|  |
| --- |
| **Show** |
| **Venue** |       |
| **NF** |       |
| **Date** |       |

|  |
| --- |
| **Chief Steward** |
| **Name** |       |
| **Nationality** |       |
| **Email address** |       |

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 Show. The report must be completed by the Chief Steward following the Show and must be sent to **para-dressagereports@fei.org** within 15 days of the Show, at the latest.

**Please note that, for all CPEDIs from 01 March 2024, the online Person Injury Report must be submitted by the Chief Steward and not anymore by the Foreign Judge/Technical Delegate (please see point 7 of the report).**

**1. FEI Stewards**

|  |  |  |
| --- | --- | --- |
| 1.1 | Assistant to the Chief Steward  |       |
|  |  |  |
| 1.2 | Stable Manager(s) |       |
|  |  |  |
|  |  |
| 1.4 | Members of the Stewarding Team assigned to the Practice Arena Stewards |       |
|  |  |       |
|  |  |       |

|  |
| --- |
|       |

Give total number of Stewards, including Chief Steward

Please confirm that the assistant stewards approved in the FEI Schedule were those that officiated at the event:

**2. General**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Yes**  | **No**  |
| 2.1 | Were you involved in pre-competition meetings with 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:       | [ ]  | [ ]  |

**3. Stables**

|  |  | **Yes** | **No** |
| --- | --- | --- | --- |
| 3.1 | Was there an adequate fence surrounding the stable area? If not, please describe what was used :      | [ ]  | [ ]  |
| 3.2 | Were the stables satisfactory? If no, explain separately | [ ]  | [ ]  |
| 3.3 | Were the stables well ventilated? | [ ]  | [ ]  |
| 3.4 | Were there sufficient emergency exits? | [ ]  | [ ]  |
| 3.5 | Were there NON-SMOKING signs and effective controls? | [ ]  | [ ]  |
|  | - What kind of fire precautions were there?      |  |  |
| 3.6 |

|  |
| --- |
|       |

How many permanent boxes were there ? |  |
|

|  |
| --- |
|       |

How many temporary boxes ?  |  |
| 3.7 | Was a provisional list of allocated stables drawn up by the OC? | [ ]  | [ ]  |
| 3.8 | Was there a proper control of entry into the security area? | [ ]  | [ ]  |
| 3.9 | Was there additional proper control of entry into the stable area ?  | [ ]  | [ ]  |
| 3.10 | Was there a 24 hr security system? | [ ]  | [ ]  |
|  | Provided by whom?  |       |  |  |
| 3.11 | Were the following officials available for 24 hr duty? |  |  |
|  | - Treating Vet  | [ ]  | [ ]  |
|  | - Red Cross - Doctor  | [ ]  | [ ]  |
|  | - FEI Stewards  | [ ]  | [ ]  |
| 3.12 | Were random controls organised during the day? | [ ]  | [ ]  |
|  |  At night?  | [ ]  | [ ]  |
| 3.13 | Who was in charge of "stable stewarding"  |  |  |
|  |  - Special stewards?  | [ ]  | [ ]  |
|  |  - Practice arena stewards (in rotation)?  | [ ]  | [ ]  |
| 3.14 | Was there a list drawn-up of visitors during the night? | [ ]  | [ ]  |
| 3.15 | Was a "horse-watch" service organised? | [ ]  | [ ]  |
| 3.16 | Were there isolated boxes for MCP? | [ ]  | [ ]  |
|  | Were there adequate facilities provided for MCP Control? | [ ]  | [ ]  |
| 3.17 | Have you 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 | Was there a lunging place? | [ ]  | [ ]  |
| 4.4 | Was there a grazing area? | [ ]  | [ ]  |
| 4.5 | Was the main arena used for schooling/warm-up? | [ ]  | [ ]  |
| 4.6 | Were there directions and timetables established for use of the practice arena? | [ ]  | [ ]  |
| 4.7 | Did you establish a timetable for rotation of stewards? | [ ]  | [ ]  |
| 4.8 | Were there any precautions organised for emergency? (Doctor, transport facilities, box ambulance, screen, etc)  | [ ]  | [ ]  |
| 4.9 | Describe route and controls from stables to practice arena and main arena? |  |  |
|  |       |  |  |
|  |       |  |  |
|  |  |  |  |
| 4.10 | Have you any special remarks or suggestions regarding Practice Arena(s): | [ ]  | [ ]  |
|  |       |  |  |
|  |       |  |  |

**5. Veterinary Matters**

|  |  | **Yes** | **No** |
| --- | --- | --- | --- |
| 5.1 | Were the conditions for the horse inspection in accordance with the FEI [Veterinary Regulations](https://inside.fei.org/content/fei-veterinary-rules) Articles 1011.2? | [ ]  | [ ]  |
|  |
| 5.2  | Type of footing used:      |  |  |
|  |

**6. Competitors / Athletes**

|  |  | **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 (GRs, Art. 135),If not give details and riders/drivers names. | [ ]  | [ ]  |

**7. Athlete and FEI Officials (NEW)**

All injury sustained by athletes and FEI Officials must be reported via the online Person Injury Report, as explained on the FEI’s website:

[**https://inside.fei.org/fei/your-role/medical-safety/info-fei-officials**](https://inside.fei.org/fei/your-role/medical-safety/info-fei-officials)

If you have no injury to report, please open the online Person Injury Report, indicate that there are no injuries to report and submit the report.

**8. Unusual incidents, irregularities, suggestions**

|  |
| --- |
|       |
|       |
|       |
|       |
|       |

**9. FOLLOW-UP and IMPROVEMENTS**

|  |  |  |
| --- | --- | --- |
| Does further *follow-up action* have to be taken with the Event Organiser? | [ ]  Yes | [ ]  No |
| If yes: Please briefly describe the issue(s) to be followed up(refer to the relevant section in the report for details)      |
| 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.      |

**9. Annexes**

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

**SIGNATURE:**       **DATE:**

**Please send the report to** **para-dressagereports@fei.org****.**