

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) within 15 days of the Event, at the latest.

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

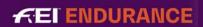
- 1. Yellow Warning Cards, protests, appeals
- 2. Timetable
- 3. Pictures

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	

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2. PARTICIPATION OF HORSES

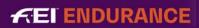
Total number of Horses present at the venue	
Total number of permanent boxes	
Total number of temporary boxes	
Were the sizes of the boxes in line with the information provided on the published schedule?	
Was the ratio between the Stewards and Entries in line with Annex 6 of the Endurance Rules?	

3. VENUE CHECK LIST

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

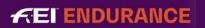


Do you have any speci suggestions regarding	al remarks or the stables?		
Stables outside the r			
	Quarantine	MCP	Clinic
Number of stables			
Size of these stables			
Were the stables secured?			
Were the stables satisfactory in term of cleanliness?			
How far were the stables from the venue?			
Grazing area			
		YES	NO
Was there a grazing ar	ea available?		
Were the Horses walke	ed in hand in this area?		
Did you do random co	ntrol in this area?		



Vet gate

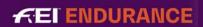
	YES	NO
Was the footing suitable for this inspection?		
Did the OC sufficiently secure the Vet Gates so that there could be control of the access points, to ensure that only the max number of crew members passed through?		
How many Stewards on duty in the Vet Gates?		
Please leave your comments or suggestions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



4. SECURITY

The stables

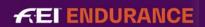
	YES	NO
Were there sufficient emergency exits?		
Were there NO-SMOKING signs and effective controls		
What kind of fire precautions were there?		
Was there proper entry control to secure the area?		
Was there a 24 hr security system?		
Provided by whom?		
Were the following Officials available for 24hr duty? Treating Veterinarian Human medic FEI Stewards		
The track		
The track	YES	NO
The track Were hazards controlled on the track?	YES	NO
	YES	NO
Were hazards controlled on the track?	YES	NO □ □
Were hazards controlled on the track? Was an alternative route possible? Were Stewards present on road crossings? Were the shorts cut covered by the Stewards?	YES	NO □ □ □
Were hazards controlled on the track? Was an alternative route possible? Were Stewards present on road crossings? Were the shorts cut covered by the Stewards? Were there any precautions organised for emergency (Doctor, transport facilities, etc)?	YES	NO
Were hazards controlled on the track? Was an alternative route possible? Were Stewards present on road crossings? Were the shorts cut covered by the Stewards? Were there any precautions organised for	YES	NO



Opening / Closing ceremony

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

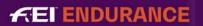
5. PLEASE NOTE ANY UNUSUAL INCIDENTS OR IRREGULARITIES



6. SANCTIONS, WARNINGS, YELLOW CARDS, FINE

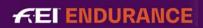
Dangerous Riding (Yellow Warning Card, Verbal Warning, others)

NF	Horse	Name of Athlete	Incident	Action Taken
ground? YES 📗 1	NO []	are of the above warning/ Warning Card, Disqua		
NF	Horse	Name of Athlete	Incident	Action Taken
Were the ground? YES \(\square\$ \)		are of the above warning/	penalty before leav	ring the Show
Other Co	omplaints, Appe	als, Objections, Incorr	ect behaviour, Pr	otests
NF	Horse	Name of Athlete	Incident	Action Taken
Were the ground? YES \(\bigcup \)		are of the above warning/	penalty before leav	ring the Show



7. FOLLOW UP AND IMPROVEMENTS

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



8. ANNEXES

	YES	NO
Yellow Warning Cards		
Pictures		
Other, specify		