

# GUIDELINES FOR EVENT REPORTING

## TECHNICAL DELEGATE

### 1. GENERAL INFORMATIONS

The Technical Delegate is responsible for collecting all information on site and returning the completed and legible report in its entirety, including the below list of annexes, no later than **ten days** of the Event's conclusion.

The provided recommendations and comments serve as feedback for the OC. The collection of data is used for statistics purposes and allows the monitoring of the Risk Management Program. We therefore thank you in advance for your support in providing consistent and complete information.

The forms and additional information can be accessed directly on the FEI website through the following link: <http://inside.fei.org/fei/your-role/officials/eventing/forms>. Kindly note that all forms and related documents have been revised as of March 2023 and have been created as fillable PDFs to facilitate the overall reporting process.

In case of more than one Technical Delegate appointed at the same Event, one overall Technical Delegate must be selected. The overall TD is responsible for coordinating the job of the Technical Delegates and sending **one report** for the entire Event if several TDs are appointed.

The following forms are to be returned duly completed to the FEI within **ten days** after the conclusion of the Event as per *article 515.3.6 of the FEI Eventing Rules*, either by email ([eventing@fei.org](mailto:eventing@fei.org)) or via a free file transfer website such as <https://www.swisstransfer.com/en>:

- TD Report
- Fall Report forms
- Fence Description form
- Fence Analysis Report
- Judge Report\*
- Athletes Representative Report\*
- Chief Steward Report\*

*\*Can also be sent back directly by the person in charge of filling the report*

In addition to the TD report, we would be grateful if you could send us, **within 24 hours following the conclusion of the Event** to [nathalie.charlton@fei.org](mailto:nathalie.charlton@fei.org) any:

- Yellow cards (please mention the reason (e.g. incorrect behaviour, abuse of horse))
- Eventing Recorded warnings/25 penalties/Eliminations/Fines/Disqualifications (please mention the reason)
- Athletes concussions
- Athletes and /or horses accidents with serious injuries

## 2. RESULTS

To avoid discrepancies, please check accurately that results, fall reports and fence analysis are correctly matching, as **results cannot be modified** once validated.

*FEI Eventing Rules Art. 515.3.4 Scoring. The Technical Delegate will investigate all enquiries regarding scoring, including penalties awarded, and report to and advise the Ground Jury on any decisions they are required to make. The Technical Delegate **shall be responsible for signing off** the final results of the Competition(s).*

Guidelines related to Eventing results are available on the FEI website

<https://inside.fei.org/system/files/Eventing%20results%20description%202025.pdf>

## 3. SANCTIONS

The updated list of Athletes having received a sanction is attached and available on our website <http://www.fei.org/fei/your-role/athletes/warning-cards>.

YELLOW WARNING CARDS & EVENTING RECORDED WARNINGS **should be announced within 24 hours** following the conclusion of the Event to [nathalie.charlton@fei.org](mailto:nathalie.charlton@fei.org).

Please make sure Eventing Recorded Warning Card and Yellow Warning Card are signed, scanned and returned to the FEI with your TD report.

## 4. FALLS

For each fall at the Event a Fall report form should be filled. A "Glossary Eventing Fall report" is available here: [https://inside.fei.org/system/files/Glossary\\_0.pdf](https://inside.fei.org/system/files/Glossary_0.pdf)

The TD is responsible for distributing these forms to the OC, who should ensure that all Cross-Country Fences' Judges on the course duly complete each field of the form for each fall that occurred during the test, (i.e. name of Athlete and Horse with FEI ID number, etc.).

Fall report forms should also be filled out for any falls which occurred at any other moment of the competition (Warm-Up, Horse Inspection, Dressage, and Jumping).

All Athletes who had a fall should be checked by the **Chief Medical Officer** and all Horses who had a fall should be checked by the **Veterinary Delegate** and reported on the TD report.

## 5. FENCES ANALYSIS

Please make sure the following elements are accurately reported in the Fence Analysis:

- Names of Athletes and horses to be used rather than start (bib) numbers
- Please list all athletes having had faults on the Cross Country course and indicate on which fence the combination had a fault (for information, you will find attached the list of codes used for the FEI Risk Management Database)
- All elements of a combination (i.e. 5A, 5B, 5C, etc.) must be listed

Fence analysis codes and example are available on the FEI website

[https://inside.fei.org/system/files/Fence%20analysis%20FEI%20codes\\_0.xlsx](https://inside.fei.org/system/files/Fence%20analysis%20FEI%20codes_0.xlsx)

## 6. FENCES DESCRIPTION

The TD is responsible for handing out the Fence Description Form to the Course Designer, who will have to fill in this form (i.e. length of course, optimum time, number of XC starters, number of Jumping efforts, etc.) before returning it to the FEI. Please make sure the Fence types and Frangible Device types are all specified.

- Fence type Diagram:  
<https://inside.fei.org/system/files/2022%20Fence%20Diagrams%20Updated%2020.05.2022.pdf>
- Fence description Guideline:  
<https://inside.fei.org/system/files/Fence%20Description%20Form%20Guideline%20with%20FLE%20instructions%202022%20Updated%2020.05.2022%20.pdf>

FEI Eventing Rules Art. 547.6 **Number of jumping efforts** allow an additional of 2 efforts not counting. Therefore, it is important that they are clearly indicated in the fence description forms under the column route (direct/option- non counting effort).

The **type of frangible and the color of the MIM clip** (red or yellow) needs to be specified in the TD report and in the fence description form.

## 7. PICTURES AND VIDEO FOOTAGE

Please provide pictures of:

- Fences causing a **rotational fall**
- Fences causing **Horse falls** (Art. 549.5.2)
- Fences causing a **serious accident** to Athlete and/or Horse
- Fences removed from course
- Fences where 2 or more frangible activations occurred
- Fences moving: please describe why the obstacle moved, which system was used to anchor the fence to the ground and send pictures of the obstacle before and after it moved

Whenever possible, we would be grateful to receive any video footage (or photos) of horse falls, falls causing serious injuries, fences moving when hit by a horse, as well as reviewed cases of flag issues. Please note that as from 2022, 4\* and 5\* event OCs have been asked to provide video footage of all falls and incidents on frangible fences.