|  |  |
| --- | --- |
| **Event:** | |
| **Event title** |  |
| **Event category** |  |
| **Date** |  |
| **Location** |  |
| **Event organiser** |  |

|  |  |
| --- | --- |
| **Technical Delegate:** | |
| **Name** |  |
| **Nationality** |  |
| **Email Address** |  |
| **Mobile phone no.** |  |

The purpose of this report is to give the FEI an overall view of the event. The report must be completed by the Technical Delegate (Championships and Games) following the event must be forwarded to the FEI Jumping Director.

The powers, duties and responsibilities of the Technical Delegate are mentioned in the General Regulations, 23rd edition, effective 1st January 2009, updates effective 1st January 2019, under Art. 152 and the Jumping Rules, 26th edition, effective 1st January 2018, updates effective 1st January 2019, under Art. 259.5.2.

|  |  |  |
| --- | --- | --- |
| **1.** | **Course Designer:** | |
| 1.1 | Name and nationality of appointed Course Designer: | |
|  |  | |
| 1.2 | Were you satisfied with the Course Plans produced by the Course Designer? | |
|  |  | |
| 1.3 | Were you satisfied with the obstacle material? | |
|  |  | |
| 1.4 | Were you satisfied with the Course Designer’s team? | |
|  |  | |
| **2.** | **Footing:** | |
| 2.1 | Type of footing: | |
|  | Main arena(s) |  |
|  | Practice arenas |  |
| 2.2 | Quality of the footing: | |
|  | Main arena(s) |  |
|  | Practice arenas |  |
| 2.3 | Were there sufficient practice arenas? | |
|  |  | |
| 2.4 | Who was appointed as footing expert for the event? | |
|  |  | |
| 2.5 | Were all arenas (competition and practice) checked with a metal detector? | |
|  |  | |
| 2.6 | Number of Competition arenas: |  |
|  | Dimensions: |  |
| 2.7 | Number of practice arenas: |  |
|  | Dimensions: |  |
| 2.8 | Were there any problems with the footing of either the competition arenas or the practice arenas? | |
|  |  | |
| **3.** | **Competition and Practice Arenas:** | |
| **3.1** | **Materials:** | |
| *3.1.1* | *Obstacles:* | |
| 3.1.1.1 | Was the quality of the materials adequate (variety, weight and length of poles, suitability of cups, reserve materials and natural obstacles)? | |
|  |  | |
| 3.1.1.2 | Was there a sufficient number of obstacles and safety cups available? | |
|  |  | |
| 3.1.1.3 | Was there a sufficient number of obstacles available for the practice arenas? Was there a Liverpool, as well as replacement poles, for both competition and practice arenas? | |
|  |  | |
| 3.1.1.4 | Was the construction of new obstacles requested prior to the event? If yes, did you approve the designs of the new obstacles and were they built to the approved specifications? | |
|  |  | |
| 3.1.1.5 | Water Jump: | |
| 3.1.1.5.1 | Was a Water Jump available in the competition arena? | |
|  |  | |
| 3.1.1.5.2 | Was the location of the Water Jump been taken into consideration in relation to the sunlight (and/or floodlights if the competition was held at night time): | |
|  |  | |
| 3.1.1.5.3 | Was there a sufficient amount of Plasticine/Laths available for the Water Jump? | |
|  |  | |
| *3.1.2* | *Safety Cups:* | |
|  | Name of FEI approved safety cups manufacturer used: | |
|  |  | |
| *3.1.3* | *Decorative materials:* | |
|  | Was there sufficient decoration material for obstacles? | |
|  |  | |
| *3.1.4* | *Equipment to fix the jumps:* | |
|  | Was there equipment to fix obstacles to the ground in the main arena available? | |
|  |  | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **3.2** | **Signage of the Field of Play:** | | | | | | |
|  | Was the appropriate signage for ‘Arena Open / Arena Closed’ available? | | | | | | |
|  |  | | | | | | |
| **3.3** | **Storage:** | | | | | | |
|  | Was there sufficient storage for obstacle and maintenance equipment? Was there easy access to the competition arena without interruption? | | | | | | |
|  |  | | | | | | |
| **3.4** | **Irrigation and Drainage System/Equipment:** | | | | | | |
| 3.4.1 | Was there irrigation equipment for all competition and practice arenas available? | | | | | | |
|  |  | | | | | | |
| 3.4.2 | Was there appropriate maintenance of the irrigation system? | | | | | | |
|  |  | | | | | | |
| 3.4.3 | Was a contingency plan established for unforeseen climatic conditions? | | | | | | |
|  |  | | | | | | |
| 3.4.4 | Was a plan for maintenance of the footing drawn up? | | | | | | |
|  |  | | | | | | |
| 3.4.5 | Was an efficient drainage system installed for all competition and practice arenas? | | | | | | |
|  |  | | | | | | |
| **3.5** | **Ground’s General Maintenance:** | | | | | | |
|  | Was there enough General Maintenance equipment for the ground available? | | | | | | |
|  |  | | | | | | |
| **3.6** | **Screens / First Aids for Horses:** | | | | | | |
|  | Were there screens for accidents and first aid for Horses available close to the competition and practice arenas and was there a Horse Ambulance available? | | | | | | |
|  |  | | | | | | |
| **3.7** | **Medical Services / First aid for Athletes:** | | | | | | |
| 3.7.1 | Was first aid for Athletes available close to the competition and practice arenas? | | | | | | |
|  |  | | | | | | |
| 3.7.2 | Were Human Ambulances present at all times whilst the competition and practice arenas were in use? | | | | | | |
|  |  | | | | | | |
| 3.7.3 | Was a qualified doctor present during the whole Event and if not why not? | | | | | | |
|  |  | | | | | | |
| **3.8** | **Sound System:** | | | | | | |
| 3.8.1 | Was the sound system properly checked in all competition and practice arenas? | | | | | | |
|  |  | | | | | | |
| 3.8.2 | Were all National Anthems of all competing NFs available? | | | | | | |
|  |  | | | | | | |
| 3.8.3 | Were the FEI languages respected in both written and verbal announcements? | | | | | | |
|  |  | | | | | | |
| **3.9** | **Score Board & Timing Devices:** | | | | | | |
| 3.9.1 | Were timing/scoring tests performed on all timing equipment and score boards? | | | | | | |
|  |  | | | | | | |
| 3.9.2 | Was the score board for Athlete’s presentation, result and time located where the Ground Jury, time keepers and the public could easily see it? | | | | | | |
|  |  | | | | | | |
| 3.9.3 | Which was/were the Timing Device(s) available at the Venue (Manufacturer and models)? | | | | | | |
|  |  | | | | | | |
| **3.10** | **Working Area for the Course Designer:** | | | | | | |
|  | Was a Working Area for the Course Designer available close to the storage area / competition arena? | | | | | | |
|  |  | | | | | | |
| **3.11** | **Jury Box:** | | | | | | |
| 3.11.1 | Did the Jury Box have direct access to the competition arena? | | | | | | |
|  |  | | | | | | |
| 3.11.2 | Was the Jury Box large enough to facilitate judging the competitions taking into account the equipment needed? | | | | | | |
|  |  | | | | | | |
| 3.11.3 | Was all the equipment for the Jury available? (sound system, manual timers, electronic timer preferably wireless, bell; if an electrical bell is being used an alternate system must be available in case of electrical failure, radio communication system with the competition arena, gate/starters, Chief Steward, Course Designer, Technical Delegate, OC, press room, Vet Commission, Appeal Committee, Medical team, Ambulances, prize giving responsible, and the information technology team, wireless microphone, forms, tables and chairs etc.)? | | | | | | |
|  |  | | | | | | |
| **3.12** | **Seating Capacity - Stands:** | | | | | | |
| 3.12.1 | Were stands provided for the public? If so, what was the seating capacity? | | | | | | |
|  |  | | | | | | |
| 3.12.2 | Were there VIP Stands available? | | | | | | |
|  |  | | | | | | |
| 3.12.3 | Were there seats available for FEI/OC/IOC Officials? | | | | | | |
|  |  | | | | | | |
| 3.12.4 | Were the Athletes/Horse Owners and Team Officials stands available at all competition arenas? | | | | | | |
|  |  | | | | | | |
| 3.12.5 | Was there a Press stand available at the competition arena? | | | | | | |
|  |  | | | | | | |
| 3.12.6 | Was the location of the TV cameras approved for the competition arena? | | | | | | |
|  |  | | | | | | |
| **3.13** | **Information Technology (Results):** | | | | | | |
|  | Was the Information Technology area close to the Jury Box (ideally with direct access)? | | | | | | |
|  |  | | | | | | |
| **3.14** | **Lighting (FOP and Practice Arenas):** | | | | | | |
| 3.14.1 | Was there an appropriate lighting system for all competition and practice arenas (in case the competitions took place during times of insufficient daylight)? | | | | | | |
|  |  | | | | | | |
| 3.14.2 | Was the lighting system checked? Was there a contingency plan in case of an electrical failure? | | | | | | |
|  |  | | | | | | |
| 3.14.3 | Was the necessary replacement equipment be available? | | | | | | |
|  |  | | | | | | |
| **4.** | **Stable area and Security:** | | | | | | |
| **4.1** | **Security:** | | | | | | |
| 4.1.1 | Was the stable area correctly enclosed? | | | | | | |
|  |  | | | | | | |
| 4.1.2 | Were the stables constantly patrolled by FEI Stewards/hired security  team even during the night? | | | | | | |
|  |  | | | | | | |
| 4.1.3 | Was the stable security of a high and professional standard? | | | | | | |
|  |  | | | | | | |
| 4.1.4 | Was a list drawn up of all individuals allowed in to the stables during the hours of closure? | | | | | | |
|  |  | | | | | | |
| 4.2.5 | Were all horses be stabled together in one area? | | | | | | |
|  |  | | | | | | |
| **4.2** | **Size, Numbers, Equipment:** | | | | | | |
| 4.2.1 | How many stables were available? | | | | | | |
|  |  | | | | | | |
| 4.2.2 | What was the size of each stable? | | | | | | |
|  | meters **X**       meters | | | | | | |
| 4.2.3 | How many tack rooms were available and was the number sufficient? | | | | | | |
|  |  | | | | | | |
| 4.2.4 | Were the following boxes available (yes/no and the number of each): | | | | | | |
|  | Isolation Box | | | | |  | |
|  | Injured Horse Box | | | | |  | |
|  | MCP Box | | | | |  | |
| 4.2.5 | Did any teams/individuals use CCTV in their stable(s)? | | | | | | |
|  |  | | | | | | |
| 4.2.6 | Was an Office for the Stable Manager available in the Stable area? | | | | | | |
|  |  | | | | | | |
| 4.2.7 | Were all stables properly equipped with feed and water buckets? | | | | | | |
|  |  | | | | | | |
| 4.2.8 | Did the stables have an appropriate ventilation system? | | | | | | |
|  |  | | | | | | |
| 4.2.9 | Were the Stables equipped with an appropriate lighting system? Was there a sufficient number of electricity power points? | | | | | | |
|  |  | | | | | | |
| **4.3** | **Manure collection:** | | | | | | |
|  | Was there appropriate manure pick-up equipment? | | | | | | |
|  |  | | | | | | |
| **4.4** | **Feed and Bedding Storage:** | | | | | | |
| 4.4.1 | Was there sufficient space available for Horses’ feed and bedding? | | | | | | |
|  |  | | | | | | |
| 4.4.2 | Did the OC have sufficient fodder and bedding supplies for all Horses competing at the event? | | | | | | |
|  |  | | | | | | |
| **5.** | **Officials:** | | | | | | |
| **5.1** | **Ground Jury:** | | | | | | |
|  | President: | |  | | | | |
|  | Member: | |  | | | | |
|  | Member: | |  | | | | |
|  | Member: | |  | | | | |
|  | Member: | |  | | | | |
| **5.2** | **Appeal Committee:** | | | | | | |
|  | President: | |  | | | | |
|  | Member: | |  | | | | |
|  | Member: | |  | | | | |
| **5.3** | **Chief Steward:** | | | | | | |
|  | Name (NF): | |  | | | | |
| 5.3.1 | Responsibilities and Duties: | | | | | | |
|  | Was the Chief Steward aware of all his duties such as stable area security, Practice Arenas, Advertising on Athletes and Horses, Rotation of the Stewarding team and their duties etc.? (please consult the Stewards Manual for lists of duties) | | | | | | |
|  |  | | | | | | |
| 5.3.2 | Was there a dedicated area and/or office for the Stewards? Did the Chief Steward have a copy of the FEI Stewards Manual? | | | | | | |
|  |  | | | | | | |
| **5.4** | **Vet Commision:** | | | | | | |
|  | President: | | | |  | | |
|  | Foreign Vet Delegate (NF): | | | |  | | |
|  | Associate Member: | | | |  | | |
|  | Associate Member: | | | |  | | |
| 5.4.1 | Was there an agreement between the OC and the nearest Veterinary Clinic for possible emergencies during the Event? | | | | | | |
|  |  | | | | | | |
| 5.4.2 | Was there a dedicated area for the Horse Inspection? Did it meet the FEI Requirements? | | | | | | |
|  |  | | | | | | |
| 5.4.3 | Did the OC, along with the FEI Veterinary Service Manager, have the appropriate veterinary equipment and medicines (pharmacy) in the stables? | | | | | | |
|  |  | | | | | | |
| **5.5** | **Farrier:** | | | | | | |
|  | Name: |  | | | | | |
|  | Is there a dedicated area for the Farrier with the appropriate facilities? | | | | | | |
|  |  | | | | | | |
| **5.6** | **Medical Doctor:** | | | | | | |
|  | Name: |  | | | | | |
|  | Did the OC make any agreement with the nearest Medical Centre in case of any possible emergencies following injury of any Athlete during the Event? | | | | | | | |
|  |  | | | | | | | |
| **5.7** | **Arena Party:** | | | | | | | |
|  | How many people were there in the Arena Party? | | | | | | | |
|  |  | | | | | | | |
| **6.** | **Accommodation, Meals & Transport:** | | | | | | | |
| **6.1** | **Accommodation:** | | | | | | | |
| 6.1.1 | Was the accommodation adequate for the: | | | | | | | |
|  | Officials? | | | | | | | |
|  |  | | | | | | | |
|  | Competitors? | | | | | | | |
|  |  | | | | | | | |
|  | Chefs d’Equipes? | | | | | | | |
|  |  | | | | | | | |
|  | Grooms? | | | | | | | |
|  |  | | | | | | | |
|  | Team Veterinarians? | | | | | | | |
|  |  | | | | | | | |
| 6.1.2 | Were sufficient toilets and showers with hot and cold water provided for the Grooms? | | | | | | | |
|  |  | | | | | | | |
| 6.1.3 | Did you personally check that the toilets and showers were maintained in a proper state of cleanliness? | | | | | | | |
|  |  | | | | | | | |
| 6.1.4 | Were any dress and resting areas available for Grooms in case they are not accommodated in a hotel? | | | | | | | |
|  |  | | | | | | | |
| **6.2** | **Meals:** | | | | | | | |
| 6.2.1 | Were meals offered to Athletes, Chefs d’Equipe and Officials? What arrangements exactly were provided? | | | | | | | |
|  |  | | | | | | | |
| 6.2.2 | Please explain briefly what was offered in terms of meals to Grooms and if it was adequate: | | | | | | | |
|  |  | | | | | | | |
| **6.3** | **Transport:** | | | | | | | |
|  | Was this available to and from the Show Grounds for the Athletes, Chefs d’Equipe, Officials, Team Veterinarians and Grooms? | | | | | | | |
|  |  | | | | | | | |
| **7.** | **Schedule, Programme, Meetings & Running of the Competition:** | | | | | | | |
| **7.1** | **Daily timetable:** | | | | | | | |
|  | Was a daily detailed time table produced and approved by you? | | | | | | | |
|  |  | | | | | | | |
| **7.2** | **Schedule & Programme:** | | | | | | | |
| 7.2.1 | Did the programme conform to the FEI approved Schedule? If not, please specify any changes and the reasoning for these changes: | | | | | | | |
|  |  | | | | | | | |
| 7.2.2 | Would you suggest any improvement to the programme or schedule for the next Event? | | | | | | | |
|  |  | | | | | | | |
| 7.2.3 | Did you work with the FEI approved schedule published on the FEI website? | | | | | | | |
|  |  | | | | | | | |
| **7.3** | **Technical Meetings:** | | | | | | | |
| 7.3.1 | Please state the exact date, time and location of the Chefs’ d’Equipe Technical Meeting with the OC: | | | | | | | |
|  |  | | | | | | | |
| 7.3.2 | Were OC Meetings scheduled each day during the Event? | | | | | | | |
|  |  | | | | | | | |
| **7.4** | **Running of the Competition:** | | | | | | | |
| 7.4.1 | Declaration of starters (GR Art. 121): | | | | | | | |
|  | Was this carried out according to the Rules? | | | | | | | |
|  |  | | | | | | | |
| 7.4.2 | Draw: | | | | | | | |
|  | Was the draw of the starting order conducted according to Art. 252? | | | | | | | |
|  |  | | | | | | | |
|  | Date and time of the draw: | | |  | | | | |
| **8.** | **Circulation flow within the Venue:** | | | | | | | |
|  | Was the circulation flow at the Venue adequate in order to avoid Horses and the public crossing? | | | | | | | |
|  |  | | | | | | | |
|  | Was the flow of Horses in the stables adequate in order to avoid accidents? | | | | | | | |
|  |  | | | | | | | |
| **8.1** | **Venue’s Signage:** | | | | | | | |
|  | Was the following signage in place at the Venue (yes/no): | | | | | | | |
|  | Horses’ paths: | | | | | |  | |
|  | Vet Clinic/Area: | | | | | |  | |
|  | Horse Inspection Area: | | | | | |  | |
|  | Boot check and Thermography Areas: | | | | | |  | |
|  | Medication Boxes: | | | | | |  | |
|  | Isolation Boxes: | | | | | |  | |
|  | MCP Boxes: | | | | | |  | |
|  | Parking’s Areas for Horses Lorries, public parking, VIPs parking | | | | | |  | |
|  | Athletes and Officials own Parking Area: | | | | | |  | |
|  | VIP Area: | | | | | |  | |
|  | Commercial Areas: | | | | | |  | |
|  | Public Stand: | | | | | |  | |
|  | Athletes and Officials stands: | | | | | |  | |
|  | Medical Tent: | | | | | |  | |
|  | Press Stands: | | | | | |  | |
|  | VIP Stands: | | | | | |  | |
|  | Kiss and Cry Area: | | | | | |  | |
|  | OC’s Office: | | | | | |  | |
|  | Stewards’ Office: | | | | | |  | |
|  | Officials’ Office: | | | | | |  | |
|  | FEI Office (if required): | | | | | |  | |
|  | Press Office: | | | | | |  | |
|  | Show Director’s Office: | | | | | |  | |
|  | Meeting Rooms: | | | | | |  | |
|  | Stable Manager’s Office: | | | | | |  | |
|  | Show Secretariat: | | | | | |  | |
|  | Sport Info Desk: | | | | | |  | |
|  | Technical Delegate’s Office: | | | | | |  | |
|  | Vet’s Office: | | | | | |  | |
|  | Course Designer’s Office: | | | | | |  | |
|  | Transport Desk: | | | | | |  | |
| **9.** | **Offices and Venue’s facilities:** | | | | | | | |
|  | Did the following facilities exist? | | | | | | | |
| **9.1** | **Offices:** | | | | | | | |
|  | Show Director’s Office, Show Secretariat, Sport Info Desk, FEI Office, Officials’ Office, TD’s Office, CD’s Office, Vet’s Office, Stewards’ Office, Press Office, Meeting Rooms, Transport Desk, Stable Manager Office | | | | | | | |
|  |  | | | | | | | |
| *9.1.1* | *Office Equipment:* | | | | | | | |
| 9.1.1.1 | Were all offices equipped with tables, chairs, internet access, photocopiers, printers, telephones and faxes? | | | | | | | |
|  |  | | | | | | | |
| 9.1.1.2 | Did the Press Office/Room have the adequate equipment including high speed internet (wi-fi and cable) and high speed photocopiers? | | | | | | | |
|  |  | | | | | | | |
| 9.1.1.3 | Did the Sport Info Desk have the appropriate equipment including high speed photocopiers for start lists, results, general information, course plans etc.? | | | | | | | |
|  |  | | | | | | | |
| 9.1.1.4 | Were information trays/pigeon holes (for athletes, trainers, etc.) and information boards used (one tray per country)? | | | | | | | |
|  |  | | | | | | | |
| **9.2** | **Restaurants:** | | | | | | | |
| 9.2.1 | Were there an appropriate number of restaurants at the venue for athletes, Chefs d’Equipe, Officials and grooms? | | | | | | | |
|  |  | | | | | | | |
| 9.2.2 | Were there an appropriate number of restaurants on site for the public? | | | | | | | |
|  |  | | | | | | | |
| **9.3** | **Restrooms:** | | | | | | | |
| 9.3.1 | Were there enough restrooms/toilets on site for Athletes, Chefs d’Equipe, Officials and Grooms? | | | | | | | |
|  |  | | | | | | | |
| 9.3.2 | Were there enough restrooms/toilets on site for the public? Were there any restrooms/toilets for disabled people? | | | | | | | |
|  |  | | | | | | | |
| **9.4** | **Venue’s access:** | | | | | | | |
|  | Did the Venue have good access for disable people? | | | | | | | |
|  |  | | | | | | | |
| **9.5** | **Parking Areas:** | | | | | | | |
| 9.5.1 | Were there an appropriate number of Public Parking Areas at the Venue in relation to the number of people attending the event? | | | | | | | |
|  |  | | | | | | | |
| 9.5.2 | Was there a Parking area for VIPs? | | | | | | | |
|  |  | | | | | | | |
| 9.5.3 | Was there a Parking area for Athletes, Chefs d’Equipe and Officials? | | | | | | | |
|  |  | | | | | | | |
| 9.5.4 | Was there a Parking area for Horse lorries and trailers with electricity supply for the lorries? | | | | | | | |
|  |  | | | | | | | |
| 9.5.5 | Was there a Parking area for accredited Staff? | | | | | | | |
|  |  | | | | | | | |
| 9.5.6 | Did the OC provide a Horse loading area? | | | | | | | |
|  |  | | | | | | | |
| **9.6** | **Cleaning:** | | | | | | | |
|  | Did the OC organise a cleaning company for cleaning throughout the Venue during the entire Event (trash cans, toilets etc.)? | | | | | | | |
|  |  | | | | | | | |
| **9.7** | **Sponsors and Commercial Area:** | | | | | | | |
|  | Was there an appropriate area for the sponsor(s) with the required facilities? | | | | | | | |
|  |  | | | | | | | |
| **10.** | **Summary:** | | | | | | | |
|  | Give a summary of your general impression of the facilities as well as any suggested improvements and recommendations to be made for the future: | | | | | | | |
|  |  | | | | | | | |
| **11.** | **Additional Information:** | | | | | | | |
|  | Please provide any additional information you find appropriate and may not have already been covered: | | | | | | | |
|  |  | | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Date |  | SIGNATURE |  |

***Please return to:* FEI**

**Jumping Department**

**HM King Hussein I Building**

**Chemin de la Joliette 8**

**CH - 1006 Lausanne**

**Fax: +41 21 310 47 60**

**E-mail:** [**jumpingreports@fei.org**](mailto:jumpingreports@fei.org)