

TECHNICAL DELEGATE REPORT

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 Technical Delegate immediately following the Event and should be forwarded to the FEI within 15 days of the Event, at the latest.

Name E-mail address

1. EVENT DETAILS

Venue

Dates

Levels and
Classes

Format

2. ORGANISATION

		SCORE 1 TO 5 0 IF NONE	COMMENT
General	Event layout and event preparation		
Event Office	Personnel, facility		
Scoring Office	Personnel, facility, info, time table		
Communication & Control	Daily communications		
Stables	Stables, wash areas, office, security		
Security Service	24/7 security on the show ground & stables		
Veterinary Services	24/7 presence on the show ground		
Equine Ambulance	24/7 presence on the show ground		
Training & Warm Up Arenas	Quality of arenas		Number of arenas ►
Accommodations	Parking for athletes & grooms		
	Sanitary facilities for athletes & grooms		
	Welcome, lodging & catering for officials		
Overall Comment			

3. OFFICIALS

Function	FEI ID	Name
President Ground Jury		
Foreign Judge		
Member		
Member		
Member		
Technical Delegate		
Assistant TD		
Course Designer		
Assistant CD		
Chief Steward		
Stewards		
President Veterinary Commission		
Veterinary Delegate		
Foreign Veterinary Delegate		
Event Director		
Press Officer		

4. FACILITIES

	SCORE	1 to 5	COMMENT
Information to the public	Programs / Speakers Info / Info Displays / Results Publication		
Accommodation	Sanitary Facilities / Catering		
Parking	Surface / Accessibility		
Number of spectators	During Dressage		
	During Marathon		
	During Cones		
Comments			

5. COMPETITION

Athletes

Number of Athletes

Were any athletes withdrawn without a valid excuse?

Number of Host NF Athletes

If yes, please list them here:

Number of Athletes competing twice

Number of NFs represented

Number of National Teams (*if applicable*)

Horse Inspection

Number of Horses on Master list

Horses not fit to compete:

Examination On Arrival

First Horse Inspection

In-Harness Inspection

In Harness Examination

In-Harness Inspection Before Cones

Additional comments

Dressage competition

Was the Dressage judged according to the rules?

What were the dimensions of the arenas? 100x40m | 80x40m

What was the footing composed of?

Was it satisfactory?

Overall comment

Marathon competition

	SCORE	1 TO 5	Number of Sections/Obstacles
Marathon sections	Quality		
Marathon obstacles	Quality		
Marathon administration	Quality		
Additional Comments			

Cones Competition

	Score/ Percentage	Comments
Footing/Layout	Quality	
Percentage of Athletes in time		
Percentage of Athletes clear		
Additional Comments		

6. Incidents

Accidents							
How many carriages overturned?	▶						
How many horses were injured?	▶						
How many people (<i>public</i>) were injured?	▶						
	Yes			No			
Were the medical / veterinary services satisfactorily performed?							
Was the horse involved sampled for prohibited substances?							
In case of death of the horse, was a post mortem examination made?							
Was a competent and responsible person present to handle the media?							
Was a press conference organised?							
Did the Ground Jury make any modification to the course, following the accident?							
DETAIL	CARRIAGE OVERTURN	VETERINARY INTERVENTION	ATHLETE	GROOM	MEDICAL INTERVENTION OFFICIAL	VOLUNTEER	PUBLIC
Training							
Dressage							
Marathon							
Cones							
Other							
Comments							

All injuries sustained by Athletes and FEI Officials must be reported online as explained on the FEI’s website: <https://inside.fei.org/fei/your-role/medical-safety/info-fei-officials>. If you have no injuries to report, please open an online report and tick the box “no injury to report”. **Please note that Injuries sustained by Driving Grooms are reported on the Driver's FEI ID, clarifying under "Comments" that the injured person is the Groom and indicating their name.**

Yellow Warning Cards

Were any Yellow Warning Card incurred on:

Abuse of Horse

Incorrect Behavior

Sport Rules

Any other Rule

7. Follow up

Does further follow-up action have to be taken with the Event Organiser?

Do you have any additional recommendations for future improvements to the event?

Please return this report to the FEI: Aude.Barby@fei.org within 15 days of the Event.

8. Report on Assistant Technical Delegate

Venue

Dates

Levels and Classes

Name and FEI ID of TD

Name and FEI ID of Assistant TD

Please evaluate the following areas of work on a scale from 1 to 5. Please **always** fill the comments section.

Score	Comments
	English Proficiency
	Time Management/Availability
	Interpersonal Skills
	Rules Knowledge
	Horsemanship/Safety
	Technical Skills
	Overall impression

Would you recommend any further improvements?

9. Report on Assistant Course Designer

This form is to be filled by the Course Designer, along with the Technical Delegate

Venue

Dates

Levels and Classes

Name and FEI ID of CD

Name and FEI ID of Assistant CD

Please evaluate the following areas of work on a scale from 1 to 5. Please **always** fill the comments section.

Score	Comments
	English Proficiency
	Time Management/Availability
	Interpersonal Skills
	Rules Knowledge
	Horsemanship/Safety
	Course designing skills
	Overall impression

Would you recommend any further improvements?