

TECHNICAL DELEGATE REPORT

IMPORTANT

The purpose of this report is to give the FEI an overall view of the organisation and running of the Event. Please send this report by e-mail to FEI HQ **within 10 days of the Event's conclusion** at eventing@fei.org.

NEW: As of January 2024, kindly note that you are also responsible for filling in and submitting your Key Event Requirements responses on the KER platform.

The first four pages of this report will be sent to the Organiser of the Event by the FEI to help improve future Events.

1. EVENT DETAILS

Event name / Country _____

Levels / Categories _____

Date _____

Numbers of Dressage starters per level _____

Event Director / Email address _____

Technical Delegate _____

2. OFFICIALS

Please confirm the Officials present during the Event by stating a name for each function below, if applicable. Kindly note that in case of discrepancies with the original schedule, the information provided below will prevail.

FUNCTION			
	LEVEL:	LEVEL:	LEVEL:
Ground Jury President			
Member			
Member			
Jumping Judge			
Technical Delegate			
Assistant TD			
Course Designer			
Assistant Course Designer			
Course Advisor			
Jumping Course Designer			
Chief Steward			
Veterinary Delegate			
Additional Veterinary Delegate			
Veterinary Service Manager (VSM)			
Chief Medical Officer			
Athlete Representative(s)			
Cross-Country Controller			
Scorer / Results Manager			

OFFICIALS continued (in case of more than 3 competitions)

FUNCTION			
	LEVEL:	LEVEL:	LEVEL:
Ground Jury President			
Member			
Member			
Jumping Judge			
Technical Delegate			
Assistant TD			
Course Designer			
Assistant Course Designer			
Course Advisor			
Jumping Course Designer			
Athlete Representative(s)			

3. EVALUATION OF EVENT (to be shared with OC)

Please rate the following areas of organisation and provide as much details as possible, particularly concerning areas in need of improvement. Please include confidential remarks on separate page(s).

This form will be sent to the OC/NF by the FEI after the Event with additional comments.

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	DIRECTIVED	SCORE 1 TO 5	COMMENTS
Horse Inspection(s)	Ground, separation from public, collecting & holding areas, direction signs, documents		
Dressage	Ground, arena, marking, judges facilities, separation from public, documents, inspection of tack		
Training & Exercising	General exercise, galloping, Dressage & Jumping warm up areas		
Cross-Country Warm Up/ Finish Area Facilities	Area, ground, fences (number and type) separation from public, facilities for horses (water, farrier, ice), PA system		

Cross-Country	Course, ground, obstacles, marking, separation from public, measurement, plan
Cross-Country Administrative Organisation	Officials, documents, timing, maintenance of footing & obstacles
Cross-Country Control Centre	Radio communication, clear definition of responsibilities, facilities, fence judges education
Jumping	Standard of Course building, maintenance of footing, standard of Jumps, starting order (publication and adherence to FEI rules), plan
Prize giving / Prize Money Distribution	Announcing, organisation, timing, clear definition of the Stewards directives, report of any issues
General	Event Layout and Event Preparations
Event Office	Personnel, facility, competitor/public info, Timetabling
SIMP	Serious Incident Management Plan, preparation, clear definition of responsibilities, communication plan
Results management	Personnel, production of results, public score board
Communication	Communication with the Organising Committee, communication among Officials
Stabling	Stable boxes, wash areas, services, office, security
Medical Services	Daily services, emergency response

Veterinary Services	Daily services, emergency response		
Press (If applicable)	Press & media centre, press officer, Wifi access		
Public (If applicable)	Traffic, parking, facilities, attractions, announcing, programme, information, catering		
Number of Spectators	1-1000	1001-10'000	More than 10'000

EVENT DEBRIEF

When, how, and with whom was the Event debrief conducted?

What were the main raised subjects?

GENERAL IMPRESSION OF EVENT

RECOMMENDATIONS FOR FUTURE EVENTS

4. OFFICIALS EVALUATION (for internal use only)

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

POSITION	SCORE 1 TO 5	COMMENTS ON ASPECTS THAT NEED IMPROVING
Ground Jury		
Assistant TD		
Cross Country Course Designer		
Cross Country Builders / repair team		
Show Jumping Course Designer		
Chief Steward		
Veterinary Delegate		
VSM		
OC/General Event Personnel		
Results manager		
Press Officer		
Medical Services		
Stable Manager		

5. ADDITIONAL FEEDBACK (for internal use only)

Do you have any additional information/feedback you wish to share with FEI HQ concerning this Event?

Medical Information

If **NO** at any of the below, please comment.

	YES	NO	COMMENTS
Was the Athletes' valid contact information (next-of-kin) collected by the OC? (Art. 523.1 a)?			
Were Athletes with a medical condition reminded that they needed to wear either a medical data carrier or medical armband? (Art. 523.1 b)?			
Medical Services were recommendations followed? (Eventing Rules annex D)?			

Veterinary Information

If **NO** at any of the below, please comment.

	YES	NO	COMMENTS
Were all Horses stabled on-site?			
If not:			
<ul style="list-style-type: none"> Was stabling hybrid (some horses on-site, some off-site)? How was stewarding organised? 			
Please provide additional information in regard to any veterinary incidents, injuries or other.			

6. SANCTIONS

To be Completed and signed by the President of the Ground Jury or by the Chief Steward and returned to the Technical Delegate.

Please list below

- **Eventing Recorded Warnings** (FEI Eventing Rules Art. 523.3 and 527, Dangerous riding, minor cases of abuse of horse, leaving the venue without Medical or Vet check)
- **Yellow Warning Cards** (FEI Eventing Rules Art. 526 Abuse of Horse, incorrect behaviour, Non-compliance with applicable sport rules)
- Other Complaints, Appeals, Objections, Incorrect behaviour, Non-compliance with applicable sport rules

NF	Horse	Name of athlete	Type of sanction	Description of incident or type of abuse	Outcome	DSQ (Y/N)	25 penalties (Y/N)

Were the Athletes made aware of the above irregularities before leaving the show ground? **YES** **NO**

Name

Signature

7. CROSS-COUNTRY COURSE

Level
X-C Length of course
X-C Speed (m/min.)
X-C Optimum time
Total number of Jumping efforts

	YES	NO	COMMENTS
Was/were the course(s) up to FEI standard?			
If different level of competition were held on the same venue, please confirm that all courses were significantly different?			
Did the Ground Jury inspect the Cross Country course in due time prior to the start of the competition? (Art. 515.2.2)?			
Was the Cross Country course finished at time of inspection?			
Was any fence removed on course? If YES, please send us a picture of the fence.			

Course designer feedback (to be filled with the Course Designer)

Were you happy with the way the course(s) rode?
If no, why not? **YES** **NO**

Were there any particular fences which did not ride as expected?
If so, what were they, and in what way did they not ride as expected? This includes fences, which may not have incurred any penalties yet did not ride well. Please include photos of any such fences. **YES** **NO**

How would you (CD and TD) rate the degree of difficulty for the level - too soft, just right, too difficult – for what reasons?

What will/might you do differently going forward as a consequence of what you have seen?

Any lessons learned regarding frangible devices?

8. MAJOR INCIDENTS

Please list in the below table and provide pictures of:

- Obstacles causing a rotational fall
- Obstacles causing Horse falls (Art. 549.5.2)
- Obstacles causing a serious accident to Athlete and/or Horse
- Obstacles moving: please describe why the obstacle moved, which system was used to anchor the fence to the ground and send pictures of the obstacle before and after it moved (showing the anchoring system whenever possible).

Fence n°	Height	Drop	Top spread	Base spread	Jumpable width	Distance to the next fence

COMMENTS:

HORSE FALL INTERVIEW(S) Article 524.3 of FEI Eventing Rules

Did you/GJ conduct interview(s)/discussion(s) with Athlete(s) following Horse Fall(s) on Cross Country? **YES** **NO**

If yes, please provide Athlete's and Horse's name, competition level, as well as details on the interview/discussion.

If not, please explain why.

9. FRANGIBLE/DEFORMABLE DEVICES

If any of the devices were activated, please fill the following table. If 2 or more activations occurred at the same fence, please send us a picture of the fence and the fence dimensions.

If a frangible / deformable device was broken and 11 penalties were not given, please indicate the reasons why.

Course	Fence n°	Horse name	Athlete fall (y/n)	Horse fall (y/n)	11 penalties (y/n)

COMMENTS:

10. FALLS/INJURIES LIST OF ATHLETES

To be filled out by the Chief Medical Officer. Please make sure injured or fallen Athletes have been checked by the CMO before leaving the Venue. (FEI Eventing Rules Art. 523.3)

INSTRUCTIONS: injuries are recorded by categories based on their severity, except concussion which is considered as a category in itself.

1 - Injuries by categories of severity:

- No injury: no recorded injuries
- Minor: one or more of the following injuries: sprains, bruises, and cuts judged not to be severe, treated on site
- Serious: transferred to hospital for one or more of the following injuries: major fractures, (including all compound fractures, but excluding simple fractures of clavicle and wrist), crush injuries with suspicion of pneumothorax, ruptured spleen etc.
- Fatal (NB: serious or fatal injuries should be immediately reported to the Eventing Department of the FEI (contact Frédérique Reffet Plantier +41 78 884 86 00) by the Technical Delegate for appropriate follow up with the Athlete's National Federation).

2 – Concussion

Please indicate below the Athletes checked by the CMO **WITH** recorded injuries

Incident location (e.g. fence n°)	Athlete (name and FEI ID)	Horse (name and FEI ID)	Provisional diagnosis	Athlete NF to be notified (tick if follow up is required)	Minor injury	Serious injury	Concussion (diagnosed using crt)	Fatality

Please indicate below the Athletes checked by the CMO with **NO** recorded injuries

Incident location (e.g. fence n°)	Athlete (name and FEI ID)	Horse (name and FEI ID)

Were there any accidents involving others (grooms, volunteers, officials, spectators, other)? **YES** **NO**
 If so, please provide a separate report stating the name, involvement (groom, volunteer, official, spectator, other), location of accident, type of injury, action taken.

Chief Medical Officer

Phone number and Email

Signature

11. FALLS/INJURIES LIST OF HORSES

To be filled out by the Veterinary Delegate. Please make sure injured or fallen Horses have been checked by the Veterinary Delegate before leaving the Venue. (FEI Eventing Rules Art. 523.3)

INTRUCTIONS: injuries are recorded by categories based on their severity, except concussion which is considered as a category in itself.

1- Injuries by categories of severity:

- No injury: no recorded injuries
- Minor: one or more of the following injuries: sprains, bruises, and cuts judged not to be severe, treated on site
- Serious: fractures, severe soft tissue injuries, severe cuts or lacerations, etc.
- Fatal (NB: serious or fatal injuries should be immediately reported to the Eventing Department of the FEI (contact Frédérique Reffet Plantier +41 78 884 86 00) by the Technical Delegate for appropriate follow up with the Athlete's National Federation).

Please indicate below the Horses checked by the Veterinary Delegate **WITH** recorded injuries

Incident location (e.g. fence n°)	Athlete (name and FEI ID)	Horse (name and FEI ID)	Provisional diagnosis	Minor injury	Serious injury	Fatality

Please indicate below the Horses checked by the Veterinary Delegate with **NO** recorded injuries

Incident location (e.g. fence n°)	Athlete (name and FEI ID)	Horse (name and FEI ID)

Veterinary Delegate

Phone number and Email

Signature