



# 2023 SUMMER SERIES

Guidelines & Biosecurity



**SPRUCE MEADOWS**

## GENERAL INFORMATION

**Tournament Office Phone:** 403.974.4516  
**E-mail:** tournaments@sprucemeadows.com  
**Website:** www.sprucemeadows.com

All mail and faxes should be sent to the attention of:  
**Mail:** Spruce Meadows Tournament Office  
18011 Spruce Meadows Way SW  
Calgary, Alberta, T2X 4B7  
**Fax:** 403.974.4266

The Spruce Meadows Tournaments will be conducted according to the current rules of the FEI and the Organizing Committee of Spruce Meadows.

The Spruce Meadows Executive and Organizing Committee has been working tirelessly with provincial and federal officials to be able to host these tournaments in a safe manner. The health and safety of everyone involved is of paramount importance. As such, certain rules and regulations may have to change with very little warning. The Spruce Meadows Organizing Committee, in consultation with local, provincial, and federal officials will change protocols or requirements if deemed necessary to maintain the health and safety of both horses and humans. Spruce Meadows regrets that anyone not complying with the rules and regulations as set out in the FEI schedule/Spruce Meadows website will be asked to leave the grounds and all tournament fees paid and prize monies won will be forfeited.

In entering Tournaments at Spruce Meadows, you and your team have agreed to honour the rules and regulations as specified in this document, the approved FEI schedules, and on the entry form. Your agreement and acceptance of all rules and regulations, including the acknowledgement that these may change, and Spruce Meadows' decisions is indicated by competing at our Tournaments. If the competitor is a minor, it shall be understood that the parent/legal guardian will assume all responsibilities/liabilities of the competitor.

**Note:** If there is a conflict between the FEI Rules & Regulations and the Spruce Meadows General Information provided in this section, the laws of the land take precedence.

The Spruce Meadows Summer Series of Tournaments are official International Events which have been authorized by the Fédération Equestre Internationale and will be conducted in accordance with the current FEI statutes, rules, and regulations.

Protests shall be handled according to FEI Articles 163-166 of General Regulations. A deposit of 150CHF is required.

The Revenue Canada Tax Department requires that in the payment of funds to non-resident competitors and/or horses owned (in whole or in part) by non-residents of Canada, 15% of each payment must be withheld and submitted to the Tax Department. A T4A-NR form will be mailed from Spruce Meadows by February 28, 2024 so that it can be included in your 2023 tax return.

Ownership information listed in the passport (and therefore registered with the appropriate Federation) is considered correct. If there are any issues with, or corrections to, the address/ownership shown in your horse's passport, you must bring these to the attention of the Tournament Secretary for a ruling by the Organizing Committee by Monday June 6 to exempt you from Withholding Tax.

In exceptional circumstances, together with the approval of the Ground Jury, the Organizing Committee reserves the right to modify the Tournament Schedule in order to clarify any matters or matters arising from an omission or due to unforeseen circumstances. Any such changes will be communicated as soon as possible and they will be reported to the FEI.

Competitors are responsible to the Ground Jury on entering the competitive ring.



## EQUINE BIOSECURITY

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The Spruce Meadows Executive and Organizing Committee, in consultation with veterinary and animal health authorities, have determined the protocol deemed necessary in order to reasonably and effectively manage the possible biosecurity concerns. It is **STRONGLY** recommended that you consult with your veterinarian regarding the most appropriate vaccination protocol for your horse.

All horses brought onto the grounds shall not have been in contact with sick horses within the last 21 days, and must not be showing any signs of illness. All horses on the grounds are required to have their temperatures taken and recorded twice daily through the FEI Horse Health App and/or on the horse's stall on non competition days. Any elevated temperature or other signs of illness must **IMMEDIATELY** be reported to the FEI veterinary delegate, treating veterinarian and tournament office.

Please avoid direct and/or indirect contact between horses, especially nose-to-nose contact and the use of common feed/water buckets, and individuals handling horses from different barn groups. Individuals should not be entering the barn area of a different group. Please wash/sanitize your hands frequently throughout the day, especially after being in a communal area. Hand sanitizing stations will be located throughout the property.

All individuals are required to self-monitor. Anyone with an elevated temperature, or exhibiting signs of illness may not come on to the grounds without first testing for COVID-19 and obtaining a negative result.

Non-medical masks/face coverings, covering the nose and mouth are encouraged when indoors or when social distancing is not possible.

Individuals are strongly encouraged to wash/sanitize their hands frequently throughout the day. Hand sanitizing stations will be located throughout the property.

Regulations surrounding COVID-19 requirements, including but not limited to vaccination requirements, masking, temperature checks, and government mandates, may change with little/no notice.

The Spruce Meadows Executive and Organizing Committee, as well as the Veterinary Commission and government regulators will closely monitor any developments regarding any potential biosecurity issues and will change the procedures and requirements for horses/humans entering the grounds as needed.

## COGGINS, EQUINE INFLUENZA, & EHV

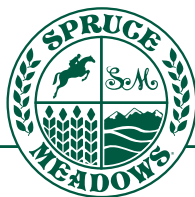
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All horses being brought onto the grounds must have a current **NEGATIVE COGGINS TEST** (valid for 6 months from date drawn), be in compliance with the FEI requirements for Equine Influenza Vaccination (FEI Veterinary Regulations Article 1003), and proof of the Equine Herpes Virus vaccination (valid for 6 months from the date administered). Vaccines are not accepted if administered within 7 days of arrival to the grounds. Vaccination and coggins records must be received by the tournament office no later than May 16. Vaccinations and coggins must be valid for the full time your horse is on the grounds. The name on all documents must match the horse's name on entry form and FEI passport. Forms completed with horse's barn name will not be accepted. Spruce Meadows must receive all health documents prior to horse arrival.

## PARKING & ACCOMODATION

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There will be designated parking areas on the grounds for competitors' vehicles and horse trailers. The accreditation issued to you at the start of the Tournament will act as your parking pass.



RVs are only allowed to park in the designated RESERVED RV parking area. There are a limited number of designated stalls available per week. RVs cannot park anywhere other than the designated RV sites. Vehicles and trailers WILL BE TOWED if parked in unauthorized areas. If you are parking a horse trailer at Spruce Meadows, it must be registered at the Tournament Office and parked in the designated location to avoid being towed. Horse trailers are subject to a \$75 parking fee.

Tournament	Check In	Check Out	Full Site Service
'Continental'	June 6	June 12	\$600
'National'	June 12	June 19	\$600
Off-week	June 19	June 26	\$600
'Pan American'	June 26	July 3	\$600
'North American'	July 3	July 10	\$600
Full Circuit	June 6	July 10	\$2700

Check-In Time: 12:00 pm Check-Out Time: 11:00 am. Prices do not include CDN GST of 5%  
Priority will be given to those booking multiple consecutive weeks.

Call Spruce Meadows at 403.974.4516 well in advance to reserve your RV site. Sites are only available to riders and accredited individuals.  
If you are interested in reserved or VIP seating for the weekends of the 'National' or 'North American', please email [information@sprucemeadows.com](mailto:information@sprucemeadows.com)

## MOTORIZED VEHICLES

Spruce Meadows does not have golf carts available for rent. Individuals are welcome to bring/rent their own small motorized vehicles (golf carts, mopeds) providing they are only driven by individuals with a valid driver's license, not shared amongst other groups, and not excessively noisy. Quads are not permitted. Individuals who do not have a valid driver's license which allows them to operate a motorized vehicle in the province/state in which they reside are not permitted to operate a motorized vehicle of any kind on Spruce Meadows' property.

Minors who have a valid temporary license may operate a motorized vehicle as long as they are accompanied by an adult with a valid driver's license. The parent(s), legal guardian(s), or individual who signs the entry blank as a parent or guardian of a minor operating a motorized vehicle in violation of this rule are solely responsible for any damages, claims, losses, or actions resulting from that operation.

Please note there is a 10 km/hr speed limit on the Tournament Grounds. Violations of these rules may result in the individual or group being fined, or asked to leave the Tournament Grounds and a forfeiture of Tournament Fees paid and prize monies won. Horses have the right of way at all times.

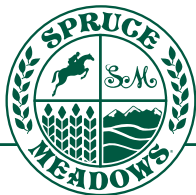
## SMOKING/VAPING/CANNABIS

There is a strict NO SMOKING or VAPING policy in all Spruce Meadows buildings, or within 10 feet of any entrance thereof. Competitors are responsible for the actions of all their staff, owners, trainers, etc. Any person caught smoking in a barn or building, or outside an entrance will be assessed a fine of \$250, applied to the horse's account. Further offences may result in being asked to leave the Tournament grounds and a forfeiture of Tournament fees paid. The use of cannabis (including but not limited to smoking) is STRICTLY PROHIBITED on the Spruce Meadows grounds.

## PETS

All pets must be kept on a leash while on the grounds (FEI Article 109.14). Owners are required to clean up after their pets. A \$100 fine will be assessed to those failing to clean up after their animals.

Unleashed pets or those which become a nuisance (that run loose, are aggressive/vicious, etc) anywhere on the grounds, will be taken by our security





personnel to a safe area. Release may be obtained after payment of a \$250 fine. Pet owners are responsible for the competition fee(s) of the horse(s) whose performance may be disrupted by their animal. An associated horse account will be billed.

Pets that are aggressive, vicious, or are found to be a nuisance multiple times will be banned from the grounds.

## ARRIVALS, DEPARTURES & OFFICE HOURS

For North Star Tour 1 ('Continental' and 'National'), all horses are to arrive on the grounds between 9am Monday June 5 and 5pm Tuesday, June 6.

For North Star Tour 2 ('Pan American' and 'North American'), all horses are to arrive on the grounds between 1pm Monday June 26 and 5pm Tuesday, June 27.

PLEASE NOTE THE GATES TO SPRUCE MEADOWS ARE CLOSED. HORSE ARRIVALS ARE PERMITTED BETWEEN 9:00 am–5:00 pm. After hours arrivals are subject to a \$500 fee per horse, which will be charged to the horse's account. You MUST inform us of your arrival time at least 72 hours in advance. Please have your horse's FEI passport ready for inspection at the time of its arrival. Passport may NOT arrive after your horse.

Any exceptions to this MUST be cleared well in advance by the Spruce Meadows Organizing Committee.

Horses stabled in the FEI stabling area are not permitted to leave the grounds between competition weeks unless for a medical emergency or previous arrangements have been made well in advance with the Tournament Office. Due to vet availability and the FEI check in process, returning horses may not be able to re-access the FEI stabling area. Any horse departure must be cleared by the FEI Veterinary Delegate, Spruce Meadows FEI Treating Veterinarian, or the Tournament Office.

Horses entered for the circuit may leave for the off week, however they must depart by Monday June 19, and are not able to return until stabling reopens on Monday June 26. If there is a balance owing to Spruce Meadows, the horse's account must be cleared in full prior to the horse's departure.

Those not purchasing stalls for the circuit are NOT guaranteed to keep their stalls. Set-ups must be fully dismantled on weeks stabling has not been purchased. If the group you wish to be stabled with does not request the same stabling or is not entered for the same set of weeks, it will likely not be possible to place you together. If grooming/tack stalls are purchased for the circuit but the associated horse stall is not, it may not be possible to keep them together. Please plan accordingly. Horses arriving on temporary or returning health papers may not be able to stable with the rest of their group.

Horses are not permitted to enter the FEI Stabling area until they have been seen and cleared by the FEI Veterinary Delegate or FEI Treating Veterinarian. If you arrive when no veterinarian is available, your horses will need to be unloaded into an isolation area until the veterinarian can clear them. Extra stabling, bedding, and sanitation charges will apply.

The Tournament Office hours are from 10:00 am to 4:00 pm on non-tournament days and half an hour before the start and after the end of competition on tournament days. Staff are not available after hours without prior notification.

Due to space limitations, horses being brought to Spruce Meadows which are not competing will not be accommodated on the grounds. Other stabling in the area is usually available.

Under no circumstances may a horse be placed in a stall to which it has not been assigned. VIOLATION OF THIS RULE WILL RESULT IN A \$250 FINE TO THE HORSE'S ACCOUNT. ANY CHANGES TO HORSE PLACEMENT WITHIN YOUR ASSIGNED AREA MUST BE APPROVED BY THE TOURNAMENT OFFICE. Competitors must not move from their assigned block of stalls without the permission of the Tournament Office.

Please note there are 4 "Dark Days" during the tournament series:

Monday June 12  
Monday June 19

Saturday June 24  
Monday July 3

The Tournament Office will be closed, and feed/bedding will not be able to be ordered, picked up, or delivered. Please plan accordingly.



If your horse is in Canada on temporary papers, it is only allowed at the locations listed on the permit. Spruce Meadows is not responsible for fines/loss of entries if your horse is found in violation of this. No refund of fees is possible. You must inform Spruce Meadows by April 26 if you would like your horse to attend on temporary papers. It is not guaranteed. Please have an alternative import plan organized. Failure to do this may result in horses not able to be accommodated on the competition grounds.

Once on the grounds, horses cannot be taken off the grounds until after the completion of their final competition of the Tournament and only then if the horse's account is closed, unless for medical emergency. The Tournament Office must be informed immediately if the horse is leaving the grounds so that it can be checked out of the FEI Horse Health App. Once a horse has left the grounds, it will not be allowed to return until stabling re-opens for the 2nd tour. A horse taken off the grounds during the 2nd half of circuit is not permitted to return to the grounds. Horses removed for medical reasons may come back on to the grounds with the approval of the Organizing Committee and in consultation with veterinary officials.

Personal vehicles/trailers/horse transport companies will only be allowed in the barn area on specified days and on a limited basis. Please contact the Tournament Office if your horse transport company would like access. There will be no vehicle access to the barn area on tournament days, and limited vehicle access from the evening of June 6 until one hour after the end of competition on July 9.

## ENTRY INFORMATION

You must enter the North Star Tour 1 (first two weeks, 'Continental' & 'National'), North Star Tour 2 (last two weeks, 'Pan American' & 'North American') or full circuit. At this time individual or non-consecutive week entries are not permitted.

Competitors may enter a maximum of 3 horses into the 5\* and 6 horses into the 2\*. Riders may cross enter the 2\* and 5\* during a Tournament, however the horse may not.

Be sure your entry form is signed by the rider and person responsible. Juniors must have their parent/legal guardian sign. Person(s) responsible must be 18+ and attending the tournament. Competitors will not be permitted to start until the entry form is signed.

Mail to: Spruce Meadows Tournament Office  
18011 Spruce Meadows Way SW  
Calgary, Alberta T2X 4B7

Email: [tournaments@sprucemeadows.com](mailto:tournaments@sprucemeadows.com)  
(Please attach all documents as .PDF or .JPG files. Embedded images or .HEIC files do not work)

Fax: 403.974.4266

Entry forms are NOT able to be dropped off in person.

Competitors are responsible for their own errors and those of their agents in the preparation of their entry forms. If your entry form is incomplete, your entry may not be eligible for acceptance and/or late fees may apply.

If you would like to set up a Barn Account, please fill out an entry form for it. A contact person/person responsible and valid credit card are requirement to set up a barn account.



## PAYMENT

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**FULL PAYMENT MUST BE RECEIVED BY THE DEFINITE DATE.** Please pay by credit card, cheque (in Canadian funds), or wire transfer. Payment is due with entry or must be received by the definite date. Spruce Meadows will not send out reminders for payment. The full entry fee including any requested tack/extra stalls or other optional fees will be processed prior to arrival. Stall request deposits will be applied to the entry as indicated on the entry form.

**DO NOT SEND CHEQUES DRAWN ON AN AMERICAN BANK ACCOUNT MARKED "PAYABLE IN CANADIAN FUNDS".** American cheques for the U.S. Dollar equivalent of your entry fees are acceptable. Please call Spruce Meadows for the exchange rate. Spruce Meadows accepts VISA, MasterCard, and American Express. There is a 2.5% service fee added to all credit card transactions.

**RETURNED CHEQUES/DECLINED CREDIT CARDS** are subject to a \$100 NSF Fee - **COMPETITORS ARE STRONGLY ENCOURAGED TO CONTACT THEIR CREDIT CARD COMPANY TO PRE-APPROVE PAYMENT.** If payment is not secured by the definite date, the entry will be assessed a late charge of \$850, and acceptance is not guaranteed. Spruce Meadows reserves the right to return the entry or prohibit from competition any rider/owner whose credit card is declined/cheque returned NSF on one or more occasions.

**SPRUCE MEADOWS DOES NOT KEEP CREDIT CARDS ON FILE FROM PREVIOUS TOURNAMENT SERIES.** A valid credit card number with expiry date and cardholder signature **MUST** accompany each entry and be received by the definite date. Should you prefer to call in a credit card number, **THE SIGNATURE BOX MUST STILL BE SIGNED.** Credit card numbers received after the closing date will result in the entry being deemed late and therefore late fees will be applied. Spruce Meadows will not call to obtain a credit card number. Should you choose to pay via wire or cheque, a credit card, or further payment must be received by the Tournament Office on arrival in to order any feed/bedding, or add any optional charges to the account.

## CLOSING DATE OF ENTRIES

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Entries **MUST** be sent electronically or mailed in. Entries are **NOT** able to be delivered by hand. When mailing, it is your responsibility to allow sufficient time for entries to reach the office by 5:00 p.m. MST (Calgary Time) on Wednesday April 19, 2023.

**CANADIAN ATHLETES MUST HAVE THEIR ENTRIES SUBMITTED AND TO SPRUCE MEADOWS NO LATER THAN THURSDAY APRIL 19** to ensure there is time to enter them into the FEI entry system.

**FOREIGN ATHLETES** wishing for an invitation - please submit your entries no later than Wednesday April 19.

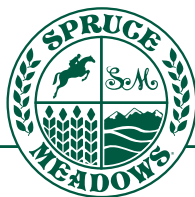
**FOREIGN ATHLETES MUST ENSURE THEIR FEDERATION HAS CORRECTLY ENTERED THEM VIA THE FEI ENTRY SYSTEM NO LATER THAN THURSDAY APRIL 27** (Thursday May 18 for the 2nd Tour).

## TOURNAMENT OFFICE & CLOSING OUT

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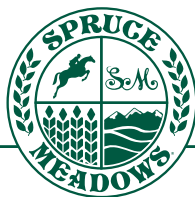
For your convenience, the Tournament Office is now able to operate virtually in many regards with the addition of the Rider's Portal. Riders will now be able to start for competitions, order feed, view their accounts, and close out via the Spruce Meadows Tournament System on their phone/tablet/computer. An access code will be sent to you when we have received everything we require from your entry (including but not limited to payment, required signatures and vaccination information). Please inform the Tournament Office who should have access to your Portal (e.g. trainer, barn manager). The Tournament Office will still be open for in-person assistance during scheduled times. Should riders or barn managers wish to schedule an appointment, please email [tournaments@sprucemeadows.com](mailto:tournaments@sprucemeadows.com). Staff will be available daily.

Please use the online feature, or book an appointment to close out your horse's account. Passports will not be released and horses will not be "checked out" of the FEI Horse Health App until the horse account is closed. All accounts with a balance owing must be closed by Thursday June 22 (1st half of circuit) and Wednesday July 12 (full circuit/2nd half of circuit). If there is a credit, Spruce Meadows will issue a cheque or



wire to the owner/rider as indicated on the entry. There is a \$25 fee for outgoing wires, applied to the horse's account.

Accounts not closed on time will be assessed a fine of \$250 and will be closed using the original form of payment. By closing your account you or your agent/representative are confirming the accuracy of said account. Any credits to the owner/rider will be We regret that no further adjustments can be made. All financial matters pertaining to the Spruce Meadows Summer Series will be closed by July 12, 2023.





## CANCELLATION OF ENTRIES

Spruce Meadows MUST receive cancellations in writing. Spruce Meadows will assess charges for cancellation of entries as follows:

CANCELLATION DATE	REFUND AMOUNT
Prior to the definite date	100% refund of all fees less a \$100 processing fee.
Up to 7 days after the definite date	Full refund of entry fees less \$400. Stall deposits and extra stalls (if applicable) are not refunded.
7 days after the definite date until May 31	Full refund of entry fees less \$900 per week. Extra stalls, Cavalor grain orders, and stall deposits are not refunded.
June 1 and later	NO REFUND

It is the responsibility of the owner, competitor, or agent to confirm with the Tournament Office, that ANY written notice has been received.

**\*\*The stall(s) reverts to Spruce Meadows for reassignment. You may not reallocate the stall yourself.**

Any refund of fees will be printed as a cheque and mailed out after the end of the Tournament Series.

## SUBSTITUTION OF ENTRY

After your entry has been submitted and up until June 5, an entry may be substituted providing the rider and star level are the same. The entry may ONLY be substituted in its ENTIRETY and for the FULL time the original horse was entered. Due to biosecurity protocols, substitutions for individual weeks are NOT permitted at this time.

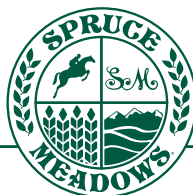
**CANADIAN ATHLETES:** A new entry form must be sent to the Tournament Office with the information of the new horse and a note indicating which horse it is replacing. Spruce Meadows will make the changes in the FEI entry system.

**FOREIGN ATHLETES:** A new entry form must be sent to the Tournament Office with the information of the new horse and a note indicating which horse it is replacing. You must inform your federation and they must make the substitution in the FEI entry system by the date listed in the schedule.

Payments that have already been processed will not be refunded and it is up to the parties involved in the substitution to handle any billing requirements; a new form of payment may be used on close-out.

## STARTING (DECLARING) FOR COMPETITION

All horses must be started (declared) for each competition by the deadline listed in the schedule, generally by 4pm the day prior to the competition. If there are multiple competitions in the same division on the same day, the Organizing Committee reserves the right to numerically balance the events. Hors concours entries are not permitted. Horses may only jump/declare once per day.



## STABLING

Spruce Meadows makes every effort to assign the requested stabling and number of extra stalls. Barn assignment is subject to many factors including but not limited to demand, quarantine and biosecurity requirements, distance travelled, and size of group. For these reasons, the Organizing Committee reserves the right to adjust your stabling request—we will do our best to give you as much notice of any changes to your requested number of stalls. Your horse/barn account will be adjusted accordingly.

- Any stall fittings/tack/equipment, etc. left after check-out will be removed and placed in the LOST & FOUND.
- Due to FEI requirements, early arrivals are NOT permitted without prior permission from the Tournament Office. Pre-bedding and set up MAY be available, by appointment only.
- Anyone coming on to the grounds (including those coming only to set up) must be on the accreditation list.
- Horses must vacate their stalls no later than 12pm on June 19 (North Star Tour 1) and July 10 (North Star Tour 2).
- Should you need an early arrival or late departure, please email the Tournament Office ([tournaments@sprucemeadows.com](mailto:tournaments@sprucemeadows.com)) to arrange. There will be an additional charge and the horses may have to relocate on the grounds.
- The Spruce Meadows grounds will be following FEI protocols throughout the Summer Series. THIS INCLUDES THE OFF-WEEK. No sharps are permitted. THERE IS NO CLIPPING PERMITTED DURING A TOURNAMENT. IF YOU NEED TO CLIP BEFORE THE START OF A TOURNAMENT, PLEASE CONTACT A STEWARD FIRST. Temperatures are required to be taken and recorded in the FEI Horse Health App daily while the horse is on the grounds - including during the off week and on non-competition days.
- Horse stalls are included in your FEI entry fee. Should you request to be stabled in E barn, there is a \$400 per stall per week surcharge on top of the entry fee. Stalls are limited.
- Please email before your arrival to confirm the number of extra stalls.
- Extra stalls are applied to the horse's account OR to a barn account. We are unable to split stalls onto multiple accounts –please order accordingly.
- Please note any extra/tack stall requests on your entry form. There is an additional charge. Availability is limited.
- All stalls must be cleaned daily and refuse placed in the designated bins by 8:00 am.
- Stabling will be assigned at the entry deadline based on the 'Stable With' box on the entry form. Changes made after the closing date may not be able to be accommodated.
- Do not block aisles or stall doors with decorations or tack trunks, structurally alter stalls in any way, or write on/deface stalls. No motorized vehicles are permitted in the buildings. Violations of these rules will result in fines.
- There are no permanent or returning import quarantine stalls available at Spruce Meadows. Temporary import quarantine is available on a limited basis and only with prior arrangement with the Tournament Office.
- If your horse is coming into Canada on temporary papers from Mexico or Europe, please note this on your entry form. Horses of the same group arriving on different papers/health status' WILL NOT be able to stable together.
- All stalls are matted.

## FEED AND BEDDING

Feed/bedding must be ordered from the Tournament Office before 11:00 am for same day delivery. Orders received after 11:00 a.m. may not be delivered until the next delivery day. Feed orders are not able to be delivered on dark days.

Please PRE-ORDER any Cavalor grain by Wednesday May 3rd in order to guarantee your grain delivery. Excesses are not kept in stock. Feed and bedding can be pre-ordered by email or through the pre-portal. Same-day orders are delivered last as pre-orders are given priority. Feed and bedding orders are posted to the horse's account OR to a barn account. We are unable to split charges after the order has been placed—please order your supplies accordingly.

If you purchase feed or bedding from an outside supplier and have it delivered to Spruce Meadows, storage and handling costs will apply.

Discrepancies in deliveries and/or problems with the product will not be considered unless brought to the attention of the Tournament Office on



the day of scheduled delivery.

## JUMP LEVY

A Jump Levy of \$20 will be applied to each horse's account for each Tournament week.

## ADDITIONAL FEES FOR HORSES & RIDERS

All horses and riders must be registered with the FEI, and entered in the FEI entry system by the definite date to be accepted in to the tournaments. Late entries may not be accepted. If the horse/rider combination is not entered via the FEI entry system by the definite date and able to be accepted, there will be late fee of \$250 for every occurrence, charged to the horse's account. There is a \$48 FEI drug fee per horse per tournament week. Canadian athletes must make all changes through the Tournament Office.

Spruce Meadows is pleased to offer a photography service for all competition rings at the Summer Series to help you capture your memorable competition moments. A photography fee of \$50 per competition week will be applied to each horse's account. If you would like to OPT OUT of this fee, please indicate that on your entry form.

## BORDER CROSSING & INTERNATIONAL TRAVEL

Spruce Meadows advises all international competitors, especially those trucking, to check with the relevant border authorities (i.e. Canadian Border Services and the Canadian Food Inspection Agency) prior to arrival at the Canadian border. Customs requires that all horses possess a health certificate issued by the official government veterinarian of the country of origin and may be required to have an import permit for entry into Canada. Conditions for entry of horses to Canada are as per the Canadian government. Certain horses may need to see a federal vet at the border in order to cross. Appointments are required well in advance. All horses are required by CFIA to have an import permit issued by the Minister of Agriculture of Canada ([www.inspection.gc.ca](http://www.inspection.gc.ca)). Please apply for your permit at least 6 weeks prior to your intended crossing date. Please note that Spruce Meadows cannot help with late applications.

Commercial carriers entering Canada are advised to be aware of the eManifest requirements prior to arriving at the border. Information regarding the E-Manifest can be found on the CBSA website (<http://www.cbsa-asfc.gc.ca/prog/manif/menu-eng.html>). Please contact CBSA directly with any questions pertaining to the eManifest.

Please be aware of the current entry requirements for international travellers to Canada, including but not limited to visa and COVID-19 vaccination requirements. These requirements may change with little to no notice. Many travelers to Canada now require an electronic travel authorization (eTA) to enter Canada. Please check the Government of Canada website (<http://www.cic.gc.ca/english/visit/>) for details. All travellers to Canada must fill out the ArriveCAN app within 72 hours prior to arrival.

For departure from Canada and in order to reduce the wait, at the Sweetgrass border crossing, please email or call well in advance (not the night before) of your departure to request an appointment if required.

Horses at Spruce Meadows **MUST RETURN DIRECTLY TO THEIR COUNTRY OF ORIGIN** (e.g. if the horse has flown directly from Mexico /EU, it must return on a direct flight to Mexico/EU). Horses who trucked across the border and wish to continue on to a destination that requires export blood must make arrangements to do so outside of Spruce Meadows.

**NO EXPORT BLOOD IS PERMITTED TO BE DRAWN AT SPRUCE MEADOWS.** Should this rule not be followed, the individual/group who have not abided will be financial responsible for any repercussions to any/all parties affected by that decision.

If your horse(s) are arriving for permanent or returning import, arrangements must be made for accommodation outside of Spruce Meadows. The horses must be fully cleared from quarantine before arriving to Spruce Meadows. Spruce Meadows is not responsible and will not refund fees should



a delay in quarantine release impact your horse's ability to attend the tournament.

**HORSES ON TEMPORARY PAPERS:** Spruce Meadows is currently able to accept a LIMITED NUMBER of horses on temporary import papers. Requests for temporary import stabling must be made by APRIL 27. It is not guaranteed. Horses coming from Europe must arrive on the June 5 flight unless previous arrangements have been made and agreed upon well in advance with Spruce Meadows. If you are not using Overseas Horse Services as an importer, you must contact Spruce Meadows by May 1 with the name and contact information of your importer. Notifications made after this date may not be able to be accommodated.

## ACCREDITATION

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Anyone coming on to the Spruce Meadows grounds and needing to access the stabling area or competition rings will require accreditation. Stabling security is an FEI requirement.

Accreditation is limited to the following:

- Rider
- One (1) parent/guardian ONLY IF the rider is a minor.
- One (1) guest OR spouse per rider
- One (1) groom per horse, as listed on the entry form
- A maximum of two (2) owners, as listed in the FEI Passport. If the horse is owned by a syndicate, a maximum of 2 persons may be accredited and must provide proof of syndicate membership.
- One (1) trainer OR barn manager per barn of 3 or more riders. If Canadian, the trainer must appropriately registered with EC. Foreign trainers should be members in good standing of their national federation. Trainers must be listed on the entry form.

If you have a FEI accredited veterinarian or therapist or a farrier travelling with you, please contact the Tournament Office directly to arrange for accreditation. All other individuals MUST fit in to the above criteria to be issued accreditation. A maximum of ONE (1) assistant per veterinarian/therapist/farrier MAY be permitted. It is not guaranteed.

The accreditation list from each rider is due to Spruce Meadows by May 18. The ability to change accreditation after this time will be limited. Should you find yourself absolutely needing to change accreditation during the course of the tournament series, the original ID card MUST be returned to the Tournament Office in order for a new card to be issued. No additional passes will be issued unless the discarded photo ID has been returned to the Tournament Office. Please plan accordingly and make sure only those vital to your operations are approved for a pass.

There is a \$100 non-refundable fee for lost or forgotten accreditation.

## PRACTICE AREAS & SCHOOLING HOURS

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Schooling is permitted in designated areas at designated times only. Stewards will be in attendance daily, including on non-competition days.

Schooling times, rules and locations are posted at the Tournament Office.

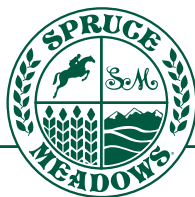
Lunging is only permitted in designated areas.

FEI Schooling Rules will be in effect at all times in all rings.

Ring rentals may be available. Please contact the Tournament Office for more information.

## EXERCISE AREA & HITCHING RING RULES

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Spruce Meadows applies the FEI rules for all competitions in all rings at all tournaments throughout the year. This has been agreed upon in cooperation with Equestrian Canada. These rules will be in place daily.

Unauthorized schooling will result in forfeiture of tournament fees paid and prize money for all entries of the owner, trainer, competitor, groom and group involved. Acceptance in future tournaments will be determined by the Organizing Committee.

## GRAND PRIX QUALIFICATIONS

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The Pre-Qualified Riders List for Grand Prix Competitions can be obtained from the FEI. All athletes, including those automatically qualified, must complete, with their Grand Prix horse, the initial round of at least one FEI competition prior to the Grand Prix.

## WASH RACKS

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Warm water wash racks are located north of "A" & "B" Barns. To avoid flooding please dispose of any manure deposited in the wash racks. They will be cleaned frequently. A \$200 fine will be assessed to those who fail to clean up after themselves. Please only use the designated areas for washing your horses.

## MANURE DISPOSAL

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Each horse will be assessed a manure disposal fee of \$50 per week.

## FARRIER

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A farrier will be on call for each of the Tournament days for emergencies. Please obtain the phone number of the farrier on call from the Tournament Office.

Hot shoeing is only permitted in the designated farrier location. **NO HOT SHOEING IS PERMITTED IN THE STABLING AREA.** Any person caught hot shoeing in a barn, other building, or outside an entrance will be assessed a fine of \$500, applied to a horse account, and may be asked to leave the Tournament Grounds, and forfeit tournament fees paid as well as any prize money won. Acceptance in future Tournaments will be determined by the Organizing Committee.

## LOST & FOUND

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The Lost & Found is located in the North Meadows Tournament Office. Items not claimed within one week of the end of the Tournament will be donated. **PLEASE KEEP A CLOSE WATCH ON YOUR BELONGINGS!**

## RAPPING

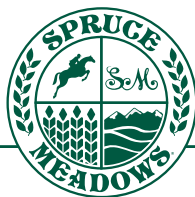
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At Spruce Meadows, rapping of a HORSE IS NOT ALLOWED IN ANY WAY WHATSOEVER AT ANY TIME. Violators may be disqualified from the Tournament at the discretion of the Ground Jury and all prize monies will be forfeited. In such cases, starting and tournament fees will not be refunded. FEI Article 243 will apply.

## TIME SCHEDULES

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Please note times and rings listed in the FEI schedule are **TENTATIVE**. They will be adjusted based on the number of entries per competition. Finalized times and Orders of Go will be listed in the Daysheet or on the Spruce Meadows website and Rider Portal, and available from the Tournament Office.





## TOURNAMENT ATTIRE

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Spruce Meadows Tournament competition dress code requires traditional show jumping attire (see FEI Article 256.1). In the case of inclement weather, the Competitions Manager/Ground Jury will make the call in regards to rain gear.

It is compulsory for anyone mounted on a horse on the Spruce Meadows property to wear a properly fastened hard hat, with a three point retention harness. Senior athletes may remove their headgear for ceremonial protocol in the competition arena only. (FEI Article 256.1.4)

Earphones/electronic communication devices are not permitted during competition. A maximum of one earphone/bud may be worn any other time while mounted. (FEI Article 256.1.10) or while lunging or leading a horse.

Rowel spurs with a notched/serrated edge are not permitted on the grounds (FEI Article 256.1.11)

No helmet cameras of any kind are permitted to be worn at any time while mounted.

## TOURNAMENT AREA CONDUCT

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No persons other than the Officials, Stewards, and Staff on duty may enter the competitive ring without the permission of the Competitions Manager or the Organizing Committee.

'Salute' markers, such as clocks, may be moved at any time during the competition and riders should stay alert to the Gateman's instructions. Saluting is mandatory at the start of your round. (FEI Article 256.1.2)

The Competitions Manager may determine to pre-load or not pre-load at any time during the competition. This same procedure is used when competitions are televised.

Coaches, riders, trainers, and grooms who enter the Competitive Ring must look NEAT AND BE SUITABLY ATTIRED in the opinion of the Hitching Ring Officials.

Only riders entered in the specific competition and their coach or trainer may walk the course. No dogs are permitted on the warm up, exercise, or competition rings.

Horses wearing coolers are not allowed in the Competitive Ring unless authorized (FEI Article 248.6).

Persons are only allowed in the Competitive Ring when competing or when the course is clearly marked 'OPEN'.

## ACCIDENTS AND RETURN TO PLAY

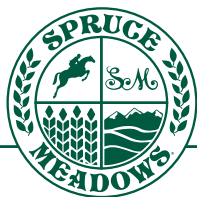
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In the event a concussion is reasonably suspected, a competitor must receive medical clearance from the medical personnel on duty before being allowed to return to competition. It is up to the competitor to receive said clearance. Refusal to be evaluated by the medical personnel on-site will lead to disqualification from the Tournament. Fees will not be refunded in such cases. Please see Equestrian Canada Article A101 for further details. In the event of a fall by a horse or rider anywhere on Spruce Meadows property, they must be cleared by medical personnel/veterinarian prior to competition. (FEI Article 224)

## EXCUSING OR DISQUALIFYING

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ANY ACT OF DISCOURTESY OR disobedience to the judges, officials, volunteers, or staff, as determined by the Organizing COMMITTEE, may result in disqualification. Such unacceptable behaviour may result in forfeiture of tournament fees paid and prize money, and acceptance in future



tournaments may be determined by the Organizing Committee.

The Organizing Committee reserves the right to remove any individual or all of a related group from the tournament without being liable for compensation.

Inhumane treatment of a horse on the grounds is forbidden and, if a violation occurs, the Organizing Committee along with the Ground Jury has the right to disqualify the competitor from the tournament. Such unacceptable treatment will result in forfeiture of tournament fees paid and any prize money won, and acceptance in future tournaments will be determined by the Organizing Committee.

Horse numbers must be worn by horses at all times when outside of their assigned stall (FEI Article 282.2). The use of a wrong number or having no number may result in disqualification from the competition or tournament and/or a fine.

In the case of a horse(s) being disqualified, the winner of the next succeeding prize shall take the prize that had been awarded to the disqualified horse(s) and the other prizes will be adjusted accordingly.

## PRESENTATIONS

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Competitors must be mounted when entering the Competitive Ring for presentations.

Winners of each competition to a maximum of twelve must be present for the competition awards. COVID AND BIOSECURITY PROTOCOLS WILL BE IN PLACE AS REQUIRED. Please anticipate in advance the need to ride in for your presentation on a well-mannered horse. Your Cavalier's Salute to the representatives during the Victory Gallop is your way of thanking them. Failure to appear for presentations will result in forfeiture of prize monies won.

Winners of championships and/or other awards must be present for the Award Presentations. Competitors who do not comply will forfeit their prizes.

## PRIZE MONEY BREAKDOWN

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Competitions offering ranking points will use the 33% breakdown. Competitions not offering ranking points will use the 25% breakdown. Winning horses may receive a cooler. Ribbons may be presented up to 12th place. Prize money to be divided as follows:



\$500

1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
\$125	\$100	\$75	\$50	\$35	\$28	\$20	\$15	\$15	\$13	\$13	\$12

\$1,000

1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
\$250	\$200	\$150	\$100	\$70	\$55	\$40	\$30	\$30	\$25	\$25	\$25

\$1,500

1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
\$375	\$300	\$225	\$150	\$105	\$83	\$60	\$45	\$45	\$38	\$38	\$37

\$2,000

1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
\$500	\$400	\$300	\$200	\$140	\$110	\$80	\$60	\$60	\$50	\$50	\$50

\$2,500

1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
\$625	\$500	\$375	\$250	\$175	\$138	\$100	\$75	\$75	\$63	\$63	\$62

\$3,000

1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
\$750	\$600	\$450	\$300	\$210	\$165	\$120	\$90	\$90	\$75	\$75	\$75

\$3,500

1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
\$875	\$700	\$525	\$350	\$245	\$193	\$140	\$105	\$105	\$88	\$88	\$87

\$5,000

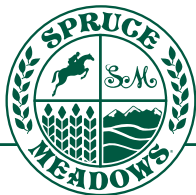
1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
\$1,250	\$1,000	\$750	\$500	\$350	\$275	\$200	\$150	\$150	\$125	\$125	\$125

\$7,500

1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
\$1,875	\$1,500	\$1,125	\$750	\$525	\$413	\$300	\$224	\$224	\$188	\$188	\$188

\$10,000

1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
\$2,500	\$2,000	\$1,500	\$1,000	\$700	\$550	\$400	\$300	\$300	\$250	\$250	\$250



## \$15,000

1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
\$3750	\$3,000	\$2,250	\$1,500	\$1,050	\$825	\$600	\$450	\$450	\$375	\$375	\$375

## \$20,000

1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
\$5,000	\$4,000	\$3,000	\$2,000	\$1,400	\$1,100	\$800	\$600	\$600	\$500	\$500	\$500

## \$25,000

1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
\$6,250	\$5,000	\$3,750	\$2,500	\$1,750	\$1,375	\$1,000	\$750	\$750	\$625	\$625	\$625

## \$38,500

1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
\$12,705	\$7,700	\$5,775	\$3,850	\$2,310	\$1,733	\$1,155	\$963	\$770	\$770	\$385	\$385

## \$40,000

1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
\$13,200	\$8,000	\$6,000	\$4,000	\$2,400	\$1,800	\$1,200	\$1,000	\$800	\$800	\$400	\$400

## \$75,900

1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
\$25,047	\$15,180	\$11,385	\$7,590	\$4,554	\$3,416	\$2,277	\$1,898	\$1,518	\$1,518	\$759	\$759

## \$80,000

1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
\$26,400	\$16,000	\$12,000	\$8,000	\$4,800	\$3,600	\$2,400	\$2,000	\$1,600	\$1,600	\$800	\$800

## \$145,000

1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
\$47,850	\$29,000	\$21,750	\$14,500	\$8,700	\$6,525	\$4,350	\$3,625	\$2,900	\$2,900	\$1,450	\$1,450

## \$435,000

1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
\$132,230	\$87,000	\$65,250	\$43,500	\$26,100	\$19,575	\$12,022	\$10,875	\$8,700	\$8,700	\$4,350	\$4,350

## \$700,000

1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
\$231,000	\$140,000	\$105,000	\$70,000	\$42,000	\$31,500	\$21,000	\$17,500	\$14,000	\$14,000	\$7,000	\$7,000

## \$1,000,000

1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
\$330,000	\$200,000	\$150,000	\$100,000	\$60,000	\$45,000	\$30,000	\$25,000	\$20,000	\$20,000	\$10,000	\$10,000



## CODE OF CONDUCT

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Spruce Meadows is committed to the highest of standards of behaviour and the sport of show jumping and expects the same standards, conduct and behaviour from its athletes and their associates. Disrespect of these standards towards the Spruce Meadows employees, officials, volunteers, paramedics, or athletes will not be tolerated and may result in the disqualification of horse and rider; all prize money won and monies paid will be forfeited. There will be no appeals on these types of Organizing Committee/Ground Jury decisions.

In the event medical care is required by an individual on Spruce Meadows property, the Paramedics on site have been contracted and authorized by Spruce Meadows Ltd to provide immediate care and have the authority to make decisions in this capacity, including but not limited to: level of care and transportation method to the appropriate treatment facility, should it be deemed necessary.

**NOTE CAREFULLY:** Extremes of dress and social behaviour on the part of athletes, trainers, owners, or associates are not welcome at Spruce Meadows. At its sole discretion, the Organizing Committee will insist on such individuals leaving the Tournament grounds. Your enthusiasm for high personal standards and adoption of the highest of standards can be your real and meaningful way of supporting and saying thank you to Spruce Meadows.

Willful damage of property is strictly prohibited and grounds for expulsion from the facility. All the people of Spruce Meadows; our professional staff, officials, technicians, our sponsors, the media, and our fans are dedicated to you and will make every effort to ensure safe, quality competitions and facilities. Spruce Meadows reserves the right to suspend or permanently remove any individual from the grounds for a single egregious act or for escalating behaviours that are contradictory to the Spruce Meadows Code of Conduct. **BY ENTERING THE TOURNAMENT YOU ARE ACCEPTING ALL THE RULES AND REGULATIONS INCLUDING THE CODE OF CONDUCT.**

## LIABILITY

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**Force majeure:** Spruce Meadows shall not be liable for any damages or loss or otherwise for any variation, cancellation or postponement of any tournament or event, in whole or in part, caused directly or indirectly by or in consequence of any force majeure event including fire, storm, dangerous weather condition, war, insurrection, riot, civil commotion, strike, epidemic, pandemic, or by any other cause whatsoever beyond the control of spruce meadows whether similar to or dissimilar from the causes enumerated herein.

**Acknowledgement and assumption of risk:** The competitor understands that all equestrian sports involve inherent risks and dangers including risk of serious personal injury, damage, harm, loss, pain and suffering, permanent disability or even death. Such risks may result from the competitor's actions or omissions, the actions or omissions of others, environmental conditions, the condition of the premises, or by the inherent hazards of the events the competitor is participating in. The competitor agrees to immediately discontinue any activity if the competitor believes at any time that the conditions are unsafe. The competitor fully understands and assumes these risks and dangers and accepts sole responsibility for any personal or property injury, damage, harm, loss, pain or suffering or even death. The competitor further affirms that (s)he is physically and mentally capable of participating in the events chosen.

**Waiver of liability and indemnification:** Spruce Meadows assumes no responsibility whatsoever for any personal property, including animals, brought or placed on the premises and the owner and competitor agree that Spruce Meadows is expressly released and discharged from any and all liability from any loss or damage relating to such property.

The owner and competitor agree, jointly and severally, to hold harmless, release and discharge Spruce Meadows from all liability and waive all claims, demands and actions against Spruce Meadows and each of its directors, officers, employees, agents, representatives and volunteers, for all personal or property injury, damage, harm, loss or costs whatsoever (including as may arise from the negligence of Spruce Meadows or any of its directors, officers, employees, agents, representatives or volunteers) which is sustained by the owner, the competitor or any of their employees, agents, representatives, or assigns while on the premises or relating in any way to the participation of the owner or competitor in this tournament, including transportation to and from the tournament.





The owner and competitor are jointly and severally responsible for all injury, damage, harm, loss or cost to any third party caused by the owner, competitor, or any of their employees, agents, representatives, assigns, or any of their horses or other animals brought on the premises. The owner and competitor assume full liability for and shall fully defend, indemnify (including payment of all legal fees, costs and disbursements) and hold harmless Spruce Meadows and each of its directors, officers, employees, agents, representatives and volunteers, from all claims, demands and actions brought by any person which is in any way caused by the owner, the competitor or any of their employees, agents, representatives or assigns, or any of their horses or other animals. The owner and competitor are required to secure third-party insurance providing full coverage for participation in equestrian events at home and abroad, and to keep that policy updated.

## RECOGNITION OF MEDIA, INTELLECTUAL PROPERTY, AND SPONSORSHIP RIGHTS

All riders, owners and related associates grant to Spruce Meadows the irrevocable, perpetual and unrestricted rights to take, record, modify, publish, license, sell, assign, and use photographic images and audio and audio-visual recordings of themselves, their horse(s), their competitive performance(s) and practice(s), while on or near Spruce Meadows property; this includes, without limitation, uses which are for commercial, non-commercial, training, public-interest, or other purposes, and images or recordings whether alone or in compilation with other materials, edited or enhanced, cropped or otherwise altered, and whether by Spruce Meadows or its agents, representatives, associates, licensees, or assignees.

All riders, owners and related associates acknowledge and agree not to contest that copyright and every such image and recording is the property of Spruce Meadows (or those claiming under Spruce Meadows, as the case may be). All riders, owners and related associates consent to the behaviours associated with the exercise of the rights detailed above and acknowledge that they are not alone a violation of any right of privacy or protection of personal information.

Riders, owners and all related associates may wish to utilize a variety of audio-video recording equipment on their horse(s), equipment or tack, helmets, or persons in order to take video or still recordings of their competitive rides. There is concern that such equipment may alter the performance of safety equipment or pose a safety problem for rider or horse, or may interfere with the operation of timing and communications equipment and systems associated with running events.

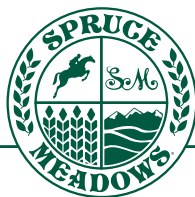
In addition, the equipment may not be suitable for accepted federation dress or equipment codes or rider or horse appearance or welfare when in competition. Further, its use may be in breach of existing licensing, commercial and or sponsorship arrangements. Spruce Meadows reserves the right to require any rider to remove such equipment prior to permitting that rider to enter a competition ring or practice ring, and by seeking to enter a tournament or practice ring, you agree to this restriction. Spruce Meadows recognizes that personal recording of videos takes place on Spruce Meadows property during and around events, and generally speaking, allows such recordings to take place for personal, non commercial use. It is also recognized that individuals, for personal and non-commercial purposes, may wish to post or share their videos on the internet and in other social media, which is permissible under certain terms and conditions.

For clarity, and for the avoidance of doubt, the rider, owner or appointed representative agrees not to transmit, or facilitate transmission, of any account, description, picture, or reproduction of any Spruce Meadows event in violation of licensing, sponsorship, federation or code of conduct rules and regulations.

## ORGANIZING COMMITTEE DECISIONS

IT IS IMPORTANT TO UNDERSTAND THAT INTERPRETATIONS OF EXISTING RULES AND REGULATIONS AND THE INVOKING OF ADDITIONAL RULES AND REGULATIONS TO COVER UNFORESEEN CIRCUMSTANCES ARE THE SOLE RESPONSIBILITY AND AUTHORITY OF THE ORGANIZING COMMITTEE, IN CONJUNCTION WITH, AND WITH THE APPROVAL OF, THE GROUND JURY AND THAT ALL OWNERS, TRAINERS, CHEFS, COMPETITORS AND GROOMS AGREE TO THE ACCEPTANCE OF THESE INTERPRETATIONS AND ADDITIONAL RULINGS BY VIRTUE OF YOUR PARTICIPATION.

It is the objective of the Organizing Committee to run the Spruce Meadows Tournaments at the highest possible level of sportsmanship.



Judges, Course Designers, and Technical Delegates have been selected by the FEI and the Organizing Committee based on their knowledge and experience. Their decisions with respect to the competitions are their own responsibility.

The Organizing Committee reserves the right to hold a qualifying round for any competition where the number of horses entered is excessive.

The Steward(s) and those designated as Assistant Stewards (complete listing available on request from the Tournament Secretary) shall have full power to act for and on behalf of the Organizing Committee during the Tournament. The Organizing Committee is not bound by opinions of its staff, such as Veterinary Doctors, Tournament Office and Field Staff, in the interpretation of these rules. The Stewards must consult with the Ground Jury in case of infractions before submitting to the Organizing Committee.

Spruce Meadows is dedicated to the historical traditions of show jumping with turf and natural obstacles. Please be advised that these obstacles can be used at the discretion of the course designers in any of the competitions.

## EQUESTRIAN CANADA STATEMENT OF PRINCIPLES: HORSE WELFARE

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Equestrian Canada (EC), the national equestrian federation of Canada, supports adherence to humane treatment of horses in all activities under its jurisdiction.

All persons shall be committed to:

Upholding the welfare of horses, regardless of value, as a primary consideration in all activities;

Requiring that horses be treated with kindness, respect and the compassion that they deserve, and that they never be subjected to mistreatment;

Ensuring that owners, trainers and competitors, and their agents exercise appropriate care and responsibility in the handling, treatment, and transportation of their horses, as well as horses placed in their care for any purpose;

Providing for the continuous wellbeing of the horse by encouraging routine inspection and consultation with health care professionals and competition officials to achieve the highest possible standards of nutrition, health, comfort, and safety;

Continuing to support scientific studies on equine health and welfare;

Requiring owners, trainers, and exhibitors to know and follow their sanctioning organization's rules, and to work within industry regulations in all equestrian competitions; and,

Reviewing, revising, and developing competition rules and regulations that protect the welfare of the horse.

## NATIONAL FEDERATION MEMBERSHIP

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Every entry at an EC-sanctioned competition shall constitute an agreement by the person responsible that the owner, lessee, trainer, manager, agent, coach, driver or rider and horse shall be subject to the EC constitution and all rules of EC and any additional rules set by the competition. It is the responsibility of all individuals participating in any capacity in EC-sanctioned competitions to be knowledgeable regarding the EC constitution and the applicable rules of EC and the additional rules, if any, imposed by the competition. Do not participate in these EC-sanctioned competitions in any capacity if you do not consent to be bound by the constitution and rules of EC and any additional rules imposed by the competitions. (As per Article A801).

## JUNIORS RIDING STALLIONS

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Juniors aged 16 and above may ride manageable stallions. Decisions regarding the manageability of stallions are at the discretion of the judge or steward.



## I. DENOMINATION OF THE EVENT

**Venue:** Spruce Meadows, Calgary Alberta

**Date:** 'Pan American' June 28-July 2, 2023

'North American' July 5-9, 2023

**NF:** CAN

**Indoor:** ☐

**Outdoor:** ☒

### EVENT CATEGORIES:

CSIO5* <input type="checkbox"/>	CSI5*-W <input type="checkbox"/>	CSI5* <input checked="" type="checkbox"/>	CSIU25-A <input type="checkbox"/>	CSIU25-B <input type="checkbox"/>
CSIO4* <input type="checkbox"/>	CSI4*-W <input type="checkbox"/>	CSI4* <input type="checkbox"/>	CSIY-A <input type="checkbox"/>	CSIY-B <input type="checkbox"/>
CSIO3* <input type="checkbox"/>	CSI3*-W <input type="checkbox"/>	CSI3* <input type="checkbox"/>	CSIJ-A <input type="checkbox"/>	CSIJ-B <input type="checkbox"/>
CSIO2* <input type="checkbox"/>	CSI2*-W <input type="checkbox"/>	CSI2* <input checked="" type="checkbox"/>	CSIch-A <input type="checkbox"/>	CSIch-B <input type="checkbox"/>
CSIO1* <input type="checkbox"/>	CSI1*-W <input type="checkbox"/>	CSI1* <input type="checkbox"/>	CSIV-A <input type="checkbox"/>	CSIV-B <input type="checkbox"/>
CSIOY <input type="checkbox"/>		CSIL1* <input type="checkbox"/>	CSIAm-A <input type="checkbox"/>	CSIAm-B <input type="checkbox"/>
CSIOJ <input type="checkbox"/>		CSIYH2* <input type="checkbox"/>	CSIP <input type="checkbox"/>	
CSIOF <input type="checkbox"/>		CSIYH1* <input type="checkbox"/>		
CSIOCh <input type="checkbox"/>				

Championship ☐

Games ☐

## II. GENERAL CONDITIONS

- FEI Statutes, 24<sup>th</sup> edition, effective 17<sup>th</sup> November 2021
- FEI General Regulations, 24<sup>th</sup> edition, 1<sup>st</sup> January 2020, updates effective 1<sup>st</sup> January 2023
- FEI Veterinary Regulations, 15<sup>th</sup> edition, effective 1<sup>st</sup> January 2023
- The Jumping Rules and its Annexes, 27<sup>th</sup> edition, 1<sup>st</sup> January 2022, updates effective 1<sup>st</sup> January 2023  
<https://inside.fei.org/fei/regulations/jumping>
- CSI/CSIO Prize Money requirements 2023  
<https://inside.fei.org/system/files/Final%20CSIs-CSIOs%20-%202023.pdf>
- Longines Rankings – Groups Categories 2023  
<https://inside.fei.org/system/files/Final%20Longines%20Ranking%20Groups%20-%202023.pdf>
- Equine Anti-Doping and Controlled Medication Regulations (EADCMR), 3<sup>rd</sup> Edition, effective 1<sup>st</sup> January 2021
- FEI Anti-Doping Rules for Human Athletes (ADRHA), based upon the 2021 WADA Code, effective 1<sup>st</sup> January 2021
- Given the current Covid-19 situation, please note that the FEI's approval of a Schedule should not be taken as an absolute guarantee that the Event will definitely go ahead. The decision whether the Event can take place in consideration of the Covid-19 situation must be made by the OC and NF in close consultation with the applicable domestic government and public health authorities. It is the responsibility of each Participant to check the status of the Event and Covid-19 related measures, if any, prior to planning their travel to the Event. It is the responsibility of the OC/NF to elaborate, communicate and enforce a Covid-19 mitigation plan if requested by the locally applicable laws and policies.
- All subsequent published revisions/updates, the provisions of which will take precedence.

\*\*\*\*\*

**THE ANNEXE(S) IS/ARE PART OF THIS APPROVED AND SIGNED SCHEDULE AND MUST BE  
DISTRIBUTED TO ALL OFFICIALS AND NFs AND IS AVAILABLE TO OTHERS UPON REQUEST**

Approved by the FEI, Lausanne, on 15/03/2023.



Sabrina Ibáñez  
FEI Secretary General

**NB: No modifications to the approved Schedule will be accepted less than two weeks prior to the event. Additionally, no change may be made to a Longines Ranking competition once the schedule has been approved. Prizes in kind, to be accepted as prize money to count for Longines Ranking competitions and total event prize money, must be easily convertible into cash (GRs Art. 127).**



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

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

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

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

## **IV. GENERAL INFORMATION**

### **1. ORGANISER**

Name: Linda Heathcott  
Address: 18011 Spruce Meadows Way SW, Calgary AB T2X 4B7  
Telephone: +1-403-974-4216  
Fax: +1-403-974-4266  
Email: linda.heathcott@sprucemeadows.com  
Website: www.sprucemeadows.co

#### Contact Details Show Ground:

Address: 18011 Spruce Meadows Way SW, Calgary AB T2X 4B7  
Telephone: +1-403-974-4516  
GPS Coordinates: 50.8850°N, 114.1006°W

Accessibility details (directions by road, nearest airport / train station): Approximately 30 minutes south of downtown Calgary, along Spruce Meadows Trail; approximately 45 minutes from Calgary International Airport (YYC). Please note an eTA is now required for most visitors to Canada. Due to COVID-19, please be aware that travel restrictions/requirements may change with very little warning. It is your responsibility to ensure you are in compliance with Canadian entry and immigration requirements.

### **2. ORGANISING COMMITTEE**

Honorary President: Marg Southern  
President of the Event: Linda Heathcott  
Show Secretary: Joanne Nimitz  
Press Officer: Ian Allison

### **3. EVENT DIRECTOR**

Name: Linda Heathcott  
Address: 18011 Spruce Meadows Way SW, Calgary AB T2X 4B7  
Telephone: +1-403-974-4216  
Fax: +1-403-974-4266  
Email: linda.heathcott@sprucemeadows.com

### **4. STABLE MANAGER**

Name: Kate Metikosh  
Telephone: +1-403-369-9784  
Email: kate.metikosh@sprucemeadows.com

### **5. ANNOUNCER**

Name: Adam Cromarty / Jeff Mah

## V. OFFICIALS

### Week 28 June - 02 July 2023 "Pan American"

Ref.	Panel	Function	FEI ID	Name	NF	Level	E-mail & Mobile
1	Ground Jury	Ground Jury President	10105020	Lisa Osachoff	CAN	3	lisaosachoff@hotmail.com
		Ground Jury Member	10101878	Lorne Robertson	CAN	3	
		Ground Jury Member	10104664	Courtney Anderson	CAN	3	
		Ground Jury Member	10050624	Jorge Aros Vargas	CHI	3	
		Ground Jury Member	10154009	Gay Ellen Dennis	CAN	3	
		Ground Jury Member	10250007	Anne Reid	CAN	1	
2	Foreign Judge	Foreign Judge	10067850	Liliana Rivera	BOL	3	trioletos@gmail.com
3	Foreign Technical Delegate	Foreign Technical Delegate					
4	Course Designer	Course Designer 5*	10067890	Gregory Bodo	FRA	4	*
		Course Designer 2*	10053870	Anthony D'Ambrosio	USA	4	
		Assistant Course Designer 2*	10062445	Peter Grant	CAN	3	
		Assistant Course Designer	10051522	Leopoldo Palacios	VEN	4	
		Assistant Course Designer	10050837	Florencio Hernandez	MEX	3	
		Assistant Course Designer	10083843	Julien Pradervand	SUI	3	
		Assistant Course Designer	10208155	Peter Wong	MAS	1	
		Assistant Course Designer		Will Dean Stobie	CAN	NAT	
5	Chief Steward	Chief Steward	10063423	Susan Hawes	CAN	3	*sue.hawes@me.com
6	Foreign Steward	Foreign Steward	10050242	Eric Strauss	USA	3	*
7	Assistants Stewards	Assistant Steward	10092756	Heather Findlay	CAN	3	
		Assistant Steward	10050909	Madeline Lopez Conway	PUR	3	
		Assistant Steward	10063425	Patricia Chalmers	CAN	3	
		Assistant Steward	10124195	Fraser Parrington	GBR	2	
		Assistant Steward	10154057	Peeter Aitken	CAN	2	
		Assistant Steward	10133696	Joan Weir	CAN	2	
		Assistant Steward	10133692	Shirley Pedersen	CAN	3	
		Assistant Steward	10195182	Barbara Bergstrom	CAN	2	
		Assistant Steward	10102067	Sarah Roskilly	POR	3	
8	FEI Veterinary Delegate	Assistant Steward	10114449	Rossa Gallagher	IRL	3	
		FEI Veterinary Delegate	10050083	Dr. Yves Rossier	CAN	4	*
9	Veterinary Service Manager / Treating Veterinarian	Additional Veterinary Delegate	10099044	Dr. Barbara Crabbe	CAN	2	
		Veterinary Service Manager	10053868	Dr. Dan French	CAN	3	Dr.dan@shaw.ca
		Permitted Treating Veterinarian	10053868	Dr. Dan French	CAN	3	+1-403-850-3273
		Permitted Treating Veterinarian	10087200	Dr. Candice Crosby	CAN	3	*
10	Medical Doctor	Medical Doctor		Hart Paramedical Services			kprather@shaw.ca +1-403-680-6531
11	Farrier	Farrier		Equiterra Farrier Services			+1-403-861-9621
12	NF Delegate	NF Delegate (if applicable)					*

**FEI APPROVED SCHEDULE**  
**Calgary 28 June – 09 July 2023**



**Week 05-09 July 2023 "North American"**

Ref.	Panel	Function	FEI ID	Name	NF	Level	E-mail & Mobile
1	Ground Jury	Ground Jury President	10063602	Colleen Hoffman	CAN	3	J_ruskies@icloud.com
		Ground Jury Member	10105020	Lisa Osachoff	CAN	3	
		Ground Jury Member	10101878	Lorne Robertson	CAN	3	
		Ground Jury Member	10104664	Courtney Anderson	CAN	3	
		Ground Jury Member	10050624	Jorge Aros Vargas	CHI	3	
		Ground Jury Member	10154009	Gay Ellen Dennis	CAN	3	
		Ground Jury Member	10250007	Anne Reid	CAN	1	
2	Foreign Judge	Foreign Judge	10049362	Gloria Vinueza de Cuesta	ECU	3	gloriavinueza@gmail.com
3	Foreign Technical Delegate	Foreign Technical Delegate					
4	Course Designer	Course Designer 5*	10050474	Santiago Varela	ESP	4	*
		Course Designer 2*	10062445	Peter Grant	CAN	4	
		Assistant Course Designer	10053870	Anthony D'Ambrosio	USA	4	
		Assistant Course Designer	10051522	Leopoldo Palacios	VEN	4	
		Assistant Course Designer	10050837	Florencio Hernandez	MEX	3	
		Assistant Course Designer	10103756	Joey Rycroft	CAN	3	
		Assistant Course Designer		Jedd Smith	CAN	NAT	
		Assistant Course Designer		Will Dean Stobie	CAN	NAT	
5	Chief Steward	Chief Steward	10063423	Susan Hawes	CAN	3	*sue.hawes@me.com
6	Foreign Steward	Foreign Steward	10063708	Peter Lane	USA	3	*
7	Assistants Stewards	Assistant Steward	10092756	Heather Findlay	CAN	3	
		Assistant Steward	10050909	Madeline Lopez Conway	PUR	3	
		Assistant Steward	10063425	Patricia Chalmers	CAN	3	
		Assistant Steward	10124195	Fraser Parrington	GBR	2	
		Assistant Steward	10154057	Peeter Aitken	CAN	2	
		Assistant Steward	10133696	Joan Weir	CAN	2	
		Assistant Steward	10133692	Shirley Pedersen	CAN	2	
		Assistant Steward	10195182	Barbara Bergstrom	CAN	2	
		Assistant Steward	10102067	Sarah Roskilly	POR	3	
8	FEI Veterinary Delegate	FEI Veterinary Delegate	10052867	Dr. Emily Sandler Burtness	USA	4	*
		Additional Veterinary Delegate	10085790	Dr. Juan Carlos Garcia	COL	4	
9	Veterinary Service Manager / Treating Veterinarian	Veterinary Service Manager	10053868	Dr. Dan French	CAN	3	Dr.dan@shaw.ca
		Permitted Treating Veterinarian	10053868	Dr. Dan French	CAN	3	+1-403-850-3273
		Permitted Treating Veterinarian	10087200	Dr. Candice Crosby	CAN	3	*
10	Medical Doctor	Medical Doctor		Hart Paramedical Services			kprather@shaw.ca +1-403-680-6531
11	Farrier	Farrier		Equiterra Farrier Services			+1-403-861-9621
12	NF Delegate	NF Delegate (if applicable)					*



## VI. INVITATIONS

### 1. GENERAL

Horses entered in one CSI star level/category may not enter another CSI star level/category at the same Show.

Horses may take part in national Competitions and international Competitions at the same Show only under the following conditions:

- Horses may take part in national Events up to two hours prior to the start of the international Event's Horse Inspection;
- If the national Event includes Competitions after the international Event ends, either on the same day or on the following day(s), horses having taken part in the international Event may take part in national Competitions only, following the conclusion of the international Event.

### Invitations

For all Events at which the CSI Invitation Rules apply, a certain percentage of Athletes must be invited in descending order of the Longines Ranking, a certain percentage of Athletes will be home Athletes selected by the host NF and a certain percentage will be Athletes invited by the Organising Committee (OC); the percentages for each invitation group are established for each star level as follows:

Event Level	Athletes from the Longines Ranking	Athletes selected by the host NF	OC Invitations
CSI 5*	60%	20%	20%
CSI 4*	50%	25%	25%
CSI 3*	40%	30%	30%
CSI 2*	30%	30%	40%
CSI 2* Open, option with no Longines Ranking Competitions if the number of invited Athletes is restricted	0%	20%	80%
CSI 2* Open, option with no Longines Ranking Competitions if the number of invited Athletes is unrestricted	N/A, CSI Invitation Rules do not apply to CSI Events at which the number of Athletes invited is not restricted.		

### Longines Rankings

The Longines Rankings number 266, established three (3) months prior to this Event will be used for the invitation of Athletes. Athletes are invited through the FEI online Invitation System for Jumping in accordance with the CSI Invitation Rules (refer to Jumping Rules, Annex V)

### CSI star level: 5\* 'Pan American' and 'North American'

Maximum number of Athletes to be invited: 70

Maximum number of Horses that may be entered: 210

Maximum number of Horses per Athlete: 3

Maximum number of Athletes invited	No. of Athletes from the Longines Ranking	No. of Athletes selected by the host NF	No. of OC Invitations
70	42	14	14

(OCs will be permitted to invite a limited number of additional Athletes, if, at the closing of entries, the maximum number of Horses that may be entered has not been reached. For details, please refer to Jumping Rules, Art. 251.9.2.)

**CSI star level: 2\* 'Pan American' and 'North American'**

Maximum number of Athletes to be invited: 175 + 88 Small/Medium Tour

Maximum number of Horses that may be entered: 1050

Maximum number of Horses per Athlete: 6

Maximum number of Athletes invited	No. of Athletes from the Longines Ranking	No. of Athletes selected by the host NF	No. of OC Invitations
175 + 88 Small/Medium Tour	52	52	71 + 88 Small/Medium Tour

(OCs will be permitted to invite a limited number of additional Athletes, if, at the closing of entries, the maximum number of Horses that may be entered has not been reached. For details, please refer to Jumping Rules, Art. 251.9.2.)

**FEI Wild Cards:**

According to JRs Annex V.

**Connected Events:**

Invitation System Event: 5* 'Pan American'	Connected Events: 2* 'Pan American'
Invitation System Event: 5* 'North American'	Connected Events: 2* 'North American'

Athletes are invited by the Organiser through their National Federation.

One (1) groom per athlete.

Riders may enter both the CSI 5\* and CSI 2\*

All athletes understand that to enter and participate in the tournament, they and their team must abide by and follow all regulations pertaining to travel to and within Canada, and for entering the Spruce Meadows grounds, including but not limited to possible vaccination requirements. Failure to comply or to follow the regulations may result in athletes or members of their team being unable to participate. The OC is not liable for any lost fees or expenses should that be the case. All athletes and members of their parties agree to follow and abide by all Spruce Meadows rules and regulations, including but not limited to liability, code of conduct, and international travel.

The 'Pan American' and 'North American' are part of the North Star II Tour and so horses must attend both weeks. Horses who have also attended the North Star I Tour and paid for off-week stabling will keep their same stall(s). The barn area will be under FEI protocols from the start of the North Star I tour until the end of 2<sup>nd</sup> Tour and so temperatures must be taken and recorded twice daily in the FEI Horse Health App every day the horse(s) are on site.

## VII. ENTRIES

### IMPORTANT

- Entries must be made by NFs through the FEI Entry System for all categories of this Event (<https://invitation.fei.org/login>);
- Additional documentation can be found at: <https://inside.fei.org/fei/your-role/it-services/fei-entry-system/fei-entry-system-jumping>;
- All Athletes and Horses participating in any International Competition must be registered with the FEI;
- Athletes and/or Horses present at the Event without having been entered through the FEI's Online Entry System will be automatically disqualified unless compelling circumstances warrant otherwise.

### 1. ENTRY DATES AND ENTRY FEES

Entries have to be in accordance with Art. 251 of the FEI Jumping Rules, 27<sup>th</sup> edition, 1<sup>st</sup> January 2022, updates effective 1<sup>st</sup> January 2023.

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

Definite Entries:

**May 19, 2023**

Last date for substitutions:

**'Pan American' 2\* & 5\* - Monday June 26**

**'North American' 2\* & 5\* - Monday July 3**

#### **Entry fee per horse (per category):**

**VAT excluded**

'Pan American'
2* - \$2,405
5* - \$2,355
'North American'
2* - \$2,510
5* - \$4,505

**VAT (in %) :**

**5%**

Please refer to definition of Entry fees and Compulsory fees in the Glossary of the FEI Jumping Rules 27<sup>th</sup> edition, 1<sup>st</sup> January 2022, updates effective 1<sup>st</sup> January 2023, that is copied in Section XIV point 10.

#### **Compulsory fees per horse:**

- |  |   |
|--|---|
| • EADCMP Fee:  | Included in entry fee <input type="checkbox"/>                |
|  | Not included in entry fee <input checked="" type="checkbox"/> |
| Lower Level Events (CIMs)  | CHF 18 per horse per event                                    |
| Higher Level Events  | CHF 25 per horse per event                                    |
| (For definition of CIMs see Appendix E of the FEI General Regulations, all other events not defined as CIMs) |   |

- Fee for manure disposal (at OC discretion; maximum € 40 per horse per Event). \$50 Per horse
- Fee for health/customs-related documents for Horses, if applicable (only if requested) \$100 Per horse (mandatory for horses on a temporary import permit)

**All aforementioned amounts are including VAT**

**Total maximum fee per horse:** \$150 plus EADCMP fee

**Compulsory fees per athlete:**

- NF fee if applicable as mandated by NF Per athlete \$20 per horse per week
- NF medication control programme fee if applicable as mandated by NF Per athlete \$48 per horse per week
- Fee for lorry parking if applicable \$78.75 Per lorry/caravan
- Fee for electric hook-up for lorry week Per lorry/caravan \$5.25 per horse per

**All aforementioned amounts are including VAT**

**Total maximum fee per Athlete:** \$152 per horse

**2. OTHER FEES**

All other fees must optional fees and be listed hereunder with the details of the amounts to be charged and approved by the FEI. Only fees approved by the FEI and listed in the approved Schedule can be charged by the OC. *Please specify if price per bale or other quantity.*

Hay: \$25 per bale

Straw: \$12 per bale

Shavings: \$14 per bag

For CSI5\* : US\$ 50 (CAD 65) per horse credit for the beading, then it will be charged

Other (please specify): all prices are subject to change. Several types of Cavalor and other grain area available at varying prices, as ordered by the competitor. Cavalor grain must be pre-ordered by the date listed to ensure availability.

Paddock: \$210 per week as ordered by competitor. Limited availability, first come first served. Priority given to those staying for the circuit Not everyone who requests a paddock will be able to be accommodated.

Extra/grooming stall: \$1100 per stall per week, as ordered by competitor. Limited availability, first come first served, not guaranteed. Priority given to those in large groups staying for the circuit.

Non-competing horse: \$1100 per horse per week not competing. Limited availability, not guaranteed. Priority is given to competing horses.

E barn: \$400 per horse per week as ordered by competitor. Limited availability. Priority given

to those staying for the full circuit.

Photography: \$52.50 per horse per week. This service will provide competitors high quality competition photos of each event. Competitors wishing to opt out of this fee must do so by the definite date.

VIP Seating: VIP seating options are available for the weekend of the 'North American' on the International Ring starting at \$250 plus fees and taxes per seat per day. Please contact Spruce Meadows directly - [information@sprucemeadows.com](mailto:information@sprucemeadows.com)

**All aforementioned amounts are including VAT**

VAT number of the organiser: 839386307RT0001

**3. NO-SHOWS/LATE WITHDRAWALS**

**NB:** In the case of withdrawals after the date of definite entries or no-shows the athlete or the respective NF will be held liable to reimburse the OC for the actual financial loss incurred by the OC (please refer to Jumping Rules Art. 251.17) as a result of the late withdrawal or no-show.

**Amount charged: \$950 per week plus extra stalls, paddocks, and/or pre-ordered Cavalor feed not refunded.**

Golf carts are not available for rent through the OC. Personal golf carts or those rented from a 3rd party are permitted on the grounds but may only be operated by a licensed driver.

Attendees may be required to wear masks while on the grounds, and/or vaccination requirements may be implemented, based on current regulations. Regulations surrounding COVID-19 and/or any other biosecurity protocols may change with little/no warning.

Payment in full must be received by the OC by the definite date. Entries who have not submitted payment in full by the definite date will be subject to a \$500 penalty. Should the balance remain unpaid, the Alberta Animal Keepers Act will be implemented (please see the Government of Alberta website for details).

Entries not made in the FEI entry system by the definite date may not be accepted. IF the entries are accepted, there will be a \$250 late fee.

Lost or forgotten accreditation may be re-issued for a non-refundable \$100 fee. Please treat your accreditation card with care. Your accreditation also acts as your parking pass to the competitor lot. Should it be forgotten, you will be redirected to the public lot.

Accreditation lists must be received two weeks before arrival. Accreditation will not be issued on weekends, but if pre-arranged, can be picked up.

Any scratch refunds will be issued in the form of a cheque, or if requested can be applied against the balance of another horse account.

There is a 2.5% surcharge on all credit card payments. There is a \$25 fee for all outgoing wires.

## VIII. TIMETABLE

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

**As per Jumping Rules Annex VI: combined competitions are not permitted.**

*The scheduling of competitions must take into account mandatory maintenance breaks as follows. In principle, there should be one maintenance break for every 40 starters; at a minimum, it is compulsory to include one maintenance break in competitions with 50-99 starters after half of the starters have competed. Competitions with 100 starters or more must have three maintenance breaks. The start list must indicate when the maintenance break will take place (e.g. after N° 25).*

### **Week 1 "Pan American"**

*(to be provided per category/level if multiple events)*

	Day	Date	Time
<ul style="list-style-type: none"> <li>Opening of stables + Examination on arrival</li> </ul> <p>Horses must be on site by 2100 Monday June 26 unless other arrangements have been made in advance with the OC.</p>	Sunday	June 25	1300
<ul style="list-style-type: none"> <li>Horse Inspection <i>All horses taking part at this Event must be present during the first horse inspection, unless unable to do so due to "force majeure"</i></li> </ul>	Tuesday	June 27	0900
<ul style="list-style-type: none"> <li>Horse Re-Inspection</li> </ul>	Wednesday	June 28	0730
<ul style="list-style-type: none"> <li>Opening times of exercise areas</li> </ul>	Competition days		0730

Competitions CSI:2\* - 'Pan American'

Art Prize Money

	Day	Date	Time	Art	Prize Money
<ul style="list-style-type: none"> <li>Declaration of Starters</li> </ul>	By 4pm the day prior to the competition unless otherwise stated. Horses may only declare/jump once per day. Competition times will be adjusted and updated based on the number of horses declared.			////////	All prize monies are listed and paid in Canadian dollars.
• 501 – 1.10m	Wednesday	June 28	0900	238.2.1	\$500
• 505 – 1.20m	Wednesday	June 28	Following	238.2.1	\$1,000
• 502 – 1.10m	Thursday	June 29	0900	238.2.2	\$500
• 509 – 1.30m	Thursday	June 29	Following	238.2.1	\$5,000
• 514 – 1.40m	Thursday	June 29	Following	238.2.2	\$10,000
• 503 – 1.10m	Friday	June 30	0900	238.2.2	\$1,000
• 506 – 1.20m	Friday	June 30	Following	238.2.2	\$1,000
• 510 – 1.30m	Friday	June 30	Following	238.2.2	\$5,000
• 515 – 1.45m	Friday	June 30	Following	238.2.2	\$38,500
• 507 – 1.20m	Saturday	July 1	0900	238.2.2	\$2,000
• 511 – 1.30m	Saturday	July 1	Following	238.2.2	\$10,000
• 512 – 1.35m	Saturday	July 1	Following	238.2.2	\$10,000
• 504 – 1.10m	Sunday	July 2	0900	238.2.2	\$1,000
• 508 – 1.25m	Sunday	July 2	Following	238.2.2	\$5,000
• 513 – 1.35m	Sunday	July 2	Following	238.2.2	\$10,000
• 516 – 1.45m	Sunday	July 2	Following	238.2.2	\$80,000

**FEI APPROVED SCHEDULE**  
**Calgary 28 June – 09 July 2023**



• Total Prize Money	\$180,500
• Prizes in Kind	Prizes in kind must be easily convertible into cash (GRs Art. 127).

Competitions CSI:5\* - 'Pan American'

Art. Prize Money

	Day	Date	Time		
• Declaration of Starters	By 4pm the day prior to the competition unless otherwise stated. Horses may only declare/jump once per day. Competition times will be adjusted and updated based on the number of horses declared.			////////	All prize monies are listed and paid in Canadian dollars.
• 519 – 1.50m	Wednesday	June 28	1200	238.2.1	\$10,000
• 517 – 1.45m	Thursday	June 29	1200	238.2.1	\$38,500
• 521 – 1.55m	Thursday	June 29	Following	238.2.2	\$145,000
• 518 – 1.45m	Friday	June 30	1300	238.2.2	\$38,500
• 522 – 1.60m	Saturday	July 1	1400	238.2.2	\$435,000
• 520 – 1.50m	Sunday	July 2	1230	238.2.2	\$40,000
• Total Prize Money	\$707,000				
• Prizes in Kind	Prizes in kind must be easily convertible into cash (GRs Art. 127).				

**Overall Prize Money: \$887,500**

**Applicable government tax to be deducted from Prize Money (see also XIV.8): 15%**

**Week 2 "North American"**

(to be provided per category/level if multiple events)

	Day	Date	Time
• Opening of stables + Examination on arrival • Horses must be on site by 2100 Monday June 26 unless other arrangements have been made with the OC in advance.	Sunday	June 25	1300
• Horse Inspection <i>All horses taking part at this Event must be present during the first horse inspection, unless unable to do so due to "force majeure"</i>	Tuesday	July 04	0900
• Horse Re-Inspection	Wednesday	July 05	0730
• Opening times of exercise areas	Competition days		0730

Competitions CSI:2\* - 'North American'

Art Prize Money

	Day	Date	Time		
• Declaration of Starters	By 4pm the day prior to the competition unless otherwise stated. Horses may only declare/jump once per day. Competition times will be adjusted and updated based on the number			////////	All prize monies are listed and paid in Canadian dollars.



**FEI APPROVED SCHEDULE**  
**Calgary 28 June – 09 July 2023**



	of horses declared.				
• 601 – 1.10m	Wednesday	July 5	0900	238.2.1	\$500
• 605 – 1.20m	Wednesday	July 5	Following	238.2.1	\$1,000
• 610 – 1.30m	Wednesday	July 5	Following	238.2.1	\$2,000
• 615 – 1.40m	Wednesday	July 5	Following	238.2.1	\$2,000
• 618 – 1.45m	Wednesday	July 5	Following	238.2.1	\$5,000
• 602 – 1.10m	Thursday	July 6	0900	238.2.2	\$500
• 608 – 1.25m	Thursday	July 6	Following	238.2.1	\$1,500
• 613 – 1.35m	Thursday	July 6	Following	238.2.2	\$2,500
• 603 – 1.10m	Friday	July 7	0900	238.2.2	\$500
• 606 – 1.20m	Friday	July 7	Following	238.2.2	\$1,000
• 611 – 1.30m	Friday	July 7	Following	238.2.2	\$2,000
• 616 – 1.40m	Friday	July 7	Following	238.2.2	\$10,000
• 619 – 1.45m	Friday	July 7	Following	238.2.2	\$40,000
• 607 – 1.20m	Saturday	July 8	0900	238.2.2	\$2,000
• 612 – 1.30m	Saturday	July 8	Following	238.2.2	\$7,500
• 617 – 1.40m	Saturday	July 8	Following	276.2.1(i)	\$20,000
• 604 – 1.10m	Sunday	July 9	0900	238.2.2	\$1,000
• 609 – 1.25m	Sunday	July 9	Following	238.2.2	\$3,500
• 614 – 1.35m	Sunday	July 9	Following	238.2.2	\$10,000
• 620 – 1.45m	Sunday	July 9	Following	238.2.2	\$75,900
• Total Prize Money	\$188,400				
• Prizes in Kind	Prizes in kind must be easily convertible into cash (GRs Art. 127).				

Competitions CSI:5\* - 'North American'

Art.

Prize Money

	Day	Date	Time		
• Declaration of Starters	By 4pm the day prior to the competition unless otherwise stated. Horses may only declare/jump once per day. Competition times will be adjusted and updated based on the number of horses declared.			////////	All prize monies are listed and paid in Canadian dollars.
• 621 – 1.45m	Wednesday	July 5	1230	238.2.1	\$2,000
• 622 – 1.50m	Wednesday	July 5	Following	238.2.1	\$5,000
• 626 – 1.55m	Thursday	July 6	1330	238.2.2	\$80,000
• 623 – 1.50m	Friday	July 7	1430	238.2.2	\$40,000
• 624 – 1.50m	Saturday	June 17	1030	276.2.1	\$80,000
• 630 – 1.60m	Saturday	June 17	Following	261.5.2, 273.3.1, 273.2.2(ii), 273.4.1	\$1,000,000
• 625 – 1.50	Sunday	June 18	1400	238.2.2	\$145,000
• Total Prize Money	\$1,352,000				
• Prizes in Kind	Prizes in kind must be easily convertible into cash (GRs Art. 127).				

**Overall Prize Money: \$\$1,540,400**



**Applicable government tax to be deducted from Prize Money (see also XIV.8): 15%**

**GENERAL CLASSIFICATION AT THE END OF THE COMPETITIONS:**

Leading athlete award –	(Prize description and value)
Best foreign athlete -	(Prize description and value)
Best home athlete –	(Prize description and value)
Team awards –	(Prize description and value)

**PRIZE – CLASSIFICATION:**

## IX. COMPETITION DETAIL

### Week 1 "Pan American"

**FIRST DAY : Wednesday**

**DATE (dd/mm/yy) : 28/06/23**

**COMPETITION No:** 501 – small tour

Type of Competition: Table A, One Round Acc. to Article: 238.2.1

Jump-off (if any) n/a  
Speed/Fixed time 375m/m  
Height of obstacles: 1.10m  
Number of horses per athlete 2  
Number of Starters (Section XIV.9): All invited  
Total prize money: \$500  
Chart to be used: 1 (25% to winner) ☒  
2 (33% to winner) ☐

Please specify prize money amount for each athlete placed 13<sup>th</sup> and beyond: \$5

\* \* \* \* \*

**COMPETITION No:** 505 – small tour

Type of Competition: Table A, One Round Acc. to Article: 238.2.1

Jump-off (if any) n/a  
Speed/Fixed time 375m/m  
Height of obstacles: 1.20m  
Number of horses per athlete 2  
Number of Starters (Section XIV.9): All invited  
Total prize money: \$1,000  
Chart to be used: 1 (25% to winner) ☒  
2 (33% to winner) ☐

Please specify prize money amount for each athlete placed 13<sup>th</sup> and beyond: \$5

\* \* \* \* \*

**COMPETITION No:** 519

Type of Competition: Table A, One Round Acc. to Article: 238.2.1

Jump-off (if any) n/a  
Speed/Fixed time 400m/m  
Height of obstacles: 1.50m  
Number of horses per athlete 2  
Number of Starters (Section XIV.9): All invited  
Total prize money: \$10,000  
Chart to be used: 1 (25% to winner) ☒  
2 (33% to winner) ☐

Please specify prize money amount for each athlete placed 13<sup>th</sup> and beyond: \$10

\* \* \* \* \*

**SECOND DAY : Thursday**

**DATE (dd/mm/yy) : 29/06/23**

**COMPETITION No:** 502 – small tour

Type of Competition: Table A, One Round Acc. to Article: 238.2.2

Jump-off (if any) 1  
Speed/Fixed time 375m/m  
Height of obstacles: 1.10m  
Number of horses per athlete 2  
Number of Starters (Section XIV.9): All invited  
Total prize money: \$500  
Chart to be used: 1 (25% to winner) ☒  
2 (33% to winner) ☐

Please specify prize money amount for each athlete placed 13<sup>th</sup> and beyond: \$5

\* \* \* \* \*

**COMPETITION No: 509**

Type of Competition: Table A, One Jump Off Acc. to Article: 238.2.2

Jump-off (if any) 1  
Speed/Fixed time 375m/m  
Height of obstacles: 1.30m  
Number of horses per athlete 2  
Number of Starters (Section XIV.9): All invited  
Total prize money: \$5,000  
Chart to be used: 1 (25% to winner) ☒  
2 (33% to winner) ☐

Please specify prize money amount for each athlete placed 13<sup>th</sup> and beyond: \$10

\* \* \* \* \*

**COMPETITION No: 514 – big tour**

Type of Competition: Table A, One Jump Off Acc. to Article: 238.2.2

Jump-off (if any) 1  
Speed/Fixed time 375m/m  
Height of obstacles: 1.40m  
Number of horses per athlete 2  
Number of Starters (Section XIV.9): All invited Big Tour  
Total prize money: \$10,000  
Chart to be used: 1 (25% to winner) ☒  
2 (33% to winner) ☐

Please specify prize money amount for each athlete placed 13<sup>th</sup> and beyond: \$10

\* \* \* \* \*

**COMPETITION No: 517**

Type of Competition: Table A, One Jump Off Acc. to Article: 238.2.2  
Counts for Longines Ranking Group D

Jump-off (if any) 1  
Speed/Fixed time 400m/m  
Height of obstacles: 1.45  
Number of horses per athlete 2  
Number of Starters (Section XIV.9): All invited  
Total prize money: \$38,500

Chart to be used: 1 (25% to winner) ☐  
2 (33% to winner) ☒  
Please specify prize money amount for each athlete placed 13<sup>th</sup> and beyond: \$15

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**COMPETITION No: 521**

Type of Competition: Table A, One Jump Off Acc. to Article: 238.2.2  
Counts for Longines Ranking Group B

Jump-off (if any) 1  
Speed/Fixed time 400m/m  
Height of obstacles: 1.55  
Number of horses per athlete 2  
Number of Starters (Section XIV.9): All invited  
Total prize money: \$145,000  
Chart to be used: 1 (25% to winner) ☐  
2 (33% to winner) ☒  
Please specify prize money amount for each athlete placed 13<sup>th</sup> and beyond: \$15

Qualifier for competition 5\* GP

\* \* \* \* \*

**THIRD DAY : Friday**

**DATE (dd/mm/yy) : 30/06/23**

**COMPETITION No: 503 – small tour**

Type of Competition: Table A, One Round Acc. to Article: 238.2.2

Jump-off (if any) 1  
Speed/Fixed time 375m/m  
Height of obstacles: 1.10m  
Number of horses per athlete 2  
Number of Starters (Section XIV.9): All invited  
Total prize money: \$1000  
Chart to be used: 1 (25% to winner) ☒  
2 (33% to winner) ☐  
Please specify prize money amount for each athlete placed 13<sup>th</sup> and beyond: \$5

\* \* \* \* \*

**COMPETITION No: 506 – small tour**

Type of Competition: Table A, One Jump Off Acc. to Article: 238.2.2

Jump-off (if any) 1  
Speed/Fixed time 375m/m  
Height of obstacles: 1.20m  
Number of horses per athlete 2  
Number of Starters (Section XIV.9): All invited  
Total prize money: \$1,000  
Chart to be used: 1 (25% to winner) ☒  
2 (33% to winner) ☐  
Please specify prize money amount for each athlete placed 13<sup>th</sup> and beyond: \$5

\* \* \* \* \*

**COMPETITION No:** 510

Type of Competition: Table A, One Jump Off Acc. to Article: 238.2.2

Jump-off (if any) 1  
Speed/Fixed time 375m/m  
Height of obstacles: 1.30m  
Number of horses per athlete 2  
Number of Starters (Section XIV.9): All invited  
Total prize money: \$5,000  
Chart to be used: 1 (25% to winner) ☒  
2 (33% to winner) ☐

Please specify prize money amount for each athlete placed 13<sup>th</sup> and beyond: \$10

\* \* \* \* \*

**COMPETITION No:** 515 – big tour

Type of Competition: Table A, One Jump Off Acc. to Article: 238.2.2  
Counts for Longines Ranking Group D

Jump-off (if any) 1  
Speed/Fixed time 375m/m  
Height of obstacles: 1.45m  
Number of horses per athlete 2  
Number of Starters (Section XIV.9): All invited Big Tour  
Total prize money: \$38,500  
Chart to be used: 1 (25% to winner) ☒  
2 (33% to winner) ☐

Please specify prize money amount for each athlete placed 13<sup>th</sup> and beyond: \$10

\* \* \* \* \*

**COMPETITION No:** 518

Type of Competition: Table A, One Jump Off Acc. to Article: 238.2.2  
Counts for Longines Ranking Group D

Jump-off (if any) 1  
Speed/Fixed time 400m/m  
Height of obstacles: 1.45m  
Number of horses per athlete 2  
Number of Starters (Section XIV.9): All invited  
Total prize money: \$38,500  
Chart to be used: 1 (25% to winner) ☐  
2 (33% to winner) ☒

Please specify prize money amount for each athlete placed 13<sup>th</sup> and beyond: \$15

\* \* \* \* \*

**FOURTH DAY : Saturday**

**DATE (dd/mm/yy) : 01/07/23**

**COMPETITION No:** 507 – small tour

Type of Competition: Table A, One Jump Off Acc. to Article: 238.2.2

Jump-off (if any) 1  
Speed/Fixed time 375m/m  
Height of obstacles: 1.20m  
Number of horses per athlete 2  
Number of Starters (Section XIV.9): All invited  
Total prize money: \$2,000  
Chart to be used: 1 (25% to winner) ☒  
2 (33% to winner) ☐  
Please specify prize money amount for each athlete placed 13<sup>th</sup> and beyond: \$5

\* \* \* \* \*

**COMPETITION No: 511**

Type of Competition: Table A, One Jump Off Acc. to Article: 238.2.2

Jump-off (if any) 1  
Speed/Fixed time 375m/m  
Height of obstacles: 1.30m  
Number of horses per athlete 2  
Number of Starters (Section XIV.9): All invited  
Total prize money: \$10,000  
Chart to be used: 1 (25% to winner) ☒  
2 (33% to winner) ☐  
Please specify prize money amount for each athlete placed 13<sup>th</sup> and beyond: \$10

\* \* \* \* \*

**COMPETITION No: 512**

Type of Competition: Table A, One Jump Off Acc. to Article: 238.2.2

Jump-off (if any) 1  
Speed/Fixed time 375m/m  
Height of obstacles: 1.35m  
Number of horses per athlete 2  
Number of Starters (Section XIV.9): All invited  
Total prize money: \$10,000  
Chart to be used: 1 (25% to winner) ☒  
2 (33% to winner) ☐  
Please specify prize money amount for each athlete placed 13<sup>th</sup> and beyond: \$10

\* \* \* \* \*

**COMPETITION No: 522– Grand Prix**

Type of Competition: Table A, One Jump Off Acc. to Article: 238.2.2 + FEI Olympic Regulations Art. 632.6 + JRs Annex VIII  
Counts for Longines Ranking Group AA

*Competition counting for Olympic Games 2024 / CH-EU-S 2023 for Athletes and Horses to achieve the MERs, providing the course requirements are met (FEI Olympic Regulations Art. 632.6).*

Jump-off (if any) 1  
Speed/Fixed time 400m/m  
Height of obstacles: 1.60m  
Number of horses per athlete 1

Number of Starters (Section XIV.9): 40  
Total prize money: \$435,000  
Chart to be used: 1 (25% to winner) ☐  
2 (33% to winner) ☒

Please specify prize money amount for each athlete placed 13<sup>th</sup> and beyond: n/a

If required, those riders not already qualified through the Fei rules must qualify throughout the week. The top 40 riders from competition 521 (Thursday's 1.55m) qualify.

All athletes, including those automatically qualified must complete, with their Grand Prix horse, the initial round of at least one FEI competition among those listed in JRs Art. 261.4.4 prior to the Grand Prix.

The following Athletes are automatically qualified for the Grand Prix at CSI Events, if present:

4.2.1. The winner (Athlete/Horse combinations) of that Event's Grand Prix the previous year for CSI3\*/CSI4\*/CSI5\* only;

4.2.2. The current National Jumping Champion (Athlete/Horse combinations) of the host country;

4.2.3. The individual Jumping medal winners of the last Olympic and Pan-American Games, the last World and Continental Championships and the winner of the last FEI World Cup™ Jumping Final.

**FEI Olympic Regulations Art. 632.6**

*Selected Nations Cup, Grand Prix and FEI Jumping World Cup™ Competitions must meet the following specifications:*

**The Composition of the course includes:**

- Minimum 12 and maximum 14 obstacles;
- Minimum one triple and one double combination (three doubles are not allowed);
- The triple combination must have at least one oxer and at least one one-stride distance either from A to B or from B to C;
- Two liverpool obstacles, one vertical and one spread. If the course includes a water jump, a minimum of one liverpool will be allowed;
- Approximately 50% of the efforts must be vertical obstacles and 50% must be spread obstacles (e.g. oxer, triple bar, Swedish oxer, narrow oxer etc.). Nevertheless, no more than 55% of the efforts may be vertical and no more than 60% of the efforts may be spread obstacles, including the water jump if there is one (NB: a water jump is compulsory in Nations Cup Competitions, refer to JRs Art. 264.3);
- Depth of cups for the top pole: minimum 50% of cups must have a depth of 18 mm, for special obstacle material cups may be shallower (refer to JRs Art. 208.6); depth of cups maximum 20 mm;
- A minimum course length of 400 meters with a minimum speed of 375m/min.

**At least three of the following five obstacles must be included in the course:**

- A set of planks on flat cups or a vertical of poles with a plank on flat cups as the top element;
- One triple bar;
- One wall;
- One narrow vertical or spread obstacle with frontal width between 2.50 to 3.00 m;
- One gate.

**At least three of the following recommended criteria must be included in the course:**

- Bend or straight line of up to six strides between two single obstacles;
- One line between two obstacles should be a forward line up to five strides;
- One bend or straight line up to seven strides with minimum three obstacles;
- Double combination in a bend or straight line with an obstacle before or after at maximum seven strides;
- A related distance bend or straight line of up to eight strides leading to the triple combination or up to seven strides following the triple combination;
- One of the combinations must have a related distance (maximum seven strides) with an obstacle (before or after the combination) in a straight line.

**Dimensions of the obstacles:**

	<i>Comp. at 1.55 m</i>	<i>Comp. at 1.60 m</i>
<i>The minimum height of obstacles is:</i>	<i>1.45 m</i>	<i>1.50 m</i>
<i>A minimum number of verticals with a height of at least:</i>	<i>4 x 1.55 m</i>	<i>3 x 1.60 m</i>
<i>A minimum number of spread obstacles (excl. triple bar) with a height/spread of at least:</i>	<i>3 x 1.50/1.60 m</i>	<i>GP/WC: 3 x 1.53/1.60 m NC: 2 x 1.50/1.70 m</i>
<i>One oxer in the triple combination needs to have a minimum height/spread of:</i>	<i>1.50/1.60 m</i>	<i>1.52/1.60 m</i>
<i>Triple bar with minimum height/spread of:</i>	<i>1.50/1.90 m</i>	<i>1.55/1.90 m</i>

*For Nations Cup Competitions at CSIO4\* Events, the above requirements relating to the compulsory four verticals of 1.55 m and three spread obstacles (excl. triple bar) with a minimum height/spread of 1.50/1.60 m take precedence over the requirement established in JRs. Art. 264.3.1 to have two verticals of 1.55 m and two spread obstacles (excl. triple bar) with a minimum height/spread of 1.50/1.60 m.*

*For Nations Cup Competitions at CSIO5\* Events, the above requirements relating to the compulsory three verticals of 1.60 m take precedence over the requirement established in JRs. Art. 264.3.1 to have two verticals of 1.60 m.*

*The Course Designer must clearly identify on the course plan of the Competition the specific obstacles that must be included as per the mandatory requirements below, e.g. planks, wall, gate, narrow obstacle, etc.*

*The Foreign Judge is responsible for ensuring that the course is built to the required dimensions and must confirm to the FEI through the Foreign Judge Report whether or not the course requirements have been met and must upload/sent the course plan including all heights/spreads, obstacle information and distances following the Event.*

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**FIFTH DAY : Sunday**

**DATE (dd/mm/yy) : 02/07/23**

**COMPETITION No:** 504 – small tour

Type of Competition: Table A, One Round Acc. to Article: 238.2.2

Jump-off (if any) 1  
Speed/Fixed time 375m/m  
Height of obstacles: 1.10m  
Number of horses per athlete 2  
Number of Starters (Section XIV.9): All invited  
Total prize money: \$1,000  
Chart to be used: 1 (25% to winner) ☒  
2 (33% to winner) ☐

Please specify prize money amount for each athlete placed 13<sup>th</sup> and beyond: \$5

\* \* \* \* \*

**COMPETITION No:** 508

Type of Competition: Table A, One Round Acc. to Article: 238.2.2

Jump-off (if any) n/a  
Speed/Fixed time 375m/m  
Height of obstacles: 1.25m



Number of horses per athlete 2  
Number of Starters (Section XIV.9): All invited  
Total prize money: \$5,000  
Chart to be used: 1 (25% to winner) ☒  
2 (33% to winner) ☐  
Please specify prize money amount for each athlete placed 13<sup>th</sup> and beyond: \$10

\* \* \* \* \*

**COMPETITION No: 513**

Type of Competition: Table A, One Round Acc. to Article: 238.2.2

Jump-off (if any) n/a  
Speed/Fixed time 375m/m  
Height of obstacles: 1.35m  
Number of horses per athlete 2  
Number of Starters (Section XIV.9): All invited  
Total prize money: \$10,000  
Chart to be used: 1 (25% to winner) ☒  
2 (33% to winner) ☐  
Please specify prize money amount for each athlete placed 13<sup>th</sup> and beyond: \$10

\* \* \* \* \*

**COMPETITION No: 516 – big tour - 2\* Grand Prix**

Type of Competition: Table A, One Jump Off Acc. to Article: 238.2.2  
Counts for Longines Ranking Group C

Jump-off (if any) 1  
Speed/Fixed time 375m/m  
Height of obstacles: 1.45m  
Number of horses per athlete 1  
Number of Starters (Section XIV.9): 35  
Total prize money: \$80,000  
Chart to be used: 1 (25% to winner) ☐  
2 (33% to winner) ☒  
Please specify prize money amount for each athlete placed 13<sup>th</sup> and beyond: n/a

If required, those riders not already qualified through the FEI rules must qualify from Competitions 514 & 515 (Thursday and Friday's 1.40m). The top 5 riders from competition 514 will qualify. The remaining positions will be filled from the top riders in competition 515 to a maximum of 35.

Eliminations, retirements or disqualifications do not qualify.

The following Athletes are automatically qualified for the Grand Prix at CSI Events, if present:

4.2.1. The winner (Athlete/Horse combinations) of that Event's Grand Prix the previous year for CSI3\*/CSI4\*/CSI5\* only;

4.2.2. The current National Jumping Champion (Athlete/Horse combinations) of the host country;

4.2.3. The individual Jumping medal winners of the last Olympic and Pan-American Games, the last World and Continental Championships and the winner of the last FEI World Cup™ Jumping Final.

All athletes, including those automatically qualified must complete, with their Grand Prix horse, the initial round of at least one FEI competition among those listed in JRs Art. 261.4.4 prior to the Grand Prix

\* \* \* \* \*



Speed/Fixed time 375m/m  
Height of obstacles: 1.30m  
Number of horses per athlete 2  
Number of Starters (Section XIV.9): All invited  
Total prize money: \$2,000  
Chart to be used: 1 (25% to winner) ☒  
2 (33% to winner) ☐  
Please specify prize money amount for each athlete placed 13<sup>th</sup> and beyond: \$5

\* \* \* \* \*

**COMPETITION No:** 615 – big tour

Type of Competition: Table A, One Round Acc. to Article: 238.2.1

Jump-off (if any) n/a  
Speed/Fixed time 375m/m  
Height of obstacles: 1.40m  
Number of horses per athlete 2  
Number of Starters (Section XIV.9): All invited Big Tour  
Total prize money: \$2,000  
Chart to be used: 1 (25% to winner) ☒  
2 (33% to winner) ☐  
Please specify prize money amount for each athlete placed 13<sup>th</sup> and beyond: \$10

Qualifier for Winning Round

\* \* \* \* \*

**COMPETITION No:** 618 – big tour

Type of Competition: Table A, One Round Acc. to Article: 238.2.1

Jump-off (if any) n/a  
Speed/Fixed time 400m/m  
Height of obstacles: 1.45m  
Number of horses per athlete 2  
Number of Starters (Section XIV.9): All invited Big Tour  
Total prize money: \$5,000  
Chart to be used: 1 (25% to winner) ☒  
2 (33% to winner) ☐  
Please specify prize money amount for each athlete placed 13<sup>th</sup> and beyond: \$10

Qualifier for 2\* GP

\* \* \* \* \*

**COMPETITION No:** 621

Type of Competition: Table A, One Round Acc. to Article: 238.2.1

Jump-off (if any) n/a  
Speed/Fixed time 400m/m  
Height of obstacles: 1.45  
Number of horses per athlete 2  
Number of Starters (Section XIV.9): All invited  
Total prize money: \$2,000  
Chart to be used: 1 (25% to winner) ☒  
2 (33% to winner) ☐

Please specify prize money amount for each athlete placed 13<sup>th</sup> and beyond: \$10

Qualifier for Winning Round

\* \* \* \* \*

**COMPETITION No:** 622

Type of Competition: Table A, One Round Acc. to Article: 238.2.1

Jump-off (if any) n/a  
Speed/Fixed time 400m/m  
Height of obstacles: 1.50  
Number of horses per athlete 2  
Number of Starters (Section XIV.9): All invited  
Total prize money: \$5,000  
Chart to be used: 1 (25% to winner) ☒  
2 (33% to winner) ☐

Please specify prize money amount for each athlete placed 13<sup>th</sup> and beyond: \$10

Qualifier for 5\* GP

\* \* \* \* \*

**SECOND DAY : Thursday**

**DATE (dd/mm/yy) : 06/07/23**

**COMPETITION No:** 602 – small tour

Type of Competition: Table A, One Jump Off Acc. to Article: 238.2.2

Jump-off (if any) 1  
Speed/Fixed time 375m/m  
Height of obstacles: 1.10m  
Number of horses per athlete 2  
Number of Starters (Section XIV.9): All invited  
Total prize money: \$500  
Chart to be used: 1 (25% to winner) ☒  
2 (33% to winner) ☐

Please specify prize money amount for each athlete placed 13<sup>th</sup> and beyond: \$5

\* \* \* \* \*

**COMPETITION No:** 608

Type of Competition: Table A, One Round Acc. to Article: 238.2.1

Jump-off (if any) n/a  
Speed/Fixed time 375m/m  
Height of obstacles: 1.25m  
Number of horses per athlete 2  
Number of Starters (Section XIV.9): All invited  
Total prize money: \$1,500  
Chart to be used: 1 (25% to winner) ☒  
2 (33% to winner) ☐

Please specify prize money amount for each athlete placed 13<sup>th</sup> and beyond: \$5

\* \* \* \* \*

**COMPETITION No: 613**

Type of Competition: Table A, One Round Acc. to Article: 238.2.2

Jump-off (if any) 1  
Speed/Fixed time 375m/m  
Height of obstacles: 1.35m  
Number of horses per athlete 2  
Number of Starters (Section XIV.9): All invited  
Total prize money: \$2,500  
Chart to be used: 1 (25% to winner) ☒  
2 (33% to winner) ☐

Please specify prize money amount for each athlete placed 13<sup>th</sup> and beyond: \$10

\* \* \* \* \*

**COMPETITION No: 626**

Type of Competition: Table A, One Jump Off Acc. to Article: 238.2.2  
Counts for Longines Ranking Group C

Jump-off (if any) 1  
Speed/Fixed time 400m/m  
Height of obstacles: 1.55  
Number of horses per athlete 2  
Number of Starters (Section XIV.9): All invited  
Total prize money: \$80,000  
Chart to be used: 1 (25% to winner) ☐  
2 (33% to winner) ☒

Please specify prize money amount for each athlete placed 13<sup>th</sup> and beyond: \$20

Qualifier for 5\* GP

\* \* \* \* \*

**THIRD DAY : Friday**

**DATE (dd/mm/yy) : 07/07/23**

**COMPETITION No: 603 – small tour**

Type of Competition: Table A, One Round Acc. to Article: 238.2.2

Jump-off (if any) 1  
Speed/Fixed time 375m/m  
Height of obstacles: 1.10m  
Number of horses per athlete 2  
Number of Starters (Section XIV.9): All invited  
Total prize money: \$500  
Chart to be used: 1 (25% to winner) ☒  
2 (33% to winner) ☐

Please specify prize money amount for each athlete placed 13<sup>th</sup> and beyond: \$5

\* \* \* \* \*

**COMPETITION No: 606 – small tour**

Type of Competition: Table A, One Jump Off Acc. to Article: 238.2.2

Jump-off (if any) 1  
Speed/Fixed time 375m/m

**FEI APPROVED SCHEDULE**  
**Calgary 28 June – 09 July 2023**



Height of obstacles: 1.20m  
Number of horses per athlete 2  
Number of Starters (Section XIV.9): All invited  
Total prize money: \$1,000  
Chart to be used: 1 (25% to winner) ☒  
2 (33% to winner) ☐  
Please specify prize money amount for each athlete placed 13<sup>th</sup> and beyond: \$5

\* \* \* \* \*

**COMPETITION No: 611**

Type of Competition: Table A, One Jump Off Acc. to Article: 238.2.2

Jump-off (if any) 1  
Speed/Fixed time 375m/m  
Height of obstacles: 1.30m  
Number of horses per athlete 2  
Number of Starters (Section XIV.9): All invited  
Total prize money: \$2,000  
Chart to be used: 1 (25% to winner) ☒  
2 (33% to winner) ☐  
Please specify prize money amount for each athlete placed 13<sup>th</sup> and beyond: \$5

\* \* \* \* \*

**COMPETITION No: 616 – big tour**

Type of Competition: Table A, One Jump Off Acc. to Article: 238.2.2

Jump-off (if any) 1  
Speed/Fixed time 375m/m  
Height of obstacles: 1.40m  
Number of horses per athlete 2  
Number of Starters (Section XIV.9): All invited Big Tour  
Total prize money: \$10,000  
Chart to be used: 1 (25% to winner) ☒  
2 (33% to winner) ☐  
Please specify prize money amount for each athlete placed 13<sup>th</sup> and beyond: \$10

Qualifier for Winning Round

\* \* \* \* \*

**COMPETITION No: 619 – big tour**

Type of Competition: Table A, One Jump Off Acc. to Article: 238.2.2  
Counts for Longines Ranking Group D

Jump-off (if any) 1  
Speed/Fixed time 400m/m  
Height of obstacles: 1.45m  
Number of horses per athlete 2  
Number of Starters (Section XIV.9): All invited Big Tour  
Total prize money: \$40,000  
Chart to be used: 1 (25% to winner) ☐  
2 (33% to winner) ☒  
Please specify prize money amount for each athlete placed 13<sup>th</sup> and beyond: \$15

Qualifier for 2\* GP

\* \* \* \* \*

**COMPETITION No:** 623

Type of Competition: Table A, One Jump Off Acc. to Article: 238.2.2  
Counts for Longines Ranking Group D

Jump-off (if any) 1  
Speed/Fixed time 400m/m  
Height of obstacles: 1.50  
Number of horses per athlete 2  
Number of Starters (Section XIV.9): All invited  
Total prize money: \$40,000  
Chart to be used: 1 (25% to winner) ☐  
2 (33% to winner) ☒

Please specify prize money amount for each athlete placed 13<sup>th</sup> and beyond: \$15

\* \* \* \* \*

**FOURTH DAY : Saturday**

**DATE (dd/mm/yy) : 08/07/23**

**COMPETITION No:** 607 – small tour

Type of Competition: Table A, One Jump Off Acc. to Article: 238.2.2

Jump-off (if any) 1  
Speed/Fixed time 375m/m  
Height of obstacles: 1.20m  
Number of horses per athlete 2  
Number of Starters (Section XIV.9): All invited  
Total prize money: \$2,000  
Chart to be used: 1 (25% to winner) ☒  
2 (33% to winner) ☐

Please specify prize money amount for each athlete placed 13<sup>th</sup> and beyond: \$5

\* \* \* \* \*

**COMPETITION No:** 612

Type of Competition: Table A, One Jump Off Acc. to Article: 238.2.2

Jump-off (if any) 1  
Speed/Fixed time 375m/m  
Height of obstacles: 1.30m  
Number of horses per athlete 2  
Number of Starters (Section XIV.9): All invited  
Total prize money: \$7,500  
Chart to be used: 1 (25% to winner) ☒  
2 (33% to winner) ☐

Please specify prize money amount for each athlete placed 13<sup>th</sup> and beyond: \$10

\* \* \* \* \*

**COMPETITION No:** 617 – big tour

Type of Competition: Table A, Winning Round Acc. to Article: 276.2.1(i)

Jump-off (if any) 1  
Speed/Fixed time 375m/m  
Height of obstacles: 1.40m  
Number of horses per athlete 1  
Number of Starters (Section XIV.9): 35  
Total prize money: \$20,000  
Chart to be used: 1 (25% to winner) ☒  
2 (33% to winner) ☐

Please specify prize money amount for each athlete placed 13<sup>th</sup> and beyond: n/a

Top 10 return for Winning Round

The top 5 riders from competitions 615 & 616 (Wednesday and Friday's 1.40m) qualify. The remaining riders will qualify based on points from 615 & 616. Riders will receive points from their top placing in each competition only. Riders can only qualify if they complete the first round of the competition(s) – eliminations, retirements and disqualifications do not qualify. Points will be assigned as follows: 1<sup>st</sup> – 50 pts, 2<sup>nd</sup> – 48 pts, 3<sup>rd</sup> – 47 pts, 4<sup>th</sup> – 46 pts, and so on to 50<sup>th</sup> place.

\* \* \* \* \*

**COMPETITION No: 624**

Type of Competition: Table A, Winning Round Acc. to Article: 276.2.1(i)  
Counts for Longines Ranking Group C

Jump-off (if any) 1  
Speed/Fixed time 400m/m  
Height of obstacles: 1.50m  
Number of horses per athlete 1  
Number of Starters (Section XIV.9): 30  
Total prize money: \$80,000  
Chart to be used: 1 (25% to winner) ☐  
2 (33% to winner) ☒

Please specify prize money amount for each athlete placed 13<sup>th</sup> and beyond: n/a

Top 10 return for Winning Round

The top 5 riders from competition 615 & 616 (Wednesday and Friday's 1.40m) qualify. The remaining riders will qualify based on points from 615 & 616 to a maximum of 30. Riders will receive points from their top placing in each competition only. Riders can only qualify if they complete the first round of the competition(s) – eliminations, retirements and disqualifications do not qualify. Points will be assigned as follows: 1<sup>st</sup> – 50 pts, 2<sup>nd</sup> – 48 pts, 3<sup>rd</sup> – 47 pts, 4<sup>th</sup> – 46 pts, and so on to 50<sup>th</sup> place.

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**COMPETITION No: 630 – Grand Prix**

Type of Competition: Table A, One Jump Off Acc. to Article: 261.5.2, 273.3.1,  
273.2.2.2(ii), 273.4.1 + FEI Olympic Regulations Art. 632.6 + JRs Annex VIII  
Counts for Longines Ranking Group AA

**Competition counting for Olympic Games 2024 / CH-EU-S 2023 for Athletes and Horses to**



*achieve the MERs, providing the course requirements are met (FEI Olympic Regulations Art. 632.6).*

Jump-off (if any)	1	
Speed/Fixed time	400m/m	
Height of obstacles:	1.60m	
Number of horses per athlete	1	
Number of Starters (Section XIV.9):	40	
Total prize money:	\$1,000,000	
Chart to be used:	1 (25% to winner)	<input type="checkbox"/>
	2 (33% to winner)	<input checked="" type="checkbox"/>

Please specify prize money amount for each athlete placed 13<sup>th</sup> and beyond: n/a

Top 12 riders (or all clears) to return for 2<sup>nd</sup> round.

Those riders not already qualified through the FEI rules must qualify throughout the week. The top 5 riders from competitions 622 (Thursday's 1.50m) and 626 (Thursday's 1.55m) will qualify. The remaining placings will be determined based on points from those competitions, to a maximum of 40. Riders will receive points for their top placing in each competition only. Points will be assigned as follows: 1<sup>st</sup> – 50 pts, 2<sup>nd</sup> – 48 pts, 3<sup>rd</sup> – 47 pts, 4<sup>th</sup> – 46 pts, and so on to 50<sup>th</sup> place. Riders can only qualify if they complete the first round of the competitions (eliminations, retirements or disqualifications do not qualify).

All athletes, including those automatically qualified must complete, with their Grand Prix horse, the initial round of at least one FEI competition among those listed in JRs Art. 261.4.4 prior to the Grand Prix.

The following Athletes are automatically qualified for the Grand Prix at CSI Events, if present:

4.2.1. The winner (Athlete/Horse combinations) of that Event's Grand Prix the previous year for CSI3\*/CSI4\*/CSI5\* only;

4.2.2. The current National Jumping Champion (Athlete/Horse combinations) of the host country;

4.2.3. The individual Jumping medal winners of the last Olympic and Pan-American Games, the last World and Continental Championships and the winner of the last FEI World Cup™ Jumping Final.

**FEI Olympic Regulations Art. 632.6**

*Selected Nations Cup, Grand Prix and FEI Jumping World Cup™ Competitions must meet the following specifications:*

**The Composition of the course includes:**

- Minimum 12 and maximum 14 obstacles;
- Minimum one triple and one double combination (three doubles are not allowed);
- The triple combination must have at least one oxer and at least one one-stride distance either from A to B or from B to C;
- Two liverpool obstacles, one vertical and one spread. If the course includes a water jump, a minimum of one liverpool will be allowed;
- Approximately 50% of the efforts must be vertical obstacles and 50% must be spread obstacles (e.g. oxer, triple bar, Swedish oxer, narrow oxer etc.). Nevertheless, no more than 55% of the efforts may be vertical and no more than 60% of the efforts may be spread obstacles, including the water jump if there is one (NB: a water jump is compulsory in Nations Cup Competitions, refer to JRs Art. 264.3);
- Depth of cups for the top pole: minimum 50% of cups must have a depth of 18 mm, for special obstacle material cups may be shallower (refer to JRs Art. 208.6); depth of cups maximum 20 mm;
- A minimum course length of 400 meters with a minimum speed of 375m/min.

**At least three of the following five obstacles must be included in the course:**

- A set of planks on flat cups or a vertical of poles with a plank on flat cups as the top element;
- One triple bar;
- One wall;

- One narrow vertical or spread obstacle with frontal width between 2.50 to 3.00 m;
- One gate.

**At least three of the following recommended criteria must be included in the course:**

- Bend or straight line of up to six strides between two single obstacles;
- One line between two obstacles should be a forward line up to five strides;
- One bend or straight line up to seven strides with minimum three obstacles;
- Double combination in a bend or straight line with an obstacle before or after at maximum seven strides;
- A related distance bend or straight line of up to eight strides leading to the triple combination or up to seven strides following the triple combination;
- One of the combinations must have a related distance (maximum seven strides) with an obstacle (before or after the combination) in a straight line.

**Dimensions of the obstacles:**

	<b>Comp. at 1.55 m</b>	<b>Comp. at 1.60 m</b>
The minimum height of obstacles is:	1.45 m	1.50 m
A minimum number of verticals with a height of at least:	4 x 1.55 m	3 x 1.60 m
A minimum number of spread obstacles (excl. triple bar) with a height/spread of at least:	3 x 1.50/1.60 m	GP/WC: 3 x 1.53/1.60 m NC: 2 x 1.50/1.70 m
One oxer in the triple combination needs to have a minimum height/spread of:	1.50/1.60 m	1.52/1.60 m
Triple bar with minimum height/spread of:	1.50/1.90 m	1.55/1.90 m

For Nations Cup Competitions at CSIO4\* Events, the above requirements relating to the compulsory four verticals of 1.55 m and three spread obstacles (excl. triple bar) with a minimum height/spread of 1.50/1.60 m take precedence over the requirement established in JRs. Art. 264.3.1 to have two verticals of 1.55 m and two spread obstacles (excl. triple bar) with a minimum height/spread of 1.50/1.60 m.

For Nations Cup Competitions at CSIO5\* Events, the above requirements relating to the compulsory three verticals of 1.60 m take precedence over the requirement established in JRs. Art. 264.3.1 to have two verticals of 1.60 m.

The Course Designer must clearly identify on the course plan of the Competition the specific obstacles that must be included as per the mandatory requirements below, e.g. planks, wall, gate, narrow obstacle, etc.

The Foreign Judge is responsible for ensuring that the course is built to the required dimensions and must confirm to the FEI through the Foreign Judge Report whether or not the course requirements have been met and must upload/sent the course plan including all heights/spreads, obstacle information and distances following the Event.

**FIFTH DAY : Sunday**

**DATE (dd/mm/yy) : 18/06/23**

**COMPETITION No:** 604 – small tour

Type of Competition: Table A, One Jump Off Acc. to Article: 238.2.2

Jump-off (if any) 1  
 Speed/Fixed time 375m/m  
 Height of obstacles: 1.10m  
 Number of horses per athlete 2  
 Number of Starters (Section XIV.9): All invited

**FEI APPROVED SCHEDULE**  
**Calgary 28 June – 09 July 2023**



Total prize money: \$1,000  
Chart to be used: 1 (25% to winner) ☒  
2 (33% to winner) ☐  
Please specify prize money amount for each athlete placed 13<sup>th</sup> and beyond: \$5

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**COMPETITION No:** 609 – small tour

Type of Competition: Table A, One Jump Off Acc. to Article: 238.2.2  
Jump-off (if any) 1  
Speed/Fixed time 375m/m  
Height of obstacles: 1.25m  
Number of horses per athlete 2  
Number of Starters (Section XIV.9): All invited  
Total prize money: \$3,500  
Chart to be used: 1 (25% to winner) ☒  
2 (33% to winner) ☐  
Please specify prize money amount for each athlete placed 13<sup>th</sup> and beyond: \$5

\* \* \* \* \*

**COMPETITION No:** 614

Type of Competition: Table A, One Jump Off Acc. to Article: 238.2.2  
Jump-off (if any) 1  
Speed/Fixed time 375m/m  
Height of obstacles: 1.35m  
Number of horses per athlete 2  
Number of Starters (Section XIV.9): All invited  
Total prize money: \$10,000  
Chart to be used: 1 (25% to winner) ☒  
2 (33% to winner) ☐  
Please specify prize money amount for each athlete placed 13<sup>th</sup> and beyond: \$10

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**COMPETITION No:** 620 – big tour - Grand Prix

Type of Competition: Table A, One Jump Off Acc. to Article: 238.2.2  
Counts for Longines Ranking Group C  
Jump-off (if any) 1  
Speed/Fixed time 375m/m  
Height of obstacles: 1.45m  
Number of horses per athlete 1  
Number of Starters (Section XIV.9): 35  
Total prize money: \$75,900  
Chart to be used: 1 (25% to winner) ☐  
2 (33% to winner) ☒  
Please specify prize money amount for each athlete placed 13<sup>th</sup> and beyond: n/a

Those riders not already qualified through the FEI rules must qualify from Competitions 618 & 619 (Wednesday and Friday's 1.45m). The top 5 riders from each competition qualify. The remaining riders will qualify based on points from those competitions. Points will be assigned as follows: 1<sup>st</sup> – 50 pts, 2<sup>nd</sup> – 48 pts, 3<sup>rd</sup> – 47 pts, 4<sup>th</sup> – 46 pts, and so on to 50<sup>th</sup> place. Riders can only qualify if

they complete the first round of the competitions (eliminations, retirements or disqualifications do not qualify).

The following Athletes are automatically qualified for the Grand Prix at CSI Events, if present:

4.2.1. The winner (Athlete/Horse combinations) of that Event's Grand Prix the previous year for CSI3\*/CSI4\*/CSI5\* only;

4.2.2. The current National Jumping Champion (Athlete/Horse combinations) of the host country;

4.2.3. The individual Jumping medal winners of the last Olympic and Pan-American Games, the last World and Continental Championships and the winner of the last FEI World Cup™ Jumping Final.

All athletes, including those automatically qualified must complete, with their Grand Prix horse, the initial round of at least one FEI competition among those listed in JRs Art. 261.4.4 prior to the Grand Prix

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**COMPETITION No: 625**

Type of Competition: Table A, One Jump Off Acc. to Article: 238.2.2  
Counts for Longines Ranking Group B

Jump-off (if any)	1	
Speed/Fixed time	400m/m	
Height of obstacles:	1.50m	
Number of horses per athlete	2	
Number of Starters (Section XIV.9):	All Invited	
Total prize money:	\$145,000	
Chart to be used:	1 (25% to winner)	<input type="checkbox"/>
	2 (33% to winner)	<input checked="" type="checkbox"/>

Please specify prize money amount for each athlete placed 13<sup>th</sup> and beyond: \$25  
Naturals will be included

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## X. FACILITIES OFFERED

### 1. ATHLETES

#### Accommodation

Hotel: Courtyard & Residence Inn by Marriott, Calgary South  
Address: 3750 or 3710 Market Street SE, Calgary AB T2M 2P2  
Telephone: +1-587-349-7599 or +1-587-349-8633

At the expense of: The Organiser ☐ or Athletes ☒

Accommodated (bed and breakfast) from \_\_\_\_\_ to \_\_\_\_\_

#### Meals

At the expense of: The Organiser ☐ or Athletes ☒

Meals provided from \_\_\_\_\_ to \_\_\_\_\_ .

#### Alternative Hotel Options:

Wingate by Wyndham Shawnessy - 400 Midpark Way SE Calgary AB T2X 3S4  
Telephone: +1-403-514-0099

Super 8 by Wyndham Calgary - 60 SHawville Rd SE Calgary AB T2Y 3S6  
Telephone: +1-403-254-8878

Delta Calgary South - 135 Southland Dr SE Calgary AB T2J 5X5  
Telephone: +1-403-278-5050

Many competitors and their associates staying for the full circuit prefer to rent an Air BnB or similar.

### 2. GROOMS

#### Accommodation.

Requests for accommodation must be sent with entries.

At the expense of: The Organiser ☐ or Athletes ☒

Accommodated (bed and breakfast) from \_\_\_\_\_ to \_\_\_\_\_

#### Meals.

At the expense of: The Organiser ☐ or Athletes ☒

Meals provided from \_\_\_\_\_ to \_\_\_\_\_ .

please see above for hotel information

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

## **XI. LOGISTICAL/ADMINISTRATIVE/TECHNICAL INFORMATION**

### **1. DRAW**

List of Draws, time, date and location: A draw will be held for the first competition of each section, and after that on rotation. Adjustments may be made to accommodate rider conflicts. A separate draw will be held for the grand prix.

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

Dimensions:

Type of Footing:

International Ring

178m x 107m

Grass

Meadows on the Green

117m x 116m

Grass

All Canada Ring

214m x 114m

Grass

North American Ring

164m x 93m

Grass

Rocky Mountain Ring

101m x 180m

Grass

All Alberta Ring

101m x 76m

Grass

Chinook Ring

158m x 74m

Grass

Orchard Ring

112m x 98m

All weather mix

Equiplex

68m x 31m

All weather mix

Ring schedules will be available at the Tournament Office each week. Please note only rings marked as "open" may be used. Rings will be rotated based several factors including but not limited to competition schedule, weather, and maintenance schedules.

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

Dimensions:

Type of Footing:

International Ring

89m x 82m

Grass

96m x 64m

Sand

65m x 38m

Sand

Meadows on the Green

15m x 30m

Grass

63m x 58m

Sand

All Canada Ring

98m x 51m

Sand

North American Ring

71m x 51m

Sand

Rocky Mountain Ring

66m x 36m

Sand

All Alberta Ring

68m x 37m

Sand

Chinook Ring

91m x 83m

Sand

Orchard Ring

78m x 40m

Sand

Riding Hall

72m x 24m

Sand

Ring schedules will be available at the Tournament Office each week. Please note only rings marked as "open" may be used. Rings will be rotated based several factors including but not limited to competition schedule, weather, and maintenance schedules.

Athletes must have the possibility to exercise their horses in an exercise area under a Steward's supervision at least 30 minutes per day outside of the competition warm-up period. Details of opening times of exercise areas must be included in the timetable.

#### 4. STABLES

Size of boxes 3 m x 3 m (at least 3m x 3m)  
An adequate number of stables must be at least 4m x 3m to accommodate the larger Horses.

All stables are permanent structures with asphalt alley ways. All boxes are rubber matted.

There are a limited number of larger boxes available, upon request from the athlete. Please note that at this time due to government regulations regarding temporary import horses, the larger boxes are not available to those horses coming to Canada on a temporary import permit.

#### 5. SAFETY CUPS

Name of Manufacturer: CARO

#### 6. TIMING DEVICE

Name of Manufacturer: ALGE - Timy PXE, with integrated printer to assure hard copy backup of all time impulses registered. FEI Report number: 22020008A  
Timing cells in use: TAG Heuer - HL 2-31 Timing cells can be used BOTH wired to timing systems, OR wireless connected to timing systems. When timing cells are in use wirelessly, the following equipment is used: TAG Heuer - HL 610-2 Wireless RECEIVER TAG Heuer - HL 610-1 Wireless TRANSMITTER  
Model:  
FEI Report number: 22010003B; 22010006C

#### 7. SCORING/TIMING PROVIDER

Will you use a FEI Certified Service Provider to manage the scoring and timing at your Event?

(The list of certified Service Providers is available here: <https://inside.fei.org/fei/your-role/it-services/it-providers/list>)

No ☒

Name of the company: ALGE - Timy PXE TAG Heuer

Contact person at Event

Name: Dustin Lezubski

FEI ID number: 10278870

Contact email: [dustin.lezubski@sprucemeadows.com](mailto:dustin.lezubski@sprucemeadows.com)

**Please fill in Annex XV – FEI Entry System for the Timing Provider**

The FEI may require to be provided with real time results data feed of your Events according to FEI requirements; in this case you and your provider will be informed accordingly.

#### 8. OTHER TECHNOLOGY/SERVICE PROVIDER(S)

Will you use other technology/service provider(s) at your event?

Yes ☒

Name of Company: Spruce Meadows

Contact person:

Name: Joanne Nimitz / Kate Metikosh

FEI ID number (if applicable): 10088732 / 10095560



Contact email: joanne.nimitz@sprucemeadows.com /  
kate.metikosh@sprucemeadows.com  
Activity/Function: accreditation, stable management, orders of go/results, etc.  
(i.e.: Accreditations, Stable Management, Camera system, Sensors, etc...)

## **9. PRIZE GIVING CEREMONY**

The owner of the winning horse/pony must be invited to the prize giving ceremony for the Grand Prix, if present at the event.

The number of athletes required to present themselves for the prize-giving ceremony of each competition is maximum of 12; competitors must present themselves on a well-mannered horse. Failure to do so, or failure to attend presentations will result in a forfeiture of prize money/awards.

## **10. ADVERTISING ON ATHLETES AND HORSES**

At CSI events, and all competitions except for the Nations Cup, athletes are authorised to carry the logo of their personal sponsor in accordance with the articles 256.3 and 257.3 of the FEI Jumping Rules.

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

## **11. TICKETING**

Are you selling tickets for spectators to attend your event: Yes ☒ No ☐  
Name of your ticketing provider: Spruce Meadows  
Web address to buy ticket: www.sprucemeadows.com

## **12. BETTING**

Betting will be authorised by the Organiser: Yes ☐ No ☒

## **13. TRANSPORT REIMBURSEMENT HORSES / PONIES**

Transport expenses to be paid by:  
The Organiser ☐ at \_\_\_\_\_ per km.  
The Athlete ☒

## **14. WELCOME**

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

## **15. LOCAL TRANSPORTATION - ARRANGEMENTS FROM HOTEL TO SHOWGROUNDS**

Walking distance ☐

Organiser Shuttle Service ☐

Public Transport ☐ to be paid by the Organiser ☐ / the Athlete ☒

If paid by Athlete approximate cost per round trip: Taxi / Uber \$10-50+ depending on the distance of chosen accommodation from Spruce Meadows.

Other: It is highly recommended that individuals/groups rent a vehicle for the duration of their stay. Public transit is not available to Spruce Meadows.

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

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

NUMBER OF ACCREDITED PERSONS:

Athlete: 1

Partner: maximum 1 guest OR parter OR trainer per athlete

Groom: 1 per horse

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

**17. SUSTAINABILITY**

Please consider the environment when organising an FEI Event. Please find useful information on FEI Sustainability here: <http://inside.fei.org/fei/your-role/organisers/handbook>

## **XII. VETERINARY MATTERS**

### **1. CUSTOMS FORMALITIES**

Contact details for Customs Formalities:

Name: Film Logic Customs Brokers Inc  
Address: 15100 South Broadway Gardena, CA 90248  
Telephone: +1-604-244-3913  
Email: website - [www.filmlogic.ca](http://www.filmlogic.ca)  
Opening Hours: 9am-5pm Monday to Friday

Competitors wishing to import goods into Canada are solely responsible for ALL costs associated with the import. The OC is not responsible for any such costs. Competitors should contact the customs broker with a credit card in advance of shipping the item(s).

### **2. HEALTH REQUIREMENTS**

#### **GENERAL**

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

#### **ENTRY OF HORSES**

Required health tests and vaccinations: EHV vaccination within 6 months but not within 7 days of arrival to the grounds. Equine Influenza vaccination as per FEI regulations. Negative coggins test pulled within 6 months. All negative coggins/vaccines must be valid for the duration of the horse's stay on the grounds. If sending a separate form, the name must match that in the FEI passport. Export bloodwork is not permitted to be drawn on the Spruce Meadows grounds.

Quarantine period: Permanent or returning import quarantine is not available on the Spruce Meadows grounds. Temporary import quarantine MAY be available on a very limited basis and must be requested by April 26. It is not guaranteed. Horses arriving on temporary imports must return directly to their country of origin (not via another country). Horses entering Canada on temporary import permits are NOT PERMITTED to leave the Spruce Meadows grounds unless under VD/VSM/PTV directed veterinary emergency (not routine care) or unless another venue is listed on their import permit. Those who do not comply may not be eligible to return to Spruce Meadows. The OC is not liable for any expenses/fees or other costs in this event.

Specimen Import Licence applied:

Horses on different health papers but part of the same group will not be able to be stabled together. If all members/horses in your group are not attending the same weeks, they will not be stabled together.

Arrivals: The athlete/groom/PR must contact the OC at least 72 hours in advance of estimated arrival to inform the OC of the approximate arrival time and if applicable, border appointment time. Horses wanting to arrive prior to 9am and after 5pm will be charged an "off-hours" arrival fee and may have to unload into a temporary stabling location until a vet is available. Horses may not move into FEI stabling until they have been checked in by the VD/VSM. Limited stabling outside of the FEI stabling area may

be available for early arrivals/late departures. Extra stabling, bedding, and sanitation charges will apply. Please plan your arrivals carefully and keep us informed of any unexpected delays. Horses must have their temperatures entered in the FEI Horse Health App for 3 days prior to arrival. If horses choose to leave between consecutive tournament weeks, they must be fully checked out with accounts paid if there is a balance owing. Returns will need to be scheduled and will be based on veterinarian availability. Priority is given to those horses arriving for the first time. If an appointment is not booked at least 72 hours in advance, and scheduled for an appropriate time/day, it may not be able to be accommodated. Spruce Meadows is not liable for any lost entry fees in this case.

In the event of a biosecurity event, horses may be required to remain on property until official veterinarians deem it safe to clear them. The OC will not be liable for any additional fees in this situation.

### **3. NATIONAL REQUIREMENTS**

Please see [www.inspection.gc.ca](http://www.inspection.gc.ca) for more information on national entry requirements from your point of origin. Please note that unless your horse(s) have organized with the OC to arrive on a temporary import permit by April 26, your horse(s) must be fully cleared from quarantine to be stabled on the Spruce Meadows grounds.

### **4. PONIES**

Ponies must be in compliance with the Veterinary Regulations Chapter IX to be eligible to compete in pony events.

### **5. INJURY SURVEILLANCE**

FEI Veterinary Regulations, Chapter VIII:

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

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

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

### **7. VENUE ARRIVAL INFORMATION & FITNESS TO COMPETE**

#### **7.1. PASSPORTS. FEI General Regulations, Art. 137**

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

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

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

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

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

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

## **7.2. VACCINATIONS - EQUINE INFLUENZA. FEI Veterinary Regulations, Art. 1003**

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

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

The requirement for Horses to have been vaccinated 6 months and 21 days before arriving at an FEI event has been suspended until 1 April 2022. Horses must however be vaccinated to comply with the minimum equine influenza booster requirements.

## **7.3. EXAMINATION ON ARRIVAL. FEI Veterinary Regulations, Art. 1029**

On arrival at an Event venue, all Horses must undergo an examination by a veterinarian to confirm their identification from their passport and micro-chip ID (where present), their vaccination status and general health. To protect all horses attending events, any Horse with a questionable health status concerning vaccination, disease or other concerns, must be stabled within the isolation facilities provided by the Organising Committee pending a decision on entering the venue. PRs must fulfil the Horse Health Requirements via the FEI HorseApp in advance of the event which will be checked at the Examination on Arrival.

## **7.4. HORSE INSPECTIONS. FEI Veterinary Regulations, Art. 1032-1040**

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

## **7.5. LIMB SENSITIVITY EXAMINATION. FEI Veterinary Regulations, Art. 1046-1051 and Annex VIII**

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

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

**8. EQUINE ANTI-DOPING AND CONTROLLED MEDICATION PROGRAMME (EADCMP). FEI VETERINARY REGULATIONS, CHAPTER VII**

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

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

**8.2. ELECTIVE TESTING. FEI VETERINARY REGULATIONS ARTICLES 1058**

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

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

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

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

## **XIV. ADDITIONAL INFORMATION**

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

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

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

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

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

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

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

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

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

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

##### **1.1.3. Press Equipment**

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

## **1.2. ATHLETES AND OWNERS**

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

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

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

### **1.2.2. Additional Liability Information**

Please see attached.

### **1.2.3. Horse Insurance**

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

Please see attached.

## **2. PROTESTS/APPEALS**

To be valid, all Protests and Appeals must be made in writing and accompanied by a deposit of CHF 150.- or equivalent, as mentioned in the FEI General Regulations (Art. 161-162) available at the following link:

<https://inside.fei.org/content/general-regs-statutes>

## **3. SCHOOLING DURING COMPETITIONS**

Athletes wishing to school during speed competitions (Table A and Table C) must inform the OC before these competitions begin. These athletes will start first in these competitions.

## **4. STEWARDING**

- If an athlete is uncertain as to whether the boots they intends to use during an event are allowed, they or their representative should show the boots to the Chief Steward for their opinion before the boots are used in training or in competition.
- In addition, athletes are to be made aware that hind boots must be removed and placed again on the horse's legs in the presence of a Steward while in the warm-up arena prior to entering the competition arena for certain competitions. (If bandages are used in place of boots, athletes are not required to remove the bandages in the warm-up arena.) This procedure is compulsory for competitions for which boot and bandage control is mandatory, that is the Nations Cup, Grand Prix, and the competition with the highest prize money, and is at the discretion of the Chief Steward for other competitions.



- As an alternative to carrying out this procedure at the time designated by the Steward an athlete may ask their groom to take the boots to the in-gate and place them on the horse's legs in front of the Steward prior to the combination entering the arena.
- The Steward has the authority to intervene if a boot is deemed excessively tight by instructing that the boot be removed and put on again correctly. *[Stewards are to note that it is normal for a horse's gait to be somewhat affected immediately after boots have been removed and re-placed.]* If an athlete or his/her groom refuses to remove and re-place the boot(s) when instructed to do so by the Steward, a Yellow Warning Card will be issued to the athlete in question.
- If it is deemed impossible or unsafe to remove the hind boots in the warm-up arena prior to the combination entering the competition arena, due to an extremely excited or nervous horse, the boots of the horse in question are to be removed by the athlete/groom following the athlete's round upon leaving the arena and inspected by the Steward. This inspection may be carried out during the boot and bandage control if the boot and bandage control is carried out for the competition in question.
- This procedure does not replace boot and bandage control after completion of an athlete's round for competitions for which boot and bandage control is mandatory (refer to JRs Art. 244.1).

## **5. DISPUTES**

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

## **6. MODIFICATION TO SCHEDULE**

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

## **7. ADDITIONAL INFORMATION FROM THE OC**

Please see attached.

# FEI APPROVED SCHEDULE

## Calgary 28 June – 09 July 2023



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

Event's Category	Age of Athletes (Refer to JRs 255)	Age of Horses
<b>Olympic Games/WEG</b>	As of 18 <sup>th</sup> year	Min 9 y.o.
<b>Continental Championships Senior</b>	As of 18 <sup>th</sup> year	Min 8 y.o.
<b>Regional Championships/Games</b>	As of 18 <sup>th</sup> year As of 16 <sup>th</sup> year if height of obstacles max. 1.40m (JRs Annex IX, Art. 6.1)	Min. 8 y.o. Min. 7 y.o. if height of obstacles max. 1.40m (JRs Art. 254.1.1)
<b>World Cup Final</b>	As of 18 <sup>th</sup> year	Min. 9 y.o.
<b>Nations Cup Final</b>	As of 18 <sup>th</sup> year	Min. 8 y.o.
<b>CSIO(-W)3*-5*/CSI-W3*-5*</b> Grand Prix, World Cup, Nations Cup, Power and Skill, Derby or Competition with the highest prize money Other Competitions Other Competitions if height max. 1.40m Other Competitions if height max. 1.30m	As of 18 <sup>th</sup> year As of 16 <sup>th</sup> year As of 14 <sup>th</sup> year As of 12 <sup>th</sup> year	Min. 7 y.o.
<b>CSIO-W1*-2*</b> Grand Prix, World Cup, Nations Cup, Power and Skill, Derby or Competition with the highest prize money Other Competitions Other Competitions if height max. 1.40m Other Competitions if height max. 1.30m	As of 18 <sup>th</sup> year As of 16 <sup>th</sup> year As of 14 <sup>th</sup> year As of 12 <sup>th</sup> year	Min. 7 y.o.
<b>CSIO1*-2*</b> Grand Prix, Nations Cup, Power and Skill, Derby or Competition with the highest prize money Other Competitions Other Competitions if height max. 1.40m Other Competitions if height max. 1.30m	As of 18 <sup>th</sup> year As of 16 <sup>th</sup> year As of 14 <sup>th</sup> year As of 12 <sup>th</sup> year	Min. 6 y.o.*
<b>CSI-W2*</b> World Cup, Power and Skill or Derby Grand Prix, if not the World Cup Competition and other Competitions Grand Prix, if not the World Cup Competition and other Competitions if height max. 1.40m Grand Prix, if not the World Cup Competition and other Competitions if height max. 1.30m	As of 18 <sup>th</sup> year As of 16 <sup>th</sup> year As of 14 <sup>th</sup> year As of 12 <sup>th</sup> year	Min. 7 y.o.
<b>CSI-W1*</b> World Cup, Power and Skill or Derby Grand Prix, if not the World Cup Competition and other Competitions if height max. 1.40m Grand Prix, if not the World Cup Competition and other Competitions if height max. 1.30m	As of 18 <sup>th</sup> year As of 14 <sup>th</sup> year As of 12 <sup>th</sup> year	Min. 7 y.o.
<b>CSI3*-5*</b> Grand Prix, Power and Skill, Derby or Competition with the highest prize money Other Competitions Other Competitions if height max. 1.40m Other Competitions if height max. 1.30m	As of 18 <sup>th</sup> year As of 16 <sup>th</sup> year As of 14 <sup>th</sup> year As of 12 <sup>th</sup> year	Min. 7 y.o.
<b>CSI2*</b> Power and Skill or Derby Grand Prix and other Competitions Grand Prix and other Competitions if height max. 1.40m Grand Prix and other Competitions if height max. 1.30m	As of 18 <sup>th</sup> year As of 16 <sup>th</sup> year As of 14 <sup>th</sup> year As of 12 <sup>th</sup> year	Min. 6 y.o.
<b>CSI1*</b> Power and Skill or Derby Grand Prix and other Competitions if height max. 1.40m Grand Prix and other Competitions if height max. 1.30m	As of 18 <sup>th</sup> year As of 14 <sup>th</sup> year As of 12 <sup>th</sup> year	Min. 6 y.o.
<b>CH-Y</b>	As of 16 <sup>th</sup> year to end 21 <sup>st</sup> year	Min. 7 y.o.
<b>CSI/CSIO-Y</b>	As of 16 <sup>th</sup> year to end 21 <sup>st</sup> year	Min. 7 y.o.
<b>CH-J</b>	As of 14 <sup>th</sup> year to end 18 <sup>th</sup> year	Min. 7 y.o.
<b>CSI/CSIO-J</b>	As of 14 <sup>th</sup> year to end 18 <sup>th</sup> year	Min. 6 y.o.
<b>CSI/CSIO-Ch/CH-Ch</b>	As of 12 <sup>th</sup> year to end 14 <sup>th</sup> year	Min. 6 y.o.
<b>CSI/CSIOP/CH-P</b>	As of 12 <sup>th</sup> year to end 16 <sup>th</sup> year Ponies must be registered as ponies with FEI	Min. 6 y.o.
<b>CSIU-25</b>	As of 16 <sup>th</sup> year to end 25 <sup>th</sup> year for all CSIU-25 comp. As of 14 <sup>th</sup> year if height max. 1.40m (to end 25 <sup>th</sup> year)	Min. 7 y.o.
<b>CSIV</b>	As of 45 <sup>th</sup> year	Min. 6 y.o.
<b>CSIAm</b>	As of 14 <sup>th</sup> year for all CSIAm comp. As of 12 <sup>th</sup> year until end of 13 <sup>th</sup> year if competition height is max. 1.30m	Min. 6 y.o.
<b>CSIYH</b>	Per Art. 255.2	Min. 5 y.o. – Max. 8 y.o.
<b>CH-M-YH-S</b>	As of 18 <sup>th</sup> year or 16 year for athletes qualified with the same horse	5 y.o. / 6 y.o. / 7 y.o.

\*Art. 254.1.1: Horses entered for CSIO2\* Events at which the Nations Cup is built to the dimensions set forth in JRs Art. 264.3 for 2\* Events must be at least 6 years old; Horses entered for CSIO2\* Events at which the Nations Cup is built to the dimensions set forth in JRs Art. 264.3 for 3\* Events or higher must be at least 7 years old.

## 8. PRIZE MONEY DISTRIBUTION

**Prize Money Distribution Chart 1:** Prize money distribution with 25% of prize money for the winner updated 06.12.2021

N° of starters	up to 11	12-48		49-100	
N° of prizes	Same as the number of starters who finish the competition	12		First 12 acc. to percentages below; extra prizes for 13 <sup>th</sup> to last*	
Prize money	Example: Competition prize money = 40'000.-	100% = 40'000		100% = 40'000	
		%		%	
1	All athletes who complete the competition receive prize money, to be distributed according to the percentages at right from the 1 <sup>st</sup> placed to the last placed athlete. The remaining prizes, i.e. the prizes foreseen up to 12 <sup>th</sup> place, are then distributed in descending order starting again with the 1 <sup>st</sup> placed athlete until there are no more prizes to be distributed. See examples below. <b>5 athletes:</b> winner gets prize for 1 <sup>st</sup> (25%) and the other athletes get the relevant percentages down to the last athlete, i.e. 5 <sup>th</sup> place (7%). The prize for 6 <sup>th</sup> (5.5%) is then given to the winner, the prize for 7 <sup>th</sup> (4%) is given to the 2 <sup>nd</sup> placed athlete, the prize for 8 <sup>th</sup> (3%) is given to the 3 <sup>rd</sup> placed athlete, the prize for 9 <sup>th</sup> (3%) is given to the 4 <sup>th</sup> placed athlete and the prize for 10 <sup>th</sup> (2.5%) is given to the 5 <sup>th</sup> placed athlete. The prize for 11 <sup>th</sup> (2.5%) is then given to the 1 <sup>st</sup> place athlete and the prize for 12 <sup>th</sup> (2.5%) is given to the 2 <sup>nd</sup> placed athlete. <b>10 athletes:</b> winner gets prize for 1 <sup>st</sup> (25%) and 11 <sup>th</sup> (2.5%), second placed gets prize for 2 <sup>nd</sup> (20%) and 12 <sup>th</sup> (2.5%); the remaining athletes receive the prize money for their placing as per the percentages from 3 <sup>rd</sup> to 10 <sup>th</sup> place.	25	10'000	25	10'000
2		20	8000	20	8000
3		15	6000	15	6000
4		10	4000	10	4000
5		7	2800	7	2800
6		5.5	2200	5.5	2200
7		4	1600	4	1600
8		3	1200	3	1200
9		3	1200	3	1200
10		2.5	1000	2.5	1000
11		2.5	1000	2.5	1000
12	n/a	2.5	1000	2.5	1000
Total	40'000	100%	40'000	100%	40'000
13	Extra prizes for 13 <sup>th</sup> to last place*				
14					
15					
16					
Total					
* The OC must provide additional prizes for the remaining placed athletes to fulfil quota of one prize per four athletes. The amount to be given to each of these athletes must be stated in the Schedule.					

**Prize Money Distribution Chart 2:** Prize money distribution with 33% of prize money for the winner updated 06.12.2021

N° of starters	up to 11	12-48		49-100	
N° of prizes	Same as the number of starters who finish the competition	12		First 12 acc. to percentages below; extra prizes for 13 <sup>th</sup> to last*	
Prize money	Example: Competition prize money = 40'000.-	100% = 40'000		100% = 40'000	
		%		%	
1	All athletes who complete the competition receive prize money, to be distributed according to the percentages at right from the 1 <sup>st</sup> placed to the last placed athlete. The remaining prizes, i.e. the prizes foreseen up to 12 <sup>th</sup> place, are then distributed in descending order starting again with the 1 <sup>st</sup> placed athlete until there are no more prizes to be distributed. See examples below. <b>5 athletes:</b> winner gets prize for 1 <sup>st</sup> (25%) and the other athletes get the relevant percentages down to the last athlete, i.e. 5 <sup>th</sup> place (7%). The prize for 6 <sup>th</sup> (5.5%) is then given to the winner, the prize for 7 <sup>th</sup> (4%) is given to the 2 <sup>nd</sup> placed athlete, the prize for 8 <sup>th</sup> (3%) is given to the 3 <sup>rd</sup> placed athlete, the prize for 9 <sup>th</sup> (3%) is given to the 4 <sup>th</sup> placed athlete and the prize for 10 <sup>th</sup> (2.5%) is given to the 5 <sup>th</sup> placed athlete. The prize for 11 <sup>th</sup> (2.5%) is then given to the 1 <sup>st</sup> place athlete and the prize for 12 <sup>th</sup> (2.5%) is given to the 2 <sup>nd</sup> placed athlete. <b>10 athletes:</b> winner gets prize for 1 <sup>st</sup> (25%) and 11 <sup>th</sup> (2.5%), second placed gets prize for 2 <sup>nd</sup> (20%) and 12 <sup>th</sup> (2.5%); the remaining athletes receive the prize money for their placing as per the percentages from 3 <sup>rd</sup> to 10 <sup>th</sup> place.	33	13'200	33	13'200
2		20	8000	20	8000
3		15	6000	15	6000
4		10	4000	10	4000
5		6	2400	6	2400
6		4.5	1800	4.5	1800
7		3	1200	3	1200
8		2.5	1000	2.5	1000
9		2	800	2	800
10		2	800	2	800
11		1	400	1	400
12	n/a	1	400	1	400
Total	40'000	100%	40'000	100%	40'000
13	Extra prizes for 13 <sup>th</sup> to last place*				
14					
15					
16					
Total					
* The OC must provide additional prizes for the remaining placed athletes to fulfil quota of one prize per four athletes. The amount to be given to each of these athletes must be stated in the Schedule.					

In case of a tie for the 12<sup>th</sup> place in a competition with 12 to 48 starters, the prize money foreseen for the 12<sup>th</sup> place will be divided equally among the athletes concerned.

**For Competitions run in two rounds with more than 12 starters in 2<sup>nd</sup> round:**

OCs that indicate in the schedule that a specific number (that is more than 12) of athletes will return for the second round will be permitted to distribute the prize money for that competition among all the athletes taking part in the second round, even if the second round is followed by a jump-off in case of a tie on penalties for first place after the second round.

**DEDUCTIONS FROM PRIZE MONEY AT COMPETITIONS:**

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

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

It must be declared by the definite date to whom the prize money is to be paid (owner/lessee or Athlete). If no declaration is made, the prize money will be paid to the owner as listed on the FEI website. Revenue Canada Tax Department requires in the payment of funds to non-Canadian resident Competitors and/or horses owned (in whole or in part) by non residents of Canada, that 15% of each payment must be withheld and submitted to the Canadian Tax Department. A T4A-NR form will be mailed from Spruce Meadows by February 28, 2024, in the name of declaree of prize money, so that it can be included in the competitor/owner 2023 tax return. Spruce Meadows is unable to change the name to which the T4A-NR after it is issued. An explanatory letter will be given to competitors upon close-out of the tournament or sent with their T4A-NR form. Canadian residents/Canadian tax payers/companies must submit a business/tax id by the definite date to be exempt from withholding tax.

**IMPORTANT**

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

For details of the prize money breakdown for each competition please refer to the tables at the end of this document; the Organiser must specify which of the two (2) tables will be used. The total prize money for the Competition must be distributed among the first twelve (12) placed athletes.

The Organiser must provide additional created prizes for athletes placed beyond twelfth (12<sup>th</sup>) place. The minimum amount for each of these additional prizes, for athletes placed from thirteenth (13<sup>th</sup>) to last place, must be clearly specified in the approved schedule and not exceed the prize money of the athlete placed twelfth (12<sup>th</sup>)

**9. MAXIMUM NUMBER OF STARTERS PER COMPETITION**

**\*Annex VI FEI Jumping Rules:**

Maximum 100 starters per Competition other than the GP. If more than 100 starters are declared, the OC must split the Competition into the number of groups required to ensure that there are no more than 100 starters in any group, and provide the same amount of prize money as indicated for the original Competition for each group. The additional prize money provided by the OC is not taken into consideration with regard to the overall prize money that determines the star level of the Event or the Longines Ranking point group of the Competition, if applicable.

OCs may apply either of the following methods for splitting the Competition:

The competition is split into the number of groups required before it starts. There may be athletes with multiple horses in each group but all horses of any one athlete must be in the same group. If it is not possible to have groups of equal size there may be a different number of starters in each group;

OR

The competition is run as one single competition and split afterward into the number of groups required to ensure that there are no more than 100 starters in any group, and the classification established as follows: the athlete with the best score is the winner of the first group, the athlete with the second best score is the winner of the second group and so on until prizes have been allocated to 25% of the total number of starters. *NB: In this case separate results must be sent to the FEI for each of the groups, e.g. results for Competition 1a and for Competition 1b (and for Competition 1c if the original Competition was split into three groups, etc).*

In both cases above each group must offer the same amount of prize money as indicated for the original Competition. For the avoidance of doubt, it is the number of declared starters in the Competition, not the final number of starters that determines whether the Competition must be split.

As all FEI World Cup™ Competitions have the status of a Grand Prix, the minimum prize money requirements for the Grand Prix are applicable to the FEI World Cup™ Competition. For CSI-W Events with a Grand Prix Competition in addition to the FEI World Cup™ Competition, the minimum prize money requirements for the Grand Prix apply only to the FEI World Cup™ Competition; the Grand Prix Competition at such Events cannot offer more prize money than the prize money offered for the FEI World Cup™ Competition.

## **10. GLOSSARY**

### **\*Glossary FEI Jumping Rules:**

#### **Fees:**

- Compulsory Fee: Compulsory Fees are fees that may be charged by the OC for costs/services not included in the Entry Fee. Compulsory Fees, if charged, must be paid by the Athletes concerned as outlined below. Only the following Compulsory Fees may be charged by the OC, providing full details of the amount to be charged is included in the Schedule and approved by the FEI:
  - NF fee if applicable
  - NF medication control programme fee if applicable
  - FEI EADCMR fee if applicable (OC to indicate in the Schedule if the EADCMR fee is included in the Entry Fee or not)
  - Fee for health/customs-related documents for Horses if these have been requested by the Athlete.
  - Fee for manure disposal (maximum € 40 per horse per Event)
  - Fee for lorry parking if applicable (The fee indicated in the Schedule may only be charged per lorry not per Athlete.)
  - Fee for electric hook-up for lorry (The fee indicated in the Schedule may only be charged per lorry, not per Athlete.)
- Discretionary Fee: Discretionary Fees are fees that may be charged for optional commodities/services that may be purchased by an Athlete if they so choose and that do not affect the equity of the Athlete's right to compete at the Event or the well-being of the Horse, such as:
  - VIP or premium parking
  - VIP table
  - Extra box for tack or for non-competing Horse
  - Extra bedding and/or fodder (details to be included e.g. shavings, straw, hay)
  - Premium stabling (all stabling at the Event must meet minimum FEI requirements)
- Entry Fee: The Entry Fee is the fee charged to participate in an Event with one Horse and covers the following:
  - Stabling of one Horse for the duration of the Event (includes cleaning and disinfecting stables before the event, including between Events that are part of Tours, water and electricity in the stables, first bedding or a fixed amount of bedding depending on the type of event and 24 hour security services for the stables)

- Use of all facilities at the Event (no infrastructure fees may be charged)
- Right to participate in all Competitions in accordance with the conditions in the Schedule (no nomination fees or start fees may be charged)
- Administrative/Office fees (includes all services relating to administration of the Event and running of the Competitions: data/results/timing services, bookkeeping and accreditation services)

## XV. ANNEXES

### 1. FEI ENTRY SYSTEM

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

FEI ID<sup>1</sup>: 10095560  
Name\*: Metikosh  
First Name\*: Kate  
E-Mail\*: kate.metikosh@sprucemeadows.com  
Access Rights\*: ☒ Admin<sup>2</sup> ☐ Consult<sup>3</sup>  
Events<sup>4</sup>:

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FEI ID<sup>1</sup>: 10088732  
Name\*: Nimitz  
First Name\*: Joanne  
E-Mail\*: joanne.nimitz@sprucemeadows.com  
Access Rights\*: ☒ Admin<sup>2</sup> ☐ Consult<sup>3</sup>  
Events<sup>4</sup>:

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FEI ID<sup>1</sup>: 10150869  
Name\*: Campbell  
First Name\*: Jana  
E-Mail\*: jana.campbell@sprucemeadows.com  
Access Rights\*: ☒ Admin<sup>2</sup> ☐ Consult<sup>3</sup>  
Events<sup>4</sup>:

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

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

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

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

\* **Mandatory Fields**



## **2. RESULTS**

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

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

<https://inside.fei.org/fei/your-role/it-services/xml-format>

If you or your provider are unable to produce the required files, results will be accepted by e-mail to [results@fei.org](mailto:results@fei.org), in the proper Excel or "XML" format immediately after the event.

Please refer to compulsory format for CSIs/CSIOs/Championships and Games; the file can be downloaded using the following link:

<https://inside.fei.org/fei/your-role/it-services/results/jumping-results-forms>

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

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

The FEI may request a copy of the official PDF result signed by the relevant Officials at the Event.

**THE APPENDIX (8 PAGES) IS PART OF THIS APPROVED AND SIGNED SCHEDULE AND MUST BE DISTRIBUTED TO ALL OFFICIALS AND NFs AND IS AVAILABLE TO OTHERS UPON REQUEST**