



SASJ CHIEF STEWARD REPORT

EVENT TITLE	
EVENT CATEGORY	
DATE	
VENUE	
OC/EVENT ORGANISER	

ROLE AT EVENT	
NAME	
NATIONALITY	
EMAIL ADDRESS	
CELL NO	

The Purpose of this report is to give SASJ an overall view of the organization and running of the Event
 The Report must be completed and returned within 15 days of the Event at the latest.
 Any Unusual incidents, irregularities or items of special interest must please be noted.
 Thank you for taking the time to fill in this report accurately and completely as possible.

The powers, duties and responsibilities of the Ground Jury President are mentioned in the current FEI General Regulations and FEI Jumping Regulations and Stewards Manual.

Please ensure that you attach a copy of your control forms, any drug testing forms, any Veterinary Declarations forms, any letters or correspondence received etc.

Please list below the South African Championships or Titles held at this event.

1. STEWARDS

1.1 Assistant Stewards:

1.2 Stable Manager:

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Give Total number of stewards including the Chief Steward:

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2. GENERAL

		Yes	No
2.1	Where you a member of the Organizing Committee?		
2.2	If no did you have sufficient contact with the OC?		
2.3	Was the communication system between you and the OC Secretariat, Ground Jury, Veterinarian, Technical Delegate? Please describe the system used:		
2.4	Were all stewards given lunch and water at the event?		
2.5	Were all stewards active and visible at the event?		

3. STABLES

	Where Applicable.	Yes	No
3.1	Were the stables clean upon arrival of horses?		
3.2	Were the stables disinfected upon arrival of horses?		
3.3	Was the bedding new upon arrival of horses?		
	Please provide photos of the state of the stables if you ticked no to any of the 3 above.		
3.4	For Secure stabling was there an adequate fence surrounding the stable area? If no, please describe what was used.		

3.5	Were the stables satisfactory? If no explain separately.		
3.6	Were the stables well ventilated?		
3.7	Were there sufficient emergency exits?		
3.8	Were there NON-SMOKING signs and effective controls?		
3.9	Were there Fire Precautions?		
3.10	Please explain what fire precautions there were.		
3.11	How many stables were available for secure stabling?		
3.12	How many other stables were available for the event?		
3.13	Were there permanent horses stabled at the venue?		
3.14	Was a provisional list of stables for the event drawn up by the OC?		
3.15	Was there a proper control of entry into the secured stable entry?		
3.16	Was there additional proper control of entry into the stable area?		
3.17	Was there a 24-hour security system?		
3.18	Please advise whom provided this.		
3.19	Were the Following Officials available for 24-hour call and day duty:		
3.19a	Treating Vet?		
3.19b	Red Cross /Doctor?		
3.19c	FEI/SASJ Stewards?		
3.20	Were random controls organized during the event?		
3.21	Who was in charge of stable stewarding?		
	Special Stewards?		
	Practice arena stewards in rotation?		
3.22	Was there a list drawn up of visitors at night for secure stabling?		
3.23	Was a "horse Watch" service organized?		
3.24	Were there isolated boxes for MCP?		
3.25	Were these of satisfactory condition?		
3.26	Were there adequate facilities provided from MCP Control?		
3.27	Do you have any special remarks or suggestions regarding MPC Control and Stabling at the event?		

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4. PRACTICE ARENAS/WARM UPS

		Yes	No
4.1	Was there more than one arena used for schooling?		
4.2	Was the footing adequate?		
4.3	Type of Footing used?		
4.4	Was there a lunging place?		
4.5	Was there a grazing place?		
4.6	Was the main arena used for schooling?		
4.7	Were there directions and timetables established for the use of the practice arena?		
4.8	Was the jump equipment adequate?		
4.9	Were safety cups provided for the warm up?		
4.10	Did you establish a timetable for rotation of stewards?		
4.11	Did the timetable allow ample opportunity for Athletes to exercise their horses under steward's supervision at least 30 minutes each day outside of the competition warm up period?		
4.12	Were there any precautions organized for emergency? (Dr, transport facilities, box ambulance, screen etc.)		
4.13	Describe route from secure stable area including controls to		
4.14	Was a member of the Ground Jury appointed to help supervise the practice arena?		
4.15	Have you any special remarks or suggestions regarding practice arena.		

5. VETERINARY MATTERS

		Yes	No
5.1	Was the arena for the horse inspection suitable for presentation of the horses (flat, firm, non-slippery surface)		
5.2	Was the footing suitable for this inspection?		
5.3	Type of Footing used?		
5.4	Was there a good relation between you and the Veterinary Delegate?		
5.5	Was a good coordination meeting arranged with the Veterinary Delegate?		
5.6	Were any Veterinary Treatment forms submitted?		

5.6a	If yes, please note the names of Athletes and horses and attach a copy of the forms.		
5.7	Was any MCP Testing done?		
5.8	Was everything done correctly at the MCP Testing?		
5.9	Did the Veterinary Delegate take the MCP testing Samples to deliver to SAEF/NHA?		
5.10	If there was MCP Testing – please advise the names of the Athletes and Horses:		

6. COMPETITORS

		Yes	No
6.1	Did you give any necessary written information to competitors?		
6.2	Did you have to report any incidents to the Ground Jury?		
6.2a	If yes, please attach a copy.		
6.3	Did you have to lodge any complaints?		
6.3a	If yes, please attach a copy		
6.4	Did you have to give any warning cards?		
6.4a	If yes, please give details and attach a copy of the yellow warning card slip.		
6.5	Did you have a supply of yellow cards?		
6.5a	If no explain why.		
6.6	Were the FEI Regulations on use and sizes of logos respected?		
6.6a	If not, please give the details and riders names.		

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Use of a sponsor logo by Athletes

The Chief Steward is responsible for ensuring that before allowing the athletes to compete the sponsor logos are within the limitations laid down in the FEI General Regulations Art 135. Athletes not complying with Art 135 will be reported to the Ground Jury and will not be permitted to compete until the use of the sponsor logo is in compliance with this article.

All sponsors need to be registered with SASJ for the current year.

7. UNUSUAL INCIDENTS, IRREGULARITIES, SUGGESTIONS

7.1	
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		Yes	No
7.2	Were any cases of blood on the flanks of any horses?		
7.3	If yes, kindly provide the details (name of Athlete, name of horse as well as sanction imposed. Please also include photos of the horse's flank/s, the gloves used to check, and the spurs used by the rider in this report.		
7.4	Were any Yellow Cards Issued?		
7.4a	If yes, please provide the details of the situation and the reason for the issue of the yellow cards and enclose a copy.		
7.5	Did the rider sign the yellow card?		

8. EVENT

		Yes	No
8.1	Was the mandatory post competition bandage and boot control carried out by the Chief Steward on all horses during the main event/Grand Prix/World Cup qualifying competition?		
8.2	Was the pre-competition hind boot control in the practice arena carried out on all horses during the main event/Grand Prix/World Cup qualifying competition?		
8.3	Has the Veterinary Delegate been notified regarding these controls?		
8.4	Was a post competition bandage and boot control carried out during any other competitions?		
8.5	Was a pre-competition hind boot control in the practice arena carried out during any other competitions?		
8.6	Did you encounter any problems with pre-competition hind boot controls?		
8.6a	If yes, please provide details below.		

9. EVENT

		Yes	No
8.1	Was the mandatory post competition bandage and boot control carried out by the Chief Steward on all horses during the main event/Grand Prix/World Cup qualifying competition?		

10. IMPROVEMENTS

		Yes	No
10.1	Do you have any additional recommendations for future improvements to the event?		
10.2	If yes, please give a short description of areas of improvements and how they could be achieved		

10.3	Have you already discussed any future improvements to the event with the organizing committee?		

11. Annexes

11.1	Sketch of Stable and General Area	
11.2	Timetable rotation of Stewards	
11.3	Incidents	
11.4	Any Treating vet forms lodged.	
11.5	Other – Please specify	

Signature_____Date_____

Please return to the SASJ National Office: tiffany@sashowjumping.co.za

Date Received by National Office: _____