|  |
| --- |
| **Event information** |
| **Event title** |       |
| **Event category** |       |
| **Date** |       |
| **Location** |       |
| **Event organizer** |       |

|  |
| --- |
| **Foreign Steward** |
| **Name** |       |
| **Address** |       |
| **Email address** |       |
| **Mobile phone no** |       |

The purpose of this report is to provide the FEI with an overall view of the organisation relating to the stewarding team at the above Event, thereby assisting to:

* Elevate the level of stewarding at FEI Jumping Events
* Identify FEI Jumping Stewards who could be considered for the role of Foreign Steward at future events
* Improve the ongoing training and education of FEI Jumping Stewards by pinpointing and targeting specific areas in need of special attention.

The report must be completed by the Foreign Steward following the Event and must be forwarded to the FEI **within 15 days of the Event at the latest**.

|  |
| --- |
| Stewarding team composition |
|  | Name | Nationality | Level |
| CS |       |       |       |
| 1 |       |       |       |
| 2 |       |       |       |
| 3 |       |       |       |
| 4 |       |       |       |
| 5 |       |       |       |
| 6 |       |       |       |
| 7 |       |       |       |
| 8 |       |       |       |
| 9 |       |       |       |
| 10 |       |       |       |

1. How good was the Chief Steward’s spoken English?

Good [ ]  Adequate [ ]  Inadequate [ ]

1. Did the Chief Steward have a copy of the Foreign Steward’s Job Description and the

Report Form? Yes [ ]  No [ ]

Were there any questions? Yes [ ]  No [ ]

1. Did the Chief Steward hold a meeting with the stewarding team before the first competition of the event?

Yes [ ]  No [ ]

If yes, were the following topics covered?

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Yes | No | Other |
| Accreditation and access to restricted areas | [ ]  | [ ]  |       |
| Advertising & logos | [ ]  | [ ]  |       |
| Boot & bandage procedure | [ ]  | [ ]  |       |
| Expectations of team | [ ]  | [ ]  |       |
| Hind boot check procedure | [ ]  | [ ]  |       |
| Horse inspection(s) procedure | [ ]  | [ ]  |       |
| Incident reporting protocol | [ ]  | [ ]  |       |
| Media access to stables | [ ]  | [ ]  |       |
| Practice arena monitoring | [ ]  | [ ]  |       |
| Practice arena timetables | [ ]  | [ ]  |       |
| FEI protocol for blood | [ ]  | [ ]  |       |
| Saddlery  | [ ]  | [ ]  |       |
| Schooling & warm-up obstacles | [ ]  | [ ]  |       |
| Stable duty & monitoring | [ ]  | [ ]  |       |
| Stewards’ duty roster | [ ]  | [ ]  |       |
| Other | [ ]  | [ ]  |       |

1. Did the Chief Steward hold meeting(s) with the stewarding team during the event?

Yes [ ]  No [ ]

If yes, how often and what topics were discussed?

1. Was communication and the exchange of information within the team?

Good [ ]  Adequate [ ]  Inadequate [ ]

1. What methods of communication were used between the Chief Steward and team members?

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Yes | No | Other |
| Mobile phones | [ ]  | [ ]  |       |
| Walkie talkie radios | [ ]  | [ ]  |       |
| Group instant messaging (e.g. Whatsapp, Messenger etc) | [ ]  | [ ]  |       |
| Written information  | [ ]  | [ ]  |       |

1. Did the Chief Steward prepare a written duty rotation chart? Yes [ ]  No [ ]

 If no, please explain how the Chief Steward deployed the team

1. Was the Chief Steward open to answer questions and provide any necessary clarifications posed by the team members? Yes [ ]  No [ ]

If no, please explain

1. Please describe the Chief Steward’s relationship with

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Stakeholder | Good | Adequate | Poor | Don’t know |
| Athletes  | [ ]  | [ ]  | [ ]  | [ ]  |
| Grooms  | [ ]  | [ ]  | [ ]  | [ ]  |
| Trainers | [ ]  | [ ]  | [ ]  | [ ]  |

 If poor, please explain:

1. What was your general impression of the stewarding team? Please include information on the overall functionality and English language skills

1. What was your specific impression of the team’s ability to recognize problems, their willingness to address and solve problems, be helpful at all levels, and their correct implementation of relevant rules and regulations?

11.1 In case there were any unusual incidents or irregularities (horse abuse, warnings, yellow cards, blood on any part of the horse…), please explain how the stewarding team handled the situation.

1. Do you have any comments or feedback on individual members of the stewarding team (e.g. language skills, performance, knowledge of rules and regulations, etc)

1. Would you recommend that the Chief Steward or any team member should be taken into consideration for future appointments as Foreign Steward if they have not been appointed already? Please explain the reason(s) for your recommendation.

1. If there were any, did you discuss the less favourable points mentioned above with the Chief Steward or the relevant team member(s)?

1. Were the stables clean upon arrival of horses?

Yes [ ]  No [ ]

Were the stables disinfected upon arrival of horses?

Yes [ ]  No [ ]

Was the bedding new upon arrival of horses?

Yes [ ]  No [ ]

 If you ticked no in any of these 3 boxes, please explain:

1. Were all the FEI Officials paid the minimum regulatory per diem per day per person?

Yes [ ]  No [ ]

If no, please explain:

1. Any other information:

Date       Signature

Please return to jumpingreports@fei.org