



**FEI**  
**DRESSAGE**  
**WORLD**  
**CHALLENGE**

# CHECKLIST FOR THE ORGANISER

	Yes	No
<b>PROGRAMME:</b> Please have a copy of the Programme ready for the Judges upon their arrival together with a copy of their itinerary for their stay in your country?	<input type="checkbox"/>	<input type="checkbox"/>
<b>PRELIMINARY MEETING:</b> Please arrange for a preliminary meeting the day before the competition to enable the judges to run through the order of the day with the Organisers.	<input type="checkbox"/>	<input type="checkbox"/>
<b>LIST of PARTICIPANTS:</b> Please ensure that your list of participants adheres to the current set of rules and guidelines for the DRESSAGE WORLD CHALLENGE issued by the FEI.	<input type="checkbox"/>	<input type="checkbox"/>
<b>VETERINARY INSPECTION:</b> Please ensure that the area to be used is as level as possible and on a good surface. The appropriate markers as outlined in the FEI rules must be in place. Have your competitors been instructed in what to do at the trot up...straight lines, loose rein etc.? Have you invited a vet and does he know when to be present? Please make available a list of the horses/riders for the jury. The Judges will be assessing the Best Presented Horses at this point (provide Best Presented Horse score sheets to the Judges according to the number of entries).	<input type="checkbox"/>	<input type="checkbox"/>
<b>DRAW:</b> Are you prepared with the necessary lists and paperwork?	<input type="checkbox"/>	<input type="checkbox"/>
<b>COMPETITION ARENA (20x60):</b> This must be well prepared and levelled, preferably with a centre line and X line. Arrange seating, desk and protection against weather for the two judges, one at C and one at E. Please ensure that there are suitably experienced scribes for each judge.	<input type="checkbox"/>	<input type="checkbox"/>
<b>NATIONAL JUDGES:</b> Do you have any judges who would like to participate on a practising basis?	<input type="checkbox"/>	<input type="checkbox"/>
<b>TEST SHEETS:</b> Are there sufficient test sheets for each class and are they the current versions?	<input type="checkbox"/>	<input type="checkbox"/>
<b>RESULTS:</b> The result sheets MUST be presented to the judges and signed by them before the prize giving. Please be aware that the judges may well wish to examine the test sheets for each rider and cross check with results before signing off.	<input type="checkbox"/>	<input type="checkbox"/>
<b>OFFICIAL RESULT SHEETS:</b> Please remember that these result sheets must be signed by both judges before faxing/emailing to the FEI and the other participating countries, which should be done as soon as possible the following day. This allows the judges to check the result sheets in detail.	<input type="checkbox"/>	<input type="checkbox"/>
<b>STARTING LISTS:</b> Please allow sufficient time between riders, it is always better to have too much rather than not enough time for each competitor (most countries use between 8 and 10 minutes per test).	<input type="checkbox"/>	<input type="checkbox"/>
<b>PRIZE GIVING:</b> When and where will this take place? Who should be there and what prizes are to be presented? Will it be mounted? Will it be after each class or after the complete competition? Will you organise a special farewell party with special prizes?	<input type="checkbox"/>	<input type="checkbox"/>
<b>VIDEO SESSION / GENERAL DISCUSSION:</b> Either is possible, please discuss this with the ground jury during the preliminary meeting. If its to be a video session, is the video tested and working? Is it possible for all competitors to easily reach the venue for this? Please bear in mind that this will normally take place the afternoon of the competition and it would be appreciated if this followed after the competition allowing enough time for competitors to tend to their horses but not so much time that the judges have a unreasonably protracted day.	<input type="checkbox"/>	<input type="checkbox"/>
<b>OFFICIALS:</b> Has the travel arrangements and accommodation been confirmed with the President of the Ground Jury (Foreign FEI Judge) and the Member of the Ground Jury?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Please ask yourselves the following questions</b>		
-Is the car collecting/delivering the judges to/from the airport of sufficient size to carry luggage?	<input type="checkbox"/>	<input type="checkbox"/>
-Are the judges able to check in to their hotel as soon as they arrive? It is much appreciated if they can.	<input type="checkbox"/>	<input type="checkbox"/>
-Are there any officials / VIP guests invited to the farewell / official dinner? If so, please ensure that the judges are furnished with a copy of their names and positions before dinner.	<input type="checkbox"/>	<input type="checkbox"/>
-Are there likely to be TV / press representation at your competition? If so, please advise the judges of this and ask them if an interview is required. Please state a time when this is arranged.	<input type="checkbox"/>	<input type="checkbox"/>
-We would very much appreciate if it was possible for an official of your Federation to be present at the check out of the judges from their hotel, are you able to do this?	<input type="checkbox"/>	<input type="checkbox"/>
-Are there any internet facilities available? Whilst these may not necessarily be available in the hotel, it would be most helpful to be advised of a local internet café etc. where we might keep in contact with the judges.	<input type="checkbox"/>	<input type="checkbox"/>

President of the Ground Jury

Organising Committee

This Form must be signed by the President of the Ground Jury and OC. Then please return it to the FEI ([andreina.wipraechtiger@fei.org](mailto:andreina.wipraechtiger@fei.org)) after the event along with the result sheets and other relevant documents.