**COURSE DIRECTOR REPORT**

Name       E-mail address

**IMPORTANT - INTRODUCTION – REPORTING FORMAT**

The purpose of this report is to give the FEI an overall view of the organisation and running of the Course. The report must be completed by the Course Director immediately following the Event and should be forwarded to the FEI (anna.orgeas@fei.org) within 15 days of the Event, at the latest.

**The following annexes must also be returned to the FEI along with the report:**

1. Group picture
2. **General information**

National Federation

Venue

Dates

|  |
| --- |
| Maintenance |
|  |
| Judges **[ ]**  |
| Stewards **[ ]**  |
| Technical Delegate **[ ]**  |

Type of course:

# **Course Evaluation**

|  |  |
| --- | --- |
| Pre-Course Arrangements |  |
|  | Not satisfied | Satisfied | Very satisfied | Comments |
| Travel arrangements | **[ ]**       | **[ ]**       | **[ ]**       |       |
| Pre-course correspondence | **[ ]**       | **[ ]**       | **[ ]**       |       |

|  |  |
| --- | --- |
| Course Organisation |  |
|  | No issues | Some issues | Serious issues |
| Practical  |
| Facilities  | **[ ]**       | **[ ]**       | **[ ]**       |
| Involvement of local organisers  | **[ ]**       | **[ ]**       | **[ ]**       |
| Theory  |
| Class room (size, availability) | **[ ]**       | **[ ]**       | **[ ]**       |

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| --- |
| Participants as a Group  |
|  | Low | Average | High | Uniform | Not Uniform |
| Experience level of group | **[ ]**       | **[ ]**       | **[ ]**       | **[ ]**       | **[ ]**       |
| Attendance and interest level of group | **[ ]**       | **[ ]**       | **[ ]**       | **[ ]**       | **[ ]**       |

Additional comments

|  |  |
| --- | --- |
| Programme and Work Timetable  |  |
|  | Yes | No | Comments |
| Was the syllabus followed  | **[ ]**  | **[ ]**  |       |
| Was the timetable followed  | **[ ]**  | **[ ]**  |       |
| Was the technical material satisfactory  | **[ ]**  | **[ ]**  |       |

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| --- |
| Communication  |
|  | Not satisfied | Satisfied | Very satisfied | Comments |
| Communication/interaction of course director with participants | **[ ]**  | **[ ]**  | **[ ]**  |       |
| Communication/interaction of course director with organisers | **[ ]**  | **[ ]**  | **[ ]**  |       |

Additional comments

# **Additional constructive comments and remarks**

Positive

Negative

Do you have any suggestions for improvement of future courses?

# **Evaluation of participants**

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| --- | --- | --- | --- | --- | --- | --- |
| FEI ID | FULL NAME | NF | CURRENT LEVEL | EXAM (if applicable)  | RECOMMENDATION FOR MAINTENANCE | COMMENTS |
| Passed | Not passed | Yes | No |
|       |       |       |       |       |       |       |       |       |
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*Please complete the below list of participants with personal appreciations as to those who, in your opinion, would be acceptable for promotion at the next revision.*

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| FEI ID | FULL NAME | NF | CURRENT LEVEL | EXAM (If applicable) | RECOMMENDATION FOR MAINTENANCE | COMMENTS |
| Passed | Not passed | Yes | No |
|       |       |       |       |       |       |       |       |       |
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| FEI ID | FULL NAME | NF | CURRENT LEVEL | EXAM (If applicable)  | RECOMMENDATION FOR MAINTENANCE | COMMENTS |
| Passed | Not passed | Yes | No |
|       |       |       |       |       |       |       |       |       |
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| FEI ID | FULL NAME | NF | CURRENT LEVEL | EXAM (IF APPLICABLE) | RECOMMENDATION FOR MAINTENANCE | COMMENTS |
| Passed | Not passed | Yes | No |
|       |       |       |       |       |       |       |       |       |
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Please return this report to the FEI: Anna.orgeas@fei.org along with the relevant annexes within 15 days of the Course.