



FEI MANUAL FOR PARA DRESSAGE TECHNICAL DELEGATE

INTRODUCTION

This Manual is **not** rules, but is issued with the aim of assisting technical delegates in FEI Championships and Games, with operational details concerning the organisation and the running of these events together with practical logistical guidance.

It should be read in conjunction with the current FEI Statutes, the FEI General Regulations, the FEI Para Dressage Rules, the FEI Manual for Stewarding and the FEI Veterinary Regulations, and these should be followed in every detail, unless extraordinary circumstances exist.

Not all cases can be foreseen in the Rules and Regulations: hence, in case of doubt or exceptional circumstances, it is the responsibility of the Ground Jury together with the Technical Delegate, to make its decisions with fairness to the Athletes and Horses always in mind, while respecting the spirit of the FEI Rules and Regulations.

To ensure there is a continuing improvement and development of the organisation of FEI Para Dressage Events, Officials are invited to submit suggestions for inclusion or deletion in this publication to the FEI HQ and FEI Para Equestrian Technical Committee: chloe.harty@fei.org

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I. FEI Technical Delegate

As soon as appointed, the Technical Delegate (TD) should contact the organisers and request a copy of the draft schedule and details of any arrangements made to date. The schedule should be checked for technical errors i.e. contravention of the FEI Rules, and a provisional timetable agreed with the Organising Committee (OC) for the Technical Delegate to visit the competition site.

The TD may support the OC when the Schedule is compiled.

The duties of the Technical Delegate are laid out in the **FEI General Regulations** and in the FEI Para Dressage Rules.

Article 8439 of the FEI Para Dressage rules:

At Championships and Games the FEI appoints a Foreign Technical Delegate and the FEI may appoint a Technical Delegate for CPEDI's.

The Technical Delegate must, in coordination with the OC and Chief Steward, check and approve, in advance, the preparations for the Event. The Technical Delegate must approve the technical and administrative arrangements for the conduct of the Event: for the examinations and inspections of Horses; for the accommodation of Horses and Athletes and for the stewarding of the Event. Technical Delegate will supervise the briefing(s) and the conduct of all technical personnel. Technical Delegate will investigate all and report to and advise the Ground Jury on any decisions they are required to take. Until Technical Delegate has reported to the Ground Jury that they are satisfied with all the arrangements, the authority of Technical Delegate shall be absolute. Thereafter Technical Delegate will continue to supervise the technical and administrative conduct of the Event and will advise and assist the Ground Jury, the Veterinary Commission and the OC. Technical Delegate should, whenever possible, be foreign.

A. Technical delegate's first visit

The following should take place **around 12 months (if the TD is appointed in time)** before the event and will take the Technical Delegate approximately **one or two days** (excluding travel) at the event location.

The following should be the basis of an agenda for the Organising Committee.

A checklist/report for this visit may be found in Annex B.

1. **Meeting with Organising Committee** and key personnel to establish a logistical programme of the event and identification of any influence that the local culture, police, etc may have that will affect the running of the event. Schedule content and availability.
2. **General layout of the site:** facilities such as competing arenas, warm up arenas, lunging areas, etc. Separation of athletes / horses from spectators "in a bubble" apart from the audience (more details below).

Accessibility, including for wheelchairs, is paramount and should apply everywhere. Hotels, stables, catering, training arenas, main arena, accessible toilets etc... All routes between those elements should be well prepared in case of bad weather as well.

3. **Safety:** Police, fire protection, traffic control, parking and any relevant local regulations. Initial implementation of a "**major incident plan**", with the TD to be kept involved in the major incident group.
4. **Medical and veterinary arrangements:** proposals for medical and veterinary teams. Hospital and veterinary hospital accessibility.
5. **Administrative arrangements and personnel:** office space, copy, radio and telephone service, personnel requirements including translators and security arrangements.
6. **Sites:** Competition arena, Warm up arena, accessible toilets for judges and athletes. Public seating, crowd control and public access, catering and trade stand areas, public toilets, accessibility, no dogs allowed but service dogs should be allowed also in the accommodation for athletes.
Please see the [FEI Accessibility Handbook for Event Organisers](#).
7. **Stabling:** stables, tack rooms, stabling security, etc. see check list. Fodder and hay provider.
8. **Training and collecting ring**
A practice arena is compulsory. At least one practice arena of twenty meters by sixty meters (twenty meters by forty meters for Athletes in Grades I-III) must be placed at the disposal of the athletes. A ten minutes Arena must be available for Paralympic Games and FEI Championships.
Riding and grazing area compulsory. See FEI Para Dressage Rules.
9. **Result Management:** Scoring office, computer program (which scoring provider is to be used and must be approved by FEI), a scoring back up

system is in place, signalling system for the judges huts, announcement of the results, on big screen, scoreboards, etc.

10. **Competition arena / Field of play:** Size and layout (Grades I-III 20mx40m and Grade IV-V 20mx60m), footing, surrounding and flowers, lights, loudspeakers, judges' hut, letters, position of the speaker and the music, area for photographs, journalists, TV, First aid. Positioning of companion horse Positioning of the camera's as well as placement of the big screen. Positions and use of smaller screens for audience, no scores should be visible to the Judges.

Footing: as advised in the [FEI Footing Standard](#).

11. **Classification Facilities:** If Classification will take place a Classification room should be available from the day of the draw until the last day of the first competition. Private room with lockers and all necessary materials, to be checked with the Chief Classifier. Classifiers should arrive before the draw to classify.

12. **Meeting rooms for officials**

- Judges meetings with TV Screen during and after the competition for review
- Stewards meetings
- TD office (lockable or lockable wardrobe / cabinet)

13. **Officials**

1. **Stewarding:** OC will plan together with the Chief Steward how many stewards are needed – personal arrangements.
2. **Classifiers:** For FEI Championships the FEI will appoint one Level 4 Chief Classifier and one minimum Level 3 Classifier. The Classifiers must remain until the first appearance is completed of all Classified Athletes.

B. Technical delegate's second visit

The following action should be implemented **ca. three months before** the event and will take approximately **one or two days**. A checklist/report for this visit may be found in Annex B.

Review progress after first visit

3. **Equipment and signs:** confirm availability of Scoring equipment, communications equipment (*walkie talkies, phone app group for stewards, judges*), Awards and ribbons, Athlete and bridle numbers, bulletin boards, score boards, signs for parking competitions and spectators, fencing for crowd control, accreditation facilities. Progress of competition paperwork. Emergency screens and trained handlers at the competition arena, warm up, stables.
4. **Personnel** availability are confirmed including experienced scorers and provisions for assembling and instructing stewards, classifiers, veterinarians, doctors and medical team, farriers, traffic control, communication personnel and volunteers are arranged. *Note First aid requirements start from the beginning of the event until the end. Provision may also be required for the spectators / members of the public.*
5. **Horse inspections.** Agree positioning and surface for the area to be used for the inspections and lay out of the area. See Veterinary regulations.
6. **Training, collecting ring and Competition arenas**
Confirm that information from first visit were considered and the necessary arrangements were done.
7. **Prize Giving ceremony.** In contact with the FEI to finalise plans and arrange accessible podiums and stewarding for prize giving ceremonies. Check that medals, rosettes etc are available and correct.
8. **Organising Committee.** Register any uncertain or unsatisfactory situations with the Organising Committee, including financial elements.
9. **Distribution of the judges.** The President of the Ground Jury (see Art. 8438.14.1) will decide on the placing of the Judges (see Article 8407.5 of the FEI Para Dressage Rules). The Judges' huts should provide good views of the entire arena and there should be space for three chairs in each hut, shelter from the elements. If necessary to be airconditioned.

C. Technical delegate's final visit

The following action should be completed before the arrival of any Horses or Athletes at the event and will take **approximately one to two days**. A checklist/report for this visit may be found in Annex B.

1. **Check if the timetable is correct** and updated according the number of starters. Enough time for breaks for the judges and preparation arena.
2. **Review** the progress from the last visit.
3. **Ensure that key personnel and Major incident plan is in place.**
4. **Ensure personnel arrangements** are sufficient and notified.
5. **Confirm transport arrangements** for Officials.
6. **Check competition arena**, each Judges hut must have a Judges Signalling System, and provide shelter, suitably heated or cooled depending on weather conditions.
7. **Check the quality of the footing of all arenas and Horse Inspection.** Advised by the FEI specialists.
8. **Meet or contact the FEI Chief Steward** and check training and exercise areas. Check collecting rings as well as the organizing of the Horse inspection. Check and agree official training times. For multi-discipline Championships to have communication with the other discipline TDs, specifically Dressage TD.
9. **Check details of prize-giving ceremonies.** Meet the organizing committee in consultation with the FEI advisor.
10. **Check the progress of stabling facilities** and availability of fodder Should be discussed before in visit one. What is available, site of isolation stable and **EADCM** boxes, treating boxes, wash down facilities and security arrangements, fire extinguisher.
11. **Meet or contact the veterinary team** and confirm veterinary matters.
12. **Meet or contact the event medical team** and confirm emergency procedures. Medical coverage must be as per the **FEI General Regulations Article 109**.
13. **Check availability of all materials and equipment for Competition**
The dimensions and placement of judges' hut and that they are sufficient height size and depth and will be adequately equipped. The Judges are placed on dais, not less than fifty centimetres above the ground in order to give them a good view of the arena.
14. **Check accommodation for officials** and catering facilities, if applicable.

15. **Check scoring office** that scoring systems are in place, formulas have been checked, backup systems are working, facilities and accommodation are suitable.
16. **Check arrangements for the draw and chef d'equipe meetings.**
Discuss Draw rehearsal.
17. **Organise a meeting between the judges and the scribes.**
18. **Check event materials:** paperwork, stopwatches, bell etc are available. Including paperless-judging systems.
19. **Attend technical and administrative meetings.**
Including meeting with FEI legal department.
20. **Check media facilities** for press, media and commentary, Kiss and Cry area and Mixed Zone.
21. **Score Board and Results:** Each judge has a scribe. Ideally, Judges' sheets should be collected immediately after each test and passed to the scorers so that the provisional score can be announced after the next Athlete and posted on the scoreboard. If a computer display system for scores is available this is preferable.

In case of Paperless Judging a paper version of the Para Dressage tests must be available to Judges as a backup.
Paper-sheet collector must be available also for paperless judging.
22. **Check all public facilities.**
23. **Check timetables and briefing arrangements** for Ground Jury, Score Collectors, Timekeepers and chef d'equipe meetings.
24. **Organising Committee.** Register any uncertain or unsatisfactory situations with the Organising Committee.
25. **Official Training:** Fix the time and the order of go for the main arena and the practice arenas. Have a viewing clock on the main screen in the main arena to help stewards keep participants to agreed times.
26. **Warm-up areas:** check with the Steward the times when they are open.
27. **Weather Forecast:** Planning what to do in difficult weather circumstances.
28. **Familiarisation** in full set up arena incl. TV-cameras with rain covers and operators and background-music on.
29. **Check of Yellow Warning cards.**

30. **Check the flow and timing of the competitors between the last warm up arena and the FOP.** Also for the Freestyle and communicate this during the first chefs meeting.
31. **List of compensating aids** should be prepared and provided by the Chief classifier before the start from the first test. To be shared with the Judges and Chief Steward.

D. Technical delegate's duties at the competition

The following should be checked by the Technical Delegate before indicating to the President of the Jury that everything is in order. Checklists are available in Annex B.

Prior to the start of the competition

1. **The competition arena has been prepared.** Check positions of the huts, cabling, everything is in place, bells etc. and that everything is working correctly.
2. **The score sheets have been checked and are ready.**
Correct tests in paperless system. Scribes are informed and have met the judge before the competition. Preferably stay with the same judge during the whole event.
3. **The Judges are in the correct place.** That judge's scribes are ready with their paper work.
4. **That sufficient stewards are available** to call up the Athletes, supervise the training area and check equipment.
5. **That the scoring office is operational.** That running orders/time sheets are available. That score sheet collectors are ready.
6. **The table scoring computers are operational and computer operators in place.**
7. **That a doctor / medical team and veterinarian are all available and in radio contact.** Emergency screens are available (also for warm up and stables) and ring stewards briefed.
8. **That commentary arrangements and music are appropriate.**
Silent applause to be announced to audience.
9. **TV and Media are advised of their responsibilities.**
10. **That refreshments are available for the ground jury and stewards.**

During and After the Competition

The Technical Delegate continues to supervise the technical conduct of the competition on behalf of the President of the Jury including:

The Technical Delegate will accompany the President of the Ground Jury on their inspection of the competition arena as soon as is convenient after they arrive at the event.

Once the Technical Delegate and the President of the Ground Jury have approved the competition arena it may not be altered except in exceptional circumstances with both the Technical Delegate and the President of the Ground Jury's agreement.

Regular checks should be made in the scoring office to make certain scores are being collected quickly and for any queries, this will ensure the speedy issue of Athlete's results. Competition results should be completed within 30 minutes of the last Athlete finishing and signed by the PGJ or TD (article 8423).

That the public score board is kept up to date.

If appropriate, complete any accident report forms that may be required to comply with local regulations.

E. Prize Giving

1. On completion of the competition the Technical Delegate in conjunction with the Organising Committee and Chief Steward supervise the prize giving ceremony.
2. The Technical delegate should ensure that the full results are available for Athletes, spectators, press and the FEI Foreign Judge.

F. After the show

TD report to FEI

II. Check lists of Technical Delegate

The following checklists/reports may be removed or reproduced for use at any event.

These have been proven in the field and satisfy the required recording of information for their intended purpose.

Once completed, the Technical Delegate shall provide copies to the Organizing Committee, President of Jury and FEI. Subsequent meetings shall first review outstanding items for progress.

The following checklist/reports are included for your convenience:

- A. Technical Delegate's First Visit
- B. Technical Delegates Detailed Checklist for second and final visit

A. TECHNICAL DELEGATE'S FIRST VISIT:

	Action Item	Comments
1	Meeting with OC -Logistical programme -Schedule <ul style="list-style-type: none"> • Officials • Time of Horse inspection – Max 24 hours before the first competition or Official trainings • Special Vet Conditions (Coggins Test or any other national veterinary requirements) 	
2	Safety -Police -Fire -Ambulance -Access / Egress -Traffic control -Number of Stewards required per day -Local regulations -Emergency action plan -Risk assessments -Weather conditions (expected)	
3	General layout of site (plan required) -Competition arena -Warm up arena's -Riding areas -Stabling area -Horse inspection area -Grazing area -Show office facilities/area -Accreditation office -Scorer's facilities/area/Score board screen -Speaker/music facilities/area -Live stream/TV facilities -Press & Conference facilities/area WIFI -Officials facilities/area/routes -TD/Judge/Chef d'Equipe meeting room Classification Evaluation Room -Veterinary Office -Stewards facilities/area -Athletes facilities/area/routes -Grooms facilities -Sponsor facilities/area/routes -Spectator facilities/area/routes -Commercial stands -Catering facilities/area -Officials/Judges refreshments -Toilets officials -Toilets general public -Toilets athletes -Athletes changing rooms -Water -Lighting & Electrical	

	<ul style="list-style-type: none"> -accessibility -Parking / traffic flows -Parking general -Parking lorries -Parking trailers -Camping -Athletes accommodation 	
4	<p>Veterinary Control at FEI Events Organising Committee responsibilities Article 1022 Appointment of FEI Veterinarians at Events</p> <ul style="list-style-type: none"> -Veterinary team proposals -Treating box -MCP Testing boxes (one with shavings, one with straw) -Farriers 	
5	<p>Medical</p> <ul style="list-style-type: none"> -Medical team proposals -Hospital accessibility -First aid points/positions -Emergency action plan (screens etc) 	
6	<p>Officials transportation / Accommodation Airports / Train stations Hotels</p>	
7	<p>Administrative Services Location Staff numbers</p>	
8	<p>General Site planning</p> <ul style="list-style-type: none"> -Stewarding requirements -Horse arrival procedures -Athlete arrival procedures -Athlete parking -Stabling -Warm-up areas -Main Arena -Riding areas -Public parking -Crowd control -Spectator viewing tribunes, control of the tribunes -VIP reception, access -Public address systems -Catering-Athlete/public Trade stand areas 	
9	<p>In Addition:</p> <ul style="list-style-type: none"> - Charging points for electric wheelchairs - Armbands for riding trainers on horseback - Music backup system for freestyle - Position of ramps in stable area, warm-up, near competition arena - List of mobile phone numbers of all relevant people incl. all Chef's and personal responsible 	

**B. TECHNICAL DELEGATE'S CHECK LIST
2nd and 3rd VISIT**

TASKS	2nd visit comments	3rd visit comments
Schedule		
<ul style="list-style-type: none"> • Officials 		
<ul style="list-style-type: none"> • Time Horse Inspection - max. 24 hours before the first competition or Official training 		
<ul style="list-style-type: none"> • Special Vet Conditions 		
Venue		
Signposting significant, especially for trucks		
Map		
<ul style="list-style-type: none"> • Restricted areas 		
<ul style="list-style-type: none"> • Sensitive space 		
<ul style="list-style-type: none"> • Isolation and quarantine space 		
<ul style="list-style-type: none"> • No Go Zone 		
Competition area		
<ul style="list-style-type: none"> • Size 		
<ul style="list-style-type: none"> • Entry, Exit 		
<ul style="list-style-type: none"> • Enclosure of circle 		
<ul style="list-style-type: none"> • Flowers, plants 		
<ul style="list-style-type: none"> • Quality of Footing 		
<ul style="list-style-type: none"> • Racking, watering 		
<ul style="list-style-type: none"> • Timekeeping clocks 		
<ul style="list-style-type: none"> • Screens 		
Judges huts		
<ul style="list-style-type: none"> • Sizes: changes of position of huts between 20x40 and 20x60 		
<ul style="list-style-type: none"> • Back to the public 		
<ul style="list-style-type: none"> • Table, chairs 		
<ul style="list-style-type: none"> • Letters, plants 		
<ul style="list-style-type: none"> • Judge C: bell, 2 watches, additional chair 		
Kiss & Cry area		
<ul style="list-style-type: none"> • Who is allowed to join the athletes 		
Mixed Zone		

• Place		
• Entrance for media		
• How many journalists		
Medical service		
• Position ambulance or healthcare professionals.		
• Possibility for ambulance car to enter the arena		
• Availability of ambulance beyond competition times		
Music/Speaker		
• Public address system (loudspeaker)		
• Position of loudspeakers		
• Place of the speaker		
• Location of music		
• Equipment: Computer, CD-player, place for CDs		
• Crew experienced in vaulting competitions		
Screen		
• Main Screen clock for official training times		
• Check - not disturbing the horses		
Communication system (loudspeaker judge - secretary)		
• Check if available if necessary		
Media		
• Place for TV, spotlights		
• Place for photographs		
• Stands for journalists		
WC judges		
Flags		
• Participating countries, FEI, city, region		
• Correct put up		
Stands		
• Competitors		
• Officials		
• VIPs		
Public		
• Entrance		
• Stands		
• Emergency exit		

Practice area		
• Riding area		
• Lunging		
• Grazing area		
• Signs to indicate the area		
• Training times		
Dedicated zones for		
• Officials,		
• VIPS,		
• Participants,		
• Lorries (power-supply)		
Press centre		
• Where		
• Internet access		
• WLAN		
• Lockers		
Accreditation of press		
Judges room		
VIP area		
Starting lists		
Results		
Changing rooms		
• Male and female separated		
Parking		
• Competitors		
• VIPS		
• Car park for Vans, Lorries – Power supply		
Toilets		
Show Office		
• Opening Times – Show Office		
• Equipment		
• Quick copy-machine and reserve machine		
• Papers		
• Horse Numbers		
• Numbers for Individuals		
• Rules and Regulations (RG, Vet. Reg., Vaulting Rules and Guidelines)		
• List with name, phone-number(s) and languages for each person:		
• Information board		

• Trays for Officials		
• Trays for Chef d'Equipes		
• Judges Clarks		
• Preferably the same for each judge all along the competition		
Are there other shows or events at the same time		
OC, heads of department, Officials – check their arrivals		
• Judges		
• Vets		
• TD		
• Appeal Committee		
• Stewards		
• Medical service		
• Stable Office		
Mobile radio - List with name, channel and languages		
List of Chef d'Equipes with mobile phone numbers		
Maps & Info on the region		
Shuttle service		
• Officials		
• Competitors		
Venue Emergency Response Plan – VERP		
Time Table		
Stables		
• Opening Times – Stables		
Stabling Area		
• Enclosure		
• Information board		
• Dung fork, wheelbarrow		
• Dung place		
• Hand-held (fire) extinguisher		
• Boxes		
• Bedding, straw, shavings		
• Double boxes		
• Spare boxes		
• Water points		
• Electric points		
• Washing facilities		
• Doping-Boxes		
• Treating boxes		

<ul style="list-style-type: none"> • Quarantine stable 		
Stable office		
<ul style="list-style-type: none"> • Stable manager 		
<ul style="list-style-type: none"> • Telephone 		
<ul style="list-style-type: none"> • Sleeping facilities 		
<ul style="list-style-type: none"> • Info sheet for each horse with name, nation, person responsible, telephone numbers 		
Food Supply		
<ul style="list-style-type: none"> • Timetable 		
<ul style="list-style-type: none"> • Prices 		
Technical Delegate		
<ul style="list-style-type: none"> • Place with a desk and chair 		
<ul style="list-style-type: none"> • Internet connection 		
<ul style="list-style-type: none"> • Mobile radio 		
<ul style="list-style-type: none"> • Local mobile phone if possible 		
Stewarding		
<ul style="list-style-type: none"> • Arriving Chief Steward 		
<ul style="list-style-type: none"> • Arriving horses – Examination 		
<ul style="list-style-type: none"> • Stewards 		
<ul style="list-style-type: none"> • Stewards during the day 		
<ul style="list-style-type: none"> • Stewards during the night 		
<ul style="list-style-type: none"> • Horse Inspection - 2 stewards 		
<ul style="list-style-type: none"> • Competition Circle - Entry - one steward 		
<ul style="list-style-type: none"> • Warm-up areas – 4 stewards 		
<ul style="list-style-type: none"> • List of Stewards, names, phone numbers, languages 		
<ul style="list-style-type: none"> • Briefing for Stewards 		
<ul style="list-style-type: none"> • Horse re-inspection procedures 		
Classifiers		
<ul style="list-style-type: none"> • Arrival of Classifiers 		
Classification Evaluation Room		
Medical Service		
<ul style="list-style-type: none"> • "GUIDELINES FOR THE MEDICAL COVERAGE OF EVENTS" - forwarded to the OC 		
<ul style="list-style-type: none"> • "Medical Coverage Plan" drawn up by OC, copy to TD 		
<ul style="list-style-type: none"> • Ambulance cover 		
<ul style="list-style-type: none"> • What happens when the ambulance is leaving? 		
<ul style="list-style-type: none"> • Position 		

• Time schedule		
• Doctor available		
• Healthcare professionals in addition		
• Helicopter landing place		
Athlete Testing program		
• "Extract of the FEI Anti-Doping Rules for Human Athletes (ADRHA) - forwarded to the OC		
• FEI's Athlete Testing program on this event - Info by FEI HQ		
• Coordinator for the Doping Control Officers ("DCO"s)		
• Anti-doping facilities ("Doping Control Station")		
• One (1) private room exclusively dedicated for use by the DCO ("DCO room") with one (1) table, two (2) chairs, pens and paper, and one (1) lockable fridge		
• Waiting room/area		
• One (1) private and clean bathroom/toilet		
• Stewards (or volunteers) of both genders available		
• Chaperones		
Scoring Office		
• Computer on judges' tables		
• Spare computer		
• Back up systems		
• LAN connections		
• Secretaries		
• Forms		
• Starting lists		
• Score Sheets		
• Human back up scoring check		
• Result lists		
• Check score sheet for ties		
• Test Score Sheets to scoring office		
• Posting of official scores		
Arrival Teams / Chef d'Equipe		
Documents		
• Time Table		

• List of accreditations		
• Room List - if accommodation included		
• Schedule for meals		
• Vouchers for meals		
• Parking tickets		
• Form for "Declaration of Starters" (for each competition a separate form)		
• Info		
• Opening times – Show Office		
• Opening times – Stables		
• Time for giving out vouchers for bedding and food		
• Telephone numbers		
• Info on Box Door		
• Opening Ceremony – course, number of participants		
Accreditation		
• Where (outside restricted area)		
• Photo (when not received?)		
• Code for access		
Accommodation		
• For Officials		
• For athletes		
Catering		
• Menu appropriate for athletes		
Officials		
• Pick-up service (arrival)		
• Documents - see "Arrival Chef d'Equipes"		
• Time Table		
• Room List		
• Schedule for meals		
• Vouchers for meals		
• Parking tickets		
• Distribution of the judges		
• Name o Secretaries		
• Judges daily meeting at the end of each competition day		