

IMPORTANT - INTRODUCTION - REPORTING FORMAT

The purpose of this report is to give the FEI an overall view of the organisation and running of the Event. The report must be completed by the Chief Steward immediately following the Event and should be sent to the [FEI \(Endurance@fei.org\)](mailto:Endurance@fei.org) **within 15 days of the Event, at the latest.**

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

1. Yellow Warning Cards, protests, appeals
2. Timetable
3. Pictures

FEI ID	Name	E-mail address

1. EVENT DETAILS

Show name	
Event category/categories	
Dates	
Location	
Event organiser	
Name of the Stables Manager	
Total number of Stewards	
Provide Stewards' FEI ID and names that are not listed on the Schedule	
Date and time of your arrival at the venue	

2. PARTICIPATION OF HORSES

Total number of Horses present at the venue	
Total number of permanent boxes	
Total number of temporary boxes	
Were the sizes of the boxes in line with the information provided on the published schedule?	
Was the ratio between the Stewards and Entries in line with Annex 6 of the Endurance Rules?	

3. VENUE CHECK LIST

	YES	NO
Have the crew points been correctly marked with both start and end points?	<input type="checkbox"/>	<input type="checkbox"/>
Was the training track prepared and monitored?	<input type="checkbox"/>	<input type="checkbox"/>
Were the stables well ventilated?	<input type="checkbox"/>	<input type="checkbox"/>
Was there adequate fencing surrounding the stable area? If not, please describe what was used (<i>if any</i>)	<input type="checkbox"/>	<input type="checkbox"/>
Were the stables satisfactory? If not, please describe why	<input type="checkbox"/>	<input type="checkbox"/>
Was there enough water / ice / food / bedding?	<input type="checkbox"/>	<input type="checkbox"/>
Were the names and details of night time visitors recorded?	<input type="checkbox"/>	<input type="checkbox"/>
Were random controls organised during the night?	<input type="checkbox"/>	<input type="checkbox"/>
Who was in charge of "stable stewarding"		
Were there adequate facilities provided for MCP Control?	<input type="checkbox"/>	<input type="checkbox"/>

Do you have any special remarks or suggestions regarding the stables?	
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Stables outside the restricted competition stable area

	Quarantine	MCP	Clinic
Number of stables			
Size of these stables			
Were the stables secured?			
Were the stables satisfactory in term of cleanliness?			
How far were the stables from the venue?			

Grazing area

	YES	NO
Was there a grazing area available?	<input type="checkbox"/>	<input type="checkbox"/>
Were the Horses walked in hand in this area?	<input type="checkbox"/>	<input type="checkbox"/>
Did you do random control in this area?	<input type="checkbox"/>	<input type="checkbox"/>

Vet gate

	YES	NO
Was the footing suitable for this inspection?	<input type="checkbox"/>	<input type="checkbox"/>
Did the OC sufficiently secure the Vet Gates so that there could be control of the access points, to ensure that only the max number of crew members passed through?	<input type="checkbox"/>	<input type="checkbox"/>
How many Stewards on duty in the Vet Gates?		
Please leave your comments or suggestions regarding the trails and Vet gate		
Was the Recovery Area adequate?	<input type="checkbox"/>	<input type="checkbox"/>
Did you and your team check material and tack equipment, if no please explain why?	<input type="checkbox"/>	<input type="checkbox"/>

4. SECURITY

The stables

	YES	NO
Were there sufficient emergency exits?	<input type="checkbox"/>	<input type="checkbox"/>
Were there NO-SMOKING signs and effective controls	<input type="checkbox"/>	<input type="checkbox"/>
What kind of fire precautions were there?		
Was there proper entry control to secure the area?	<input type="checkbox"/>	<input type="checkbox"/>
Was there a 24 hr security system?	<input type="checkbox"/>	<input type="checkbox"/>
Provided by whom?		
Were the following Officials available for 24hr duty? <i>Treating Veterinarian</i> <i>Human medic</i> <i>FEI Stewards</i>	<input type="checkbox"/>	<input type="checkbox"/>

The track

	YES	NO
Were hazards controlled on the track?	<input type="checkbox"/>	<input type="checkbox"/>
Was an alternative route possible?	<input type="checkbox"/>	<input type="checkbox"/>
Were Stewards present on road crossings?	<input type="checkbox"/>	<input type="checkbox"/>
Were the shorts cut covered by the Stewards?	<input type="checkbox"/>	<input type="checkbox"/>
Were there any precautions organised for emergency (Doctor, transport facilities, etc)?	<input type="checkbox"/>	<input type="checkbox"/>
Were there enough water points?	<input type="checkbox"/>	<input type="checkbox"/>
Were there enough Stewards at the water points?	<input type="checkbox"/>	<input type="checkbox"/>

Opening / Closing ceremony

	YES	NO
Was the Chief Steward involved in the organization of the Opening / Closing ceremony with the OC, PGJ and TD?	<input type="checkbox"/>	<input type="checkbox"/>
Were there enough stewards available to coordinate the Opening / Closing Ceremony with Horses?	<input type="checkbox"/>	<input type="checkbox"/>

5. PLEASE NOTE ANY UNUSUAL INCIDENTS OR IRREGULARITIES

6. SANCTIONS, WARNINGS, YELLOW CARDS, FINE

Dangerous Riding (Yellow Warning Card, Verbal Warning, others)

NF	Horse	Name of Athlete	Incident	Action Taken

Were the Athletes made aware of the above warning/penalty before leaving the Show ground?

YES NO

Abuse of Horse (Yellow Warning Card, Disqualification, Fine - other sanction)

NF	Horse	Name of Athlete	Incident	Action Taken

Were the Athletes made aware of the above warning/penalty before leaving the Show ground?

YES NO

Other Complaints, Appeals, Objections, Incorrect behaviour, Protests

NF	Horse	Name of Athlete	Incident	Action Taken

Were the Athletes made aware of the above warning/penalty before leaving the Show ground?

YES NO

7. FOLLOW UP AND IMPROVEMENTS

	YES	NO
Was there good communication between you and the OC?	<input type="checkbox"/>	<input type="checkbox"/>
Did you give written general information to competitors or Chefs d'Equipe? <i>(Please attach a copy)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Were any incidents reported to the Ground Jury? <i>(Yes no, please give details)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Were all complaints/protests handled correctly? <i>(Yes no, please give details)</i> <i>(If yes, please attached a copy)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Does further follow-up action need to be taken with the Event Organiser? <i>(If yes, please give details)</i>		
Do you have any additional recommendations for <i>future improvements</i> to the Event?		

8. ANNEXES

	YES	NO
Yellow Warning Cards	<input type="checkbox"/>	<input type="checkbox"/>
Pictures	<input type="checkbox"/>	<input type="checkbox"/>
Other, specify		