

# FEI Endurance Event Materials Check List

This checklist is a list of recommended materials and accommodations. This list is not intended to supersede any USEF or FEI rules and is not an exhaustive list but instead an overview of general materials and accommodations found at FEI Endurance competitions in the U.S.

## **Documents to be sent to athletes before the event**

- FEI Schedule
- Course (loops) Maps (include crew points if applicable)
- Base Camp Map
- Campground Map

## **Secretary/Check-in Materials**

- Any additional non-USEF entry blanks or forms
  - Some may be completed prior to the event rather than in-person
  - These forms may be used to capture information such as the below examples:
    - Non-USEF identification (if the event is running concurrently)
    - Rider contact information
    - Campground information/requirements
    - Meal requirements
    - Crew information
    - Horse Health Requirements
- USEF State specific [Waiver and Release of Liability](#)
- [Federation Entry Agreement](#)
- Mechanism for collecting event fee(s) (if not online prior to event). Athlete welcome packet and competition items should not be distributed until full payment is made.

## **Event Materials**

- Timing Equipment
  - 2-3 watches to display the official time
  - 3-4 large display atomic clocks with seconds are highly recommended for display at arrival, departure, and pulse stations (1 extra clock as a back-up)
    - Batteries for the clocks
    - Ensure each clock is correctly calibrated and all are aligned
  - Timing Sheets (ensure all timers are updated on how to correctly complete these sheets)
- Scale
  - Recommended to use a digital scale that displays pounds as well as kilograms
  - A piece of plywood or similar support element to balance the scale
    - It is highly recommended that the scale and support element stay in the same spot from first use until the last for the entirety of the competition.
- Markers for horse identification

- Recommendation to have both light and dark colors to ensure the identification will be visible for a variety of coat colors.
- Closed Box for passports which must be stored in a safe location during the event
- Board to post:
  - Copies of the loops (see art. 817.2.2 for FEI Endurance rules on map scale)
  - Copies of emergency contacts (include name, phone number, directions to emergency hospital for humans and emergency (surgical clinic) for equines)
  - Copies of [Safe Sport Posters](#)
- FEI Athlete and crew Bibs/Pinnies
- Identification for all officials
- Materials (chalk with dispenser) to mark Vet Lanes, pulse line, and departure/arrival/finish lines
- Measure Tape for Vet Lanes (required length is 40 meters)
- Tent(s) with spikes to secure to the ground (for officials, timers, check-in station, etc.)
- Appropriate number of tables and chairs for officials, timers, and volunteers
- Pens/Pencils, file folders, envelopes, plastic folders, clipboards, etc.
  - Recommendation to stock more of these materials than you think you will need
  - If you have waterproof paper, ensure the pens you purchase can write on waterproof paper
- Awards
  - A completion award for each combination who successfully completes is required as per art. 857.2 within the FEI Endurance rules.
- Garbage bags
- Ensure Treatment Vet has all the applicable items needed at an Endurance event (fluids, screen or sheet for emergency privacy, medications, etc.)
  - OC should provide privacy screen(s) or sheet(s) if possible

### **Documents**

- Vet Cards
  - Recommendation to use card stock weight and/or waterproof paper
- Timecards
  - Format will depend on timing system being used
- Voting Slips
  - Include lines for Date, Vet Gate, Horse Number, Pass/Fail (to be circled)
- Copy of FEI Master lists for weighing
- Copy of FEI Master lists for tack inspection
- Copy of FEI Master lists for passports collection (In and Out)
- Stall Cards that display the horse's name, athlete's name, division being competed in, phone number of person responsible.
- [FEI Best Condition Form](#)
  - If running an AERC event concurrently, please note that the FEI permits the AERC BC form to be used, but AERC will only accept their form.

### **Base/Campground Accommodations**

- Clearly identifiable/accessible area for stabling/enclosures for FEI horses (recommended for all FEI divisions but required for CEI2\* and CEI3\* divisions) (for biosecurity requirements)
  - This area must be surrounded by a safety perimeter/barrier fencing
- Pre-established and clearly identifiable areas for the treatment area (minimum 2 stalls), isolation area, and Medication Control Program (MCP). Accessibility to electricity for the treatment area and MCP are highly recommended. If on grass, rubber mats for the MCP.
- Isolated stall for drug testing
  - This area must be separate from Isolation and Treatment areas to avoid any cross-contamination.
- Pre-established and set up areas for Vet Lanes, cooling/recover area, and hold area. Any needed stakes/posts and fencing/rope should be set-up prior to horse arrivals.
- Have markers/dividers/cones to distinguish between the different Vet Trot Lanes.
- Marked Departure, arrival, and finish lines
- Water troughs and hoses (locations of water access at base camp must be communicated to the athletes/crew in their rider packets upon arrival)
- Buckets (if none are being provided, communicate with athletes that they need to provide their own)
- Emergency horse transport (trailer hooked to truck, designated driver on call on grounds)

### **Course/Loop Accommodations**

- Water access/troughs (at least every 10 km)
- Trail markers
- Loops must be a minimum of 20km and a maximum of 40km as per art. 814.4.2 within the FEI Endurance rules
- Distance marker every 10km
- LED Lights, Glow sticks, or similar noticeably lit items for night markers
- Crew Points identification (if applicable) (at least 5 km between crew points)