

Important Event related Information.

Dear National Federation,
Dear Organising Committee,
Dear FEI Officials,

Please find herewith a copy of the approved Schedule for your upcoming show.

- **FEI General Regulations:**

In accordance with Article 110.1 and 110.2 of the FEI General Regulations, alterations to the Approved Schedule must be submitted to the FEI Dressage Department for consideration and be notified to all invited NFs when approved. No changes can be made to the Approved Schedule within two weeks prior to the start of the show.

- **Results:**

We look forward to receiving the results within two (2) days following the conclusion of the show.

We remind you that OCs not submitting their results to the FEI by this deadline will be invoiced CHF 1'000.00 in addition to the organizing dues amount. (Art 109.6 FEI GRs). Incomplete results will also be subject to the afore mentioned fine.

As you are already aware of, as of the 1st January 2017, it will be compulsory to submit all Dressage results with detailed scores broken down figure by figure and Judge by Judge.

It will be possible to upload these detailed results in a XML format directly to the FEI Database or manually enter these results on a specially designed online dressage results interface. <https://forms.fei.org>

Please refer to <http://howto.fei.org/content/17/78/en/how-to-upload-dressage-and-para-dressage-results-using-fei-forms.html> for any additional information with regard to this results interface.

We strongly encourage the use of XML results and we are pleased to provide you with the XSD documentation and XML examples to help put this new process in place. You can find all necessary information by clicking [here](#).

We also provide a XML structure for all Dressage Tests, you can find an example of a test by clicking [here](#); all Dressage Tests are available in XML format.

Please note, Dressage results will no longer be accepted in Excel format as of 1st January 2017.

If you have any questions regarding this new format of submitting Dressage results or require any IT assistance, please don't hesitate to contact us at: philippe.maynier@fei.org or usersupport@fei.org

- **Officials Reports:**

As appointed as Foreign Judge/Technical Delegate and Chief Steward, your reports must be immediately completed following the conclusion of the show and send to the FEI [within 15 days at the latest](#).

As of 31 July 2018, all injuries sustained by Athletes and FEI Officials must be reported [online](#) by the Foreign Judge/Technical Delegate, as explained on the [FEI's website](#). If you have no injury to report, please open an online report and tick the box "no injury to report".

- **Foreign Athlete and Groom:**

Please be advised that a Foreign Athlete must be appointed for each International Dressage show.

The Foreign Athlete will be designated by the Organising Committee prior to the beginning of the show and his/her identity should be announced before or at the latest during the draw.

A notice to this effect should also be displayed in the show office and in the stables.

The duty of the Foreign Athlete will be to liaise with the Foreign Judge on all matters of technical concern and to fill in the Foreign Athlete report and return it to us.

A new **Groom** report is now also available and need to be filled in by the Groom of the Foreign Athlete (or another designated groom), in order to provide the FEI an overall view of the organisation and running of the show.

[New templates effective from 01/01/2022.](#)

For future use and reference, all reports templates may be found on the FEI website [here](#)

- **Shadow Judging (SJ), for Sit-In and Tutoring**

The Education Group and the FEI Dressage department have updated the guidelines and forms for Shadow Judging and Sit-ins.

- The new, revised list of Mentor Judges (pr 01/05/2020)
- Guidelines for Dressage Sit-In and NEW Assessment form (updated 22/04/2020)
- Guidelines for Shadow Judging and NEW Assessment form (updated 22/04/2020)

These documents can be found here: <https://inside.fei.org/fei/your-role/officials/dressage/education-system>

- **FEI Freestyle System (DoD) Appliance Guidelines:**

As of 1 January 2018, you can choose to use the FEI Freestyle System for your Grand Prix level competition. It is the intention of the FEI to use this system at Championships as well, from 2019 and onwards.

Athletes are required to login, using their own credentials, to <http://dressagefreestyle.fei.org> to create or assign their Grand Prix Freestyle floorplan.

You/your IT provider can retrieve those floorplans to print the individual score sheets and display them in mark input applications. Judges will then score athletes movement by movement like in standard tests.

Benefits from the FEI Freestyle System are that the degree of difficulty mark is automatically determined based on the planned difficulties and the success of the execution. Furthermore, the preliminary result can be announced up to 50 seconds earlier which stimulates audience engagement, and running scores can be shown on in-field displays and on stream which is a highly interesting feature for the spectators.

The FEI Freestyle System can currently be operated by the IT Providers Longines Timing (direct integration), Equipe and SCG. These IT Providers supply the required software as well as the necessary hardware. Black Horse One, developer of the FEI Floorplan Creator platform and the mark input solution currently used by the former IT Providers in the FEI World Cup™ in the Western European League and Final, is able to provide the software directly, if none of the formerly mentioned providers are on site. Black Horse One will in this case send educated experts to operate the software. Input hardware can be requested.

The FEI Freestyle System requires well-schooled Scribes. Their task, in using this system, goes beyond the ordinary. Scribes need to announce certain combinations of movements indicated on the score sheets to their judges. A short introduction (available through your IT provider or online through Black Horse One) beforehand is indispensable if the scribe has no experience with the FEI Freestyle System.

Necessary tasks on your side (may be done by your IT Provider):

1. Indicate that you will be using the DoD Freestyle System at your event in the relevant section of the approved schedule.
2. Ask your IT provider - additional costs might apply.
3. Inform athletes about the deadline of the floorplan submission (also stated in the approved schedule).
4. Inform Judges and Scribes.
5. Print the individual floorplans before the Freestyle test for all Judges/Scribes.
6. Send the results to the FEI in the usual Freestyle format.

- **Crisis Management Plan:**

This document is available for all Organising Committees: [here](#)

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