|  |
| --- |
| **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 organisation and infrastructure of the Event. The report must be completed by the Technical Delegate (Championships and Games) following the Preliminary Inspection and must be forwarded to the FEI Jumping Director immediately following your visit.

The powers, duties and responsibilities of the Technical Delegate are mentioned in the General Regulations, 24th edition, effective 1st January 2020, updates effective 1st January 2021, under Art. 151 and the Jumping Rules, 26th edition, effective 1st January 2018, updates effective 1st January 2021, under Art. 259.4.2.

**Preliminary visit to the Venue:**

|  |  |
| --- | --- |
| **1.** | **Course Designer:** |
| 1.1 | Name and nationality of appointed Course Designer: |
|  |       |
|  | Comments on discussion:  |
|  |       |
| 1.2 | Are you satisfied with the Course Plans produced by the Course Designer? |
|  |       |
| 1.3 | Are you satisfied with the obstacle material? |
|  |       |
| 1.4 | Are 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 | Are there sufficient practice arenas? |
|  |       |
| 2.4 | Who has been appointed as footing expert for the event? |
|  |       |
| 2.5 | Will all arenas (competition and training) be checked with a metal detector? |
|  |       |
| 2.6 | Number of Competition arenas:  |       |
|  | Dimensions:  |       |
| 2.7 | Number of practice arenas:  |       |
|  | Dimensions:  |       |
| 2.8 | Has an efficient Drainage system been foreseen for all competition arenas and practice arenas? |
|  |       |
| 2.9 | Are there any current or foreseen problems with the footing either with practice arenas or competition arenas? |
|  |       |
| **3.** | **Competition and Practice Arenas:** |
| **3.1** | **Materials:** |
| **3.1.1** | **Obstacles:** |
| 3.1.1.1 | Is the quality of the materials adequate (variety, weight and length of poles, suitability of cups, reserve materials and natural obstacles)? |
|  |       |
| 3.1.1.2 | Is there a sufficient number of obstacles and safety cups available? |
|  |       |
| 3.1.1.3 | Is there a sufficient number of obstacles available for the practice arenas? Is there a Liverpool as well as replacement poles for both competition and practice arenas? |
|  |       |
| 3.1.1.4 | Is the construction of new obstacles required? If yes, have you approved the designs of the new obstacles? |
|  |       |
| 3.1.1.5 | Water Jump: |
| 3.1.1.5.1 | Is a Water Jump available in the competition arena? |
|  |       |
| 3.1.1.5.2 | Has the location of the Water Jump been taken into consideration in relation to the sunlight (and/or floodlights if the competition is at night time): |
|  |       |
| 3.1.1.5.3 | Is 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:** |
| 3.1.3.1 | Is there sufficient decoration material for obstacles? |
|  |       |
| **3.1.4** | **Equipment to fix the jumps:** |
|  | Has equipment to fix obstacles to the ground in the main arena been foreseen? |
|  |       |
| **3.2** | **Signage of the Field of Play:** |
|  | Is the appropriate signage for ‘Arena Open / Arena Closed` available? |
|  |       |
| **3.3** | **Storage:** |
| 3.3.1 | Is there storage for obstacle and maintenance equipment foreseen?Is there easy access to the competition arena without interruption foreseen? |
|  |       |
| **3.4** | **Irrigation System/Equipment:** |
| 3.4.1 | Is irrigation equipment for all competition and practice arenas available? |
|  |       |
| 3.4.2 | Is the appropriate maintenance of the irrigation system foreseen? |
|  |       |
| 3.4.3 | Has a contingency plan been established for unforeseen climatic conditions? |
|  |       |
| 3.4.4 | Has a plan for maintenance of the footing been drawn up? |
|  |       |
| 3.4.5 | Is an efficient drainage system installed for all competition and practice arenas?  |
|  |       |
| **3.5** | **Ground’s General Maintenance:** |
|  | Is there enough General Maintenance equipment for the ground available? |
|  |       |
| **3.6** | **Screens / First Aids for Horses:** |
|  | Are there screens for accidents and first aid for Horses available close to the competition and practice areas and is there a horse ambulance available? |
|  |       |
| **3.7** | **Medical Services / First aid for Athletes:** |
| 3.7.1 | Will first aid for Athletes be available close to the competition and practice arenas? |
|  |       |
| 3.7.2 | Have Human Ambulances been foreseen to be present at all times while the competition and practice arenas are in use? |
|  |       |
| 3.7.3 | Will a qualified doctor be present during the whole Event and if not why not? |
|  |       |
| **3.8** | **Sound System:** |
| 3.8.1 | Has the sound system been properly checked in all competition and practice arenas? |
|  |       |
| 3.8.2 | Are all National Anthems of all competing NFs available?  |
|  |       |
| 3.8.3 | Will the FEI languages be respected in both written and verbal announcements? |
|  |       |
| **3.9** | **Score Board & Timing Devices:** |
| 3.9.1 | Have timing/scoring tests been performed on all timing equipment and score boards? |
|  |       |
| 3.9.2 | Is the score board for Athlete’s presentation, result and time located where the Ground Jury, time keepers and the public can see it easily? |
|  |       |
| 3.9.3 | Which is/are the Timing Device(s) available at the Venue (Manufacturer and models)? |
|  |       |
| **3.10** | **Working Area for the Course Designer:** |
|  | Has a Working Area for the Course Designer been foreseen close to the storage area / competition arena? |
|  |       |
| **3.11**  | **Jury Box:** |
| 3.11.1 | Has the Jury Box direct access to the competition arena? |
|  |       |
| 3.11.2 | Is the Jury Box large enough to facilitate judging the competitions taking into account the equipment needed? |
|  |       |
| 3.11.3 | Is all the equipment of the Jury available (sound system, manual timers, electronic timer preferably wireless, bell; if a horn 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, chairs etc.)? |
|  |       |
| **3.12** | **Seating Capacity - Stands:** |
| 3.12.1 | Are stands provided for the public? If so, what is the seating capacity? |
|  |       |
| 3.12.2 | Are VIP Stands available? |
|  |       |
| 3.12.3 | Are there seats available for FEI/OC/IOC Officials? |
|  |       |
| 3.12.4 | Are the Athletes/Horse Owners and Team Officials Stands available at all competition arenas? |
|  |       |
| 3.12.5 | Is there a Press stand available at the competition arena? |
|  |       |
| 3.12.6 | Has the location of TV cameras been approved for the competition arena?  |
|  |       |
| **3.13** | **Information Technology (Results):** |
|  | Is the Information Technology area close to the Jury box (ideally with direct access)? |
|  |       |
| **3.14** | **Lighting (FOP and Practice Arenas):** |
| 3.14.1 | Has an appropriate lighting system been foreseen on all competition and practice arenas (in case the competitions take place during times of insufficient daylight)? |
|  |       |
| 3.14.2 | Has the lighting system been checked? Is there a contingency plan foreseen in case of electricity failure? |
|  |       |
| 3.14.3 | Will the necessary replacement equipment be available? |
|  |       |
| **4.** | **Stables area and Security:** |
| **4.1** | **Security:** |
| 4.1.1 | Is the stable area correctly enclosed? |
|  |       |
| 4.1.2 | Will the stables be constantly patrolled by FEI Stewards/hired security team even during the night? |
|  |       |
| 4.1.3 | Is the stable security of a high and professional standard? |
|  |       |
| 4.1.4 | Is a list foreseen to be drawn up of all individuals allowed in to the stables during the hours of closure? |
|  |       |
| 4.2.5 | Will all horses be stabled together in one area?  |
|  |       |
| **4.2** | **Size, Numbers, Equipment:** |
| 4.2.1 | How many stables are available? |
|  |       |
| 4.2.2 | What is the size of each stable? |
|  |       meters **X**       meters |
| 4.2.3 | How many tack rooms are available and is the number sufficient? |
|  |       |
| 4.2.4 | Are the following Boxes available: |
|  | Isolation Box |       |
|  | Injured Horse Box |       |
|  | MCP Box: |       |
| 4.2.5 | Will any teams/individuals use CCTV in their stable(s)?  |
|  |       |
| 4.2.6 | Is an Office for the Stable Manager available in the stables area? |
|  |       |
| 4.2.7 | Are all stables properly equipped with feed and water buckets? |
|  |       |
| 4.2.8 | Do the stables have an appropriate ventilation system? |
|  |       |
| 4.2.9 | Are the stables equipped with an appropriate lighting system?Is there a sufficient number of electricity power points?  |
|  |       |
| **4.3** | **Manure collection:** |
|  | Has the appropriate manure pick-up equipment been foreseen? |
|  |       |
| **4.4** | **Feed and Bedding Storage:** |
| 4.4.1 | Is there sufficient space available for Horses’ feed and bedding? |
|  |       |
| 4.4.2 | Does 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: |
|  | Is 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 list of duties) |
|  |       |
| 5.3.2 | Is there any dedicated area and/or office for the Stewards?Has the Chief Steward a copy of the FEI guidelines for Jumping Stewards?  |
|  |       |
| **5.4** | **Vet Commision:** |
|  | President: |       |
|  | Foreign Vet Delegate (NF): |       |
|  | Associate Member: |       |
|  | Associate Member: |       |
| 5.4.1 | Is there an agreement between the OC and the nearest Veterinary Clinic for possible emergencies during the Event? |
|  |       |
| 5.4.2 | Is there a dedicated area for the Horse Inspection? Does this meet the FEI Requirements? |
|  |       |
| 5.4.3 | Does the OC, along with the FEI Veterinary Service Manager, have the appropriate veterinary equipment and medicines (pharmacy) in the stables? |
|  |       |
| **5.5** | **Farrier:** |
|  | Name: |       |
| 5.5.1 | Is there a dedicated area for the Farrier with the appropriate facilities? |
|  |       |
| **5.6** | **Medical Doctor:** |
|  | Name: |       |
| 5.6.1 | Has the OC made any agreement with the nearest Medical Centre in case of any possible emergencies following an injury of any athlete during the Event? |
|  |       |
| **5.7** | **Arena Party:** |
|  | How many people were there in the Arena Party?  |
|  |       |
| **6.** | **Accommodation & Transport:** |
| **6.1** | **Accommodation:** |
| 6.1.1 | Is the accommodation adequate for the: |
|  | Officials? |
|  |       |
|  | Competitors? |
|  |       |
|  | Chefs d’Equipes? |
|  |       |
|  | Grooms? |
|  |       |
|  | Team Veterinarians? |
|  |       |
| 6.1.2 | Are sufficient toilets and showers with hot and cold water provided for Grooms? |
|  |       |
| 6.1.3 | Did you personally check that the toilets and showers are maintained in a proper state of cleanliness? |
|  |       |
| 6.1.4 | Are any dress and resting areas available for grooms in case they are not accommodated in a hotel? |
|  |       |
| **6.2** | **Meals:** |
| 6.2.1 | Are meals offered to Athletes, Chefs d’Equipe and Officials? What arrangements exactly are foreseen? |
|  |       |
| 6.1.5 | Please explain briefly what will be offered in terms of meals to Grooms and if it is adequate: |
|  |       |
| **6.2** | **Transport:** |
|  | Is 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:** |
|  | Has a daily detailed time table been produced and approved by you? |
|  |       |
| **7.2** | **Schedule & Programme:** |
|  | Does the programme conform to the FEI approved Schedule? If not, please specify any changes and the reasoning for these changes: |
|  |       |
|  | Would you suggest any improvement to the programme or schedule?  |
|  |       |
|  | Do you have the FEI approved schedule published on the FEI website? |
|  |       |
| **7.3** | **Technical Meetings:** |
|  | Please state the exact date, time and location of the Chefs’ d’Equipe Technical Meeting with the OC: |
|  |       |
|  | Are OC Meetings scheduled each day during the Event? |
|  |       |
| **7.4** | **Running of the Competition:** |
| 7.4.1 | Declaration of starters (GR Art. 121): |
|  | Will this be carried out according to the Rules? |
|  |       |
| 7.4.2 | Draw: |
|  | Will the draw of starting order be conducted according to Art. 252? |
|  |       |
|  | Date and time of the draw: |       |
| **8.** | **Circulation flow within the Venue:** |
|  | Is the circulation flow at the Venue adequate in order to avoid Horses and public crossing? |
|  |       |
|  | Is the flow of horses in the stables adequate in order to avoid accidents? |
|  |       |
| **8.1** | **Venue’s Signage** |
|  | Is 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:** |
|  | Do 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, Stables Manager’s Office |
|  |       |
| 9.1.1 | Office Equipment: |
|  | Are all offices equipped with tables, chairs, internet access, photocopiers, printers, telephones and faxes? |
|  |       |
|  | Does the Press Office/Room has the adequate equipment including high speed internet (wi-fi and cable) and high speed photocopiers? |
|  |       |
|  | Does the Sport Info Desk has the appropriate equipment including high speed photocopiers for start lists, results, general information, course plans etc.? |
|  |       |
|  | Are information trays/pigeon holes (for Athletes, trainers, etc.) and information boards available? |
|  |       |
| **9.2** | **Restaurants:** |
|  | Is there an appropriate number of restaurants on the Venue for athletes, Chefs d’Equipe, Officials and Grooms? |
|  |       |
|  | Is there an appropriate number of restaurants on site for the public? |
|  |       |
| **9.3** | **Sanitary Rooms:** |
|  | Are there enough restrooms/toilets on site for Athletes, Chefs d’Equipe, Officials and Grooms?  |
|  |       |
|  | Are there enough restrooms/toilets on site for the public? Are there any restrooms/toilets for disabled people? |
|  |       |
| **9.4** | **Venue’s access:** |
|  | Is the Venue easily accessible for disabled people? |
|  |       |
| **9.5** | **Parking Areas:** |
|  | Are there an appropriate number of Public Parking areas at the Venue in relation to the number of people to be expected during the Event? |
|  |       |
|  | Is there a Parking area foreseen for VIPs? |
|  |       |
|  | Is there a Parking area foreseen for Athletes, Chefs d’Equipe and Officials? |
|  |       |
|  | Is a Parking area foreseen for Horse lorries and trailers with electricity supply for the lorries? |
|  |       |
|  | Is there a Parking area foreseen for accredited Staff? |
|  |       |
|  | Has the OC foreseen Horse loading area? |
|  |       |
| **9.6** | **Cleaning:** |
|  | Has the OC contacted a cleaning company for cleaning throughout the Venue during the Event (trash cans, toilets etc.)? |
|  |       |
| **9.7** | **Sponsors and Commercial Area:** |
|  | Is there an appropriate area for the sponsor(s) with the required facilities? |
|  |       |
| **10.** | **Summary:** |
| 10.1 | Give a summary of your general impression of the facilities as well as any suggested improvements and recommendations to be made:  |
|  |       |
| **11.**  | **Feedback in relation with the implementation of the OC’s Covid-19 risk mitigation plan:**  |
|  | Do you have any issues to report? |
|  |       |
|  | Were any Covid-19 mitigation measures applied on site? |
|  |       |
|  | Do you have any suggestions or comments with regard to Covid-19 risk mitigation? |
|  |       |
| **12.** | **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**