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| --- | --- | --- |
|  | Yes | No |
| PROGRAMME: Please have a copy of the Programme ready for the Judges and Foreign FEI TD upon their arrival together with a copy of their itinerary for their stay in your country? |  |  |
| PRELIMINARY MEETING: Please arrange for a preliminary meeting the day before the competition to enable all Officials (Judges, Vet, TD and Course Designer) to run through the order of the day with the Organisers. |  |  |
| LIST of PARTICIPANTS: Please ensure that your list of participants adheres to the current set of rules and guidelines for the DRIVING WORLD CHALLENGE issued by the FEI. |  |  |
| VETERINARY INSPECTION: Please ensure that the area to be used properly set up in accordance with the rules.  Have your competitors been instructed in what to do: when and were, in-harness, figure of eight, etc.?  Please make available a start list for the officials present at the Vet/Horse inspection. The Judge will be assessing the Best Presented Horses at this point (provide Best Presented Horse score sheets to the Judge according to the number of entries). |  |  |
| DRAW: Are you prepared with the necessary lists and paperwork? |  |  |
| **COMPETITION ARENA (80x40m):** This must be well prepared and levelled in accordance with the requirements for each category competition (Dressage/Cones/Marathon). Arrange seating, desk and protection against weather for the judge at C. Please ensure that there is a suitably experienced scribe for the judge. |  |  |
| NATIONAL JUDGES: Do you have any judges who would like to participate on a practising basis? |  |  |
| TEST SHEETS: Are there sufficient test/score sheets for each category? |  |  |
| RESULTS: The result sheets MUST be presented to the officials and signed by them (FEI Appointed Official and/or Judge) before the prize giving. Please be aware that the officials may well wish to examine the test/score sheets for each athlete and cross check with results before signing off. |  |  |
| OFFICIAL RESULT SHEETS: Please remember that these result sheets must be signed by the FEI Appointed Official before emailing to the FEI, which should be done as soon as possible following the show. |  |  |
| STARTING LISTS: Please allow sufficient time between athletes, it is always better to have too much rather than not enough time for each competitor. Refer to OC Guide |  |  |
| PRIZE GIVING: When and where will this take place? Who should be there and what prizes are to be presented? Will you organise a special farewell party with special prizes? These are all questions that should be addressed and clarified as part of the competition protocol with the OC and FEI Appointed Official. |  |  |
| OFFICIALS: Has the travel arrangements and accommodation been confirmed with all appointed Officials and specifically with the FEI Appointed Official? |  |  |
| Please ask yourselves the following questions  -Is the car collecting/delivering the officials to/from the airport of sufficient size to carry luggage? |  |  |
| -Are the officials able to check in to their hotel as soon as they arrive? It is much appreciated if they can. |  |  |
| -Are there any officials / VIP guests invited to the farewell / official dinner? If so, please ensure that the officials (FEI AO at the very least) are furnished with a copy of their names and positions before dinner. |  |  |
| -Are there likely to be TV / press representation at your competition? If so, please advise the officials of this and ask them if an interview is required. Please state a time when this is arranged. |  |  |
| -We would very much appreciate if it was possible for an official of your Federation to be present at the check out of the officials from their hotel, are you able to do this? |  |  |
| -Are there any internet facilities available? Whilst these may not necessarily be available in the hotel, it would be most helpful to be advised of a local internet café etc. where we might keep in contact with the officials. |  |  |
| POST-COMPETITION DOCUMENTATION: Are all post-competition documents ready to be sent to the FEI within the deadlines:  Right after the competition:   * Copy of the signed results including supporting documents (i.e.: Turnout Declaration form if applicable) * Copy of the competition’s programme (timetable, etc.) * Show information Document   Within 14 days of the competition:   * FEI Appointed Official Report * FEI Veterinary Delegate Report * Press Clippings and Pictures of the competition * OC Checklist (this document) |  |  |

     

FEI Appointed Official Organising Committee

This Form must be signed by the FEI Appointed Official and OC. Then please return it to the FEI ([andreina.wipraechtiger@fei.org](mailto:celine.kunz@fei.org)) after the event along with the result sheets and other relevant documents.