



Event Schedule Checklist – National Schedules

Please make sure you have checked the following before submitting your event schedule for approval;

- An Event Schedule for all Events must be approved by ESNZ Eventing not less than 8 weeks prior to the Event commencing and made available, following approval, by the relevant OC at least four weeks prior to the Event commencing. Any changes to the Event Schedule must be notified to ESNZ Eventing, all competitors and officials as soon as possible.

Your event schedule should include;

- Statement that the Event is held under ESNZ Eventing Rules, or where applicable, FEI Eventing Rules.
- Place and date of event.
- Classes to be held
- Name and address of Event Secretary.
- Approximate timetable of classes and tests.
- Dressage Test, entry fee and prizes for each class.
- Closing date and conditions of entry.
- Cross Country information including the time at which the course will be open for inspection or the time of the Athletes' briefing and who the course designers are for each level.
- Method of notification of draw or start times.
- Administrative arrangements such as stabling, accommodation.
- Whether dogs are permitted on grounds.
- Whether presentation is mounted.
- Whether a waiting list is held.
- Print in full Article 610 - Disclaimer of Liability.
- Reference only to Article 611 - Reservation of Right.
- This event is part of ESNZ Eventing National Series Competitions.
- A clear policy for refunds.
- The Course Designers and Technical Delegates for the classes
- The name of the Area Rider Representative
- Please ensure you have included reference to the correct ESNZ/ESNZ Eventing Membership/Registration fees.
<https://www.nzequestrian.org.nz/esnz/membershipregistration/esnz-membership-forms-and-policies/>
- Please ensure you have included reference to MER/Qualification information; article 633 – Minimum eligibility requirements for national classes; or
<https://www.nzequestrian.org.nz/wp-content/uploads/NEW-ZEALAND-EVENTING-MER-REQUIREMENTS-updated-January-2019.pdf> for FEI classes.

At the time you submit your event schedule for approval, the list of appointed officials is also required along with perceived/potential conflicts of interest.



Equestrian Sports New Zealand

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EVENTING

FEI Events

Calendar and Fees

ESNZ Eventing is required to load the FEI Event Calendar dates, for the next calendar year, into the FEI calendar by 1 October.

Your OC will be contacted by ESNZ Eventing requesting your FEI calendar date, please respond as promptly as possible.

Refer FEI General Regulations – Article 112 -Official Calendar.

Schedules

Draft Schedules for ALL FEI Events must be submitted to the FEI at the latest ten (10) weeks prior to the Event for 4* events, at least eight (8) weeks prior to the Event for 3* and below.

Draft schedules are to be completed via the FEI schedules platform

<https://schedules.fei.org/dashboard>

Each OC has been allocated a Schedule Administrator – this is the event secretary that usually completes the schedule.

When ready the draft schedule is to be submitted for review by the NF (electronically) and will then be submitted to the FEI for sign off. Any queries or concerns will be dealt with via email, phone or through the schedule platform.

If you have any questions regarding your FEI schedule please contact eventing@nzequestrian.org.nz

Prize Money

505.3.1 Distribution

The amount of prize-money must be distributed as per the breakdown shown for each Competition in the schedule.

Organising Committees must state the details of the distribution of prizemoney in the Event schedule. Organising Committees may include two prizemoney distribution options in the schedule to enable the amount and number of prizes to be adjusted to the definite number of starters.

The minimum number of prizes offered for each Competition must be allocated on the basis of one prize for every commenced four Athletes (Dressage starters), with a minimum of five prizes.

If less than five Athletes complete the Competition, the minimum number of prizes to be distributed shall be amended to equal the number of Athletes completing.



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The value of the first prize for individuals, either in cash or in kind easily convertible into cash, may never exceed one third of the total value of the prize money and prizes convertible into cash offered for the Competition.

Results

Organisers are reminded of the FEI requirements for submission of results – please refer to the rule article below.

Article 109.6 – FEI General Regulations

OCs of International 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 for all Disciplines managed by an online entry system and five (5) days for all other Disciplines, unless otherwise specified for qualification and ranking reasons as communicated by the FEI. Any result must be provided to the FEI in a format specified by the FEI in the approved schedule. In addition, upon FEI's request any live data feed must be provided to the FEI free of charge. Failure from OCs of International Events to provide the FEI with the appropriate result(s) and/or live data feed 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.

Organisers using the Equestrian Entries Software can produce results in the format required by the FEI through the following steps;

- Click on – Post Event Tasks
- Click on – Export Results for FEI
- Select Class – Return with Selection
- Name File, Save, Email to eventing@nzequestrian.org.nz

Please ensure that prize money has been allocated as per your FEI Schedule and is loaded into the results spreadsheet – column R 'amount', column S 'currency' (NZD).

FEES

Fees are set annually by the FEI.

ESNZ Eventing will cover the cost of the FEI Calendar Fee for every approved FEI event in New Zealand (500CHF).

ESNZ Eventing will on charge to the Organiser;

- The Organising Dues (500CHF) – this will be invoiced upon receipt of the invoice from the FEI
- The Technical Delegate Contribution (1500 CHF) – this will be invoiced upon receipt of the invoice from the FEI. The Technical Delegate contribution is paid directly to the TD by the FEI for all events at 4* Level or above.



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