

CHIEF STEWARD REPORT

Name

E-mail address

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 within 15 days of the Event, at the latest.

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

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

1. EVENT DETAILS

Venue

Stable manager

Dates

Stewards

Levels and
Classes

Format

2. GENERAL

Please comment on the following aspects:

Was the number of Steward satisfactory?

Overall performance of the Stewarding team

Quality of the communication with the OC

Communication with the OC prior to the competition on the following areas:

- Number of steward
- Training facilities
- Opening of the stables

Communication with TD, PGJ and FEI Veterinarian before and during competition:

3. STABLING AND STABLES AREA

	YES	NO	Comments
Was the fencing adequate?			
Were the stables satisfactory?			
Were the stables well ventilated?			
Were there sufficient emergency exits?			
Were there non-smoking signs and effective controls?			
How many permanent boxes were there?			
How many temporary boxes?			
Was a provisional list of allocated stables drawn up by the OC?			
Was there a proper control of entry into the security area?			
Was there a 24 hr security system? Provided by whom?			
Were the following officials available for 24 hr duty?			
<ul style="list-style-type: none"> - Treating veterinarian - Red cross /doctors - FEI stewards 			
Were random controls organised during the day/night?			
Who was in charge of stable stewarding?			
Was there a list drawn-up of visitors during the night?			
Was a "horse-watch" service organised?			
Were there isolated boxes for MCP?			
Were there adequate facilities provided for MCP control?			
Any additional comments:			

4. PRACTICE AREA(S) AND HORSE INSPECTIONS

	YES	NO	Comments
Was there more than one area used for schooling?			
Which special practice areas were there? (Driving, riding, lunging...)			
Was the footing adequate?			
Type of footing used			
Were the obstacles adequate in the training area(s)?			
Was there a lunging arena?			
Was there a grazing area?			
Was the main arena used for schooling?			
Were there directions and timetables established for use of the practice arena?			
Did you establish a timetable for rotation of stewards?			
Describe route and controls from stables to practice arena and main arena			
Was the area for the horse inspections/examinations suitable for presentation of the horses (flat, firm, non-slippery surface)?			
Type of footing used			
Was the organisation of the Horse Inspections/Examinations adequate?			
Any additional comments:			

5. COMPETITORS

	YES	NO	Comments
Did you give written general information to competitors, Chefs d'Equipe? (Please attach a copy)			
Did you have to report any incidents to the Ground Jury? If yes, please attach a copy.			
Did you have to lodge any complaints? If yes, please give details.			
Did you have to give any yellow warning cards? If yes, please give details and attach the yellow warning card slip.			
Were FEI Regulations relating to use of logos respected by Athletes? If not, please give details and Athletes names.			

Yellow Warning Cards

Were any Yellow Warning Card incurred on:

Abuse of Horse

Incorrect Behavior

Sport Rules

Any other Rule

Unusual incidents/ irregularities

Please list/comment on any incident or irregularity during the Event.

Verbal Warning

Please list/comment on any verbal warning given during the Event, and mention names and FEI ID of concerned Athlete(s).

6. FOLLOW UP

Does further follow-up action have to be taken with the Event Organiser?

Do you have any additional recommendations for future improvements to the event?

Please return this report to the FEI: Aude.Barby@fei.org along with the relevant annexes within 15 days of the Event.