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| **Event** |
| Event title  |       |
| Event Category |       |
| Date |       |
| Location |       |
| Event Organiser |       |

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| **Chief Steward**  |
| Name  |       |
| Address |       |
| Email Address |       |
| Mobile phone no.  |       |

**IMPORTANT - INTRODUCTION – REPORTING FORMAT**

The purpose of this report is to give the FEI an overall view of the organisation and running of the Event. The report must be completed by the Chief Steward immediately following the Event and should be forwarded to the FEI secretariat within 15 days of the Event, at the latest.

Thank you for taking the time to fill in this report as accurately and completely as possible.

\* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \*

**The following annexes must also be returned to the FEI together with the report:**

1. Yellow warning cards, Incorrect Behaviour cards, protests, appeal
2. Pictures

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| 1. **Steward**
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|  |  |  |
| 1.1 | Stable Manager |       |
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|  |  |
| 1.2 | Members |       |
|  |  |       |
|  |  |       |
|  |  |       |
|  |  | **Low** | **Good** | **High** |
| 1.3 | The ratio between participants and Officials  | [ ]  | [ ]  | [ ]  |
| 1.4 | Overall performance of the Stewards | [ ]  | [ ]  | [ ]  |
| 1.5 | Punctuality | [ ]  | [ ]  | [ ]  |
| 1.6 | Any conflict of interest:  |       |
| 1.7 | Comments (if any): |       |

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| 1. **General**
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|  |  | **Yes**  | **No**  |
| 2.1 | Were you a member of the Organising Committee? | [ ]  | [ ]  |
| 2.2 | Did you have sufficient contact with the OC? | [ ]  | [ ]  |
| 2.3 | Was there a good communication system between you and the OC Show office, Ground Jury, Veterinarian, Technical Delegate? Please describe system used:       | [ ]  | [ ]  |

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| 1. **Stable**
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|  |  | **Yes** | **No** |
| --- | --- | --- | --- |
| 3.1 | Was there an adequate fence surrounding the stable area? If not, please describe what was used :      | [ ]  | [ ]  |
| 3.2 | Were the stables satisfactory? If no, explain separately | [ ]  | [ ]  |
| 3.3 | Were the stables well ventilated? | [ ]  | [ ]  |
| 3.4 | Were there sufficient emergency exits? | [ ]  | [ ]  |
| 3.5 | Were there NON-SMOKING signs and effective controls? | [ ]  | [ ]  |
|  | - What kind of fire precautions were there?      |  |  |
| 3.6 |

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|       |

How many permanent boxes?  |  |
|

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|       |

How many temporary boxes ?  |  |
| 3.7 | Was a provisional list of allocated stables drawn up by the OC? | [ ]  | [ ]  |
| 3.8 | Was there a proper control of entry into the security area? | [ ]  | [ ]  |
| 3.9 | Was there additional proper control of entry into the stable area ?  | [ ]  | [ ]  |
| 3.10 | Was there a 24 hr security system? | [ ]  | [ ]  |
|  | Provided by whom?  |       |  |  |
| 3.11 | Were the following officials available for 24 hr duty? |  |  |
|  | - Treating Vet | [ ]  | [ ]  |
|  | - Red Cross - Doctor | [ ]  | [ ]  |
|  | - FEI Stewards | [ ]  | [ ]  |
| 3.12 | Were random controls organised during the day? | [ ]  | [ ]  |
|  |  At night? | [ ]  | [ ]  |
| 3.13 | Who was in charge of "stable stewarding" |  |  |
|  |  - Special stewards? | [ ]  | [ ]  |
|  |  - Practice arena stewards (in rotation)? | [ ]  | [ ]  |
| 3.14 | Was there a list drawn-up of visitors during the night? | [ ]  | [ ]  |
| 3.15 | Was a "horse-watch" service organised? | [ ]  | [ ]  |
| 3.16 | Were there isolated boxes for MCP? | [ ]  | [ ]  |
|  | Were there adequate facilities provided for MCP Control? | [ ]  | [ ]  |
| 3.17 | Have you any special remarks or suggestions regarding stables*:* | [ ]  | [ ]  |
|  |       |  |  |
|  |       |  |  |

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| 1. **Practice Area(s)**
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|  |  | **Yes** | **No** |
| --- | --- | --- | --- |
| 4.1 | Was there more than one area used for schooling? | [ ]  | [ ]  |
|  | - Which special practice areas were there? (driving, riding, lunging...)  |       |
| 4.2 | Was the footing adequate? | [ ]  | [ ]  |
|  | Type of footing used |       |
| 4.3 | Were the obstacles adequate in the training area(s)? | [ ]  | [ ]  |
| 4.4 | Was there a lunging place? | [ ]  | [ ]  |
| 4.5 | Was there a grazing area? | [ ]  | [ ]  |
| 4.6 | Was the main arena used for schooling? | [ ]  | [ ]  |
| 4.7 | Were there directions and timetables established for use of the practice arena? | [ ]  | [ ]  |
| 4.8 | Did you establish a timetable for rotation of stewards? | [ ]  | [ ]  |
| 4.9 | Were there any precautions organised for emergency? (Doctor, transport facilities, box ambulance, screen, etc) | [ ]  | [ ]  |
| 4.10 | Describe route and controls from stables to practice arena and main arena? |  |  |
|  |       |  |  |
|  |       |  |  |
| 4.11 | Have you any special remarks or suggestions regarding Practice Arena(s): | [ ]  | [ ]  |
|  |       |  |  |
|  |       |  |  |

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| 1. **Veterinary Matters**
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|  | **Yes** | **No** |
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| 5.1 | Was the area for the horse inspection suitable for presentation of the horses (flat, firm, non-slippery surface)? | [ ]  | [ ]  |
| 5.2 | Was the footing suitable for this inspection? | [ ]  | [ ]  |
|  | Type of footing used:      |  |  |
| 5.3 | Was the organisation of the horse inspection adequate? | [ ]  | [ ]  |

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| 1. **Competitors**
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| 6.1 | Did you give written general information to competitors, Chefs d'Equipe? (Please attach a copy) | [ ]  | [ ]  |
| --- | --- | --- | --- |
| 6.2 | Did you have to report any incidents to the Ground Jury? If yes, please attach a copy. | [ ]  | [ ]  |
| 6.3 | Did you have to lodge any complaints? If yes, please give details. | [ ]  | [ ]  |
| 6.4 | Did you have to give any yellow warning cards? If yes, please give details and attach the yellow warning card slip.       | [ ]  | [ ]  |
| 6.5 | Were FEI Regulations relating to use of logos respected by riders/drivers. If not give details and riders/drivers names.      | [ ]  | [ ]  |

**Use of sponsor logo by riders and drivers**

The Chief Steward is responsible for ensuring that before allowing riders/drivers to compete the sponsor logos are within the limitations laid down in FEI General Regulations. Riders/Drivers not complying with the General Regulations will be reported to the Ground Jury and will not be permitted to compete until the use of the sponsor logo is in compliance with this article.

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| 1. **Unusual incidents, irregularities, suggestions**
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| 1. **Follow-up and improvements**
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| Does further *follow-up action* have to be taken with the Event Organiser? | [ ]  Yes | [ ]  No |
| If yes: Please briefly describe the issue(s) to be followed up(refer to the relevant section in the report for details)      |
| Do you have any additional recommendations for *future improvements* to the event? | [ ]  Yes | [ ]  No |
| If yes: Please give a short description of areas for improvements and how they could be achieved.      |

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| 1. **COVID-19 Risk Mitigation Plan**
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| **Feedback in relation with the implementation of the OC’s Covid-19 risk mitigation plan:** [ ]  No issue to report [ ]  Some issues to report *Please specify:*     [ ] No Covid-19 risk mitigation measures applied on site *(please use the box below for details):*     [ ]  Any suggestions or comments with regards to Covid-19 risk mitigation :      |

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| 1. **Annexes**
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| [ ]  | Yellow warning cards |
| --- | --- |
| [ ]  | Incidents |
| [ ]  | Other, specify  |       |

**SIGNATURE:**       **DATE:**

**Return to FEI**

 **Driving & Endurance Department**

 **HM King Hussein I Building**

 **Chemin de la Joliette 8**

 **CH-1006 Lausanne**

 **Email:** **Aude.Barby@fei.org**

 **Fax: +41 21 310 47 60**

**PLEASE SUBMIT THE REPORT VIA EMAIL to facilitate the administration and to protect the environment.**