**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 Independent Governance Advisor immediately following the Event and should be forwarded to the [FEI](mailto:endurance@fei.org) ([endurance@fei.org](mailto:endurance@fei.org)) within 15 days of the Event, at the latest.

The report consists of the following sections to be completed as follows:

* Prior the Event
* During the Event
* After the Event
* Overview of the Event
* Suggestions
* Pictures

|  |  |  |
| --- | --- | --- |
| FEI ID | Name | E-mail address |

1. EVENT DETAILS

|  |  |
| --- | --- |
| Show name |  |
| Event category |  |
| Dates |  |

1. PRIOR THE EVENT

RIDE REVIEW

|  |  |  |
| --- | --- | --- |
|  | YES | NO |
| Did the OC give (via Website/Information board or through other means) enough detailed information on the map of the course/trail? |  |  |
| Was a map distributed to the Athlete and was it clear and user friendly? |  |  |
| Is the trail the same as the one used in previous year? |  |  |
| Has the trail been checked in advance by the TD? |  |  |
| Did the TD notice any dangerous points and/or signalised any other issues? |  |  |
| Did the TD accept any late entries? If yes, was it done in accordance to the Rules? |  |  |
| Was the timing provider able to give sufficient support to Officials in regards to: | | |
| 1. Identifying Athletes & Horses with a speed restrictions? |  |  |
| 1. Identifying Horses that needed more than 10 minutes recovery time and therefore need a compulsory re-inspections? |  |  |
| Do you have any additional comments? |  | |

meetings & briefings

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| Was enough information provided for the NFs/Athletes at the Chef d´Equipe meeting/riders briefing regarding the technical aspects of the competition (trail, Vet Gate)? |  |  |
| In which language was meeting held?  And in what language was the written information provided? |  |  |
| Did the key Officials organise meetings with their teams? |  |  |
| Do you have any additional comments? |  | |

structure

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| Was the examination on arrival performed? If yes, by whom? |  |  |
| Were the stables in accordance with the FEI veterinary requirements? |  |  |
| Was there a proper security control in the Stables? |  |  |
| Was the parking for teams and/or athletes sufficiently close to the stable area? |  |  |
| Was there enough hay and straw available for the Horses? |  |  |
| Was there a proper veterinary treatment structure on the venue? |  |  |
| Was the Vet Inspection area set up in a correct way? |  |  |
| Did the time keeping work properly? If no, please describe |  |  |
| Do you have any additional comments? |  | |

1. OFFICIALS

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | FEI ID | Name | Dress Code/ Presentation | Behavior | Knowledge of English *(if applicable)* | Leadership/  Management | Availability | Problem solving skills | Knowledge of the rules | Overall performance assessment | Mandatory comments |
| Ground Jury President |  |  |  |  |  |  |  |  |  |  |  |
| Ground Jury Member |  |  |  |  |  |  |  |  |  |  |  |
| Foreign Judge |  |  |  |  |  |  |  |  |  |  |  |
| Technical Delegate |  |  |  |  |  |  |  |  |  |  |  |
| Chief Steward |  |  |  |  |  |  |  |  |  |  |  |
| Assistant Steward |  |  |  |  |  |  |  |  |  |  |  |
| Foreign Vet Delegate |  |  |  |  |  |  |  |  |  |  |  |
| Veterinary Commission President |  |  |  |  |  |  |  |  |  |  |  |
| Veterinary Commission Member |  |  |  |  |  |  |  |  |  |  |  |
| Treating Veterinarian President |  |  |  |  |  |  |  |  |  |  |  |
| Treating Veterinarian Member |  |  |  |  |  |  |  |  |  |  |  |

*Kindly fill out either with: Impressive (Im); Sufficient (Su); Needs improvement (Ni); Unacceptable (Un)*

1. OFFICIALS

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| Did the team of officials work well and demonstrate a good command of the rules? |  |  |
| Was there a good communication among Officials? |  |  |
| Was there a sufficient number of Officials available versus entries in accordance with Annex 6 |  |  |
| Was there any conflict of interest in relation to the different service providers (doctor, time keeping service, grooms, OC etc. ….) |  |  |
| Did the Officials give a positive atmosphere for the Athlete? |  |  |
| Do you have any additional comments? |  | |

1. THE TRAIL

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| Were the loops and crew points correctly separated and marked? |  |  |
| Was the access to the water points sufficiently secured to prevent public access? |  |  |
| Did any GJM see the course and checked on the trail/track? |  |  |
| Were the dangerous points/hazards correctly indicated on the map and mentioned during the Chef d’Equipe /Riders briefing? |  |  |
| Was there an efficient communication system between the officials taking into account the size of the venue? |  |  |
| Do you have any additional comments? |  | |

1. **Unusual incidents, irregularities**

1. **AFTER THE EVENT**

The results

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| Were the results checked, confirmed and signed off by the PGJ? |  |  |
| Was there good communication between the line vets, treatment vets and the PGJ in regards to elimination codes? |  |  |
| Do you have any additional comments? |  | |

**Awards Ceremony**

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| Were all the Athletes/Horses present for the ceremony? |  |  |
| Did the OC provide a good structure for the awards ceremony? |  |  |
| Was the Chief Steward involved in the awards ceremony? |  |  |
| Was the prize money the same as published on the definite schedule? |  |  |
| Do you have any additional comments? |  | |

**Sustainability**

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| Did the OC take measures in regards to sustainability? |  |  |
| Was the venue (including water/crew points) cleaned and tidied up after the Event? |  |  |
| Do you have any additional comments? |  | |

1. **OVERVIEW OF THE EVENT**

Please rate the following areas of organisation and provide as much details as possible, particularly concerning areas in need of improvement. Attach additional page(s) if more space and further comments are required.

*Kindly fill out either with: Successful (Su) or Needs improvement (Ni)*

|  |  |  |  |
| --- | --- | --- | --- |
|  | | **Su or Ni** | **Comments** |
| **General** | Event Layout and Event Preparations |  |  |
| **Communication** | Communications with the Organising Committee |  |  |
| Communication amongst Officials |  |  |
| **Event Office** | Personnel, facility, competitor/public info, Timetabling |  |  |
| **Press** | Press & media centre, press officer, Wifi access |  |  |
| **Public** | Traffic, Parking |  |  |
| Facilities, toilettes |
| Attractions |
| Announcing, programme, information |
| Catering |
| **Timing Services** | Personnel, production of results,  Accuracy of the results |  |  |
| **Stabling** | Stable boxes, cleanliness, wash areas, services, office, security |  |  |
| **Horse Inspection(s)** | Footing, separation from public, direction signs, documents |  |  |
| **Heart Monitor System** | Which system was used? | Manual  Electronic | |
| **Cooling area** | Space available, water, security |  |  |
| **Vet Gate** | Lanes, space available, footing,  security |  |  |
| **Veterinary Services** | Daily services, emergency response |  |  |
| **Medical Services** | Daily services, emergency response |  |  |

|  |  |
| --- | --- |
| Would you suggest any improvements to the programme or schedule?  If yes: Please briefly describe the issue(s) to be followed up  (refer to the relevant section in the report for details) |  |
| Do you have any additional recommendations for future improvements to the Event?  If yes: Please give a short description of areas for improvements and how they could be achieved. |  |
| If you were provided with specific information regarding this Event by the Endurance Department, please use this section to detail your findings |  |

*Please submit the following pictures:*

|  |
| --- |
|  |
| Pictures of the Stables |
| Pictures of the Vet Gate |
| Pictures of the Recovery area |
| Pictures of the Hold area |