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| **Event** |
| Event title  |       |
| Event Category |       |
| Date |       |
| Location |       |
| Event Organiser |       |

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| **President of the Ground Jury (person signing the report)** |
| Name  |       |
| Address |       |
| Email Address |       |
| Mobile phone no.  |       |

The purpose of this report is to give the FEI an overall view of the organisation and running of the Event. The report must be completed by the President of the Ground Jury immediately following the Event and should be forwarded to the FEI secretariat within 15 days of the Event, at the latest.

All unusual incidents, irregularities and/or statistics of special interest must be noted under point 8. Thank you for taking the time to fill in this report as accurately and completely as possible.

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| 1. **Officials**
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| --- | --- | --- | --- |
| *If different category level,please use separate columns* |  |  |  |
| Ground Jury: President: |  |  |  |
|  Member: |  |  |  |
|  Member: |  |  |  |
|  Member: |  |  |  |
|  Member: |  |  |  |
|  Member: |  |  |  |
| FOREIGN JUDGE |  |  |  |
| COURSE DESIGNER |  |  |  |
| CHIEF STEWARD |  |  |  |
| Veterinary Delegate  |  |  |  |
| VETERINARY COMMISSION President  |  |  |  |
| Foreign Veterinary Delegate |  |  |  |

*Please indicate name of (if applicable):*

|  |  |
| --- | --- |
| EVENT DIRECTOR |  |
| PRESS OFFICER |  |

**Prize Money** - please indicate the total amount of prize money distributed:

**Attendance** - please indicate the number of spectators:

**Press/Media Coverage:**

TV coverage - Broadcaster(s):

 - Duration:

Number of journalists present:

(Please indicate the type and number of journalists in attendance)

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| 1. **Organisation**
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To be completed by the President of GJ. Please rate the following areas of organisation and provide as much details as possible, particularly concerning areas in need of improvement. Attach additional page(s) if more space and further comments are required. Please include confidential remarks on separate page(s).

Please provide an evaluation for each category on a scale of 1 to 5

(1=Unsatisfactory / 2=Must Improve / 3=Needs Some Improvement / 4=Successful / 5=Excellent)

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| **Area** | Directives | **Scale 1 to 5** | **Comments on aspects that need improving** |
| **Horse Inspections**  | Ground, collecting & holding areas, officials, documents |  |  |
| **World Cup competition**  | Course, ground, obstacles, marking, separation from public, measurement, plan |  |  |
| **World Cup competition**  | Officials, documents, timing, maintenance of footing & obstacles |  |  |
| **General** | Event Layout and Event Preparations |  |  |
| **Event Office** | Personnel, facility, competitor/public info, Timetabling |  |  |
| **Scoring** | Personnel, production of results, public score boards |  |  |
| **Communications& Control** | Daily communications |  |  |
| **Stabling** | Stable boxes, wash areas, services, office, security |  |  |
| **Medical Services** | Daily services, emergency response |  |  |
| **Veterinary Services** | Daily services, emergency response |  |  |
| **Training & Exercising** | General exercise, warm up areas |  |  |
| **Press** | Press & media centre, press officer |  |  |
| **Public** | Traffic, parking, facilities, attractions, announcing, programme, information, catering |  |  |

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| 1. **Schedule and Programme**
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| --- | --- | --- |
| Did the programme conform to the Schedule? / | Yes[ ]  | No[ ]  |
| Please specify any changes      |
| Would you suggest any improvements to the programme or schedule? If yes, please note under point 7. | Yes[ ]  | No[ ]  |
| Did you receive the schedule sufficiently early before the event to examine it? | Yes[ ]  | No[ ]  |

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| 1. **Accomodation and Transport**
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| **Accommodation**  |
| Officials?  | Yes[ ]  | No[ ]  |
| Competitors? | Yes[ ]  | No[ ]  |
| Grooms?  | Yes[ ]  | No[ ]  |
| Were sufficient showers and toilets with hot and cold water provided for the grooms? | Yes[ ]  | No[ ]  |
| Were meals offered to competitors and grooms? | Yes[ ]  | No[ ]  |

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| 1. **Running of the Competitions**
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**Participation athletes & horses**

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| 1. | Did the number of participants correspond to the Definite Entries received? | Yes[ ]  | No[ ]  |
| 2. | Withdrawals: Were athletes withdrawn with a valid excuse? | Yes[ ]  | No[ ]  |
| 3. | Horse stabling: Were all horses stabled on site? | Yes[ ]  | No[ ]  |
| 4. | Declaration of Starters – was this carried according to the Rules? | Yes[ ]  | No[ ]  |

*If you answered no to any of the above, please comment below providing details and reasons to enable FEI to follow-up the issue*

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| **Comments:**  |

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| 1. **Judging**
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| --- | --- | --- | --- |
| 1. | Were judgements made in a fair and unbiased manner? | Yes[ ]  | No[ ]  |

*If you answered no to any of the above, please comment below providing details and reasons to enable FEI to follow-up the issue*

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| **Comments:**  |

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| **Competition 1 & 2** |
| **Course**  |
| Was this satisfactory? | Yes[ ]  | No[ ]  |
| **Obstacles**  |
| Briefly describe: quality, variety, reserve material, etc.      |

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| **CAI-W Leg/Final\*** |
| Number of Athletes       |
| Number of Wild Cards (art 2.11) |
|       |
| **Number of spectators**  |
| Approximate number during entire event       |
| Approximate number during the FEI World CupTM competition 1 |
|       |
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| Approximate number during the FEI World CupTM competition 2      |
| Approximate amount of T.V. coverage received, in minutes      |

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| 1. **Give a short commentary on your general impression of the event**
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| 1. **Unusual incidents, irregularities, suggestions**
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| Note here all official warnings and/or protests, unusual incidents, or other irregularities and/or suggested improvements regarding the Event. If necessary, use additional sheets for further comments and annex them to the Report. Yellow cards/Warning cards can be downloaded from the website. |
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**Horse -** Injury or death of horse

Please describe the likely cause of the accident:

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| --- | --- | --- | --- |
| 1. | Where the medical / veterinary services satisfactorily performed? / | Yes[ ]  | No[ ]  |
| 2. | Was the horse involved in the accident sampled for prohibited substances? | Yes[ ]  | No[ ]  |
| 3. | In the case of death of a horse, was a post mortem examination made? If so, what was the result? | Yes[ ]  | No[ ]  |
| 4. | Was a competent and responsible person present to handle the media? | Yes[ ]  | No[ ]  |
| 5. | Was a Press conference organised? | Yes[ ]  | No[ ]  |
| 6. | What was the public's reaction to the accident? | Yes[ ]  | No[ ]  |
| 7. | Did the Ground Jury make any modification to the course, following the accident? | Yes[ ]  | No[ ]  |

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| **Comments**  |
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| **Driver – groom**Please describe the likely cause of the accident and the nature of injury (concussion, broken bones, etc...):

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| --- | --- | --- | --- |
| 1. | Did any driver, groom need to be taken to hospital? | Yes[ ]  | No[ ]  |
| 2. | Was the medical service on site satisfactory? | Yes[ ]  | No[ ]  |

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| **Comments**  |
|       |
| **Abuse of Horse report:***Please describe the type of abuse by including the following information*: |
| What exact type of horse abuse was practised?       |
| What decision did the Ground Jury take?       |
| Were any Yellow Cards distributed or any confirmation of the legal proceduremade?       |
| Was there any reaction from the public/press; if so, what were their conclusions?       |
| **Comments**  |
|       |

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| **Statistics referring to the condition of the horse** |
| How many horses did not pass or were not presented due to lameness?      |
| 1st Horse Inspection?      |
| How many doubtful horses passed the 1st Horse Inspection in the 10-minutes box (horses having been re-inspected at the 1st Horse Inspection)?      |
| How many horses did not pass or were not presented for other reasons?      |
| Please state reason:      |
| Competition courses :  |
| How many horses were eliminated or withdrew due to lameness?      |
| Due to a wound*?*       |

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| 1. **Follow-up and imporovements**
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| 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.      |

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| 1. **Annexes**
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| [ ]  | Yellow warning cards |
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| [ ]  | Incidents |
| [ ]  | Other, specify  |       |

**SIGNATURE:**

**DATE:**

**Return to FEI**

 **Driving & Endurance Department**

 **HM King Hussein I Building**

 **Chemin de la Joliette 8**

 **CH-1006 Lausanne**

 **Email: aude.barby@fei.org**

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

**PLEASE SUBMIT THE REPORT VIA EMAIL to facilitate the administration and to protect the environment.**