



## British Eventing Fixtures Protocol

1. **Introduction.** These protocols have been produced to provide a clear explanation of the steps that the Fixtures Team, the Sport Committee and the Board intend to follow relating to matters involving the fixtures and the best interest of British Eventing. It embodies many of the previous guidelines with additions and amendments to reflect the current growth of the sport. In general the Fixtures Protocol must reflect the needs of the Membership as interpreted by British Eventing.
2. **Fixture Lists.** Fixture Lists will be produced for the following year and provisionally for the year after. Under normal circumstances the aim will be to produce the Fixture Lists by the end of July for the following year and the end of November for the year after. All existing events will be allocated an equivalent date for the following year, taking into account the movement of such variables as Easter and the positioning of FEI and Championship events in relation to other events. Regional Finals and Series Qualifiers will be allocated to suitable events running at the relevant time and situated in the appropriate area. At the beginning of the fixtures process the Performance Manager will advise the Fixtures Team and the Sport Committee in relation to the proposed programme of CCI/CIC events, in conjunction with the suggested calendar of National Classes. Priority may be given to higher level classes if it is in the best interests of the Sport.
3. **Consultation.** During the fixtures process it will be necessary to communicate the proposed Fixtures list to ensure that Organisers are consulted with regard to the positioning of all events in the calendar. The Consultation process will include the following:-
  - a. Publication of a draft fixtures list through official British Eventing mailings.
  - b. Publication of the fixtures list on the British Eventing website.
  - c. If required individual communications from the Regional Director and/or the BEOA representative from the Region.
4. **Fixtures Protocols.** The Protocols will provide the procedures to enable the decision making process. The Protocols will be adhered to by all representatives of British Eventing. The Protocols will be used in the following instances:
  - a. Existing events requesting a change of date, extension to the duration of their event or to change the composition of their schedule (ie: addition of a new class).
  - b. The introduction of a new event.
  - c. Additional days being requested by an individual event (or British Eventing) **AFTER** the calendar has been confirmed.
5. **Assessment of Requests.** When a request is made to a Regional Director decisions will be judged against the key criteria of Event Viability, Value to the Membership and Opportunities to Compete. The framework for the assessment of requests for all protocols will be as follows:

- a. The Fixtures Team will consider each individual request against predicted demand. The Fixtures Team will analyse the levels of entries, balloting and available statistics of those events over previous years (where applicable).
- b. **Intro, Pre-Novice and Novice One Day Event Competitions**  
The anticipated effect of each individual request on all relevant events holding classes of a similar level, within seven days of the first and last day of cross country of the event for which the request is being considered, and for each event that lies within a **minimum** of 75 miles travel by road (travel distances will be calculated using of Microsoft Auto-route software). The impact of Intermediate and Advanced requests will be considered on a National basis. Appropriate consultation will be made at this stage.
- c. The Fixtures Team will consider all of the available information prior to making a decision regarding each request. Once a decision has been made the individual events involved will be informed in writing. A written record of all decisions made by the Fixtures Team will be held at Stoneleigh and made available on request to British Eventing Members. The framework for the assessment of requests will be applied in the case of all requests.
- d. The Decision of the Sport Committee in conjunction with the Chief Executive will be considered to be final. Appeals or objections will be dealt with at the discretion of the Chief Executive.

6. **The Sport Committee and Fixtures Team.** The Fixtures Team will maintain accurate Fixtures Documents, and widely publish those documents in varying formats to agreed deadlines. In conjunction with the Sport Committee, the Fixtures Team will operate fairly and equitably in all cases and, as far as is reasonably possible, act in the best interests of the Members of British Eventing. All members of the Fixtures Team will declare to the Chief Executive where a possible conflict of interest may arise in their dealings with a fixtures matter or matters, or where any personal interest may exist.

7. **Conclusion.** The Fixture Protocols are working documents that will evolve as the sport develops. British Eventing will validate the Protocols at the end of each season to ensure that they meet the requirements of the membership. The issuing of a new Fixtures Protocol extinguishes and supersedes all other previously published Fixtures Protocol, agreement or understanding, whether set out in writing or not.

## **Annexes**

- Annex A: Protocol for Requests from Existing Events.  
 Annex B: Protocol for the Introduction of New Events.  
 Annex C: Protocol for Inclusion of an Additional Day After Confirmation of the Calendar.  
 Annex D: Criteria for selection of events permitted to run International Classes

**PROTOCOL FOR REQUESTS FROM EXISTING EVENTS**

The Fixtures Team will assume that there are no changes required by an event unless a **written** request has been communicated to the relevant Regional Director. However, if alterations are required then the following steps will be followed:

1. The Event Organiser contacts the Regional Director **in writing** outlining the request.



2. The Fixtures Team follow the framework for the assessment of requests.



3. The Regional Director concerned will contact the Organiser to inform them of the decisions made by the Fixtures Team.



4. Any resultant decision is translated to the next draft of the Fixtures List

As part of the consultation process.

**IF AT ANY TIME THE EVENT FORESEES PROBLEMS WITH THEIR CURRENT DATE OR WISHES TO MAKE ANY CHANGES WHATSOEVER THEY MUST LIAISE WITH THEIR REGIONAL DIRECTOR AT THE EARLIEST POSSIBLE MOMENT WHO WILL CIRCULATE THEIR REQUEST TO THE FIXTURES TEAM.**

PROTOCOL FOR THE INTRODUCTION OF NEW EVENTS

Once a site has been confirmed as suitable to host an event, the Fixtures Team will allocate a provisional date(s). Where the event has a new and inexperienced organising team it will not be permitted to run above Novice classes in the first year unless under exceptional circumstances. In the interests of the membership, the Sport Committee reserves the right to introduce a new venue into the Fixtures calendar having thoroughly considered the skills of the organiser(s), the location and its influence on the calendar. In assessing a date for the new event the following steps will be followed:

1. The Fixtures Team follow the framework for the assessment of requests.



2. The Regional Director concerned will contact the Organiser to inform them of the decisions made by the Fixtures Team.



3. Any resultant decision is translated to the next draft of the Fixtures List

As part of the consultation process.

**PROTOCOL FOR INCLUSION OF AN ADDITIONAL DAY AFTER CONFIRMATION OF THE CALENDAR**

This Protocol will be used to react to situations that arise within the season.

The request for Additional Days will be generated as a result of one of two sets of circumstances and through one of two sources;

- Event requesting to run additional days as a result of high entries.
- BE recognising an unsatisfied demand requirement within in a specific period (resultant of cancellations or an emerging pattern of high ballot numbers).

The circumstances that will generate the need for additional days will have a high degree of urgency. Therefore, British Eventing will aim to complete the process within 72 hours of receiving the initial request.

**ADDITIONAL DAYS REQUESTED BY AN EVENT**

Where an event is receiving a level of entries that indicates they will have to ballot a significant number of competitors, sufficient to warrant extending the event by a day or major part of a day the following steps will be followed:

1. Event indicates a high level of entries being received and request to run an additional cross country day.



2. Regional Director confirms with the Event has sufficient resources to put on an extra day.



3. British Eventing consults with events seven days either side in adjacent regions of that event to establish the current level of their entries.



4. Regional Directors review situation with all events at their Ballot date.



5. Regional Directors confirm with the Event that an extra day is to be added.



6. British Eventing notify Organisers and Membership via Website and Hotline.

#### **ADDITIONAL DAYS REQUESTED BY BE.**

The driving force for BE requesting an event to run an additional day will be the emergence of a pattern of balloting or instances of event cancellations. Under these circumstances B E may wish to act to ensure the membership is being offered sufficient opportunities to compete over and above those originally planned.

In these circumstances British Eventing will contact events that may be able to include an additional day of competition, at the required level. Once a suitable event has been identified the process will follow steps 2 – 6 above.

## CRITERIA FOR SELECTION OF EVENTS PERMITTED TO RUN INTERNATIONAL CLASSES

The aim is to define what criteria the sport wishes to use to ensure a minimum acceptable standard for a site and event to be awarded International Classes.

Drawing on discussions and input from the working group it is recommended that the following guidelines be considered when applications for International Fixtures are invited by British Eventing.

1. International Classes should be a logical stepping stone within the education of both horse and rider.
2. The timing within the calendar is driven in many cases towards achieving qualifications. The most likely pattern of qualification being sought is 5 – 7 weeks ahead of CCI competition.
3. With the ever changing nature of FEI qualifications for both horse and rider it is essential that British Eventing maintain a flexible approach to the level and positioning of international classes within the fixtures list.
4. The Sport Committee will undertake consultation with the Performance manager to ensure that the spreads of International classes meets the demand of the membership.
5. The inclusion of International Events in the fixtures calendar will be assessed and given priority according to their relative importance to the sport.

### **Criteria**

#### **Organisation**

1. Organisers should see the International class or classes as the centre piece of the event. Preference will be given to those events which are dedicated International Events or demonstrate a greater emphasis towards the International element.
2. Organisers can demonstrate a business plan to reflect
  - Additional costs of running under FEI rules (i.e. Ground Jury, Veterinary and Medical etc.).
  - Additional costs of prize money.
  - Marketing and Sponsorship activity to reflect International status.
  - A 3 year programme of commitment to International competition.
3. CIC classes remain as individual sections and are not scrambled with other classes.
4. There has to be confidence that an International class will attract at sufficient entries to ensure it's financial viability.
5. The classes carry the word International in their title to aid with marketing the event, particularly to the general public.
6. Prize money adds weight to the differentiation from National classes. A weighting of 175% of National Upper prize money limit is recommended as a minimum.
7. The Organising Team being granted International classes will have previously established their credentials within the sport.

#### **Site**

1. There is a need for 'atmosphere' at the event and the site should have a focal point around which to build the event.
2. Where required the event has sufficient area to enable secure stabling in accordance with FEI Rules.
3. The Dressage arena must be flat, dressed to reflect an International standing and carry spectator amenities for the general public to watch close by the arena and add to the atmosphere.

4. The Show Jumping arena must be flat, dressed to reflect an International standing and carry spectator amenities for the general public to watch close by the arena and add to the atmosphere.  
*It is recommended that the arenas for 3 & 4 are the same arena, subject to timetabling.*
5. The Show Jumping Courses to be built to optimum height and technical difficulty using equipment which must reflect an International standing.
6. Ground conditions must reflect the prestige of the competition and its part in preparation for competition at higher levels.
7. Cross Country Courses should consist of obstacles of dimensions and technical difficulty that reflect the International standing of the competition.

### **Assessment of Applications**

The following process will be used for the assessment of applications for International classes.

Invitations to tender for International classes will be issued by British Eventing.

Once tenders have been received, when required British Eventing will nominate a panel of three to assess the proposed site.

A specific 'scorecard' with weighting will be compiled and used across all events. This will be designed as a narrative document with discreet numeric scoring to aid comparison in the selection process.

Decision will be communicated as soon as practicable, feedback will be provided to the applicant by the relevant Regional Director.