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| **SHOW** |
| **Venue** |       |
| **NF** |       |
| **Date** |       |

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| **Chief Steward**  |
| **Name** |       |
| **Nationality** |       |
| **Email Address** |       |

The purpose of this report is to provide to the FEI with an overall view of the organisation and running of the Show.

The report must be completed during the show and immediately sent to dressagereports@fei.org

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| **1. Steward.** |
| Were all the FEI Stewards paid the per diem of minimum EUR 120 per day per person? | Yes / No |
| Stable Manager(s) | Name:Name:Name: |
| Members of stewarding team assigned to practice arena | Name:Name:Name: |
| Please confirm that the assistant stewards approved in the FEI Schedule were those that officiated at the event: | Yes / No |
| Please mention below if there were any changes and reasons:       |
| Timetable for rotation of FEI Stewards  | to be sent with the report |
| Additional comments:       |

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| **2. General.** |
| Were you involved in per-competition meetings with the OC? | Yes / No |
| If no, did you have sufficient contact with the OC? |       |
| Was there a good communication system between you and the OC Secretariat, Ground Jury, Veterinarian, Technical Delegate? | Yes / No |
| Please described system used |       |
| Additional comments:       |

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| **3. Stables.** |
| Was there an adequate fence surrounding the stable area? | Yes / No |
| Were the stables clean upon arrival of horses? | Yes / No |
| Were the stables disinfected upon arrival of horses? | Yes / No |
| Was new bedding provided upon arrival of horses (whether free or for a price)? | Yes / No |
| Did the stables meet the FEI standards? | Yes / No |
| Were the stables well ventilated? | Yes / No |
| Did the stables meet the minimum size requirement? | Yes / No |
| Were there sufficient emergency exits? | Yes / No |
| Were there NON-SMOKING signs and effective controls? | Yes / No |
| Were fire extinguishers available in the stabling area? | Yes / No |
| Please indicate if there were other fire precautions and what kind: |       |
| How many permanent boxes were there? |       |
| How many temporary boxes? |       |
| Was a provisional list of allocated stables drawn up by the OC? | Yes / No |
| Practice arena stewards (in rotation)? | Yes / No |
| Were there isolated boxes for MCP? | Yes / No |
| Were there adequate facilities provided for MCP Control? | Yes / No |
| Do you have any special remarks or suggestions regarding stables? |       |
| Sketch of stable and general area | to be sent with the report |

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| **4. Practice Arena(s).** |
| Was there more than one area used for schooling? | Yes / No |
| Type of footing used? |       |
| Was there a lunging area? | Yes / No |
| Was there a grazing area? | Yes / No |
| Was the main arena used for schooling/warm up? | Yes / No |
| Were there directions and timetables established for use of the practice arena? | Yes / No |
| Did you establish a timetable for rotation of stewards? | Yes / No |
| **General Feedback on footing** |
| Safe | Yes / No |
| Level surface (for e.g. no stones, no holes/depressions in the surface, etc.) | Yes / No |
| Firm | Yes / No |
| Sufficiently wide | Yes / No |
| Not slippery | Yes / No |
| **Competition Arena Footing** |
| Your general opinion about the overall quality of the footing |  |
| **Practice Arena Footing** |
| Your general opinion about the overall quality of the footing |  |
| Were there any precautions organised for emergency? (Doctor, transport facilities, box ambulance, screen, etc) | Yes / No |
| Describe route and controls from stables to practice arena and main arena:       |
| Was a Member of the Ground Jury appointed to help supervise the practice arena? | Yes / No |
| Do you have any special remarks or suggestions regarding Practice Arena(s): |       |
| Timetable for Practice Arenas | to be send with the report |

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| **5. Athletes.** |
| Did you give written general information to athletes, Chefs d'Equipe? | Yes / No |
| Did you have to report any incidents to the Ground Jury? | Yes / No |
| Did you have to lodge any complaints?  | Yes / No |
| Were FEI Regulations relating to use of logos respected by athletes? | Yes / No |
| All injuries sustained by athletes and FEI Officials must be reported via the online Person Injury Report, as explained on the FEI’s website:<https://inside.fei.org/fei/your-role/medical-safety/info-fei-officials>  If you have no injury to report, please open the online Person Injury Report, indicate that there are no injuries to report and submit the report. |       |
| Additional comments:       |

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| **6. Horses. Unusual incidents, irregularities.** |
| Were there any cases of blood on any horse(s) to report? | Yes / No |
| Were there any Yellow Card(s) issued? | Yes / No |
| In case of yes, report to be sent with additional comments. |
| **Accident Report** |
| A short description of the accident should include the followingHorse (injury or death)- Were the veterinary services satisfactorily performed?- What was the likely cause of the accident?- Was the horse involved in the accident sampled for prohibited substances?- In the case of death of a horse, was a post mortem examination made?- If so, what was the result?- Was a competent and responsible person present to handle the media?- Was a Press conference organised? |       |
| **Abuse of horse report** |
| Please describe the type of abuse by including the following information:- The exact type of horse abuse.- The action taken by the Ground jury.- If applicable, the Yellow Card(s) distributed.- The reaction from the public/press? |       |
| **Statistics referring to the condition of the horse** |
| How many horses did not pass the first horse inspection? |       |
| How many horses were presented for re-inspection? |       |
| How many horses did not pass the re-inspection? |       |

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| **7. Tack Control.** |
| Was the mandatory tack control carried out by the stewarding team, on all horses during all competitions? | Yes / No |
| Additional comments:       |

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| **8. Improvements.** |
| **Improvements** |
| Do you have any suggestions or recommendations for future improvements to the event? | Yes / No |
| Have you already discussed with the organising committee about any future improvements to the event? | Yes / No |
| **Additional Information** |
| Please indicate any other comments of remarks you may have:       |

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| **9. Additional Event Feedback.** |
| Rate each of the following: |
| Condition of testing boxes | Excellent / Good / Fair / Poor |
| Condition of treating boxes | Excellent / Good / Fair / Poor |
| Condition of isolation boxes | Excellent / Good / Fair / Poor |
| Adequacy of incident reporting (equine) | Excellent / Good / Fair / Poor |
| **Did you have an overall plan to steward the following?** |
| The schooling area | Yes / No |
| The stable area | Yes / No |
| The entire venue | Yes / No |
| **Were there sufficient emergency exits in the stables?** |
| For horses | Yes / No |
| For people | Yes / No |
| Was there proper control of entry into: |
| The security area | Yes / No |
| The stables | Yes / No |
| Was there a 24 hours security system? | Yes / No |
| **Was there proper control of entry into:** |
| The security area | Yes / No |
| The stables | Yes / No |
| **Were the following accessible at all times:** |
| Veterinarian | Yes / No |
| Doctor | Yes / No |
| FEI Stewards | Yes / No |
| Were random controls of stables carried out by stewards during the day? | Yes / No |
| Were random controls of stables carried out by stewards during the night? | Yes / No |
| Was there a list of all individuals allowed into the stables at night? | Yes / No |
| Was a horse watch service provided at night? | Yes / No |
| Were contact numbers available for each horse? | Yes / No |
| Was there free Wifi available at the venue for Stewards and Grooms | Yes / No |
| Please rate the accommodation for the Stewarding team | Excellent / Good / Fair / Poor / Not provided |