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

|  |
| --- |
| **Technical Delegate**  |
| 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 Technical Delegate 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.

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

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| 1. **Officials – please confirm the names of Officials:**
 |

|  |  |  |
| --- | --- | --- |
| **Function** | **FEI ID** | **Name** |
| Ground Jury President |  |  |
| Member |  |  |
| Member |  |  |
| Member |  |  |
| Member |  |  |
| Foreign Judge |  |  |
| Technical Delegate |  |  |
| Assistant Technical Delegate |  |  |
| Course Designer |  |  |
| Assistant Course Designer |  |  |
| Chief Steward |  |  |
| President Of The Veterinary Commission |  |  |
| Veterinary Delegate |  |  |
| Foreign Veterinary Delegate |  |  |

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| 1. **Organisation**
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To be completed by the TD & President of GJ. Please rate the following areas of organisation and provide as much details as possible, particularly concerning areas in need of improvement. Attach additional page(s) if more space and further comments are required. Please include confidential remarks on separate page(s).

Please provide an evaluation for each category on a scale of 1 to 5

(1=Unsatisfactory / 2=Must Improve / 3=Needs Some Improvement / 4=Successful / 5=Excellent)

|  |  |  |  |
| --- | --- | --- | --- |
| Area | Directives | Scale 1 to 5 | Comments on aspects that need improving |
| **Horse Inspections**  | Ground, collecting & holding areas, officials, documents |  |  |
| **General** | Event Layout and Event Preparations |  |  |
| **Event Office** | Personnel, facility, competitor/public info, Timetabling |  |  |
| **Scoring** | Personnel, production of results, public score boards |  |  |
| **Communications& Control** | Daily communications |  |  |
| **Stabling** | Stable boxes, wash areas, services, office, security |  |  |
| **Medical Services** | Daily services, emergency response |  |  |
| **Veterinary Services** | Daily services, emergency response |  |  |
| **Training & Exercising** | General exercise, warm up areas |  |  |
| **Press** | Press & media centre, press officer |  |  |
| **Public** | Traffic, parking, facilities, attractions, announcing, programme, information, catering |  |  |

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| Did the programme conform to the Schedule?  | [ ]  | [ ]  |
| Please specify any changes |
| Would you suggest any improvements to the programme or schedule? If yes, please note under point 10. | [ ]  | [ ]  |
| **Prize Money** Please indicate the total amount of prize money distributed:  |  |  |
| **Attendance** Please indicate the number of spectators:

|  |  |
| --- | --- |
| Dressage Day |  |
| Marathon Day |  |
| Obstacle Day |  |

 |  |  |
| **Press/Media Coverage:**TV coverage: Broadcaster(s): Duration: minNumber of journalists present: (Please indicate the type and number of journalists in attendance) |  |  |

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| 1. **Accommodation**
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| **Accommodation**  |
| Was it adequate for the:  |  |  |
|  | **Yes** | **No** |
| Officials | [ ]  | [ ]  |
| Chef d’Equipe | [ ]  | [ ]  |
| Competitors | [ ]  | [ ]  |
| Grooms  | [ ]  | [ ]  |
| Were sufficient showers and toilets with hot and cold water provided for the grooms? | [ ]  | [ ]  |
| Were meals offered to competitors and grooms? | [ ]  | [ ]  |
| Please give details of accommodation offered |  |  |
|       |

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| 1. **Running of the competition**
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|  |  |  |  |
| --- | --- | --- | --- |
|  | **Participation athletes & Horses** | **Yes** | **No** |
|  | Did the number of participants correspond to the Definite Entries received? | [ ]  | [ ]  |
|  | Withdrawals: Were athletes withdrawn with a valid excuse? | [ ]  | [ ]  |
|  | Horse stabling: Were all Horses stabled on site? | [ ]  | [ ]  |
|  | Declaration of Starters – was this carried according to the Rules? | [ ]  | [ ]  |
|  | *If you answered no to any of the above, please comment below providing details and reasons to enable FEI to follow-up the issue*

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| **Comments**  |

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| 1. **Dressage**
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| --- | --- | --- |
|  | **Yes** | **No** |
| Was the Dressage Test judged according to the Rules | [ ]  | [ ]  |
| Were the dimensions of the Dressage arena according to the Rules? | [ ]  | [ ]  |
| Was the quality of the footing satisfactory? | [ ]  | [ ]  |
| *If you answered no to any of the above, please comment below providing details and reasons to enable FEI to follow-up the issue* |  |  |

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| **Comments** |

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| 1. **Marathon**
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|  |  |  |
| --- | --- | --- |
|  | **Score 1 to 5** **(1=Unsatisfactory / 2=Must Improve / 3=Needs Some Improvement / 4=Good / 5=Excellent)** | **Number** |
| Marathon Sections |       |       |
| Marathon Obstacles  |       |       |
|  | **Yes** | **No** |
| Were the courses and tracks satisfactory  | [ ]  | [ ]  |
| Was the footing satisfactory  | [ ]  | [ ]  |
| Were the dimensions and lay out of the course according to the Rules? | [ ]  | [ ]  |
| **Obstacles in Section B** |
| Briefly describe: quality, variety, reserve material, natural obstacles, etc.      |
| *If you answered no to any of the above, please comment below providing details and reasons to enable FEI to follow-up the issue***Comments** |

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| 1. **Cones**
 |

|  |  |
| --- | --- |
|  | **Score 1 to 5** **(1=Unsatisfactory / 2=Must Improve / 3=Needs Some Improvement / 4=Good / 5=Excellent)** |
| Cones Arena  |       |  |
|  |  |  |
|  | **Yes** | **No** |
| Was the time allowed changed?If yes, please describe:       | [ ]  | [ ]  |
| How many percentage of the Athletes drove the course within the time allowed?      |
| **Comments**       |  |  |

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| 1. **Sanctions, Warning, Yellow Cards, Penalties and Fines**
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Note here all official warnings and/or protests, unusual incidents, or other irregularities and/or suggested improvements regarding the Event. If necessary, use additional sheets for further comments and annex them to the Report.

Yellow Warning cards can be downloaded from the website:

<https://inside.fei.org/fei/your-role/athletes/warning-cards>

**Dangerous Riding** (Yellow Card, Warning, Penalties, Disqualifications, other)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NF** | **Horse** | **Name of Athlete** | **Incident**  | **Action Taken**  |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |

Were the Athletes made aware of the above irregularities before leaving the show ground?

YES [ ]  NO [ ]

**Abuse of Horse** (Yellow card, disqualification, fine – other sanction)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NF** | **Horse** | **Name of Athlete** | **Type of abuse**  | **Action Taken** |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |

Were the Athletes made aware of the above irregularities before leaving the show ground?

YES [ ]  NO [ ]

**Other Complaints, Objections, Incorrect behaviour** (Yellow Card, Warning, Penalties, Disqualifications, other)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NF** | **Horse** | **Name of Athlete** | **Incident** | **Sanction** |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |

Were the Athletes made aware of the above irregularities before leaving the show ground?

YES [ ]  NO [ ]

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| 1. **Give a short commentary on your general impression of the event**
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| 1. **Unsual incidents, irregularities, ect**
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| All injuries sustained by athletes and FEI Officials must be reported on line as explained on the FEI’s website at  <https://inside.fei.org/fei/your-role/medical-safety/info-fei-officials>  |

**Horse -** Injury or death of Horse

Please describe the likely cause of the accident:

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Yes** | **No** |
|  |  |  |  |
|  | Where the veterinary services satisfactorily performed?  | [ ]  | [ ]  |
|  | Was the Horse involved in the accident sampled for prohibited substances? | [ ]  | [ ]  |
|  | Was a competent and responsible person present to handle the media? | [ ]  | [ ]  |
|  | Was a Press conference organised? | [ ]  | [ ]  |
|  | Did the Ground Jury make any modification to the course, following the accident? | [ ]  | [ ]  |
|

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| **Comment**  |
|  |

In case of accident, please complete the following table:  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Location****Accident** | **Carriage****Overturn** | **Veterinary****Intervention** | **Medical Intervention** |
| Athlete | Groom | Official | Volunteer | Public |
| **Training** | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **Dressage** | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **Marathon** | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **Cones** | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **Other** | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **Comment** |  |

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| 1. **COVID-19 Risk Mitigation Plan**
 |
| **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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| **12. Follow Up and improvements**  |

|  |  |  |
| --- | --- | --- |
| 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. |

**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.**