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| --- | --- | --- |
|  | Yes | No |
| PRE-COMPETITION DOCUMENTATION: In order to best prepare the competition, it is highly recommended that the OC sends a list and description of all Cross Country material/fences that will be used for the competition to the FEI Foreign TD in order for him to check it beforehand. Also a copy of the intended course plan should be provided ahead of time as well in order for the TD to discuss possible changes prior to arriving and to have more time once on the ground to finalise the course.  NOTE: The appointed Course Designer and TD should be in contact prior to the competition to discuss terrain specificities and course plan. |  |  |
| 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 EVENTING WORLD CHALLENGE issued by the FEI. |  |  |
| VETERINARY INSPECTION: Please ensure that the area to be used is as level as possible and on a good surface. The appropriate markers as outlined in the FEI rules must be in place. Have your competitors been instructed in what to do at the trot up…straight lines, loose rein etc.?  Have you invited a vet and does he know when to be present? Please make available a list of the horses/riders for the jury. The Judges will be assessing the Best Presented Horses at this point (provide Best Presented Horse score sheets to the Judges according to the number of entries). |  |  |
| DRAW: Are you prepared with the necessary lists and paperwork? |  |  |
| COMPETITION ARENAS:  DRESSAGE 60x20: This must be well prepared and levelled, preferably with a centre line and X line. Arrange seating, desk and protection against weather for the two judges, one at C and one at E. Please ensure that there are suitably experienced scribes for each judge. |  |  |
| JUMPING 64x45: The arena must be well prepared and levelled. The Jury box must be equipped and time keeping device checked and ready to be used. All required material must be ready in accordance with the course plans provided for each corresponding Category that will be organised. A checklist of all material should be prepared for the Course Designer, TD and PGJ. |  |  |
| CROSS COUNTRY + DERBY: The terrain must be well prepared and checked for wholes and other possible security issues. All required material must be ready in accordance with the course plans and guidelines provided for each corresponding Category that will be organised. A checklist of all material should be prepared for the Course Designer, TD and PGJ. A meeting must be organised the day prior to the competition at the latest, to check all fences and to build the course.  A COPY OF THE FINAL COURSE PLAN(S) WITH ALL DETAILS, INCLUDING DISTANCES BETWEEN FENCES, TOTAL LENGTH OF THE COURSE, ETC., MUST BE SENT TO THE FEI AT THE END OF THE COMPETITION ALONG WITH THE TD REPORT. |  |  |
| NATIONAL JUDGES: Do you have any judges who would like to participate on a practising basis? |  |  |
| TEST SHEETS: Are there sufficient test sheets for each class and are they the current versions? |  |  |
| RESULTS: The result sheets MUST be presented to the judges and signed by them before the prize giving. Please be aware that the judges may well wish to examine the test sheets for each rider and cross check with results before signing off. |  |  |
| OFFICIAL RESULT SHEETS: Please remember that these result sheets must be signed by both judges before emailing to the FEI, which should be done as soon as possible the following day. This allows the judges to check the result sheets in detail. |  |  |
| STARTING LISTS: Please allow sufficient time between riders, it is always better to have too much rather than not enough time for each competitor. |  |  |
| PRIZE GIVING: When and where will this take place? Who should be there and what prizes are to be presented? Will it be mounted? Will if be after each class or after the complete competition? 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 PGJ. |  |  |
| OFFICIALS: Has the travel arrangements and accommodation been confirmed with all appointed Officials and specifically with the FEI Foreign Technical Delegate? |  |  |
| 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 (PGJ 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 judges 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.: Horse Declaration form if applicable) * Copy of the competition’s programme (timetable, etc.) * Show information Document   Within 14 days of the competition:   * PGJ Report * FEI Foreign TD Report with copy of the XC and/or Derby Course plan(s) * FEI Veterinary Delegate Report * Press Clippings and Pictures of the competition * OC Checklist (this document) |  |  |

     

President of the Ground Jury Organising Committee

This Form must be signed by the President of the Ground Jury 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.