

<b>Event:</b> CCI3*/CIC1*/CCI2*	(Place): Minsk, Ratomka	(NF): Belarus
<b>Date:</b> August 17-21, 2011		

Updated 24.03.2011

## GENERAL CONDITIONS

The event will be run in accordance with:

- FEI Statutes, 22<sup>nd</sup> Edition, effective 15 April 2007, updates effective 1<sup>st</sup> January 2011
- FEI General Regulations, 23<sup>rd</sup> Edition, 1<sup>st</sup> January 2009, updates effective 1<sup>st</sup> January 2011
- FEI Veterinary Regulations, 12<sup>th</sup> edition effective 5<sup>th</sup> April 2010, updates effective 1<sup>st</sup> January 2011
- FEI Rules for Eventing, 23<sup>rd</sup> Edition, 1<sup>st</sup> January 2009, updated 1<sup>st</sup> January 2011
- 2011 FEI World Cup™ Eventing Rules (if applicable)
- Equine Anti-Doping and Controlled Medication Regulations (EADCMR), 1<sup>st</sup> Edition, effective 5 April 2010, updates effective 1<sup>st</sup> January 2011
- FEI Anti-Doping Rules for Human Athletes (ADRHA), 2<sup>nd</sup> Edition, effective 1<sup>st</sup> January 2009
- All subsequent corrections and modifications as published by the FEI with its provisions taking precedence.

An arbitration procedure is provided for in the FEI "Statutes" and "General Regulations" referred to above. In accordance with this procedure, any appeal against a decision rendered by the FEI or its official bodies is to be settled exclusively by the Court of Arbitration for Sport (CAS) in Lausanne, Switzerland.

It is the responsibility of NFs to ensure their participants are of the correct age and that athletes and horses are registered with the FEI.

\*\*\*\*\*

**This schedule is approved, provided the corrections and additions as made by the FEI have been made. The National Federation and Organising Committee are obliged to ensure that the mandatory sections in the approved schedule are forwarded to guest NFs and Officials for their information.**

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

**The following must be printed in the schedule**

**Approved by the FEI**

**Lausanne, on**

**Signature:**

**Catrin Norinder  
Director Eventing & Olympic Departments**

**N.B. All text in GREEN must be carefully noted by Organising Committees and NFs and may be deleted from the schedule before printing, ONLY after the final approval of the FEI.**

## **NOTICE FOR ALL INTERNATIONAL EVENTS**

***Schedules for CICs, CCIs, Championships and Games are approved by the FEI.***

***Schedules for these events must be sent to the FEI Secretariat for approval by the NF concerned, 16 weeks before the event is due to take place.***

***Final approval of the Check-List for this Draft Schedule by the FEI, in accordance with Art. 110.1 denotes only that the contents are conform to the FEI Statutes, General Regulations and Rules. By no means does this entail implicit acceptance of any liability of the FEI for any damages to third parties caused by the Organising Committee and its officials, athletes, owners, and their horses.***

### **IMPORTANT**

***The Definite Schedules must be sent to the FEI Secretariat by the NFs concerned no later than 4 weeks before the event takes place.***

Draft schedules will be approved only when the final corrections have been made and definitive schedules received by the FEI.

The draft schedules check-lists received will be checked and sent back to your NF with FEI updates/corrections/comments by e-mail. All corrections will be mentioned in red on the schedule.

When corrections/modifications have been made and final copy received by the FEI, the schedule will then be approved and signed and sent back to your NF by e-mail together with other documents.

### **List of Attachements to Check-List**

1. Entry Form & Qualification Form
2. Results Forms
3. MCP Forms

---

4. Athlete Coordinator at CCI/CIC – information – sent with approved draft schedule
5. Medical Card (personal details) – sent with approved draft schedule
6. TD's compensation form (if applicable) – sent with approved draft schedule
7. Request for qualifications 4/3\* level events (if applicable) – sent with approved draft schedule
8. Media Guidelines – requirements – sent with approved draft schedule
9. FEI Requirements for Equine Influenza vaccination (rules, vaccines, sanctions) – information – sent with approved draft schedule

***Please note that all information included in this section must be in accordance with FEI Rules. All final printed schedules must take into consideration the Rules extracts as included in Rules References.***

## **I. GENERAL INFORMATION**

### **1. TYPE OF EVENT (Art. 102, 103, 106 & 503)**

Status: CCI3\*/CCI2\* CIC1\*  
Championship Games  
Category: Seniors  
Level: 1\* 2\* 3\*  
Date: August 17-21, 2011  
Place: Minsk, Ratomka  
Country: Belarus

### **2. ORGANISER (Complete Address)**

Name: **Equestrian Federation of Belarus**  
Address: Belarus, Minskij rayon, pos. Ratomka, Koritskogo St. 136  
Postal Code: 223035  
Tel/Fax : +375 17 502 22 71  
Email: bel-fed@mail.ru Website: [www.horses.org.by](http://www.horses.org.by)

Name: **Ministry of Sports and Tourism of the Republic of Belarus**  
Address: Kirova St, 8, k.2 , Minsk, Belarus,  
Postal Code: 220030  
Tel: +375 17 227 72 37  
Fax: + 75 17 227 76 22

Name: **Republic Olympic Equestrian and Breeding Centre**  
Address: Belarus, Minskij rayon, pos. Ratomka, Koritskogo St. 136  
Postal Code: 223035  
Tel : +375 17 502 20 59  
Tel/fax: +375 17 502 42 90  
E-mail: ratomka@mail.com

**3. ORGANISING COMMITTEE**

Honorary President:	Mr. Mikhail Rousyj – President of the BLR NF
President of the Event:	Mr. Aleh Kachan – Minister of Sport and Tourism
Event Director:	Mr. VICTAR Mikhadziuk-Director of the Republic Olympic Equestrian and Breeding Centre
Show Secretary:	Mrs. Natallia Kudakova
Press Officer:	Mrs. Alena Uhrumava
Email:	bel-fed@mail.ru

**4. CONTACT DETAILS ON SHOW GROUND****Republic Olympic Equestrian and Breeding Centre**

Address:	Belarus, Minskij r-n, pos. Ratomka, Koritskogo St. 136
Postal Code:	223035
Tel :	+375 17 502 20 59
Tel/fax:	+375 17 502 42 90
E-mail:	ratomka@mail.com

**II. OFFICIALS** *(last name, first name and nationality)***1. GROUND JURY** *(Art. 550.1/.2 & Table under Section B attached)*  
**CCI 3\*-W**

1. President: Cees Vellenga (NED) FEI International Judge
2. Member: Natalia Yuranova (BLR) FEI International Judge
3. Member: Alexander Evdokimov (RUS) FEI International Judge

**CIC 2\***

1. President: Alexander Evdokimov (RUS) FEI International Judge
2. Member: Natalia Yuranova (BLR) FEI International Judge
3. Member: Cees Vellenga (NED) FEI International Judge

**CIC 1\***

1. President: Natalia Yuranova (BLR) FEI International Judge
2. Member: Natallia Rubashko (BLR) FEI Candidate Judge
3. Member: Liudmila Gleb (BLR) National Judge

**1. Jumping Test Judge for CCI3\*, CIC2\*, CIC 1\*:**

Name: Vladimir Yurkevitch (BLR) FEI International Judge

Email:

Jumping Test Judge for 3&4 Stars:

**4. TECHNICAL DELEGATE** *(Art. 550.1/.2, 550.8 & Table under section B attached)***1. TECHNICAL DELEGATE** *(one TD per 2 categories of events)*

Name: Andrew Griffiths (GBR) FEI TD I

Email: andygriffiths\_uk@yahoo.com

**2. TECHNICAL DELEGATE** *(if more than 2 categories of events)*

Name: Dr. Ekaterina Voronova (RUS) FEI International TD

Email: eraven@logisticline.ru

**3. ASSISTANT TECHNICAL DELEGATE** *(Obligatory for Games, Championships, Cup Finals, CIOs&3 & 4 stars)*

Name: Mogulenko Nikolai (BLR) FEI TD "C"

Email: bel-fed@mail.ru

**5. COURSE DESIGNER** *(Art. 550.1/.2 & Table under section B attached – must be present during the Cross Country)*

Name: Mikhail Rybak (BLR) FEI International CD

Email: ribak.mikhail@yandex.ru

**1. JUMPING COURSE DESIGNER** *(Art. 549.3.3)*

Name: Dudarevich Victor (BLR) N

Email: viktor.dudarevich@gmail.com

## 6. CHIEF STEWARD *(Art. 550.6)*

Name: Myronenko Serhii (BLR)

Email: bel-fed@mail.ru

Assistant: Ella Kastsiukevich  
Vladimir Kraeuski

## 7. VETERINARY COMMISSION

### 1. DELEGATE & ASSOCIATE MEMBER *(Art. 549.4 & 550.4. Associate Member compulsory for CCIs and Championships)*

Veterinary Delegate: Ekaterina Morotskaja (KAZ) FEI Vet MOROTSKAJA Ekaterina,

Associate Member: Olga Grober (BLR) FEI Vet

### 2. Veterinary Delegate *(Art. 549.4 & 550.4. for CCI 2/1\* and CIC's)*

Veterinary Delegate: Name and nationality

Associate Member: Name and nationality

## 8. APPEAL COMMITTEE *(Art. 150, 160, 549.5, 550.5 - Optional for CCIs/CICs. Refer to General Regulations for Championships)*

President: Name and nationality

Member: Name and nationality

Member: Name and nationality

## 9. EVENT TREATING VETERINARIAN *(must be different from the Official Veterinary Delegate)*

Name: Alena Stelmashonak (BLR)

Address: pos. Ratomka, Koritskogo St, 136

## 10. DOCTOR

Name: Mr. Aliaksandr Mikhalevich Telephone: +375 17 5024290

## 11. FARRIER

Name: Mr. Dmitrij Liubamirau Telephone: +375 29 6 22 37 50

## III. TECHNICAL CONDITIONS

! Please refer to new Art. 518.2 regarding the Horses Inspections for CICs.

### 1. TENTATIVE TIMETABLE *(Art. 509 & 518)*

	Date	CIC1*	CCI2*	CCI3*
• Opening of stables:	16.08.11	12:00	12:00	12:00
• Official Course Inspection:	17.08.11	14:00	14:00	14:00
• 1 <sup>st</sup> Horse Inspection for CIC1*/CCI2*/ CCI3*:	17.08.11	16:00	16:30	17:30

• Declaration of Starters for CIC1*/CCI2*/ CCI3*:	17.08.11	18:00	18:30	19 :00
• 1st Start – Dressage CIC1*:	18.08.11	10 :00		
• Dressage continuation CCI3*/CCI2*:	19.08.11		10 :00	14 :00
• 1st Start - Cross-Country Phases:	20.08.11	9:00	11:00	12:00
• 2 <sup>nd</sup> Horse Inspection:	21.08.11	9:00	9:00	9:00
• 1st Start – Jumping:	21.08.11	11:00	13:00	14:30
• Prize-giving:	21.08.11	Right after the show jumping test	Right after the show jumping test	Right after the show jumping test

## 2. DRESSAGE TEST *(Rules for Eventing Art. 524, Annex 2)*

FEI 2009 4* A
FEI 2009 3* AX
FEI 2009 2* AX
FEI 2009 1* AX \

FEI 2009 4* B
FEI 2009 3* B
FEI 2009 2* B
FEI 2009 1* B

## 3. CROSS-COUNTRY *(See Rules for Eventing Annex 3a - Annex 3b. If event with Steeple-chase please add details for Phases A, B and C)*

Event	Phases	CIC1*	CCI2*	CCI3*
	Type of ground	grass	grass	grass
	Length <b>D</b>	2400-3200 m	4400-4950 m	5700-6270 m –
	Speed	520 mpm	550mpm	570 mpm
	Approx. number of efforts/obstacles	29/	35/	40/

## 4. JUMPING *(See Rules for Eventing Annex 3a - Annex 3b)*

Event		CCI1*	CCI2*	CIC3*-W
	Type of ground:	grass	grass	grass
	Distance	Max 600 m	Max 600 m	Max 600 m
	Speed:	350 m/min	350 m/min	375 m/min
	Number of efforts:	13	14	15
	Number of Obstacles:	10-11	10-11	11-12

**STABLES:**

Size of boxes 3m x 3m, 3m x 4m (minimum 3m x 3m)

**IV. PRIZE – CLASSIFICATION** (Art. 126, 127 & 128)

Level	Place	CIC1*	CCI2*	CCI3*
Total amount of prize money		USD 1500	USD 1800	USD 2 100
Breakdown per category / placing (1 prize per 4 athletes)	1.	450	540	630
	2.	300	360	420
	3.	240	280	330
	4.	180	210	250
	5.	150	180	210
	6.	120	140	160
	25% of starters	60*	90*	100*
Other details on PM distribution				
Tax deduction	Up to 20% according to the tax law of Belarus			

(\* to be divided between further placed competitors according to R.G.Art.129.3)

**V. PARTICIPATION / INVITATIONS** (Art. 115, 121, 507)

*Competitors are invited by the Organizing Committee through their NF (Art. 115.1 will apply). Include details of ballot procedure if entries are excessive.*

One groom per athlete (Art. 507.2)

Number of NFs invited	All
Number of athletes from the host nation	Unlimited
Number of athletes per NF	Unlimited
Number of horses per athlete	Subject to entry
Ballot procedure in case of excessive entries. Must be specified.	Priority given to riders not already ranked in the series 1 horse per athlete

**VI. REGISTRATION OF ATHLETES & HORSES**

**All Athletes & horses participating in any International Eventing competition must be registered with the FEI. (Gen. Rules Art. 113, Art. 511.1 and 511.2)**

**1. QUALIFICATIONS**



Each NF must certify the qualification of each horse and athlete and list the competitions which enabled horse and athlete to qualify, according to the qualification procedure established for each star level. Please include the relevant procedure according to level of event in schedule (refer to Part B attached and Rules for Eventing Art. 506).

**2. ENTRIES (Art. 116 & 510 & Annex 1 of this Check List for all information to be included on all starting lists and final results sheets).**

**Athletes are entered by the Organising Committee through their NF (Art. 115.1 will apply)**

**All athletes and horses participating in any International competition must be registered with the FEI. Any athlete and/or horse who is not registered with the FEI (at the start of the event) shall be automatically disqualified.**

**a) Championships (Art. 510.2)**

Entries in Principle (8 weeks before):	Date:
Nominated Entries (4 weeks before):	Date:
Definite Entries (4 days before 1st Horse Inspection):	Date:
Entry fee per horse:	
Entries to be sent to:	

**b) CCI / CIC / CCIO – Closing Date for entries is established by the OC (Art. 510.1)**

Nominated Entries	Date : July 15, 2011
Entry Closing	Date : August 10, 2011
Entry fee per horse : CCI3*	220 euro
Entry fee per horse : CCI2*	170 euro
Entry fee per horse : CIC1*	130 euro
Details Entry procedure fee / payment	To be paid to OC
Entries to be sent to:	bel-fed@mail.ru fax:+375 17 502 22 71
Refund procedure if rider/horse cannot compete : (presentation of certificate)	Withdrawals after the date of definite entries or no-shows will be held liable to reimburse the OC for the actual financial loss incurred by the OC (i.e. stabling and hotel expenses in the amount of 50 euro) as a result of the late withdrawal or no-show."

**3. ADVERTISING & PUBLICITY ON ATHLETES & HORSES (Art. 135.1 & 2 & Art. 521.8 new provisions)**

The athletes are authorised to carry the logo of their personal sponsor in accordance with Art. 135.1 & .2 (compulsory for all events).

Yes

**4. FACILITIES OFFERED (Art. 131, 132 & 508) (refer to attached for standard entry form for details to be included).**

**1. ATHLETES**

Hotel : **"Ratomka"** (at the show ground)

Koritskogo St, 136, pos Ratomka, Belarus  
Tel: +375 17 502 22 56

Hotel: **"Kryzhovka"** (appr. 4 km from the show ground).  
Tel: +375 17 502 83 22  
+ 375 17 502 83 31

Hotel **"Orbita"** 15km from the Showground

[www.orbita-hotel.com](http://www.orbita-hotel.com)

Minsk, Pushkin Ave, 39  
tel: + 375 17 252 39 88  
fax: + 375 17 257 14 20  
booking: + 375 17 206 77 81/83  
e-mail: info@orbita-hotel.com,reservation@orbita-hotel.com

Accommodated (bed and breakfast) from Aug 16, 2011 to Aug 22, 2011 at **athlete expense**

Meals: at the expense of **athlete** from Aug 16, 2011 to Aug 22, 2011. (**at the Venue, hotel**).

**2. GROOMS**

Requests for accommodation must be sent with entries.

Cost of accommodation will be at the cost of **athlete** from Aug 16, 2011 to Aug 22, 2011.

Meals: at the expense of **athlete** from Aug 16, 2011 to Aug 22, 2011. (**at the Venue, hotel**).

**OCs must provide sufficient sanitary and showering facilities, with hot and cold water for male and female grooms.**

**Connection to the electricity 30 euro/van only upon request**

**3. HORSES / PONIES**

Transport expenses to be paid by the **athlete**.

Stabling arrangements /box and shavings/ from August 16, 2011, 12:00 hrs to August 22, 2011, 12.00 hrs. – 25 Euro per day per horse (must be paid to OC).  
For any extra day – 25 Euro per day per horse (must be paid to OC).

Hay approximately 0.6 euro for 10 kg. at the Venue.

Oats approximately 0.8 euro for 10 kg. at the Venue.

#### 4. WELCOME

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

Name: Ms. Aksana Rachikava

Tel: +375 29 696 12 92; + 375 29 573 86 34.

Name: Mr. Victar Malashka

Tel: +375 29 623 48 04; + 375 33 669 86 32.

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

**Yes, only from Hotel "Kryzhovka"**

### VII. VETERINARY ASPECTS (Art. 1004.2, 1005, 1011, 1012, 1021.1 & 518)

Please refer to part B attached

#### CUSTOM FORMALITIES & HEALTH REQUIREMENTS FOR THE ENTRY OF HORSES

##### 1. CUSTOM FORMALITIES

Details of required customs documents, border crossing points, times of opening and customs agencies.

##### 2. CUSTOM FORMALITIES

**a) All participants should inform OC at least 4 weeks before event:**

- Border crossing points,
- Quantity of horses (better to indicate the maximal quantity of horses),
- Border crossing dates

Details of required customs documents, border crossing points, times of opening and customs agencies will be sent after receiving "Entries" to all NFs, who declared their participation.

Border crossing points:

- direction Western Europe: Koroszczin (POL) – Brest (BLR).
- direction Baltic States: Paternieke (LTA)– Bigosovo (BLR) from Latvia, Estonia, Miadeninkai (LTU) - Kamenni Log (BLR) Beniakoni (BLR), Kotlovka (BLR) from Lithuania,
- direction South Europe: Noviye Yarilovichi (UKR) – Novaya Guta, Novaya Rudnia, Makrany (BLR) from the Ukraine

**b) All sport horses** that are temporary imported on the territory of the Republic of Belarus by foreign residents including those that will take part at the competitions conducting in the country, **in case to be declared as private property, are not to be subject to customs declaration and legalization.** In this connection such horses are subject to mandatory exportation beyond the bounds of the Republic of Belarus.

Present regulations cover all cases of **horses' travelling together with the person actually being in possession of these horses that is indicated in a passport of horse as owner or having other papers confirming ownership or right of possession.**

**c) Important!** Please, when leaving your country, you should make the cost specification for your horses. (proforma – invoice).

In accordance with the tariff legislation of the Republic of Belarus you should pay the amount of 50 Euro per each vet. certificate (arrival – departure) upon arrival in Ratomka.

**Advice!** We advice you to make one packet of documents per each lorry, and to enter the names of all horses traveling in the lorry in one veterinary certificate.

Person Responsible:

Telephone/Fax: +375 17 502 22 71

Email: bel-fed@mail.ru

## 2. HEALTH REQUIREMENTS FOR THE ENTRY OF HORSES

Details on compulsory health tests and, where applicable, quarantine, etc.

Please annex specimen import licences (for Laboratory Health Tests), which will be applied to horses attending this event. In case of doubts or problems, please contact the FEI Veterinary Department as soon as possible.

## 3. APPROVED LABORATORY

Details of FEI Approved Laboratory appointed to carry out analyses on samples collected at this event (***"Veterinary Regulations", Art. 1021 & Notice sent 19<sup>th</sup> August 2009 to NFs – new FEI Central Laboratory as of 1<sup>st</sup> September 2009***).

Name: Horseracing Forensic Laboratories (HFL) Sport & Science

Att.: Dr Steve Maynard

Quotient Biosearch Limited

Address: Newmarket Road

Fordham

Cambridgeshire CB7 5WW

United Kingdom

Telephone: +44-1638 724 -406 Fax: +44-1638 724 -407

Email: SMaynard@hfl.co.uk

### **The following is to be published in verbatim in all schedules:**

The following Code of Conduct was elaborated by the FEI for all people involved in the welfare of competing horses. The purpose is to ensure the health and welfare of horses participating under FEI Rules and Regulations and protecting the good image of the equestrian sport. To achieve the widest possible publicity it must be included in the **Schedules** and it is recommended that it also be included in the **Programmes** of all major international events.

## **THE FEI CODE OF CONDUCT**

### **FOR THE WELFARE OF THE HORSE**

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

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

A full copy of this Code can be obtained from the Fédération Equestre Internationale, Chemin des Délices 9, 1006 Lausanne, Switzerland. Telephone: +41 21 310 47 47. The Code is available in English & French. The Code is also available on the FEI's website: <http://www.fei.org/about-us/standards>.

### ***Rules References - This section includes supporting articles and the FOLLOWING TEXT MUST BE INCLUDED AND SOME PARTS VERBATIM IN ALL SCHEDULES***

#### **1. EVENTING MINIMUM ELIGIBILITY REQUIREMENTS OF ATHLETES & HORSES (Art. 506) – Please include relevant part for level and category of event**

Each NF must certify the minimum eligibility requirements of each horse and athlete and list the competitions which enabled horse and athlete to qualify, according to the qualification procedure established for each star level as laid out in Art. 506. Relevant level and criteria must be included in the schedule.

##### **1.1. Principles**

In order to compete at an international event, an athlete and horse must have obtained the minimum eligibility requirements at a number of events at a lower level.

The requirements are laid out below. With the approval of the FEI and their own NF, OCs may impose additional qualifications for horses and/or athletes, which must be published in the schedule.

##### **1.2. Minimum eligibility requirements**

The minimum eligibility requirements are achieved by completing a competition within minimum parameters of all round performance. As follows:

- Dressage Test: not more than 75 penalty points;
- Cross-Country Test:
- From 2009 onwards, the results at obstacles at International events need to include, where applicable, a clear round (0 penalties) at obstacles for CICs events and maximum 20 penalties at a CCI.

- Not more than 90 seconds exceeding the optimum time in the Cross. At 4\* events, the maximum time by which the optimum time may be exceeded is 120 seconds; and
- Jumping Test: not more than 16 penalties at obstacles.

### 1.3. Certification of Qualification for Events

1.3.1. All NFs, including the host nation, are responsible to certify that athletes and horses entered by them in international events are correctly qualified in accordance with all the requirements of the Rules.

1.3.2. All qualifying events must be identified, and any national events must be certified as of at least the equivalent standard of difficulty as the relevant international star level of competition.

1.3.3. The Technical Delegate or his nominee shall check that all horses and athletes starting at all International events are properly certified as qualified by their NF or duly exempted in accordance with this article.

### 1.4. Qualifying Period and Deadline

1.4.1 Minimum eligibility requirements for CIOs, CCIs and CICs must be obtained in the calendar year in question or the 2 preceding calendar years.

1.4.2 The Minimum Eligibility Requirement at a CCI must be obtained at least 24 days before the Cross Country test of the event for which it is needed; a Minimum Eligibility Requirement at a CIC must be obtained at least 10 days before the event for which it is needed.

1.4.3 Minimum eligibility requirements may be achieved as a combination or separately by athlete and horse.

1.4.4 Where a Minimum Eligibility Requirement at a CIC is specified, one Minimum Eligibility Requirement at a CCI of the same level is equally acceptable.

### 1.5. Required minimum Eligibility Requirements (MER) for CCIO/CCI/CIC/CICO

	CCI / CCIO	CIC / CICO
<b>1 *</b>	Horses and Athletes must be certified as competent to take part by their NF	Horses and Athletes must be certified as competent to take part by their NF
<b>2 *</b>	Minimum 2 MER required: 1x CCI 1* or 1x CIC 2* <u>plus</u> 1x CIC 2* or 2x CNC 2*	Minimum 1 MER required: 1x CIC 1* or 1x CNC 2*
<b>3 *</b>	Minimum 3 MER required: 1x CCI 2* <u>plus</u> 1x CIC 3* <u>plus</u> 1x CIC 3* or CNC 3*	Minimum 2 MER required: 1x CIC 2* <u>plus</u> 2x CIC 2* or 1x CNC 3*
<b>4 *</b>	Minimum 3 MER required: 1x CCI 3* <u>plus</u> 1x CIC 3* <u>plus</u> 1x CIC 3* or 2x CNC 3*	Not applicable

**1.6 EVENTING CHAMPIONSHIPS (CH) – Minimum eligibility requirements: see Art. 506.7**

## 2. OFFICIALS (for reference only – please appoint accordingly)

Judges, Technical Delegates and Course Designers for all international events will be appointed in accordance with the table below (Art. 550).

CCI	4 Star	3 Star	2 Star	1 Star
Ground	3 Judges		Option of 2 or 3 Members	

<b>Jury</b>	All GJ Members must be chosen from FEI lists		1 GJ member must be chosen from FEI lists	Can be national Judges if TD on FEI lists
	Three "3&4 star" or "O" Judges compulsory	One "3&4 star" or "O" Judge compulsory		Either a Member of the GJ or TD to be chosen from FEI lists
	Jumping Judge compulsory		n/a	
	Foreign Member of GJ compulsory		Foreign Official compulsory	
<b>Technical Delegate</b>				Either Member of the GJ or TD to be chosen from FEI lists
	TD must be chosen from FEI "3&4 star" lists		CD & TD to be chosen from FEI lists	TD may be national if a Member of GJ from FEI lists
<b>Course Designer</b>	CD must be chosen from FEI "3&4 star" list		CD & TD to be chosen from FEI lists	CD may be national
<b>Jumping Course Designer</b>	"I" Jumping Course Designer	National Jumping Course Designer	Nationally recognised Jumping Course Designer recommended	
<b>Veterinarians</b>	1 Vet Delegate & 1 Associate Vet selected from FEI list of Eventing Veterinarians			
<b>Appeal Committee</b>	Full Appeal Committee (a President and at least 2 Members) or 1 Member or Ground Jury			
<b>Chief Steward</b>	Selected from FEI Eventing Stewards List		Can be national Steward	

<b>CIC</b>	<b>3 Star</b>	<b>2 Star</b>	<b>1 Star</b>
<b>Ground Jury</b>	2 or 3 Members	2 or 3 Members	2 or 3 Members
	Either Foreign TD or Foreign Member of GJ compulsory		
	All GJ Members must be chosen from FEI lists	At least one GJ member must be chosen from FEI lists	Either Member of the GJ or TD to be chosen from FEI lists
	One "3&4 star" or "O" Judge compulsory		Can be national Judges if TD on FEI lists
	Jumping Judge compulsory	n/a	
<b>Technical Delegate</b>	TD must be chosen from FEI "3&4 star" lists	TD must be chosen from FEI lists	Either Member of the GJ or TD to be chosen from FEI lists
	Either Foreign TD or Foreign Member of GJ compulsory	Foreign requirement not compulsory, however <b>one</b> member of GJ, TD <b>or</b> CD must be from "3&4 star" lists	TD may be national if a Member of GJ from FEI lists
<b>Course Designer</b>	Must be chosen from FEI lists	Can be National CD	
<b>Jumping</b>	National Jumping CD	Nationally recognised Jumping CD recommended	

<b>Course Designer</b>			
<b>(Exceptional Case) AUS &amp; NZL only for cost reasons</b>	Foreign official not compulsory, however two GJ members, TD and CD must be from "3&4 star" lists	n/a	n/a
<b>Veterinarians</b>	1 Vet Delegate from FEI Eventing Veterinarians list and a holding box Vet		
<b>Chief Steward</b>	Selected from FEI Eventing Stewards list	Qualified National steward	

<b>Championships, Games, World Cups Final</b>	<b>4 Star</b>	<b>3 Star</b>	<b>2 Star</b>	<b>1 Star</b>
<b>Ground Jury (appointed by FEI with consultation NF/OC)</b>	3 Judges	3 Judges	2 or 3 Members	2 or 3 Members
	All GJ Members must be chosen from FEI "3&4 star" lists			
	International Ground Jury compulsory			
	Jumping Judge compulsory			
<b>Foreign Technical Delegate</b>	From FEI "3&4 star" lists			
<b>Course Designer</b>	From FEI "3&4" lists			
<b>Jumping Course Designer</b>	From FEI Jumping "I" list		Minimum National listed Jumping Course Designer	
<b>Veterinary Commission</b>	Foreign Veterinary Delegate & Associate Veterinarian selected from FEI list of Eventing Veterinarians			
<b>Appeal Committee</b>	President & 2 Members (one foreign & 1 Eventing Official & 1 with legal knowledge)			
<b>Chief Steward</b>	From FEI Eventing list			

### 3. VETERINARY ASPECTS / ISSUES

**3.1 VETERINARY EXAMINATIONS, HORSE INSPECTIONS & PASSPORT CONTROLS** These will be carried out in accordance with the "Veterinary Regulations", Art. 1010, 1011 & "Rules for Eventing" **Art. 518.1 for CCIs and 518.2 for CICs.**

#### **Art. 511.2.2**

Every horse entered for any competition at CCNs, CICs 2/1\* or CCIs 2/1\* in a foreign country (GRs Art. 141.2), and all horses entered for CICs 3\*, CCIs 4/3\*, CCIos, Championships, Regional and Olympic Games, whether at home or in foreign countries, must have an official valid FEI Passport, or a National Passport approved by the FEI and accompanied by an FEI Recognition Card and, when applicable, an FEI registration number, as a means of identification and to establish ownership.

#### **Art. 511.2.3**

Horses taking part in CCNs, CICs 2/1\* or CCIs 2/1\* in the country in which they are resident are not required to have such a passport as is mentioned Paragraph 2.2. All such horses must be properly registered and identifiable and unless there is no national requirement for equine influenza vaccination in the host country and in the country of origin, all horses must have a valid vaccination certificate.

**3.2 EQUINE INFLUENZA VACCINATION, VET. REGS. ANNEX VI** (except events taking place in NZL & AUS) **UPDATE 1<sup>st</sup> SEPTEMBER 2009**

Please see FEI Veterinary Regulations **Annex VI** at [www.fei.org](http://www.fei.org).



**3.3 SAMPLING PROCEDURE FOR PROHIBITED SUBSTANCES** (Vet. Regs, Ch. V & VI and Annex IV)

Regular sampling is carried out in CCI's 4/3\*, CCI's, World Cup™ Qualifiers and Finals, Championships and Games, whereas at other CCI's/CICs sampling is recommended. When testing takes place, the number of horses tested is at the discretion of the Testing Veterinarian/Veterinary Delegate; however, a minimum of three is recommended (Vet. Regs. Art. 1016).

Special guidelines are applicable for events covered by the FEI Medication Control Programme (Groups I & II only).

**3.4 MEDICATION CONTROL PROGRAMME (GROUP I & II ONLY)**

The Organising Committees of FEI events within Groups I & II are advised to charge competitors the equivalent of CHF 12.50 per horse per event as a contribution towards the costs of the MCP programme.

**3.5 GROUPS I & II ONLY - MCP CENTRAL LABORATORY UPDATE 1<sup>st</sup> SEPTEMBER 2009**

Under the Medication Control Programme (MCP) in **Groups I and II**, all samples collected in accordance with Vet. Regs. Art. 1016 will be analysed by the **Horseracing Forensic Laboratories (H.F.L) Sport Science, Quotient Bioresearch Limited Newmarket Road Fordham, Cambridgeshire CB7 5WW**. For events other than those listed in Vet. Regs. Art. 1016 or for events other than in Groups I and II, samples may be analysed at an alternative FEI listed laboratory (Vet. Regs. Art. 1021).

**4. MISCELLANEOUS****4.1. OBJECTIONS/COMPLAINTS (Art. 163, 167)**

All complaints to be valid must be made in writing and accompanied by a deposit of CHF 150 or equivalent.

**4.2. DEDUCTIONS FROM PRIZE MONEY**

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

**4.3 EVENTING MEDICAL CARD (Annex 7 "Rules for Eventing")**

OCs must draw the attention of all competitors that they must carry readily accessible on themselves a medical card for the Cross-Country Test. Armbands must be checked by the OC upon arrival to the competition by the athletes and checked by the Official Doctor and the Technical Delegate for accurate information.

**4.4. INSURANCES**

Details pertaining to insurance of competitors, horses, etc

Responsibility of OC for damages, fire, theft, etc

The following is to be published **in verbatim** in all schedules:

"All owners and competitors are personally responsible for damages to third parties caused by themselves, their employees, their agents or their horses. They are therefore strongly advised to take out a third-party insurance providing full coverage for participation in equestrian events at home and abroad and to keep the policy up to date".

**4.5 EVENT'S ORGANISATION (Art. 109 & 110)**

The OC reserves the right to modify the schedule in order to clarify any matters or matters arising from an omission or due to unforeseen circumstances. All modifications made to the schedule must have the approval of the FEI Secretary General.

**4.6 ENTRY RIGHT TO SHOWGROUNDS**

OC to include details concerning right of entry to show-grounds of owners, grooms, athletes, other persons.

**4.7 STABLE**

Security and stewarding at International events, see Annex II of this Check List.

**4.8 RESULTS**

In order to proceed with the results publication for qualification purposes, the FEI requires results to be sent in immediately after the conclusion of the event. Please refer to compulsory format for CCIs and CICs. Results to be sent by e-mail to [annelise.moens@fei.org](mailto:annelise.moens@fei.org), preferably on Excel file immediately after the event. All results must include FEI Passport Registration number of horses. **All athletes who have not completed the event must appear on the results sheets.** Exact distance of the Cross-country course must be included on result sheet.

**STABLE SECURITY/STEWARDING AT INTERNATIONAL EVENTS**  
**Minimum requirements to ensure implementation of Veterinary Regulations,**  
**Art.1005.2 – SEE ALSO ANNEX 13 EVENTING RULES**

**1. ACCESS TO STABLE AREA**

For an optimal stable security, the stables must be completely enclosed within a suitably restrictive perimeter (stable area) which will act both as a deterrent to the admission of unauthorised persons and to the exit of horses. The area must be sufficiently large to allow horses to be evacuated from the stables in an emergency but still remain within the confines of the perimeter. However, several disciplines allow in specific situations a lower level of stable security (see discipline rules).

Whenever possible the stable area must include only stables; lorries, caravans, etc., should not be permitted within the area unless specifically needed as accommodation for horses and/or grooms.

Access to stables must be limited to those persons indicated in VRs Art. 1005.2.5.3. It is essential that the official issuing authorised access be a responsible person of seniority within the OC.

**2. CONTROL OF ACCESS**

A control system must operate at all entrance gates so that there is an efficient and reliable method of identifying those who enter and leave the stable area at any time.

Extra vigilance must be used in establishing the identity of persons and reasons for entering the stables during the night.

**3. STEWARDING OF STABLE AREA**

At least one stable steward, directly responsible to the Chief Steward, must be present or readily available in the vicinity of the stable area 24 hours a day during the entire duration of the event. He may be assisted by deputies as required. The steward/deputies must regularly patrol the stable area, without establishing any predetermined pattern, to discourage any form of illegal practices or abuses to horses. Any misdemeanours must be reported immediately to the stable steward who must, in turn, report to the Chief Steward.

The duty of the stewards is therefore to safeguard the welfare of the horses and to prevent any form of illegal practices.

**4. GROOMS**

It is appreciated that grooms wish to remain with their horses during the night. Only grooms duly registered with the OC are permitted to do so.

The Person Responsible must ensure that his/her grooms, or any other authorised persons with access to his/her horses, are familiar with the security and stewarding procedures operating at the event attended.

**5. MOVEMENT THROUGHOUT EVENT GROUNDS**

Movement of horses between the stables, practice, grazing and main arena must be strictly controlled. The optimum layout for Jumping and Dressage disciplines is attached. It is appreciated that flexibility will be required depending on the requirements of other disciplines.

**6. STEWARDING OF PRACTICE ARENA**

The Chief Steward must ensure that all practice arenas are adequately stewarded all the time that they are officially open. He must also ensure that these arenas are subject to random control when they are officially closed.

**7. GRAZING AREA**

It is recommended that a grazing area be provided at all outdoor events, and that this be subject to random control. If available, horses must only be grazed or walked in hand within this area.

The Foreign Judge/TD at events will be specifically asked to check that the relevant requirements are met as reasonably as can be expected, depending on the discipline, and to indicate clearly any shortfalls, following which consideration may be given to altering the category of the event in future.

***This section includes documents that need to be returned to the OC/FEI for all International Eventing competitions.***

## I. ENTRY FORM

### FEDERATION EQUESTRE INTERNATIONALE

**2011 Standard Entry Form/Qualification form (to be included in all Entry forms)**

**Event Name:** \_\_\_\_\_

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

**Format:**

CCI /  CIC

**Level**

1\*(one star)  2\*(two star)

3\*(three star)  4\*(four star)

**Status:**

Championship

Games

CCIO

World Cup™

**ATHLETE:** *(See separate sheet for qualifications)*

**Full Name:** \_\_\_\_\_

Mr/Mrs/Miss

**FEI Reg No:** \_\_\_\_\_

Permanent

Address: \_\_\_\_\_

Country: \_\_\_\_\_

Post/Zip Code: \_\_\_\_\_

Tel No: \_\_\_\_\_

Fax No: \_\_\_\_\_

Mobile No: \_\_\_\_\_

Email Address: \_\_\_\_\_

Nationality: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Country of

Residence: \_\_\_\_\_

*(for tax purposes)*

Contact

Address: \_\_\_\_\_

*(if different from above)*

Country: \_\_\_\_\_

Post/Zip Code: \_\_\_\_\_

Tel No: \_\_\_\_\_

Fax No: \_\_\_\_\_

Mobile No: \_\_\_\_\_

Email Address: \_\_\_\_\_

**HORSE:** *(See separate sheet for qualifications)*

**Name:** \_\_\_\_\_

**FEI Reg No:** \_\_\_\_\_

**Year of Birth:** \_\_\_\_\_

I certify that the above information is correct and that if the entry is accepted, I will abide by the FEI Rules and Regulations and by the conditions of the Schedule of the Competition.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

*(Athlete)*

#### **National Federation Approval:**

By signing the below, the NF of the athlete mentioned on this entry form confirms that the athlete and the horse (s) are duly qualified as per attached qualification form or competent to compete (CCI\*, CIC\*, CCIO\*) for the event as per all applicable rules.

Name of NF: \_\_\_\_\_

Signature of NF \_\_\_\_\_

Representative: \_\_\_\_\_

Stamp of the NF: \_\_\_\_\_

**2011 MINIMUM ELIGIBILITY REQUIREMENTS FOR ATHLETES AND HORSES**

***This form must be completed and returned with Entry Form for all competitions above 1 star level***

**HORSE Name**..... **FEI Registration No** .....

Minimum Eligibility Requirements as specified under Art 506.2

Type of Event	Level	Name of event	Date	Athlete	Dressage %	XC Time Pen.	XC Jump Pen.	SJ Jumping Pen.	Final Placing

**ATHLETE Name** ..... **FEI Registration No** .....

*(need only be completed if different to Horse qualification above)*

Minimum Eligibility Requirements as specified under Art 506.2

Type Event	Level	Name of event	Date	Horse	Dressage %	XC Time Pen.	XC Jump Pen.	SJ Jumping Pen.	Final Placing

Signature: Athlete  
(Signed) -----

NF  
(Signed) -----

Annex: **Entry Details** (specific to each Event and individual Events may add their own items)

### Recommended Entry Details

- Options:
- Method of Payment
  - Stabling requirements
  - Arrival and departure dates/times
  - Bedding
  - Forage
  - Horsebox electrical connection
  - Accommodation for athletes, grooms, owners
  - Eligibility for special prizes

Contact Telephone Numbers:

- Next of kin
- Groom / Athlete (night time)

### OWNER(S) (As recorded in the FEI Passport)

1. Full Name: \_\_\_\_\_ Mr/Mrs/Miss/\*Company  
Address: \_\_\_\_\_

Country: \_\_\_\_\_ Post/Zip Code: \_\_\_\_\_

Tel No: \_\_\_\_\_ Fax No: \_\_\_\_\_

Mobile No: \_\_\_\_\_ Email Address: \_\_\_\_\_

\*Company contact name: \_\_\_\_\_

2. Full Name: \_\_\_\_\_ Mr/Mrs/Miss/Company  
Address: \_\_\_\_\_

Country: \_\_\_\_\_ Post/Zip Code: \_\_\_\_\_

Tel No: \_\_\_\_\_ Fax No: \_\_\_\_\_

Mobile No: \_\_\_\_\_ Email Address: \_\_\_\_\_

\*Company contact name: \_\_\_\_\_

### HORSE:

Name: \_\_\_\_\_

FEI REG / FEI Pass.No: \_\_\_\_\_ Dam: \_\_\_\_\_

Year of Birth: \_\_\_\_\_ Breed: \_\_\_\_\_

Sex: \_\_\_\_\_ Height: \_\_\_\_\_

Colour: \_\_\_\_\_ Stud Book No: \_\_\_\_\_

Sire: \_\_\_\_\_ Country of Birth: \_\_\_\_\_ :

**COMMENTARY NOTES**

Horse: \_\_\_\_\_

Athlete: \_\_\_\_\_ XC Colours: \_\_\_\_\_

Marital Status: \_\_\_\_\_ Maiden Name: \_\_\_\_\_

Partner's Name \_\_\_\_\_ Occupation: \_\_\_\_\_

Previous Competitor at  
Event: \_\_\_\_\_

Name of Trainer: \_\_\_\_\_

Owner's Details: \_\_\_\_\_

Athlete's Equestrian History, i.e. important past successes:

Horse's Previous Form, e.g Three Day Events (CCI), Championship, CICs etc:

**II. RESULTS FORMS****CCI**Judges / *Juges* :

Technical Delegate / Délégué Technique :

Course Designer / *Chef de Piste* :

Athlete's first name	Athlete's last name	FEI ID Number	NF	Horse's name	FEI Passport or FEI REG NO	Dressage Score	Cross-Country		Jumping		Total
							Jump	Time	Jump	Time	
1 Pippa	Funnell	10000521	GBR	Sally Doc	GBR12345	00.00	00	00.00	00.00	00.00	00.00
2						-	-	-	-	-	-
3						-	-	-	-	-	-
4						-	-	-	-	-	-
5						-	-	-	-	-	-
6						-	-	-	-	-	-
7						-	-	-	-	-	-
8						-	-	-	-	-	-
9						-	-	-	-	-	-
10						-	-	-	-	-	-
11						-	-	-	-	-	-
12						-	-	-	-	-	-
13						-	-	-	-	-	-
14						-	-	-	-	-	-
15						-	-	-	-	-	-

horses started the Dressage / *chevaux ont pris le départ du Dressage*horses completed the Cross / *chevaux ont terminé le Cross*horses completed the event / *chevaux ont terminé le concours***If penalties in Phases A, B & C, please add columns.****Please include all athletes/horses, even those who did not finish the competition.**



**CIC**Judges / *Juges* :Technical Delegate / *Délégué Technique* :Course Designer / *Chef de Piste* :

Athlete's first name	Athlete's last name	FEI ID Number	NF	Horse's name	FEI Passport or FEI REG NO	Dressage	Cross-Country		Jumping		Total
						Score	Jump	Time	Jump	Time	
1 Pippa	Funnell	10000521	GBR	Sally Doc	GBR12345	00.00	00	00.00	00.00	00.00	00.00
2						-	-	-	-	-	-
3						-	-	-	-	-	-
4						-	-	-	-	-	-
5						-	-	-	-	-	-
6						-	-	-	-	-	-
7						-	-	-	-	-	-
8						-	-	-	-	-	-
9						-	-	-	-	-	-
10						-	-	-	-	-	-
11						-	-	-	-	-	-
12						-	-	-	-	-	-
13						-	-	-	-	-	-
14						-	-	-	-	-	-
15						-	-	-	-	-	-

horses started the Dressage / *chevaux ont pris le départ du Dressage*horses completed the Cross / *chevaux ont terminé le Cross*horses completed the event / *chevaux ont terminé le concours***Please include all athletes/horses, even those who did not finish the competition.**

**EVENTING CHAMPIONSHIP  
CHAMPIONNAT DE CONCOURS COMPLET**

**Dates**

**Place**

Judges / *Juges* :

Technical Delegate / *Délégué Technique* :

Course Designer / *Chef de Piste* :

**TEAM CHAMPIONSHIP / CHAMPIONNAT PAR EQUIPE**

	<b>Country</b>	<b>Athlete (first and last name)</b>	<b>Horse</b>	<b>Result</b>	<b>TOTAL</b>
1	XXX	A..... B..... B..... C..... D... E..... F..... G..	Y..... T..... J..... L.....	00.00 00.00 00.00 00.00	<b>00.00</b>
2					
3					
4					

Teams started the championship / *Equipes ont pris le départ*

Teams completed the competition / *Equipes ont terminé*

### III. MCP FORM

#### **ORDER FORM FOR FEI APPROVED SAMPLING KITS**

The MCP is effected in Groups I and II, by Testing Teams of veterinarians and technicians and by Laboratories all directly instructed by the FEI.

At international events outside the MCP area or at those which are covered by the MCP but at which sampling is required when the Testing Teams are not present, the Veterinary Commission/Delegate will operate in accordance with Vet. Regs Chapter VI.

To provide for this eventuality, FEI Approved Sampling Kits should be ordered directly on the form provided, from:

Horseracing Forensic Laboratories (H.F.L) Sport Science  
Dr. Steve Maynard  
Quotient Bioresearch Limited Newmarket Road Fordham  
Cambridgeshire CB7 5WW  
Tel: +44 (0) 1638 724 229  
Fax: +44 (0) 1638 724 221  
Email: [SMaynard@hfl.co.uk](mailto:SMaynard@hfl.co.uk)

**Orders must be received at least two months in advance of the date required.** Any kits ordered, other than by FEI appointed MCP Testing Veterinarians, will be invoiced directly by H.F.L.

NFs are encouraged to stock an adequate number of sampling kits for use by organisers of international events.

**FEI MEDICATION CONTROL PROGRAMME  
EQUIPMENT ORDER FORM**

TO: Horseracing Forensic Laboratories (H.F.L) Sport Science  
Dr. Steve Maynard  
Quotient Bioresearch Limited Newmarket Road Fordham  
Cambridgeshire CB7 5WW  
Tel: +44 (0) 1638 724 229  
Fax: +44 (0) 1638 724 221  
Email: [SMaynard@hfl.co.uk](mailto:SMaynard@hfl.co.uk)

cc: FEDERATION EQUESTRE INTERNATIONALE  
Mrs Dominique Rochat, MCP Coordinator  
Administrator of Medication Control Program  
Avenue Rumine 37  
P.O. Box 157

FAX: 0041 21 310 47 60

**CH-1000 Lausanne 5**

FROM: Name \_\_\_\_\_  
Street \_\_\_\_\_  
City \_\_\_\_\_  
Country \_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_

Please invoice the following order to FEI as above:

**FEI/LAB KITS**

1 kit per horse to be sampled  
(including syringes, needles, etc...)

indicate number required  
.....

Date:..... Signature: .....

**Please allow 28 days for delivery**