

# 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 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

## 1. General information

National Federation

Venue

Dates

Type of course:

Maintenance	Transfer
Judges	Judges Level 1
Stewards	Judges Level 2
Technical Delegate	Judges Level 3
Course Designer	Stewards Level 2
	Stewards Level 3
	Course Designers Level 1
	Course Designers Level 2
	Course Designers Level 3
	Technical Delegates Level 2
	Technical Delegates Level 3

## 2. Course Evaluation

Pre-Course Arrangements				
	Not satisfied	Satisfied	Very satisfied	Comments
Travel arrangements				
Pre-course correspondence				

Course Organisation			
	No issues	Some issues	Serious issues
<b>Practical</b>			
Facilities			
Involvement of local organisers			
<b>Theory</b>			
Class room (size, availability)			

Additional comments

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			

Communication				
	Not satisfied	Satisfied	Very satisfied	Comments
Communication/interaction of course director with participants				
Communication/interaction of course director with organisers				

Additional comments

### 3. Additional constructive comments and remarks

Positive

Negative

Do you have any suggestions for improvement of future courses?

## 4.Evaluation of participants

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.

FEI ID	FULL NAME	NF	CURRENT LEVEL	REQUESTED LEVEL	EXAM		RECOMMENDATION TO TRANSFER UP		COMMENTS
					Passed	Not passed	Yes	No	

FEI ID	FULL NAME	NF	CURRENT LEVEL	REQUESTED LEVEL	EXAM		RECOMMENDATION TO TRANSFER UP		COMMENTS
					Passed	Not passed	Yes	No	

FEI ID	FULL NAME	NF	CURRENT LEVEL	REQUESTED LEVEL	EXAM		RECOMMENDATION TO TRANSFER UP		COMMENTS
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FEI ID	FULL NAME	NF	CURRENT LEVEL	REQUESTED LEVEL	EXAM		RECOMMENDATION TO TRANSFER UP		COMMENTS
					Passed	Not passed	Yes	No	

Please return this report to the FEI: [Aude.Barby@fei.org](mailto:Aude.Barby@fei.org) along with the relevant annexes within 15 days of the Course.