may be incurred on French territory.

In order to provide the best possible care, a medical form will need to be completed by all Athletes and will be kept confidential by our Medical Services.

## 11. VETERINARY AND FARRIERY

Veterinary and farriery services will be available on the venue from August 21, 2014 through September 8, 2014. Veterinary and farriery services are provided at the Athlete/NF's expense. A further note will be communicated to NFs in due course to inform Team Veterinarians more precisely on veterinary and farriery services.

### 11.1. Veterinary Services

#### **Veterinary Services Manager:**

Dr. Anne Couroucé-Malblanc, [vetservices@normandie2014.com](mailto:vetservices@normandie2014.com)



Five local equine clinics have been identified, each with a specialty for the period of the Games, to send Horses if needed:

- Referral clinic for fractures: **Clinique de la Côte Fleurie**  
Route de Paris  
14800 Deauville  
Tel: INT + 33 (0)2 31 88 54 88  
Fax: INT + 33 (0)2 31 88 07 11
- Referral clinic for colics: **Clinique vétérinaire de Falaise**  
ZA L'Attache  
14700 Falaise  
Tel: INT +33 (0)2 31 90 17 79
- Referral clinic for medical cases: **Clinique vétérinaire équine de Livet**  
Cour Samson  
14140 St Michel de Livet  
Tel: INT + 33 (0)2 31 63 01 05  
Fax: INT + 33 (0)2 31 63 68 75
- Emergency clinic for Eventing: **Clinique vétérinaire équine de Méheudin**  
Méheudin  
61 150 Ecouché  
Tel: INT + 33 (0)2 33 35 13 48  
Fax: INT + 33 (0)2 33 39 27 05
- Emergency clinic for Endurance: **Clinique vétérinaire du Panorama**  
1 Route du Panorama  
50530 Ronthon  
Tel: INT + 33 (0)2 33 50 79 75  
Fax: INT + 33 (0)2 33 50 25 07

Designated treatment boxes will be at each venue where supportive treatments may take place with the permission of the relevant Veterinary Commission. Such Designated Treatment Boxes will be available when the stables are open and are subject monitoring according to the Veterinary Regulations.

## 11.2. Farriery Services

### Games Farrier Coordinator:

Mr. Luc Leroy, [vetservices@normandie2014.com](mailto:vetservices@normandie2014.com)

A farrier will be available on-site on each venue, during Stables opening hours. A forge and some equipment will also be available for the NF farriers' use.



### 11.3. Veterinary Examinations, Horse Inspections, and Passport Controls

Veterinary Examinations, Horse Inspections, and Passport Controls will be carried out in accordance with FEI Veterinary Regulations and the discipline-specific veterinary regulations. On arrival at a Games venue all Horses must undergo an examination by a veterinarian to confirm their identification from their passport, their vaccination status and general health. To protect all Horses attending events, any Horse with a questionable health status, with regards to vaccination, disease or other concerns, must be stabled within the isolation facilities provided by the Organising Committee pending a decision on entering the venue.

#### HORSE INSPECTIONS (2014 Veterinary Regulations Article 1033)

All Horses will be assessed for their orthopaedic fitness to compete during the Horse Inspection. Any Horse demonstrating questionable fitness may be referred to the Holding Box for further veterinary examination. Horses deemed not fit to compete will be eliminated by the Ground Jury and not be permitted to continue in the competition.

### 11.4. Horse Inspections (HI)

<b>Reining</b>	Sunday 24 <sup>th</sup> August	@ 10:00
<b>Dressage</b>	Sunday 24 <sup>th</sup> August	@ 08:00
<b>Para-Dressage</b>	Sunday 24 <sup>th</sup> August	@ 10:00
<b>Endurance 1<sup>st</sup> HI</b>	Wednesday 27 <sup>th</sup> August	@ 15:00
<b>Endurance 2<sup>nd</sup> HI</b>	Friday 29 <sup>th</sup> August	@ 08:30
<b>Eventing 1<sup>st</sup> HI</b>	Wednesday 27 <sup>th</sup> August	@ 15:00
<b>Eventing 2<sup>nd</sup> HI</b>	Sunday 31 <sup>st</sup> August	@ 07:30
<b>Jumping 1<sup>st</sup> HI</b>	Sunday 31 <sup>st</sup> August	@ 09:00
<b>Jumping 2<sup>nd</sup> HI</b>	Saturday 6 <sup>th</sup> September	@ 09:00
<b>Vaulting</b>	Monday 1 <sup>st</sup> September	@ 09:00
<b>Driving</b>	Wednesday 3 <sup>rd</sup> September	@ 10:30

### 11.5. Vaccinations (FEI Veterinary Regulations Art 1028)

Please refer to FEI Veterinary Regulations published on FEI website:

[http://www.fei.org/sites/default/files/2014\\_Veterinary\\_Regulations\\_clean.pdf](http://www.fei.org/sites/default/files/2014_Veterinary_Regulations_clean.pdf)

#### ***Influenza***

Horses competing at FEI Events must comply with the requirements for Equine Influenza vaccination in accordance with the FEI Veterinary Regulations (Article 1028) and as summarized 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 competing in the 6 months +21 days from the previous booster vaccination	Must have been vaccinated with the 6 months +21 days before arriving at the Event Must not compete in the 7 days after receiving a vaccination

***Other Recommended Immunizations***

Dr Anne Couroucé-Malblanc, Veterinary Services Manager, recommends that all NFs, even if not compulsory under FEI Rules and Regulations, give serious consideration and implement vaccination strategies to ensure their Horses have established immunity against Equine Herpes Virus Type I.

Any vaccinations should be recorded on the Horse’s individual passport or accompanying health certificate.

**11.6. Equine Anti-Doping and Controlled Medication Testing**

See FEI Veterinary Regulations 13<sup>th</sup> edition, 1<sup>st</sup> January 2014 Chapter VI.

**11.7. Pre-Arrival Testing (PAT) and Elective Testing**

Pre-Arrival Testing (PAT) and Elective Testing will be available to the teams and individuals during the Alltech FEI World Equestrian Games™ 2014 in Normandy. Price and procedure to be detailed within the Veterinary Services Note to be published in due course.



## **11.8. Designated Approved Laboratory**

Laboratoire des Courses Hippiques (LCH)  
15 rue de Paradis  
91370 VERRIERES LE BUISSON

See FEI Veterinary Regulations, 13<sup>th</sup> edition, 1<sup>st</sup> January 2014, Chapter VI.

## **11.9. Team Veterinarians**

Upon arrival at the venue, all official Team Veterinarians must announce their presence at the office in the veterinary area of the first venue they attend. All veterinarians must conduct themselves during the Games in compliance with the current FEI Veterinary Regulations and other FEI relevant Rules and Regulations. All Veterinarians requiring stables accreditation must be in possession of an FEI Permitted Treating Veterinarian card. Accreditation for veterinarians will be withdrawn for failure to register in this way.

Veterinarians who are established and lawfully conduct veterinary activities outside France may practice in France, on the occasion of the Alltech FEI World Equestrian Games™ 2014 in Normandy only, without being obliged to apply for registration on the "Ordre des Vétérinaires" (Article L. 241-1 for the practice of medicine and surgery animals and Article L. 5143-2 Code of Public Health for the practice of veterinary pharmacy). However, a prior declaration to the regional "Ordre des Vétérinaires" should be made. A form will be sent to NFs by the OC in due course.

Interested parties are required to comply with professional standards applicable in France and are subject to the disciplinary jurisdiction of the College of Veterinarians.





## 12. EQUINE SERVICES

### 12.1. Designated Equine Shipping Agent/ Horse Transportation Service/ Stables Management

The OC have appointed Peden Bloodstock as the sole shipping agent. Further detail regarding all transport and equine logistical matters will be provided in the Equine Freight Manual which is available on the National Federation Extranet [www.normandy2014.com/extranet-federations](http://www.normandy2014.com/extranet-federations).

#### **Peden Bloodstock GmbH**

Mr Martin Atock - Managing Director

Leyenburg

47509 Rheurdt

Germany

Email: [atock@peden.de](mailto:atock@peden.de)/ [henry@peden.co.uk](mailto:henry@peden.co.uk)/ [fiona@peden.de](mailto:fiona@peden.de)

Tel: +49 208 378 2410/ +44 7818 413 185/ +44 7748 864 089

### 12.2. Conditions of Importation

At the time of the first veterinary examination, i.e. upon arrival of the Horses on the venue and before entering the stables, every Athlete is obliged to present a valid FEI passport or an FEI Recognition card cover on an approved passport as well as the health certificates which are required for the transport to the event:

- **EU origin Horses:** a health certificate for registered equidae according to the specimen of Annex II of Directive 2009/156 (as amended)
- **Non-EU origin Horses entering into the EU for a period of less than 90 days:** a health certificate for registered equidae according to the specimen in Commission Decision 92/260 (as amended)
- **Non-EU origin Horses entering into the EU for a period of more than 90 days:** a health certificate for registered equidae according to the specimen in Commission Decision 93/197 (as amended)

The certificate must ALSO be issued in French. The Athlete must carry with him the original certificate, not a copy.

Horse passports and veterinary documents will be collected at the arrival veterinary check. These documents will be handed back to the Chef d'Equipe/NF representative after payment of all expenses before departure.



Peden Bloodstock GmbH will ensure that, where necessary, onward certification is issued for Horses departing each venue.

For veterinary medicine import requirements NFs should refer to the Equine Freight Manual.

### 12.3. Arrival and Departure of Horses (See [Appendix 3](#))

Arrivals and Departures will be coordinated by Peden Bloodstock GmbH in accordance with procedures detailed in the Equine Freight Manual. Stables opening and closing dates per discipline are provide in Appendix 3. It will be possible to deliver equipment separately to Horses.

### 12.4. Costs covered by the Normandy 2014 OC

**Non-European Origin Horses:** The OC is liable to cover the costs for all qualified Horses arriving and departing into/from a French Airport during the arrival & departure windows as follows:

- All landing & handling charges at the port of arrival
- Trucking from the arrival airport only if going directly to and from the Games Venues.
- All export & handling charges at the port of departure
- Ministry costs for return health certification

The above costs will only be covered by the OC if the arrangements are coordinated by and through the Designated Shipping Agent, Peden Bloodstock.

#### Arrival & Departure Windows

The following are the arrival & departure windows in France. During these windows the OC will cover all costs listed above for Non-EU Origin Horses:

- Reining, Dressage, Para-Dressage, Endurance, Eventing: 18<sup>th</sup> August – 3<sup>rd</sup> September
- Jumping, Vaulting, Driving: 25<sup>th</sup> August – 10<sup>th</sup> September

#### **Trucking Allowance**

The OC will pay lump sum payments to cover travel and transport expenses for Chefs de Mission, Chefs d'Equipe, team/individual Athletes and their grooms, **and of the Horses**, including all costs of loading and unloading as well as related designated shipping agent fees and/or ministry veterinary fees in the host country within the arrival and departure windows stipulated above. For payment amounts see section 19 – Transportation/Reimbursement of travelling and transportation expenses.



## 12.5. Costs covered by NFs

Each NF is responsible for the following costs related to the transport of their Horses, attendants & equipment to and from France:

- **Horses**
  - All CIF (cost, insurance & freight) costs from the country of origin up to French airport
  - All charges imposed by Customs for Temporary or Permanent import
  - All costs from "FOB" (free on board) French airport to country of origin
  - All pre export quarantine charges in France if required by the country of destination
  - All pre export blood testing related costs if required by the country of origin/destination
- **Horse Equipment**
  - All costs related to the shipment of equipment up to and/from the Games Venues
  - All charges imposed by Customs for Temporary or Permanent import

## 12.6. Horses Lorries & Parking

NFs are requested to consolidate Horses on vehicles for arrival and departure from the competition venues.

Restricted Parking for Horse &/or equipment vehicles will be provided. Further details are available within the Equine Freight Manual.

## 13. FEED, HAY AND BEDDING

The following will be made available to NFs:

- all commonly used feed will be available to buy, including hay, bran, oats, barley, sweet feed, pellets or cubes, corn, linseed and carrots. All feed will be certified free of prohibited substances.
- Straw & shavings will be available to buy (in addition to the allowance included in the entry fee).

Further details (products and prices) will be provided to NFs by April 2014. Purchased items will be charged on the NFs account, and invoices will be issued and must be paid before departure.



## 14. STORAGE OF EQUIPMENT AND SUPPLIES

### 14.1. Tack Stalls

The OC will provide tack stalls according to a ratio of at least one for every four Horses. Where space and availability allows additional tack stalls will be made available to NFs.

For Endurance where space is limited, should the number of entered Horses exceed expectations due to the number of reserve Horses permitted by the OC, the number of allocated tack stalls may be less. However, NFs should be aware that Horse lorries will be parked immediately adjacent to the stables compound and that lorries can be used for storage of tack and equipment.

### 14.2. Shipping Containers

Shipping containers are not provided by the OC. However NFs considering bringing their own shipping containers for storage of equipment should contact the OC as soon as possible and at the latest by 31<sup>st</sup> May, 2014 to agree how this can be facilitated.

### 14.3. Rental/ Sales of Equine Equipment

NFs are encouraged to bring all of their own supplies. A limited number of equipment retailers will be available in the Games Village (in Caen). Any special requests should be addressed in advance to the OC.

## 15. ACCREDITATION

Please see [Appendix 4](#) for maximum number of accreditations allowed per category of population.

Please see [Appendix 5](#) for access rights allocated to each category of population.

Please see [Appendix 6](#) for additional purchased accreditations. Purchase process to be detailed by April 2014.

The system to be used for submitting accreditation details will be made available to NFs prior to the Nominated Entries date (July 21<sup>st</sup>).

The Main Accreditation Centre will be located near the competition venues in Caen and will open for collection of accreditations at the beginning of August.

For Endurance and Eventing NFs are also able to collect accreditations from venue based accreditation centres at Sartilly and Le Pin National Stud which will open a few days prior to stables opening for these disciplines.



## 16. IDENTIFICATION NUMBERS (FEI GENERAL REGULATIONS ART 114)

Identification numbers for Horses will be distributed upon arrival of the Horses and must be worn at all times, during the Games when the Horse is out of the stables.

## 17. ACCOMMODATION

### Sub-Contents:

- 17.1. NF Accommodation Provided at OC Cost
- 17.2. Individual Gold Medalists
- 17.3. Hotel Accommodation for Partners
- 17.4. Hotel Accommodation for Additional Delegation Members
- 17.5. Accommodation for Grooms
- 17.6. Accommodation Declarations
- 17.7. General Conditions
- 17.8. Housing Bureau Contact Details

### 17.1. NF Accommodation Provided at OC Cost

The OC will provide accommodation for Athletes, Chefs de mission, Chefs d'Equipe, Team Veterinarians and grooms according to the specifications stated below (**maximum number per population**). Accommodation can also be arranged through the Housing Bureau – Normandy 2014 for additional NF delegates (see 17.8 below) but will be at the NF's cost.

For this group of NF accredited personnel, the OC will provide hotel accommodation free of charge, in a single room (double occupancy upon availability – See *Partners*) with breakfast included their actual stay as follows:

#### ***Chefs de Mission***

1 Chef de Mission per National Federation participating in 3 or more disciplines.

Earliest arrival at OC expense:

- Saturday, August 23, 2014 (one day before the first Horse inspection).

Latest departure at OC expense:

- Monday, September 8, 2014 (one day after the Closing Ceremony).



**Reining**

- 1 Chef d'Equipe
- 1 Team Veterinarian
- Grooms – see 17.5 below

Team

- 4 Athletes

Individuals instead of Team

- 2 Athletes

Individuals in addition to Team

- Up to 2 Athletes

Earliest arrival at OC expense

- Saturday, August 23, 2014 (one day before the first Horse inspection)

Latest departure at OC expense:

- Sunday, August 31, 2014, (one day after the last day of competition)

**Dressage**

- 1 Chef d'Equipe
- 1 Team Veterinarian
- Grooms – see 17.5 below

Team

- 4 Athletes

Individuals instead of Team

- 2 Athletes

Earliest arrival at OC expense:

- Saturday, August 23, 2014 (one day before the first Horse inspection)

Latest departure at OC expense:

- Saturday, August 30, 2014 (one day after the last day of competition)

**Para-Dressage**

- 1 Chef d'Equipe
- 1 Team Veterinarian
- Grooms – see 17.5 below

Team

- 4 Athletes

Individuals instead of Team

- 2 Athletes

Individuals in addition to Team

- 1 Athlete

Earliest arrival at OC expense:

- Saturday, August 23, 2014 (one day before the first Horse inspection)

Latest departure at OC expense:

- Saturday, August 30, 2014 (one day after the last day of competition)





### **Driving**

- 1 Chef d'Equipe
- 1 Team Veterinarian
- Grooms – see 17.5 below

#### Teams:

- 3 Drivers

#### Individual instead of Team:

- 1 Driver

#### Earliest arrival at OC expense:

- Tuesday, September 2, 2014 (one day before the first Horse inspection)

#### Latest departure at OC expense:

- Monday, September 8, 2014 (one day after the last day of competition)

*For Driving, an area of about 300m<sup>2</sup> per Athlete will be made available by the OC on the competition venue close to the stables. Access to the dedicated area will be restricted to NF accredited personnel only. The area will be made available during the stables opening period of time from September 1<sup>st</sup> to September 8<sup>th</sup>, 2014.*

At NF's expense, it will be possible to arrive earlier and/or to depart later (subject to availability). Such requests must be received by the Housing Bureau – Normandy 2014 as early as possible and at the latest according to the declaration deadlines.

Payment policy is according to the Terms & Conditions mentioned below and in the Accommodation Regulation Plan.

## **17.2. Individual Gold Medallists**

Individual Gold Medal winning Athletes (including Lungers) staying for the official Closing Ceremony on September 7<sup>th</sup>, 2014, will be guests of the OC in Caen (including Eventing and Endurance Athletes) until September 8<sup>th</sup>, 2014.

## **17.3. Hotel Accommodation for Partners**

Subject to availability, the OC will provide double rooms for the above mentioned Athletes (except Vauters and Lungers), Chefs de Mission, Chefs d'Equipe and Team Veterinarians bringing a partner. However, the difference between a single and a double room will be the cost of one additional breakfast; it will be at the individual's own expense. Payment will be required directly to the hotel.

The Housing Bureau – Normandy 2014 will need to be advised, as early as possible, of the presence of partners. Their names will need to be indicated through the Booking Platform.



### 17.4. Hotel Accommodation for Additional Delegation Members

Limited accommodation at the NF or individual’s expense will be provided for people other than those belonging to the official team (For example: veterinarians, doctors, physiotherapists, psychologists, farriers, etc). Fulfillment of such requests will depend on the availability of accommodation.

These requests must be received by the Housing Bureau – Normandy 2014, as early as possible.

### 17.5. Accommodation for Grooms

Grooms will be accommodated on each competition venue:

- Except for Endurance, grooms are permitted to stay in their lorries according to the OC policy detailed within the Equine Freight Manual.
- An alternative accommodation solution will be provided for grooms without access to lorries. They will be accommodated in temporary structures with common shower/toilet facilities.

All Para-Dressage grooms and Eventing grooms accommodated in OC accommodation on August 31<sup>st</sup> (in Caen) will be accommodated on the neighboring Vaulting/Reining venue and provided with a shuttle service to/from their venue.

The free of charge period is as follows:

- Earliest arrival on the day of Stables opening, for each discipline,
- Latest departure at the day of Stables closing, for each discipline.
- Earlier arrivals or later departures **will not be allowed**.

Number of grooms accommodated at OC expense, per Athlete/Horse, are as follows:

<b>Reining</b>	1 groom per Athlete
<b>Dressage</b>	1 groom per Athlete
<b>Para-Dressage</b>	1 groom per Athlete
<b>Endurance</b>	2 grooms per Athlete
<b>Eventing</b>	1 groom per Athlete
<b>Jumping</b>	1 groom per Athlete
<b>Driving</b>	2 grooms per Athlete
<b>Vaulting</b>	1 groom per commenced 3 Horses



## 17.6. Accommodation Declarations

- a. All reservations as stated above will be made through the Housing Bureau by the NF and controlled by the OC.
- b. The Housing Bureau must receive the booking request for NF accredited personnel accommodated at OC's expense by the stage of the Definite Athlete Numbers (July 21<sup>st</sup>, 2014). After this date, the OC will not be able to guarantee accommodation availability.
- c. Should NFs not respect this schedule, the OC might not be able to assist with their NF personnel's accommodation.

## 17.7. General Conditions

- a. Each NF is in charge of booking accommodation for their whole delegation (rooms at OC expense and rooms at NF expense) and ought to appoint a single contact as Group Leader to the Housing Bureau.  
For accommodation provided free of charge by the OC, the OC will only cover the room expenses (with one breakfast) if the room is personally used by the persons as stated under "NF Accommodation Provided at OC Cost" and "Accommodation for grooms".

It is the responsibility of NFs to enforce this rule.

- b. Everyone must pay any additional costs (phone, mini-bar, parking, etc.) directly to the hotel prior to departure.
- c. Anyone needing accommodation before or after the period free of charge, as stated above, can make a request through the Housing Bureau (see 17.8). Fulfillment of such requests, at NF expense, will depend on the availability of accommodation.
- d. Cancellation policy for rooms at NF expense and at OC expense is defined in the Accommodation Regulation Plan. Payment schedule (only for rooms at NF expense) is defined in the *Accommodation Regulation Plan* available on the National Federation Extranet [www.normandy2014.com/extranet-federations](http://www.normandy2014.com/extranet-federations). All booking payments have to be made to the Housing Bureau.
- e. The OC requires a guarantee payment for rooms at its expense, booked by the NFs. The amount of the guarantee is equivalent to 25% of room nights at OC expense booked by the NF. The payment has to be made to the OC. All the details about the guarantee and its refund are stated in the Accommodation Regulation Plan.



## 17.8. Housing Bureau Contact Details

**For all hotel reservations and queries please contact:**

Housing Bureau – Normandy 2014  
Organising Committee Normandie 2014  
6, avenue du Maréchal Montgomery  
14000 Caen – France

**Phone:** +33 (0)1 70 39 35 59

**Fax:** +33 (0)1 53 85 82 83

**Email :** [hotels.normandie2014@mci-group.com](mailto:hotels.normandie2014@mci-group.com)

## 18. CATERING

Meals for Chefs de Mission, Chefs d'Equipe, team and individual Athletes, vaulting attendants, vaulting team trainers, grooms according to the number accommodated at OC cost (see 17.5) and team veterinarians will be provided free of charge catering by the OC from 1 day before the discipline's Horse inspection to 1 day after the end of the discipline's competition.

Breakfast will be available at the hotel or on the venue depending on where NF personnel are accommodated (eg. Jumping Athlete: at the hotel; Jumping Groom: on the venue). Lunch and dinner will be available on each **respective** venue **exclusively**. Lunch and dinner will consist of three courses with a variety of options including fish and meat.

Below are the dates during which time the NF accredited personnel listed above will be provided with catering **at the OC's cost**:

<b>Reining</b>	Saturday, August 23, 2014 to Sunday, August 31, 2014
<b>Dressage</b>	Saturday, August 23, 2014 to Saturday, August 30, 2014
<b>Para-Dressage</b>	Saturday, August 23, 2014 to Saturday, August 30, 2014
<b>Endurance</b>	Tuesday, August 26, 2014 to Friday, August 29, 2014
<b>Eventing</b>	Tuesday, August 26, 2014 to Monday, September 1, 2014
<b>Jumping</b>	Saturday, August 30, 2014 to Monday, September 8, 2014
<b>Vaulting</b>	Sunday, August 31, 2014 to Saturday, September 6, 2014
<b>Driving</b>	Tuesday, September 2, 2014 to Monday, September 8, 2014

Outside these periods (including from stables opening) **and** for additional staff, catering will be available at NF cost. More information and buying process will be detailed by April 2014.



## 19. TRANSPORTATION

### 19.1. Arrivals and Departures

Official points of arrival in France for the NFs:

- 5 Airports: Paris Roissy Charles de Gaulle, Paris Orly, Deauville, Caen and Rennes
- 4 Train stations: Paris Gare du Nord, Caen, Granville and Argentan

OC will provide, if needed, a shuttle service from these points of arrival to the NFs' hotels, for the accredited people, at OC expense: Athletes, grooms, Chefs de mission, Chefs d'Equipe, Team Veterinarians. This service will run **from August 20th until September 9th**. Details on booking process will be provided by April 2014.

NF accredited personnel other than those at OC's expense will also be able to benefit from the service. Terms, condition and prices to be provided by April 2014.

### 19.2. Reimbursement of travelling and transportation expenses

The OC will pay a lump sum for the travelling and transportation expenses of Chefs de Mission, Chefs d'Equipe, team and individual Athletes and their grooms, and of the Horses (*See also "Equine Services/ Trucking Allowance"*).

The OC will pay:

- 120 Euros per definitely entered Athlete for Dressage, Reining, Para-Dressage, Endurance, Eventing and Jumping,
- 120 Euros per definitely entered Horse for Vaulting,
- 240 Euros per definitely entered Athlete for Driving.

### 19.3. Transport Operations

#### *Transport service between hotels and venues in Caen*

NF accredited personnel will have access to a transportation service between Caen hotels and all venues in Caen. Service will start prior to first Horse arrivals and end on day after last day of competition, and will be adapted to the Stables opening/closing times.

#### *Transport service between the Venues in Caen*

Regular dedicated shuttles (for all accredited groups) will run between the Caen venues throughout the day – precise times and start/end date to be communicated in due course.



### ***Other transportation systems***

Dedicated NF service to be provided between the Caen hub and Haras du Pin/ Sartilly venues – adapted to competition requirements (training/ Horse inspection days/ competition times, etc.)

Dedicated NF service to be provided between NF hotels (Granville and Avranches) and venue for Endurance (Sartilly).

### **19.4. Transport for Para-Dressage**

Based on the size of its Para-Dressage delegation, each NF will have their own assigned wheel chair accessible vehicle(s) and driver(s). This driver will transport the Para-Dressage Athletes and one accompanying person/guide per Athlete from/to the hotel during the Para-Dressage competition.

### **19.5. Parking passes**

Each Chef de Mission will receive one parking pass for all existing car parks on venues for the entire duration of the Games.

Each Chef d'Equipe will receive one parking pass for the duration of the relevant discipline for a parking area near her/his discipline's venue.

Each Endurance Athlete will receive one parking pass for the duration of the relevant discipline for a parking area near the vet gate.

Each Eventing Athlete will receive one parking pass for the duration of the relevant discipline for a parking at the Haras National du Pin and at Caen (only for the Jumping finale day).

Limited additional parking passes will be available for purchase by NFs at some venues according to availability. More details to be provided in March 2014

### **19.6. Motorised vehicles and bicycles on venues**

No motorised vehicles (golf cars, motorbikes, Segways etc) other than the OC's own vehicles except wheelchair accessible vehicles will be allowed on the venues. The policy regarding bicycles within venues is to be determined and strict rules will be established. Wheelchairs and mobility scooters will be permitted on venues.





## 20. SETTLEMENT OF ACCOUNTS

Payment of prize money, reimbursement of transport, traveling expenses and accommodation guarantee will be paid out by bank transfer from the OC only to the respective NFs by October 15<sup>th</sup>, 2014. For this purpose the NFs are requested to state their bank information (name of recipient, bank name, bank code, account number, IBAN and BIC codes) in the form in [Appendix 7](#) and to send it by July 21, 2014 at [info-nf@normandie2014.com](mailto:info-nf@normandie2014.com). The NFs will receive receipts for the settlement of account by regular mail.

In accordance with article 30.II of the 1990 Finance Law amending article 182.B of the CGI (French General Tax Code) payments made as remuneration for artistic or sporting services provided or used in France (also for the cars if so), to persons residing outside France, are subject to a 15% deduction at source, under the conditions laid down by international conventions. Therefore the OC will make deductions from prize money in accordance with this law.

Upon settlement NFs will be provided with a detailed breakdown of account per Athlete/Team per discipline. The account will detail the amount of prize money paid per Athlete/Team, any tax deductions made at source, and a breakdown of transport/travel payments being made per Athlete/Team.

## 21. PROTESTS AND APPEAL

Protests and/or appeals must be made in accordance with the FEI General Regulations and to be valid must be accompanied with the corresponding deposit.

## 22. EVENT ORGANISATION (FEI GENERAL REGULATIONS ART 109 AND 110)

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 will be notified to all Athletes and Officials as soon as possible and reported to the FEI Secretary General by the President of the Ground Jury.

## 23. CANCELLATION OF THE EVENT

In exceptional circumstances and with the approval of the FEI, the OC reserves the right to take all necessary actions including the cancellation of the event and in this case will repay entry fees to NFs.



## 24. ADVERTISING AND PUBLICITY ON ATHLETES AND HORSES

The OC authorizes the Athletes to wear clothing and use equipment (including, but not limited to, riding equipment and vaulting back pads) and vehicles which identify the manufacturer, the Athlete's sponsor(s), the Athlete's team sponsor(s), the NF's sponsor(s), the Athlete's nation, and/or the Athlete himself, only under specific conditions set forth by the Article 135 of the FEI General Regulations 23<sup>rd</sup> edition, 1<sup>st</sup> January 2009, updates effective 1 January 2014.

The Chief Steward is responsible for ensuring that FEI Regulations relating to Art 135 are respected by Athletes before entering the arena. Athletes not complying with Art 135 will not be permitted to enter the arena during competition.

## 25. HORSES LEAVING THE OFFICIAL VENUES

FEI Veterinary Regulations 2014 Art 1023.IV.g states "Horses may not leave the designated Event venue during the Period of the Event, unless exceptionally authorised by the Veterinary Commission/Veterinary Delegate".

## 26. STABLES SAFETY AND SECURITY

The following security regulations of the Fire Department will need to be obeyed:

- Smoking will be strictly prohibited in the stable area.
- Open fires (e.g. camping stoves) will be strictly prohibited,
- Only the needed amount of feed supplies may be stored in the stables,
- Open space and entry ways between the stables may not be obstructed by equipment (except normal size trunks),
- All electrical plugs will be French sockets (220V), participants will need to bring adaptors.
- No one will be allowed to stay in the stables overnight due to the local fire ordinance. For procedures regarding monitoring of horses overnight see [Appendix 8](#).

Those who disregard the above security regulations may incur a fine and/or other appropriate sanctions.

## 27. PETS

**Dogs** (except guide dogs) **and all other pets will be strictly prohibited on all competition venues**, including Eventing cross-country and Driving marathon courses.



## 28. CHEFS' WORKING AREAS

The OC will provide working areas on venues for all Chefs de Mission and Chefs d'Equipe. These areas will have internet access and lockers will be available.

## 29. CEREMONIES, INTERVIEWS

### 29.1. Opening Ceremony

Chefs de Mission, Chefs d'Equipe, Athletes, grooms and team staff/officials from all NFs represented at the Alltech FEI World Equestrian Games™ 2014 in Normandy will be invited by the OC to parade with their national uniforms (without horses) and take part in the Opening Ceremony on Saturday, 23<sup>rd</sup> August, 2014 from 20:00. Each NF will be requested to have at least 5 representatives parading at the Ceremony unless the NF is composed of less than 5 representatives.

Further information will be provided in due course and NFs will be asked to provide an estimate of the number of delegates they anticipate will parade. The OC reserves the right to arbitrate the final number of representatives per nation if needed in order to fit with Ceremony requirements.

The OC will not pay for attendance related costs (transportation, accommodation, catering etc.) for NF representatives other for those already being accommodated at OC cost at the time of the Opening Ceremony.

The OC cannot guarantee seats in the stand for more than 5 representatives per NF. According to the estimated number parading of delegates communicated in advance the OC will endeavor to provide seats for a maximum number of representatives. Should a NF wish to secure seating for additional, the ticketing department will guarantee access to tickets at the lowest available price.



## 29.2. Closing Ceremony

Athletes from all NFs represented at the Alltech FEI World Equestrian Games™ 2014 in Normandy will be invited by the OC to parade (without horses) and take part in the Closing Ceremony on Sunday, 7<sup>th</sup> September, 2014, following the medal ceremony of the Jumping Individual Final Four. Further information will be provided in due course and NFs will be asked to (1) confirm that they will take part in the parade, and (2) provide an estimate of the number of delegates they anticipate will parade.

All individual gold medallists (without horses) will be invited and expected to take part in the Closing Ceremony (transportation, accommodation and catering will be covered by OC).

Except for gold medallists, the OC will not pay for attendance related costs (transportation, accommodation, catering etc) for athletes other than those for whom these costs are already being covered by the OC at this time.

## 29.3. Medal and Prize-Giving Ceremonies

All medallists will be obliged to take part in the official medal ceremonies. The ceremonies will take place immediately following each final competition (except for Endurance – see below) and will include only medal winners with their winning Horses (except the individual Jumping when all 4 finalists will take part). For Para-Dressage all individual medal winning horses and team gold medal horses will take part.

Each NF will be requested to provide the OC with their official national anthem (musical audio version exclusively, WAV or AIFF format if possible) and their official national flag (image format) by March 15<sup>th</sup>. In the event of a change of national anthem or flag between March 15<sup>th</sup> and the Games, NFs must inform the OC and supply the latest version.

The Endurance medal ceremony will take place the day following the ride at the D'Ornano Stadium in Caen without Horses. Medallists' attendance at this ceremony is compulsory. Any Athlete not attending may be disqualified by the Ground Jury depending on the circumstances. A transport solution will be offered to NFs to travel from Sartilly to the D'Ornano Stadium in Caen.

## 29.4. Medal Celebrations

Detailed information regarding Medal Celebrations will be communicated to NFs in due course.



## 29.5. Mixed Zone, Press Conferences and Interviews

All Chefs de Mission, Chefs d'Equipe, Athletes, team personnel and especially medallists and placed athletes are expected to make themselves available for interviews when requested by the Alltech FEI World Equestrian Games™ 2014 in Normandy Media Team. In addition, all Athletes and Team Trainers will be obliged to pass through the flash interview and mixed zones after competing.

All medallists, placed athletes and the best French athlete of the respective discipline are obliged to attend the Press Conference at the end of the day of competition. Other persons may be requested by media, and their presence would be greatly appreciated upon request of the Alltech FEI World Equestrian Games™ 2014 in Normandy Media Team.

## 29.6. Team Kiss & Cry Areas

Each stadium will have a "Team Kiss and Cry" area to which a maximum of 5 persons pertaining to the relevant Athlete currently in the arena will be allowed. 8 persons will be permitted during the vaulting squad competition.

## 30. ATHLETES (NF) SEATING

Accredited seating areas composed of a limited number of seats will be available at each venue for all NF accredited personnel on a first come first serve basis.

## 31. NATIONAL FEDERATION HOSPITALITY

Hospitality packages are available for NFs to purchase on request by contacting [hospitalite@normandie2014.com](mailto:hospitalite@normandie2014.com) or + 00 33 2 31 84 67 69.

For Endurance, private hospitality areas close to the vet gate are available to purchase on request. Please contact Clémence Cinier [hospitalite@normandie2014.com](mailto:hospitalite@normandie2014.com) to obtain [rates and surfaces available](#).

## 32. COMMUNICATION TO NFS

All official communication to NFs will be made available by the OC on a dedicated extranet platform at the following address [www.normandy2014.com/extranet-federations](http://www.normandy2014.com/extranet-federations). Please register to be informed of the latest announcements.



### 33. DIRECTIONS TO THE SHOW GROUND

Venues are located in the heart of the city of Caen and all around the region of Normandy.



#### Caen Venues







**D'ornano Stadium** – Dressage, Jumping of Eventing, Jumping

Address Boulevard Georges Pompidou, 14000 CAEN  
GPS: Latitude: 49°17'9536"  
Longitude: -0°39'6818"

**Zenith & Exhibition Centre** – Vaulting, Reining

Address Rue Joseph Philippon, 14000 CAEN  
GPS Latitude: 49°17'0814"  
Longitude: -0°38'2055"

**La Prairie Racecourse** – Para-Dressage, Driving

Address Boulevard Yves Guillou - 14000 CAEN  
GPS Latitude: 49°17'6976"  
Longitude: -0°36'5361"

**Sartilly** – Endurance
















Address Rue de la Vergée – 50530 SARTILLY  
GPS Latitude: 48°74'89 84"  
Longitude: -1°46'1117"

















**Le Pin National Stud** – Dressage and Cross-country of Eventing

Address Haras National du Pin – 61310 LE PIN AU HARAS  
GPS Latitude: 48°73'8796"  
Longitude: 0°14'6948"

**COMPETITION SCHEDULE (PROVISIONAL, SUBJECT TO CHANGES)**

**Alltech FEI World Equestrian Games™ 2014 in Normandy**

Saturday August 23 <sup>rd</sup>	20:30		<b>Opening Ceremony</b>	<b>D'Ornano Stadium</b>
Monday August 25 <sup>th</sup>	08:45		Reining Team Competition & 1 <sup>st</sup> Individual Qualifying Competition Round 1	Exhibition Centre
	09:00		Dressage Team & Individual Grand Prix Session 1	D'Ornano Stadium
	09:00		Para-Dressage Team Test Grade II	La Prairie Racecourse
	14:00		Dressage Team & Individual Grand Prix Session 2	D'Ornano Stadium
	14:00		Para-Dressage Team Test Grade Ib	La Prairie Racecourse
Tuesday August 26 <sup>th</sup>	08:30		Para-Dressage Team Test Grade IV	La Prairie Racecourse
	08:45		Reining Team Competition & 1 <sup>st</sup> Individual Qualifying Competition Round 2	Exhibition Centre
	09:00		Dressage Team & Individual Grand Prix Session 3	D'Ornano Stadium
	13:15		Para-Dressage Team Test Grade III	La Prairie Racecourse
	14:00		Dressage Team & Individual Grand Prix Session 4	D'Ornano Stadium
	16:30		Para-Dressage Team Test Grade Ia	La Prairie Racecourse
Wednesday August 27 <sup>th</sup>	09:00		Para-Dressage Individual Championship Test Grade II	La Prairie Racecourse
	09:30		Dressage Individual Grand Prix Special	D'Ornano Stadium
	14:00		Para-Dressage Individual Championship Test Grade Ib	La Prairie Racecourse

Thursday August 28 <sup>th</sup>	07:00		Endurance Team & Individual Ride	Sartilly
	08:30		Para-Dressage Individual Championship Test Grade IV	La Prairie Racecourse
	09:30		Eventing Dressage Test Session 1	Le Pin National Stud
	13:15		Para-Dressage Individual Championship Test Grade III	La Prairie Racecourse
	14:00		Eventing Dressage Test Session 2	Le Pin National Stud
	14:00		Reining 2 <sup>nd</sup> Individual Qualifying Competition	Exhibition Centre
	16:30		Para-Dressage Individual Championship Test Grade Ia	La Prairie Racecourse
Friday August 29 <sup>th</sup>	09:00		Para-Dressage Individual Freestyle Test Grade II & Ia & Ib	La Prairie Racecourse
	09:30		Eventing Dressage Test Session 3	Le Pin National Stud
	13:35		Dressage Individual Grand Prix Freestyle	D'Ornano Stadium
	14:00		Eventing Dressage Test Session 4	Le Pin National Stud
	14:30		Para-Dressage Individual Freestyle Test Grade III & IV	La Prairie Racecourse
Saturday August 30 <sup>th</sup>	10:30		Eventing Cross-Country Test	Le Pin National Stud
	20:00		Reining Individual Final Competition	Exhibition Centre
Sunday August 31 <sup>st</sup>	14:30		Eventing Jumping Test	D'Ornano Stadium
Monday September 1 <sup>st</sup>	11:30		Jumping Training Session	D'Ornano Stadium

Tuesday September 2 <sup>nd</sup>	09:30		Vaulting Squad Compulsory Competition	Zenith
	10:00		Jumping Team & Individual First Competition (Speed)	D'Ornano Stadium
	14:00		Vaulting Individual Female Compulsory Competition	Zenith
	17:30		Vaulting Individual Male Compulsory Competition	Zenith
Wednesday September 3 <sup>rd</sup>	09:30		Vaulting Squad Freestyle 1 Competition	Zenith
	10:00		Jumping Team & Individual Second Competition Round 1	D'Ornano Stadium
	14:00		Vaulting Individual Female Freestyle 1 Competition	Zenith
	17:30		Vaulting Individual Male Freestyle 1 Competition	Zenith
Thursday September 4 <sup>th</sup>	9:30		Driving Dressage Test Session 1	La Prairie Racecourse
	13:45		Driving Dressage Test Session 2	La Prairie Racecourse
	14:00		Vaulting Individual Female Technical Competition	Zenith
	15:30		Jumping Team & Individual Second Competition Round 2	D'Ornano Stadium
	15:40		Vaulting Individual Male Technical Competition	Zenith
	20:00		Vaulting Pas-de-Deux Freestyle 1 Competition	Zenith

Friday September 5 <sup>th</sup>	9:30		Driving Dressage Test Session 3	La Prairie Racecourse
	10:00		Vaulting Pas-de-Deux Final Competition	Zenith
	13:45		Driving Dressage Test Session 4	La Prairie Racecourse
	14:00		Vaulting Individual Female Final Competition	Zenith
	16:00		Vaulting Individual Male Final Competition	Zenith
	19:30		Vaulting Squad Final Competition	Zenith
Saturday September 6 <sup>th</sup>	09:30		Driving Marathon Test	La Prairie Racecourse
	13:25		Jumping Individual Third Competition Round A	D'Ornano Stadium
	15:40		Jumping Individual Third Competition Round B	D'Ornano Stadium
Sunday September 7 <sup>th</sup>	08:00		Driving Cones Test	Prairie Racecourse
	15:00		Jumping Individual Final Four	D'Ornano Stadium
	<b>17:30</b>		<b>Closing Ceremony</b>	<b>D'Ornano Stadium</b>



## CH-M-R Normandy 2014 (Reining) Exhibition Centre



### Preliminary Timetable

**Friday, August 22, 2014:** Opening of Stables at 09:00 am

#### **Saturday, August 23, 2014**

18:00 Chefs d'Equipe Meeting

#### **Sunday, August 24, 2014**

10:00 Horse Inspection  
14:00 End of Team declaration  
15:00 Chefs d'Equipe Meeting and Draw

#### **Monday, August 25, 2014**

08:45 Team Competition & 1<sup>st</sup> Individual Qualifying Competition – Round 1

#### **Tuesday, August 26, 2014**

08:45 Team Competition & 1<sup>st</sup> Individual Qualifying Competition – Round 2  
18:15 Medals Ceremony

#### **Thursday, August 28, 2014**

14:00 Second Individual Qualifying Competition

#### **Saturday, August 30, 2014**

20:00 Individual Final Competition  
22:10 Medals Ceremony

**Sunday, August 31, 2014:** Closing of Stables at 09:00 am

*(Subject to change. Please refer to [www.normandy2014.com](http://www.normandy2014.com))*





## APPENDIX 1 – FEI CODE OF CONDUCT

Chefs d'Equipe are required to submit the signed copies of the Code of Conduct to the National Federations Desk upon arrival.

### 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. Horse 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 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 area of expertise.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_



## APPENDIX 2 – ATHLETE WAIVER

Chefs d'Equipe are required to submit the signed copies of Athlete Waiver to the National Federations Desk upon arrival.

### **2014 Release, Assumption of Risk, Waiver and Indemnification.**

**This document waives important legal rights. Read it carefully before signing.**

I hereby state unequivocally that in consideration for authorization to compete in the Alltech FEI World Equestrian Games™ 2014 in Normandy ("Games"): I AGREE that my participation is voluntary and that I am fully aware and acknowledge that horse sports including the Games involve inherent dangerous risks of accident, loss, and serious bodily injury including but not limited to broken bones, head injuries, trauma, pain, suffering, social and economic loss, and/ or even death ("Harm"). I represent that I have the requisite training, coaching and abilities to safely compete in the Games and that I am in good health and proper physical condition for participation at the Games. I further agree and warrant that if, at any time, I believe the conditions to be unsafe, I will immediately discontinue further participation and report such unsafe conditions to officials. I AGREE to release the Fédération Equestre Internationale ("FEI"), the Normandy 2014 Organising Committee, as well as all of their officials, officers, directors, employees, agents, personnel, volunteers and affiliated organizations, sponsors, advertisers, owners and lessors of any premises as well as any and all event participants ("Released Parties") from all claims for money damages or otherwise for any Harm to me or my horse and for any Harm caused by me or my horse to others, even if the Harm resulted, directly or indirectly, from the negligence of the Released Parties. I AGREE to expressly assume all risks of Harm to me or my horse, including Harm resulting from the conditions of the grounds on which the Games take place and the negligence of the Released Parties. There may be OTHER RISKS either not known to me or not readily foreseeable at this time; and I FULLY ACCEPT AND ASSUME ALL SUCH RISKS AND ALL RESPONSIBILITY FOR ANY LOSSES, COSTS, AND DAMAGES I incur as a result of such risks. I AGREE to indemnify (that is, to pay any losses, damages, or costs incurred by) the Released Parties and to hold them harmless with respect to claims for Harm to me or my horse, and for claims made by others for any Harm caused by me or my horse at the Games. I have read the FEI Rules about protective equipment and I understand that I am entitled to wear protective equipment without penalty, and I acknowledge that the Released Parties strongly encourage me to do so while WARNING that no protective equipment can guard against all injuries or Harm. I AGREE that if I am injured at the Games, the medical personnel treating my injuries may provide information on my injury and treatment to the Normandy 2014 OC on the official accident/injury report form. BY SIGNING BELOW, I CONFIRM THAT I HAVE READ THIS AGREEMENT, THAT I FULLY UNDERSTAND ITS TERMS AND CONTENTS, INCLUDING THE FACT THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT. I ALSO ACKNOWLEDGE THAT I AM SIGNING THIS DOCUMENT OF MY OWN FREE WILL AND WITHOUT ANY INDUCEMENT OR ASSURANCE OF ANY NATURE AND INTEND IT TO BE A COMPLETE AND UNCONDITIONAL



RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW AND AGREE THAT IF ANY PORTION OF THIS AGREEMENT IS HELD TO BE INVALID, THE BALANCE, NOTWITHSTANDING, SHALL CONTINUE IN FULL FORCE AND EFFECT. I ALSO AGREE TO BE BOUND BY ALL FEI AND OC APPLICABLE RULES, INCLUDING BUT NOT LIMITED TO, THE EQUINE ANTI-DOPING AND CONTROLLED MEDICATION REGULATIONS AND ANY AND ALL RULES APPLICABLE TO THE GAMES.

PARTICIPANT SIGNATURE

Signature:

PrintName:

Participating As:

Date:

PARENT/GUARDIAN SIGNATURE (IF MINOR)

Signature:

PrintName:

Date:

## APPENDIX 3 – ARRIVAL AND DEPARTURE OF HORSES

DISCIPLINE	OPENING OF STABLES		TIMES OF ARRIVALS		CLOSING OF STABLES	
			On day 1	On following days		
JUMPING	D-1	Sat 30/08 08:00	08:00 – 21:00	N/A	D+1	Mon 08/09 12:00
EVENTING	D-3	Sun 24/08 09:00	09:00 – 21:00	08:00 – 21:00	D+1	Mon 01/09 09:00
DRESSAGE	D-3	Thu 21/08 09:00	09:00 – 21:00	08:00 – 21:00	D+1	Sat 30/08* 07:00
ENDURANCE	D-2	Mon 25/08 09:00	09:00 – 21:00	08:00 – 21:00	D+1	Fri 29/08** 18:00
DRIVING	D-2	Mon 01/09 06:00	06:00 – 21:00	08:00 – 21:00	D+1	Mon 08/09 18:00
VAULTING	D-1	SUN 31/08 @ 12:00	12:00 – 21:00	N/A	D+1	Sat 06/09 18:00
REINING	D-2	Fri 22/08 09:00	09:00 – 21:00	08:00 – 21:00	D+1	Sun 31/08* 09:00
PARA-DRESSAGE	D-2	Fri 22/08 09:00	09:00 – 21:00	08:00 – 21:00	D+1	Sat 30/08 12:00

\* NFs with Horses no longer in competition will be encouraged to vacate stables on the day of the Final before 9:00

\*\* Exceptions may be considered in the event of specific transit constraints or injured/sick Horses

## APPENDIX 4 – ACCREDITATIONS (1/4)

Discipline	Function	TEAM			INDIVIDUALS			Comments
		Max. number of accreditations per...			Max. number of accreditations per...			
		Nation	Athlete	Horse	Nation	Athlete	Horse	
ALL	NF President	1			1			
	NF President Companion	1			1			
	NF Secretary General	1			1			
	NF Secretary General Companion	1			1			
	Chef de Mission	1			1			Only if NF actually enters in 3 or more disciplines
	Chef de Mission Companion	1			1			Only if NF actually enters in 3 or more disciplines
	NF Staff	3			1			
	NF Media Officer	2			1			1 per discipline if NF enters in less than 2 disciplines
	NF Farrier	3			1			1 per discipline if NF enters in less than 3 disciplines
	NF Medical/ Paramedical Staff	3			1			1 per discipline if NF enters in less than 3 disciplines
Jumping	Chef d'Equipe	1			1			If NF enters athletes in relevant discipline
	Chef d'Equipe Companion	1			1			If NF enters athletes in relevant discipline
	Additional Staff	3				1		
	Team Trainer	1			1			
	NF Team Veterinarian	1			1			
	Athlete	4+1			2			Instead of team
	Athlete Companion		1			1		
	Groom			1			1	
	Horse Owner			2			2	
Eventing	Chef d'Equipe	1						If NF enters athletes in relevant discipline
	Chef d'Equipe Companion	1						If NF enters athletes in relevant discipline
	Additional Staff	3				1		
	Team Trainer	1						
	NF Team Veterinarian	1						
	Athlete	4			2			Instead of/in addition to team
	Athlete Companion		1			1		
	Groom			1			1	
	Horse Owner			2			2	

## APPENDIX 4 – ACCREDITATIONS (2/4)

Discipline	Function	TEAM			INDIVIDUALS			Comments
		Nation	Athlete	Horse	Nation	Athlete	Horse	
Dressage	Chef d'Equipe	1						If NF enters athletes in relevant discipline
	Chef d'Equipe Companion	1						If NF enters athletes in relevant discipline
	Additional Staff	3				1		
	Team Trainer	1						
	NF Team Veterinarian	1						
	Athlete	4			2			Instead of team
	Athlete Companion		1			1		
	Groom			1			1	
	Horse Owner			2			2	
Endurance	Chef d'Equipe	1						If NF enters athletes in relevant discipline
	Chef d'Equipe Companion	1						If NF enters athletes in relevant discipline
	Additional Staff	3				1		
	Team Trainer	1			1			
	NF Team Veterinarian	1						
	Athlete	5			2			Instead of team
	Athlete Companion		1			1		
	Groom			4			4	
	Horse Owner			2			2	
Driving	Chef d'Equipe	1						If NF enters athletes in relevant discipline
	Chef d'Equipe Companion	1						If NF enters athletes in relevant discipline
	Additional Staff	3				1		
	Team Trainer	1						
	NF Team Veterinarian	1						
	Athlete	3			1			Instead of team
	Athlete Companion		1			1		
	Groom			4			4	
	Horse Owner			4			4	



## APPENDIX 4 – ACCREDITATIONS (3/4)

Discipline	Function	TEAM			INDIVIDUALS			Comments
		Max. number of accreditations per...			Max. number of accreditations per...			
		Nation	Athlete	Horse	Nation	Athlete	Horse	
Vaulting	Chef d'Equipe				1			If NF enters athletes in relevant discipline
	Chef d'Equipe Companion				1			If NF enters athletes in relevant discipline
	Additional Staff				3			1 per category entered with 3 max.
	Team Trainer				1			
	NF Team Veterinarian				1			
	Athlete				6+2 (squad) 3+1 female 3+1 male 4 (pas de deux)			
	Lunger				1+1 (squad) 3 + 1 female 3 + 1 male 2 + 1 (pas de deux)			
	Attendant				3			
	Groom						1 per 3 horses	
Horse Owner						2		
Reining	Chef d'Equipe	1						If NF enters athletes in relevant discipline
	Chef d'Equipe Companion	1						If NF enters athletes in relevant discipline
	Additional Staff	3				1		
	Team Trainer	1						
	NF Team Veterinarian	1						
	Athlete	4			2			Instead of/in addition to team
	Athlete Companion			1		1		
	Groom						1	
	Horse Owner						2	



**APPENDIX 4 – ACCREDITATIONS (4/4)**

Discipline	Function	TEAM			INDIVIDUALS			Comments
		Max. number of accreditations per...			Max. number of accreditations per...			
		Nation	Athlete	Horse	Nation	Athlete	Horse	
Para-Dressage	Chef d'Equipe	1						If NF enters athletes in relevant discipline
	Chef d'Equipe Companion	1						If NF enters athletes in relevant discipline
	Additional Staff	3						
	Carer		1			1		
	Team Trainer	1						
	NF Team Veterinarian	1						
	Athlete	4			2			2 ind. if NF not represented by team / 1 ind. if in NF is represented by team
	Athlete Companion			1		1		
	Groom						1	
	Horse Owner						2	

## APPENDIX 5 – ACCESS RIGHTS

Function	Discipline	Access Areas						
		Competition Area	Training Area	NF Stands	Media Area	Grooms' Village	Competition Stables	Catering
NF President	All		x	x	x			o
NF President Companion	All		x	x				o
NF Secretary General	All		x	x	x			o
NF Secretary General Companion	All		x	x				o
Chef de Mission	All	x	x	x	x	x	x	#
Chef de Mission Companion	All		x	x			x	o
NF Staff	All		x	x			x	o
Media Officer	All		x	x	x		x	o
Farrier	All		x	x			x	o
Medical/ Paramedical Staff	All		x	x			x	o
Chef d'Equipe	Respective	x	x	x	x	x	x	#
Chef d'Equipe Companion	Respective		x	x				o
Additional Staff	Respective		x	x			x	o
Team Trainer	All	x	x	x			x	o
Team Veterinarian	Respective	x	x	x			x	#
Athlete	Respective	x	x	x	x	x	x	#
Athlete Companion (except Vaulting)	Respective		x	x		x	x	o
Groom	Respective		x	x		x	x	#
Groom	END	x	x	x		x	x	#
Horse Owner	Respective		x	x			x	o
Attendant	VAUL		x	x	x		x	o
Carer	Para		x	x	x		x	o

# paid by the OC

O As self payer / Please note that meal vouchers can be bought in the catering areas

## APPENDIX 6 – ADDITIONAL ACCREDITATIONS FOR PURCHASE

	Accreditation type	
	Training areas, Accredited Restaurants (Self payers)	
NF Stands	No Access	Access*
Dressage	140 €	280 €
Driving	100 €	200 €
Endurance	25 €	50 €
Eventing	140 €	280 €
Jumping	210 €	420 €
Para-Dressage	100 €	200 €
Reining	100 €	200 €
Vaulting	100 €	200 €
ALL	250 €	500 €

Number of purchased accreditations allowed per discipline whether individuals or team entered	
Discipline	Per NF
Dressage	2
Driving	2
Endurance	2
Eventing	2
Jumping	2
Para-Dressage	2
Reining	2
Vaulting	2
ALL	5

\* Upon availability, no guarantee of seats during the most popular competitions

Validity: duration of the discipline(s) (stables opening time) for which the accreditation has (have) been purchased

'ALL': All competition venues are accessible, during the entire duration of the Games.



## APPENDIX 7 – BANK DETAILS

<b>National Federation</b>	
Name of Account	
Address of Account Holder	
Bank Name	
Country Bank	
Bank Account Number	
IBAN (starts with country code)	
BIC/ SWIFT Code	
Routing Number (for non-european)	



## APPENDIX 8 – STABLES SAFETY AND SECURITY

### CLOSURE OF THE ALLTECH FEI WORLD EQUESTRIAN GAMES™ 2014 IN NORMANDY STABLES AT NIGHT

FEI Clean Sport measures require stricter control of the stables to maintain integrity and to protect the horses and persons responsible.

The stables at competition venues will be closed each night during the Games period. Generally times of closure will be from 23:00 to 06:00 but this could vary depending on discipline and competition times and will be confirmed nearer the time of the Games. In compliance with the FEI Veterinary Regulations, accredited individuals will only be allowed to undertake FEI Steward supervised visits to their horses during that time. **Please take note that grooms will therefore not be permitted to sleep in the stable blocks overnight.**

A series of measures will be in place to contribute towards ensuring horse health, safety and security is maintained during this period of closure:

- Grooms are all being accommodated a very short distance from the stables.
- There are Veterinary Clinics with experienced night staff on each venue and additional expert Veterinary staff accommodated nearby who will be on call 24 hours per day/7 days per week.
- Experienced teams of FEI Stewards will patrol the stable blocks during the closed hours.
- Full details of all stable visits will be logged and once identified; visitors will be escorted by a FEI Steward during the entire period that they are present in the stables.
- If any concerns arise, the relevant grooms and team vets will be immediately alerted.
- CCTV cameras will be in operation in stable blocks throughout the night (Stade d'Ornano only), monitored by FEI stewards and the Equestrian Community Integrity Unit (ECIU).
- Games security personnel will control the venue area and ECIU personnel will be on site throughout the Games period for additional support and to ensure the integrity of all FEI Competitions.
- Horses with any veterinary issues during the night will be moved to the on-venue Veterinary Clinic for observation and closer supervision, with the groom, team vet and relevant NF personnel being made aware.
- Appropriate fire precautions will be in place and evacuation procedures established and communicated to all concerned.

Although this policy is not aligned with the current article 451.1 of the FEI Dressage Rules, it establishes a consistent approach across all disciplines with the comprehensive measures detailed above being taken to ensure horse health, safety and security is monitored at all times.





**National Federation Extranet:** [www.normandy2014.com/extranet-federations](http://www.normandy2014.com/extranet-federations)  
**Email:** [info-nf@normandie2014.com](mailto:info-nf@normandie2014.com)

**Normandy 2014  
Organising Committee**  
6 avenue du Maréchal Montgomery – 14000 CAEN

[www.normandy2014.com](http://www.normandy2014.com)



OFFICIAL SPONSORS



TITLE SPONSOR



OFFICIAL SPONSORS

