|  |  |
| --- | --- |
| **Event** | |
| **Event title** |  |
| **Event category** |  |
| **Date** |  |
| **Location** |  |
| **Event organiser** |  |

|  |  |
| --- | --- |
| **Chief Steward** | |
| **Name** |  |
| **Address** |  |
| **Email address** |  |
| **Mobile phone no.** |  |

The purpose of this report is to give the FEI an overall view of the organisation of the security and supervision of the stables and schooling areas of the Event. The report must be completed by the Chief Steward following the Event and must be forwarded to the FEI **within 15 days of the Event, at the latest**. A copy must be sent to the Steward General of the NF.

Please use one separate form for each discipline of the event.

The powers, duties and responsibilities of the Chief Steward are mentioned in the General Regulations, 23rd edition, effective 1st January 2009, updates effective 1st January 2019, under article 155.

All unusual incidents, irregularities and/or statistics of special interest must be noted under point 7. Thank you for taking the trouble to fill in this report, either in English or French, in block letters, as accurately and completely as possible.

**Please ensure that you attach a complete copy of the ‘Night Control Form’, a detailed list of all persons having had access to the stables during any closed period of time.**

**1. Stewards**

|  |  |  |
| --- | --- | --- |
| 1.1 | Assistant to the Chief Steward |  |
|  |  |  |
| 1.2 | Stable Manager |  |
|  |  |  |
| 1.3 | Practice Arena Stewards |  |
|  |
|  |  |  |
| 1.4 | Members |  |
|  |  |  |
|  |  |  |

Give total number of Stewards, including Chief Steward

|  |
| --- |
|  |

**2. General**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | | **Yes** | **No** |
| 2.1 | | | Were you a member of the Organising Committee? |  |  |
| 2.2 | | | If no, did you have sufficient contact with the OC? |  |  |
| 2.3 | | | Was there a good communication system between you and the OC Secretariat, Ground Jury, Veterinarian, Technical Delegate? Please describe system used: |  |  |
| 2.4 | | | Were all the FEI Stewards paid the per diem of minimum EUR 120 per day per official? |  |  |
| 2.5 | | | Were all FEI Stewards provided accommodation in a minimum 3\* hotel, including breakfast)? If not, please explain the arrangements provided: |  |  |

**3. Stables**

|  |  | | | **Yes** | **No** |
| --- | --- | --- | --- | --- | --- |
| 3.1 | | Were the stables clean upon arrival of horses? | |  |  |
| 3.2 | | Were the stables disinfected upon arrival of horses? | |  |  |
| 3.3 | | Was the bedding new upon arrival of horses? | |  |  |
|  | | Please provide pictures of the state of the stables together with this report if you ticked NO in any of these 3 boxes. | |  |  |
| 3.4 | | Was there an adequate fence surrounding the stable area? If not, please describe what was used : | |  |  |
| 3.5 | | Were the stables satisfactory? If no, explain separately | |  |  |
| 3.6 | | Were the stables well ventilated? | |  |  |
| 3.7 | | Were there sufficient emergency exits? | |  |  |
| 3.8 | | Were there NON-SMOKING signs and effective controls? | |  |  |
|  | | - What kind of fire precautions were there? | |  |  |
| 3.9 | | |  | | --- | |  |   How many permanent boxes were there? | |  | |
| |  | | --- | |  |   How many temporary boxes were there? | |  | |
| 3.10 | | Was a provisional list of allocated stables drawn up by the OC? | |  |  |
| 3.11 | | Was there a proper control of entry into the security area? | |  |  |
| 3.12 | | Was there additional proper control of entry into the stable area? | |  |  |
| 3.13 | | Was there a 24 hr security system? | |  |  |
|  | | Provided by whom? |  |  |  |
| 3.14 | | Were the following officials available for 24 hr duty? | |  |  |
|  | | - Treating Vet | |  |  |
|  | | - Red Cross - Doctor | |  |  |
|  | | - FEI Stewards | |  |  |
| 3.15 | | Were random controls organised during the day? | |  |  |
|  | | At night? | |  |  |
| 3.16 | | Who was in charge of "stable stewarding" | |  |  |
|  | | - Special stewards? | |  |  |
|  | | - Practice arena stewards (in rotation)? | |  |  |
| 3.17 | | Was there a list drawn-up of visitors during the night? | |  |  |
| 3.18 | | Was a "horse-watch" service organised? | |  |  |
| 3.19 | | Were there isolated boxes for MCP? | |  |  |
|  | | Were there adequate facilities provided for MCP Control? | |  |  |
| 3.20 | | Do you have any special remarks or suggestions regarding stables? | |  |  |
|  | |  | |  |  |
|  | |  | |  |  |

**4. Practice Area(s)**

|  |  | | | **Yes** | **No** |
| --- | --- | --- | --- | --- | --- |
| 4.1 | Was there more than one area used for schooling? | | |  |  |
|  | - Which special practice areas were there? (driving, eventing...) | |  | | |
| 4.2 | Was the footing adequate? | | |  |  |
|  | Type of footing used: |  | | | |
| 4.3 | Were the obstacles adequate in the training area(s)? | | |  |  |
| 4.4 | Was there a lunging place? | | |  |  |
| 4.5 | Was there a grazing area? | | |  |  |
| 4.6 | Was the main arena used for schooling? | | |  |  |
| 4.7 | Were there directions and timetables established for use of the practice arena? | | |  |  |
| 4.8 | Did you establish a timetable for rotation of stewards? | | |  |  |
| 4.9 | Did the Event timetable allow ample opportunity for Athletes to exercise their horses under Steward’s supervision at least 30 minutes each day outside of the competition warm-up period? | | |  |  |
| 4.10 | Were there any precautions organised for emergency? (Doctor, transport facilities, box ambulance, screen, etc) | | |  |  |
| 4.11 | Describe route and controls from stables to practice arena and main arena? | | |  |  |
| 4.12 | Was a Member of the Ground Jury appointed to help supervise the practice arena (for events outside Group I &II)? | | |  |  |
| 4.13 | Have you any special remarks or suggestions regarding Practice Arena(s): | | |  |  |
|  |  | | |  |  |

**5. Veterinary Matters**

|  |  | **Yes** | **No** |
| --- | --- | --- | --- |
| 5.1 | Was the area for the horse inspection suitable for presentation of the horses (flat, firm, non-slippery surface)? |  |  |
| 5.2 | Was the footing suitable for this inspection? |  |  |
|  | Type of footing used: |  |  |
| 5.3  5.4  5.5 | Was the organisation of the horse inspection adequate?  Was there a good relation between you and the Veterinary Delegate / Veterinary Commission?  Was a coordination meeting arranged with the Veterinary Delegate / Veterinary Commission? |  |  |

**6. Competitors**

|  |  | **Yes** | **No** |
| --- | --- | --- | --- |
| 6.1 | Did you give written general information to competitors, Chefs d'Equipe? (Please attach a copy) |  |  |
| 6.2 | Did you have to report any incidents to the Ground Jury? If yes, please attach a copy. |  |  |
| 6.3 | Did you have to lodge any complaints? If yes, please give details: |  |  |
| 6.4 | Did you have to give any warning cards? If yes, please give details and attach the yellow warning card slip. |  |  |
| 6.5 | Did you have a supply of yellow cards? If no, explain why. |  |  |
| 6.6 | Were FEI Regulations relating to use of logos respected by riders/drivers,  If not give details and riders/drivers names. |  |  |

**Use of sponsor logo by Athletes and drivers**

The Chief Steward is responsible for ensuring that before allowing athletes/drivers to compete the sponsor logos are within the limitations laid down in FEI General Regulations Art. 135. Athletes/Drivers not complying with Art. 135 will be reported to the Ground Jury and will not be permitted to compete until the use of the sponsor logo is in compliance with this article.

**7. Unusual incidents, irregularities, suggestions**

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| --- |
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|  |  | **Yes** | **No** |
| --- | --- | --- | --- |
| 7.1 | Were there any cases of blood on the flanks of any horses? |  |  |
| 7.2 | If yes, kindly provide the details (name of the rider, name of the horse) as well as the sanction imposed. **Please send the pictures of the horse’s flank(s), the gloves used to check and the spurs used by the rider to** [**jumpingreports@fei.org**](mailto:jumpingreports@fei.org) |  |  |

|  |  | **Yes** | **No** |
| --- | --- | --- | --- |
| 7.3 | Was there any Yellow Card(s) issued? |  |  |
| 7.4 | If yes, kindly provide the details of the situation and the reasons for the issue of the Yellow card(s). |  |  |
| 7.5 | Did the rider(s) sign the Yellow card(s)? |  |  |

**8. For Jumping Events only**

|  |  | **Yes** | **No** |
| --- | --- | --- | --- |
| 8.1 | Was the mandatory post-competition bandage and boot control carried out by the Chief Steward on all horses during the Grand Prix (including FEI Wold Cup™ Jumping qualifying competition), the FEI Nations Cup, the Derby or the competition with the highest prize money? |  |  |
| 8.2 | Was the pre-competition hind boot control in the practice arena carried out on all horses during the Grand Prix (including FEI Wold Cup™ Jumping qualifying competition), the FEI Nations Cup, the Derby or the competition with the highest prize money? |  |  |
| 8.3 | Has the FEI Veterinarian Delegate been notified regarding these controls? |  |  |
| 8.4 | Was a post-competition bandage and boot control carried out during any other competitions? |  |  |
| 8.5 | Was a pre-competition hind boot control in the practice arena carried out during any other competitions? |  |  |
| 8.6 | Did you encounter any problems with the pre-competition hind boot control(s) in the practice arena?  If yes, please provide details below: |  |  |

**9. Improvements**

|  |  |  |
| --- | --- | --- |
| 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. | | |
| Have you already discussed any future improvements to the event with the Organising Committee? | Yes | No |

**10. Annexes**

|  |  | |  |  |
| --- | --- | --- | --- | --- |
|  | Sketch of stable and general area | | | |
|  | Information to competitors | | | |
|  | Timetable rotation of FEI Stewards | | | |
|  | Timetable for use of practice arenas | | | |
|  | Incidents | | | |
|  | Other, please specify |  | | |

**Signature:**       **Date:**      

**Return to FEI**

**Jumping Department**

**HM King Hussein I Building**

**Chemin de la Joliette 8**

**CH - 1006 Lausanne**

**Fax: +41 21 310 47 60**

**For all Events:** [**jumpingreports@fei.org**](mailto:jumpingreports@fei.org)

**Copy to the Steward General of NF**

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**11. Additional Information**