



## **FEI WORLD CUP COMPETITION**

### **World Cup Jumping Rules & Organisers Manual**

**Effective 31<sup>st</sup> January 2023**



**EQUESTRIAN  
AUSTRALIA**

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**SECTION 1:**  
**WORLD CUP JUMPING AUSTRALIAN LEAGUE RULES**  
**AUSTRALIAN LEAGUE - WORLD CUP ADDENDUM**

Australian League will commence 18<sup>th</sup> March 2023 and finish 31<sup>st</sup> December 2023.  
These rules are to be read in conjunction with the FEI rules for the World Cup for Jumping Riders.  
Where these rules are silent, FEI Rules prevail.

**Competition:**

**1. Entries**

- 1.1. All athletes and horses must be registered with the Federation Equestre Internationale (FEI) and Equestrian Australia (EA) for the year in which the competition takes place. This must be renewed annually
- 1.2. All entry fees must be paid prior to the horse inspection/trot up of the event
- 1.3. Horses are not eligible to start in the World Cup qualifying competition and the Mini Prix if the Mini Prix is a stand-alone competition. If the Mini Prix has qualifying rounds and a final, a horse starting in the World Cup may take part in the qualifying competitions but not the final.
- 1.4. Horses cannot start in any other class on the day of the World Cup class
- 1.5. All World Cup riders must send their nominated entries to the Organising Committee 14 days prior to the start of the event. This nominated entry is only a nomination and withdrawals & substitutions can be made prior to the competition, of which the rider must inform the Organising Committee.
  - Withdrawals can be made up to the start of competition
  - Substitution of the horses entered, can be made up to 1 hour after the completion of the final horse inspection, provided the substitution horse has passed the horse inspection
- 1.6. Horses must complete the first round of a competition of 1.30m or above at the current World Cup event prior to starting in the World Cup. Horses may take part in National Events up to two hours prior to the start of the international event's horse inspection.
- 1.7. Riders must wear protective headgear in accordance with Equestrian Australia (EA) rules and their dress must be according to FEI rules.
- 1.8. It is currently recommended that stabling as stated in the FEI schedule is provided for horses competing in the World Cup Class.

**2. Class Size**

- 2.1. The maximum number of nominations in each World Cup competition is 50.
- 2.2. If there are more than 50 nominations the organisers have the right to restrict riders to one horse. If, on the day of the competition, there are fewer than 50 starters, the Organising Committee may decide to allow up to two horses per rider to start, provided they have presented at and passed the Horse Inspection, and met the requirements of Article 1.6.
- 2.3. A rider can be competitive on a maximum of two horses in the World Cup Class.
- 2.4 In such cases the horse to be ridden for World Cup points must be declared before the start of the competition and the athlete must ride this horse first. Once the competition has begun an athlete may not change his World Cup nominated horse. However, prior to the beginning of the competition, a competitor may change his World Cup nominated horse, only if his originally declared World Cup nominated horse is withdrawn from the

competition and the newly declared World Cup nominated horse competes in the same position in the starting order, as the originally declared World Cup nominated horse. *FEI Jumping World Cup Rules*. Art 655.4. Athletes with two Horses must ride the FEI Jumping World Cup™ Horse first. If the FEI Jumping World Cup™ Competition is run under JRs Art. 273.3, the FEI Jumping World Cup™ Horse must be ridden in the position in the draw where the first of the two qualified horses are placed for the second round draw, regardless of the result in the first round, even if the non World Cup Horse is withdrawn from the second round.

### 3. Choice of Competition.

- 3.1. Organisers have a choice of two competition formats and the selected format should be described in the Schedule as below:
  - 3.1.1. **Article 238.2.2:** *A Competition against the clock, with a time allowed, but in the event of equality of penalties for first place, there will be one jump-off only against the clock.*
  - 3.1.2. **Article 273.3.3.1/273.2.2.2 (ii) /273.4.3:** *A competition over two rounds without a jump-off, with the time in the first round determining the start order in the second round and the time in the second round determining places in case of equality of penalties. Twelve horses or all clear rounds are eligible for the second round.*
  - 3.1.3. *Must be at least 25% return for second round.*
- 3.2. The height of the obstacles is to be between 1.45m and 1.60m maximum. (Refer *FEI Jumping World Cup Rules* Art 655.5), with spreads of not more than 2.0m. There must be at least one vertical at 1.50m, one vertical at 1.55m, and one oxer at 1.45m by 1.70m and one oxer at 1.50m by 1.60m.
- 3.3. The time allowed at indoors competitions is to be based on a minimum speed of 350 metres/minute. Outdoor competitions should be run at 375 metres/minute where conditions permit.
- 3.4. Time keeping as per the FEI Rules. FarmTek is no longer approved by the FEI.
- 3.5. For a full list of acceptable timing equipment please use the link:  
<http://www.fei.org/fei/your-role/organisers/jumping/safety-timing>

### 4. Swabbing

- 4.1. Medication Control sampling (“swabbing”) may take place at any FEI event as decided by the FEI Veterinary Department (refer to VR Article 1068). Athletes must provide the horse’s FEI passport or FEI Recognition Card for the swabbing procedure; failure to do so will entail elimination from the competition and forfeiture of prize money.
- 4.2. Medication Control is to be conducted in accordance with the FEI Veterinary Regulations. A swabbing box with clean bedding is to be provided by the Organising Committee. A table and chairs should be available.

### 5. Horse Arrival and Inspection

- 5.1. Nominated horses must be present on the ground, been allocated numbers and in their allocated stables, not later than 12 midday on the day prior to the World Cup competition and must not leave the grounds between that time and the World Cup competition.

5.2. Nominated horse's stables must display a clearly visible sign (supplied by the Organising committee) stating.

NO ENTRY  
FEI SECURE AREA

HORSE ..... Bridle # .....  
RIDER ..... Riders mobile # .....

5.3. Horses nominated for the World Cup qualifying competition must have a bridle number whenever they are outside their allocated stable. In any season the bridle number for the horses nominated for the World Cup qualifying competition will remain the same for all World Cup competitions. The bridle numbers are allocated according to the horses' standings in the Golden Grand award in the previous season. Horses that are competing in a World Cup competition in the current season but did not compete in the previous season will have a sequential number allocated by the Organising Committee and maintain this number for the rest of the season.

5.4. An FEI steward must be present to ensure compliance with 5.1, 5.2 & 5.3.

5.5. The Horse Inspection (Trot-Up) will be conducted on the day prior or not later than 9am on the day of the competition. If following the Horse Inspection a horse/s is/are to be re-presented the time for the re-presentation will be set by the Organising Committee and shall be, in the case of an initial Trot-Up the day prior, no later than 10am on the day of competition and, if on the day of competition, one hour after completion of the initial Trot-up. No horse may re-present more than once. The Horse Inspection must be held on a firm, level and clean non-slip surface. The area has to be large enough to safely hold stallions.

5.6. The Horse Inspection is to be conducted in the presence of the FEI Vet, the President of the Ground Jury, Foreign Judge, the Chief Steward and a World Cup Athletes Representative if the latter wishes to attend. The FEI Stewards are responsible for setting up the 'inspection' area.

5.7. At the Horse Inspection, a current validated FEI passport must be presented to the FEI Veterinary Delegate for identification of the horse. The horse is to be identified and the papers returned to the Person Responsible at the conclusion of the World Cup competition.

5.8. If any horse has a peculiar gait or movement that raises concern but in the opinion of an FEI Veterinarian has no impact on the horse's fitness to compete, it is appropriate that the FEI Veterinary Delegate prepares a written statement to this effect. Such document is to be kept with the FEI passport or FEI Recognition Card.

5.9. No Horse deemed unfit to compete may compete or continue to compete and veterinary advice must be sought whenever there is any doubt.

5.10. Attire at the Horse Inspection should be neat and tidy. Shorts, thongs, sandals, tank tops, and T-shirts are inappropriate. The Organising Committee reserves the right to specify the appropriate attire in their schedule.

5.11. The draw is to be done as soon as practicable after completion of the Trot-Up by the President of the Ground Jury and an assistant. Starting order to comply with Art 655 4.4 FEI WC Jumping Rules. The Starting Order should be posted as soon as the draw is established.

## 6. Prize Money and Presentation Ceremony

- 6.1. The minimum total prize money for a World Cup Qualifier class is \$7,500.
- 6.2. Prize money to be paid to at least 12<sup>th</sup> place and calculated as outlined in the “FEI Checklist for Draft Schedule Jumping 2023” using either the 25% or the 33% model.

25% Model	33% Model
1 <sup>st</sup> = 25%	1 <sup>st</sup> = 33%
2 <sup>nd</sup> = 20%	2 <sup>nd</sup> = 20%
3 <sup>rd</sup> = 15%	3 <sup>rd</sup> = 15%
4 <sup>th</sup> = 10%	4 <sup>th</sup> = 10%
5 <sup>th</sup> = 7%	5 <sup>th</sup> = 6%
6 <sup>th</sup> = 5.5%	6 <sup>th</sup> = 4.5%
7 <sup>th</sup> = 4%	7 <sup>th</sup> = 3%
8 <sup>th</sup> = 3%	8 <sup>th</sup> = 2.5%
9 <sup>th</sup> = 3%	9 <sup>th</sup> = 2%
10 <sup>th</sup> = 2.5%	10 <sup>th</sup> = 2%
11 <sup>th</sup> = 2.5%	11 <sup>th</sup> = 1%
12 <sup>th</sup> = 2.5%	12 <sup>th</sup> = 1%

- 6.3. Entry fees can be up to 1.5% of the class total prize money (excluding any start levy).
- 6.4. In addition to any entry fees, there is a Riders Travel Levy of \$100+GST per horse. This to assist with the cost of transport of horses qualified to participate in the FEI World Cup Jumping Final.
- 6.5. The actual prize money and its distribution must be stated on the schedule. No prize money to be less than the entry fee - excluding any Start levy.
- 6.6. For safety reasons and to assist in the smooth running of the presentation ceremony, it is strongly recommended that horses are sashed, rugged and garlanded prior to entering the arena.

## 7. Australian League World Cup Final Standings Prize Money

- 7.1. If sponsorship funds have been obtained for the current Australian World Cup season, prize money will be awarded to the first three place getters in the overall standings of the FEI World Cup Australian League following the completion of the final round.
- 7.2. Following completion of the Final round an award will be made to Rookie of the Year. A Rookie will be deemed a rider who has never competed in a World Cup prior to that season. The winner will be the Rookie gaining the most World Cup points for that season.

## 8. Participation in the World Cup Final

- 8.1. EA is responsible for entering riders in international competitions in Australia and Overseas (FEI General Regulations ART 121).
- 8.2. Within 7 days of the completion of the World Cup Australian League the seasons winning and second placed rider may be invited by the EAJC via the FEI to participate at the World Cup Final.
- 8.3. Should the winning rider wish to participate in the World Cup Final, then subject to 8.9 and 8.10, they will receive 100% of the Rider Travel Levy collected that season.

- 8.4. Should the winning rider choose not to participate in the World Cup Final then an amount equal to 20% of the Rider Travel Levy collected that season shall be available for the winning rider to attend in person.
- 8.5. Should the leading rider not wish to compete in the World Cup Final and the second-placed rider chooses to participate in the Final then subject to 8.9 and 8.10 they will receive 50% of the Rider Travel Levy collected that season.
- 8.6. If neither the first nor the second-placed rider wishes to participate in the World Cup Final, the third-placed rider may be offered the opportunity to participate subject to NF and National Selectors approval.
- 8.7. No riders who place lower than third may compete at the Final.
- 8.8. Should there be any residual amount of the Rider Travel Levy following allocation as per 8.3, 8.4, and 8.5, such balance to be retained for use to cover future rider travel costs at the discretion of the EAJC.
- 8.9. Following the invitation to participate in the Final, riders should notify the National Office of their acceptance intentions within 7 days. When an invitation is accepted, arrangements will be made for a comprehensive veterinary examination to be carried out (at the expense of EA) by the National Team Veterinarian, their appointed nominee or in the case of a conflict of interest, an independent veterinarian nominated by the EAJC.
- 8.10. No owner will receive funding to compete at the World Cup Final unless his/her horse has passed such a Veterinary examination. All funding support is contingent upon EAJC acceptance of the veterinary report deeming the horse fit to compete at the FEI World Cup Final. In the event that the rider does not compete at the FEI World Cup Final, all funding received must be refunded to Equestrian Australia within 60 days. If the horse is injured before the start of the FEI World Cup Final, the EAJC will determine requirements to refund any payment based on production of a signed veterinary certificate and any other relevant documents.

**SECTION 2**  
**WORLD CUP JUMPING AUSTRALIAN LEAGUE**  
**HANDBOOK FOR WORLD CUP ORGANISING COMMITTEES**

**Preamble to OCs**

World Cup Competitions are International classes run under FEI Jumping rules. It is the expectation of the EAJC that the event not only complies with the technical requirements of a FEI World Cup qualifier but also be presented in a manner that reflects the status of the class as a most important and prestigious event.

Organising committees are requested to ensure the following areas in particular are covered in a way that is both entertaining and memorable for all concerned: officials, competitors, horse, spectators and sponsors:

1. General organisation and communication
2. Preparation of arena and warm up area surface
3. Quality care and communication with officials and arena staff
4. Presentation and dressing of the jumps and arena
5. Preparedness for problems - e.g. sand bags for wind; roller for rain; shelter from sun
6. Dress and presentation of officials, marshals and arena staff
7. Quality sound system and knowledgeable commentator
8. Experienced and Knowledgeable gate marshals

The following pertain more to the running of the Event but should be acknowledged as part of the requirements in lifting the profile of a CSI-W:

9. Suitable stabling and access to horse feed and bedding
10. Trade village, food stalls
11. Sponsors marquee
12. Entertainment
13. Suitable seating for spectators
14. Catering for volunteers, officials, sponsors
15. Management of volunteers
16. Promotion and advertising of the event
17. Knowledgeable, helpful, friendly office staff
18. Liaising with the media especially providing immediate results/reports
19. Identifiable First Aid



## References

**FEI Jumping World Cup™ Rules** 12<sup>th</sup> edition, 1 May 2009 effective for the 2019/2020 season Approved 17 April 2019, updated 28 August 2019. Click [HERE](#)

**World Cup Jumping Australian League.** Effective 1 July 2023. Click [HERE](#) NOTE: to be updated when published

**FEI Jumping Rules** 26<sup>th</sup> edition, effective 1 January 2018 Updates effective 1 January 2023. Click [HERE](#)

**EA National Jumping Rules** 1<sup>st</sup> July 2023. Click [HERE](#)

**FEI General Regulations** 24<sup>th</sup> edition, 1 January 2023, Click [HERE](#)

**EA General Regulations** Effective 11 December 2023. Click [HERE](#)

**FEI Stewards Manual Jumping** Updated February 2020 Click [HERE](#)

**FEI Stewards Manual Jumping ANNEXES Edition November 2009 Updated** February 2020 Click [HERE](#)

**FEI Stewards Manual ANNEX VI Supplement – Jumping in exercise / schooling areas Updated February 2020** [HERE](#)

## Websites

FEI	<a href="https://inside.fei.org/">https://inside.fei.org/</a>
EA	<a href="http://www.equestrian.org.au">www.equestrian.org.au</a>

## EA Jumping & World Cup™ Committee Contacts

Rory Hovell - Chair	<a href="mailto:rory@yalambi.com">rory@yalambi.com</a>
George Sanna	<a href="mailto:sannaequestrianbloodstock@gmail.com">sannaequestrianbloodstock@gmail.com</a>
Brigid Willis	<a href="mailto:brigid.a.samson@gmail.com">brigid.a.samson@gmail.com</a>
Michael Archer	<a href="mailto:michaeljumpjudge@gmail.com">michaeljumpjudge@gmail.com</a>
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Krissy Harris – Athletes’ Representative	<a href="mailto:krissyharris@outlook.com">krissyharris@outlook.com</a>
Rachel Ratini – EA General Manager – Sport Operations	<a href="mailto:rachel.ratini@equestrian.org.au">rachel.ratini@equestrian.org.au</a>

## Draft Schedules

Draft schedules, including the names of all officials, are to be submitted to the EA National Office no less than 12 weeks prior to the Event.

## Program

The approximate dimensions of obstacles in competitions must be stipulated in the schedule.	It is recommended a copy of the Code of Conduct for the Welfare of the Horse be printed in the program
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## Calendar Applications

Applications to host a World Cup Qualifier (CSI-W) event must be submitted to the EA office by 1<sup>st</sup> August of the calendar year prior to the commencement of the season.

### Date Restrictions

There can be no FEI World Cup Competition 10 days prior and one week after the Olympic Games and the World Equestrian Games. In principle, there may be no FEI World Cup Competitions 14 days prior to the FEI World Cup Final.

## Officials Required - Minimum Accreditation Requirements

Adherence to the FEI Officials Code of Conduct is mandatory. The FEI Officials' Code of Conduct can be found in the FEI General Regulations APPENDIX H - FEI OFFICIALS' CODE OF CONDUCT <https://inside.fei.org/fei/regulations/general-rules>

Course Designer	The Course Designer must be chosen from the FEI list of Level 3 Course Designers at least and be approved by the FEI.
Assistant Course Designer	EA L2, EA L3 or FEI L1 or FEI L2
Number of Judges	
Foreign Judge	The FEI may appoint the Foreign Judge for each event, and if appointed, will also act as President of the Ground Jury for the FEI World Cup™ Competition
President of the Ground Jury Judge	If appointed, the Foreign Judge will also act as President of the Ground Jury for the FEI World Cup™ Competition. Otherwise, the President of the Ground Jury must be chosen from the FEI List of Judges and be at least an FEI Level 3 Judge.
Ground Jury	The Ground Jury will consist of the President of the Ground Jury plus 3 or more members, one of which must be minimum Level 3; the other two must have minimum qualification of Level 1 and chosen from the FEI List of Judges.
FEI Chief steward	FEI list of stewards
4 Assistant stewards	FEI list of stewards.
FEI Veterinary Delegate	FEI List of official Veterinarians A vet may accept the same position for 3 consecutive years but then is required to have a break of 3 years.
FEI Veterinary Services Manager (VSM) (VR Art 1103) + Treating Veterinarian (VR Art 1105) – VSM and TV can be the same person but must be a different person to the FEI Veterinary Delegate	FEI List of Treating Veterinarians
<b>At no expense to the Organising Committee:</b>	
A Rider's Representative	Will be appointed by the EAJC

## FEI Online Entry System

Entries at all CSI events, including FEI WC Events in Australia, must be submitted to EA for submission into the FEI Online Entry System 14 days before the event

You can still accept entries and payment for these entries by your preferred method as **NO payment** is taken by the FEI online System or EA. Once you have finalised these entries you must submit the list with FEI numbers for both horse and rider to Equestrian Australia so they can be uploaded onto the FEI online system to sit with your schedule and event details.

Therefore, it is recommended for the Organising Committee close their nominated entries 2 weeks prior to the event, to allow time for the list to be uploaded onto the system 10 days prior to the event.

Once all entries have been uploaded into the system the OC will need to login to the FEI online Entry System to 'accept' the entries before the class. If this is not done before the event then the competitors will not be listed as starting in the class and results will not be recorded.

Any additional entries or substitutions which apply after the nomination date can be added to the FEI Online System by EA but it will be up to the organisers to inform EA with the details of the entry.

## FEES

### FEI Franchise Fees 2023 Season

The total Franchise Fee in AUD will vary with the exchange rate for Swiss Franc (CHF). Please contact Equestrian Australia for current FEI Franchise fees.

### FEI Organising Dues

Please note: The FEI will charge their organising dues, which will be an additional cost to the Organising Committee.

4.1 Organising dues will be charged on the basis of the total amount of prizes in cash and in kind convertible into cash awarded in the World Cup Class according to the scale shown below:

- 4.7% on amounts up to CHF 149'999
- 4.2% on amounts from CHF 150'000 to 249'999
- 3.0% on amounts from CHF 250'000 to 499'999
- 2.5% on amounts from CHF 500'000 to 799'999
- 2.0% on amounts from CHF 800'000 to 999'999
- 1.0% on amounts above CHF 1'000'000

### FEI Swabbing Fees

The FEI charge the Organising Committees 25CHF (\$37 AUD) standard exchange rate for each horse entered in the FEI World Cup competition.

### FEI late Application Fees

Applications made after the 1<sup>st</sup> October incur a late application fee of 1000 CHF (\$1470 AUD) standard exchange rate

### FEI Calendar Date Change Fee

Events that change their date from the original date submitted to the EA Office will receive a fee from the FEI to the sum of 500 CHF (\$735 AUD) standard exchange rate, to be paid by the OC of the event.

### Cancellation Fee

Events that are cancelled after 1<sup>st</sup> October when the calendar has been confirmed to the FEI, will forfeit their initial franchise fee payment.

Organisers of events that are cancelled after the calendar has been confirmed by the FEI need special approval by the World Cup Committee to hold future World Cup competitions.

### **Rider Travel Levy**

The Rider Travel Levy of \$100+GST per horse, in addition to the entry fee and FEI swabbing fee applies to every horse entered in the World Cup Class. This Levy and swabbing fee is payable to EA at the time the second instalment of the Franchise Fee is paid.

### **Results and requirements post event.**

Results, including score sheets, course plan with measurements of the World Cup Qualifier to be sent to the FEI within ONE DAY of the conclusion of the class. Results will be formatted and submitted to the FEI. As well a copy is to be sent to EA National Office, Rachel Ratini Rachel.ratini@equestrian.org.au and the EAJC Chair Rory Hovell rory@yalambi.com

The FEI have implemented a fine for OC's not complying. Please contact EA for further information on this matter 02 8762 7777

### **Boots and Bandage Control**

It is obligatory to carry out boot and bandage control on all horses taking part.

This should be carried out close to the out gate. Solid rubber matting or similar material must be provided for the horse to stand on, a broom must be available, provided by the Organising Committee. Scales should be provided by the Chief Steward.

### **Competition Arena**

FEI approved Breakaway cups are to be placed on the back of all oxers, the 2 back elements of a triple bar and on all poles placed over open water.

Cups to have a minimum depth of 18mm and a max of 20mm. Poles to be approximately 14kg

All fences are to be flagged.

Start and Finish line to both have a completely red and a completely white flag.

A flag person must be placed at the start/finish or both if the lines cannot be clearly seen from the judge's box.

The arena is to be enclosed.

All entrances and exits to be physically closed while a horse is in the arena.

## Practice Arena

The EA Practice Arena Code of Conduct should be on display at all times. This Code of Conduct can be obtained from the EA Office.

Breakaway cups are to be placed on the backs of all oxers

The practice fences are to be flagged.

On sand arenas it is advisable to provide rakes to maintain the surface. Especially with sand a tractor should be on standby to harrow the surface if need be.

It is recommended where the area is large enough there is enough equipment provided for an oxer, a vertical and cross poles.

Event Organisers should make an exercise/working area with acceptable footing available for the use by the competitors. Where such an area does not exist, Event Organisers must provide access to areas, with an Official present, for working WC horses prior to the commencement of the day's competitions.

## Communication

There should be sufficient two way radios or another form of communication available to the following:

- Judges box
- Gate Marshall
- Arena
- Office Administrator
- Chief Steward
- Designated Medical Officer
- Director of the Event
- Announcer - it is important the Public Address system is heard in the truck area, at the stables and at the practice arena.

## Medical Requirements

### Provision Of First Aid:

The EAJC has adopted a First Aid Policy requiring the presence of a first aid post with at least **one paramedic** (who is capable of basic life support and able to give some medication), or level two or above ambulance officer at all World Cup Jumping fixtures.

Organising Committees are advised to use a registered operator who has their own insurance. In the event that the medical personnel leave the venue, the event must be halted until such personnel return.

The EAJC emphasise that the First Aid Policy must be adhered to in the planning and running of a World Cup Qualifying event. Medical officers should be easily identifiable.

## Risk Management

Risk management procedures are to be in place covering the safety and welfare of the horse, athletes, officials and the general public. The following should be arranged:

A Risk Management Manual available for inspection and Incident forms should be available if needed.

Identifying and eliminating existing problem areas.

Having a plan and being able to implement it in case of an emergency. Provide a Horse Ambulance in case of an accident.

A screen in case of an injured horse or rider.

A list of phone numbers in case of emergencies placed in a public place:

- Doctor on call
- Veterinarian on call
- Farrier on call
- Local Police & 000 for ambulance, fire brigade and police

## Advertising

FEI Flags:

A flag can be displayed at your event. Please contact the EA Office if you wish to display the FEI flag and arrangements will be made to ensure a flag is available for your event.

Please note that it is the responsibility of the OC to return the flag to the EA office within 1 week of the event.

## TimeLine Checklist

EOI June 1	
1 <sup>st</sup> August of the year prior to the holding of a CSI-W Event	Application to hold a World Cup Qualifier (CSI-W) sent to EA National Office
October 1	Calendar Dates confirmed with FEI
November	FEI calendar fees to be paid to EA (First Instalment). EA Office will send an invoice
12 months prior to event	Source sponsorship
12 months prior to event	Invite officials, especially overseas based officials where necessary
12 months prior to event	Book venue
9-6 months prior	Book first aid for event
	Arrange hire of or check equipment for suitability
3 months prior to event	Draft FEI schedule to be completed and forwarded to EA office
1 month prior to event	Receive email from FEI to create log in details for the FEI online Entry System
10-14days Prior to event	Access FEI Online Entry System and 'Accept entries'

10-14 days prior to event	Nominations for WC competition to be sent to the EA office
When entries received	Check FEI registration status of all entrants
Within ONE DAY of completion of class	OC to send results to EAJC to be formatted correctly then distributed to the FEI and EA

### **Definitions**

“Event” is the duration of the show.

“Class” is each single competition.

“Golden Grand” means the award of points by EAJC/World Cup committee to rank the horses competing in each Australian World Cup season.