|  |
| --- |
| **Event** |
| **Venue** |       |
| **NF** |       |
| **Levels** |       |
| **Date** |       |

|  |
| --- |
| **Chief Classifier** |
| **Name** |       |
| **Nationality** |       |
| **Email address** |       |
| **Mobile phone no.** |       |

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| **Second Classifier** |
| **Name** |       |
| **Nationality** |       |
| **Email address** |       |
| **Mobile phone no.** |       |

The purpose of this report is to give the FEI an overall view of the classification aspects of the Event. Individual reports must be completed by the Chief Classifier immediately following the Event and should be forwarded to the Secretary General within 15 days of the Event, at the latest.

The powers, duties and responsibilities of the Chief Classifier are mentioned in the FEI Para Dressage Rules, FEI Para Equestrian Classification Rules, the FEI Manual for Classifiers and the FEI Para Dressage World Challenge rules, editions currently in force.

All unusual incidents, irregularities and/or statistics of special interest must be noted under point 7. Thank you for taking the trouble to fill in this report as accurately and completely as possible.

**All necessary follow‑up action will be taken but this report will not be acknowledged unless specifically requested by placing a tick in the box*.* [ ]**

|  |
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| **1. Show facilities** |
| 1.1 | Please give a brief description of the venue including general access for people with a disability      |

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| **2. Work Facilities** |
|  |  | **Yes** | **No** |
| 2.1 | Was the examination room conforming to the standard criteria? | [ ]  | [ ]  |
|  | If No, please provide details:      |
| 2.2 | Were adequate meal times and breaks scheduled for the classifiers? | [ ]  | [ ]  |
| 2.3 | Was there access to administrative support as needed? | [ ]  | [ ]  |
| 2.4 | Did the communication with the OC and officials work well? | [ ]  | [ ]  |
| 2.5 | Was the President of the Ground Jury available to provide assistance regarding compensating aids or other technical queries?  | [ ]  | [ ]  |
| Any further comments:       |

| **3. Athlete Evaluation** |
| --- |
|  |  | **Yes** | **No** |
| 3.1 | Were classification evaluations carried out by two classifiers  | [ ]  | [ ]  |
| 3.2 | Was at least forty–five minutes allowed for each classification evaluation?  | [ ]  | [ ]  |
| 3.3 | What was the total number of athletes requiring classification evaluation? |       |
| 3.4 | Of these how many with the following status were evaluated? |       |
|  | 1. New athletes
 |       |
|  | 1. Review athletes
 |       |
|  | 1. Confirmed athletes requesting Medical Review
 |       |
|  | 1. Athletes with existing FEI Classification
 |       |
| 3.5 | Did any non-competing athletes present for the purpose of a National Classification evaluation? If yes, how many?      | [ ]  | [ ]  |
| 3.6 | Of the athletes evaluated how many changed:1. Profile
 |       |
|  | 1. Grade
 |       |
|  | 1. Status
 |       |
| 3.7 | Were any athletes made Not Eligible following evaluation? If yes, what was the reason?      | [ ]  | [ ]  |
| 3.8 | Were any athlete evaluations suspended?If so, please specify the reason?      | [ ]  | [ ]  |
| 3.9 | How many Athletes were Observed? |       |
| 3.10 | Were any athletes recalled for a second evaluation following observation?If yes, please specify how many and the reason?      | [ ]  | [ ]  |
| 3.11 | Did any athletes fail to attend their evaluation? If yes, why?      | [ ]  | [ ]  |
| Any further comments:       |
| **4. Responsibilities - OC** |
|  |  | **Yes** | **No** |
| 4.1 | Did you as the Chief Classifier receive a list of all entered athletes from the OC before arrival and following close of entries? If no, why?      | [ ]  | [ ]  |
| 4.2 | Were athletes informed by the OC (or nominated other) of their scheduled time for athlete evaluation prior to the competition? | [ ]  | [ ]  |
|  |  |  |  |
| 4.3 | Did the OC circulate the list of entered athletes with their Grade and compensating aids to the Officials on side? | [ ]  | [ ]  |
| Any further comments:       |

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| **5. Responsibilities – Chief Classifier** |
|  |  | **Yes** | **No** |
| 5.1 | Following the competition all classification documentation including the classification assessment, medical documentation, Consent form and Interim Result Form was sent to the FEI for approval by the dedicated Working Group | [ ]  | [ ]  |
| Any further comments:       |

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| **6. Unusual incidents, irregularities and / or statistics** |
|                                     |
| **7. FOLLOW-UP and IMPROVEMENTS**  |

|  |  |  |
| --- | --- | --- |
| Does further *follow-up action* have to be taken with the Event Organiser? | [ ]  Yes | [ ]  No |
| If yes: Please briefly describe the issue(s) to be followed up (refer to the relevant section in the report for details)      |
| Do you have any additional recommendations for *future improvements* to the event? | [ ]  Yes | [ ]  No |
| If yes: Please give a short description of areas for improvements and how they could be achieved.      |

**SIGNATURE:**       **DATE:**

 **Return to Fédération Equestre Internationale (FEI)**

 **FEI Solidarity Department**

 **HM King Hussein I Building**

 **Chemin de la Joliette 8**

 **CH- 1006 LAUSANNE**

 **andreina.wipraechtiger@fei.org**