

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.

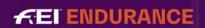
In addition to this Chief Steward report, kindly note that as of 01 January 2024, you will also receive a separate email (from [FEI KER] <forms@fei.org>) with a link to report on the Key Event Requirements. Kindly complete both.

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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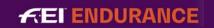


2. PARTICIPATION OF HORSES

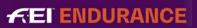
Total number of Horses present at the venue	
Total number of permanent boxes	
Total number of temporary boxes	
Were the sizes of the boxes in line with the information provided on the published schedule?	
Was the ratio between the Stewards and Entries in line with Annex 6 of the Endurance Rules?	

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 <i>(if any)</i> 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?		

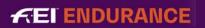


Do you have any specis suggestions regarding			
Stables outside the re		•	
	Quarantine	MCP	Clinic
Number of stables			
Size of these stables			
Were the stables secured?			
Were the stables satisfactory in term of cleanliness?			
How far were the stables from the venue?			
Grazing area			
		YES	NO
Was there a grazing area available?			
Were the Horses walke	ed in hand in this area?		
Did you do random coi	ntrol in this area?		



Vet gate

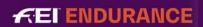
	YES	NO
Was the footing suitable for this inspection?		
Did the OC sufficiently secure the Vet Gates so that there could be control of the access points, to ensure that only the max number of crew members passed through?		
How many Stewards on duty in the Vet Gates?		
Please leave your comments or suggestions regarding the trails and Vet gate		
Was the crewing 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 there any natural hazards?	YES	NO
	YES	NO
Were there any natural hazards?	YES	NO □ □
Were there any natural hazards? Was an alternative route possible? Were Stewards present on road crossings? Did Stewards detect any short cuts?	YES	NO □ □ □
Were there any natural hazards? Was an alternative route possible? Were Stewards present on road crossings? Did Stewards detect any short cuts? (If yes, how was it handled?)	YES	NO □ □ □
Were there any natural hazards? Was an alternative route possible? Were Stewards present on road crossings? Did Stewards detect any short cuts?	YES	NO
Were there any natural hazards? Was an alternative route possible? Were Stewards present on road crossings? Did Stewards detect any short cuts? (If yes, how was it handled?) Were there any precautions organized 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?		

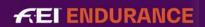
5. PLEASE NOTE ANY UNUSUAL INCIDENTS OR IRREGULARITIES



6. SANCTIONS, WARNINGS, YELLOW CARDS, FINE

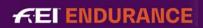
Dangerous Riding (Yellow Warning Card, Verbal Warning, others)

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	rotests
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

 NO
YES



8. ANNEXES

	YES	NO
Yellow Warning Cards		
Pictures		
Other, specify		