

Event	
Event title	
Event category	
Date	
Location	
Event organiser	

Chief Steward	
Name	
Address	
Email address	
Mobile phone no.	

The purpose of this report is to give the FEI an overall view of the organisation of the security and supervision of the stables and schooling areas of the Event. The report must be completed by the Chief Steward following the Event and must be forwarded to the FEI **within 15 days of the Event, at the latest**. A copy must be sent to the Steward General of the NF.

Please use one separate form for each discipline of the event.

The powers, duties and responsibilities of the Chief Steward are mentioned in the General Regulations, 23<sup>rd</sup> edition, effective 1<sup>st</sup> January 2009, updates effective 1<sup>st</sup> January 2019, under article 155.

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, either in English or French, in block letters, as accurately and completely as possible.

**Please ensure that you attach a complete copy of the 'Night Control Form', a detailed list of all persons having had access to the stables during any closed period of time.**

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**1. Stewards**

1.1 Assistant to the Chief Steward

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1.2 Stable Manager

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1.3 Practice Arena Stewards

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1.4 Members

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Give total number of Stewards, including Chief Steward

**2. General**

		Yes	No
2.1	Were you a member of the Organising Committee?	<input type="checkbox"/>	<input type="checkbox"/>
2.2	If no, did you have sufficient contact with the OC?	<input type="checkbox"/>	<input type="checkbox"/>
2.3	Was there a good communication system between you and the OC Secretariat, Ground Jury, Veterinarian, Technical Delegate? Please describe system used:	<input type="checkbox"/>	<input type="checkbox"/>
2.4	Were all the FEI Stewards paid the per diem of minimum EUR 120 per day per official?	<input type="checkbox"/>	<input type="checkbox"/>
2.5	Were all FEI Stewards provided accommodation in a minimum 3* hotel, including breakfast)? If not, please explain the arrangements provided:	<input type="checkbox"/>	<input type="checkbox"/>

**3. Stables**

		Yes	No
3.1	Were the stables clean upon arrival of horses?	<input type="checkbox"/>	<input type="checkbox"/>
3.2	Were the stables disinfected upon arrival of horses?	<input type="checkbox"/>	<input type="checkbox"/>
3.3	Was the bedding new upon arrival of horses?	<input type="checkbox"/>	<input type="checkbox"/>
	Please provide pictures of the state of the stables together with this report if you ticked NO in any of these 3 boxes.		
3.4	Was there an adequate fence surrounding the stable area? If not, please describe what was used :	<input type="checkbox"/>	<input type="checkbox"/>
3.5	Were the stables satisfactory? If no, explain separately	<input type="checkbox"/>	<input type="checkbox"/>
3.6	Were the stables well ventilated?	<input type="checkbox"/>	<input type="checkbox"/>
3.7	Were there sufficient emergency exits?	<input type="checkbox"/>	<input type="checkbox"/>
3.8	Were there NON-SMOKING signs and effective controls?	<input type="checkbox"/>	<input type="checkbox"/>
	- What kind of fire precautions were there?		
3.9	How many permanent boxes were there?		
		<input type="text"/>	
	How many temporary boxes were there?		
		<input type="text"/>	
3.10	Was a provisional list of allocated stables drawn up by the OC?	<input type="checkbox"/>	<input type="checkbox"/>
3.11	Was there a proper control of entry into the security area?	<input type="checkbox"/>	<input type="checkbox"/>
3.12	Was there additional proper control of entry into the stable area?	<input type="checkbox"/>	<input type="checkbox"/>
3.13	Was there a 24 hr security system?	<input type="checkbox"/>	<input type="checkbox"/>
	Provided by whom?		

	Yes	No
3.14 Were the following officials available for 24 hr duty?		
- Treating Vet	<input type="checkbox"/>	<input type="checkbox"/>
- Red Cross - Doctor	<input type="checkbox"/>	<input type="checkbox"/>
- FEI Stewards	<input type="checkbox"/>	<input type="checkbox"/>
3.15 Were random controls organised during the day?	<input type="checkbox"/>	<input type="checkbox"/>
At night?	<input type="checkbox"/>	<input type="checkbox"/>
3.16 <i>Who was in charge of "stable stewarding"</i>		
- Special stewards?	<input type="checkbox"/>	<input type="checkbox"/>
- Practice arena stewards (in rotation)?	<input type="checkbox"/>	<input type="checkbox"/>
3.17 Was there a list drawn-up of visitors during the night?	<input type="checkbox"/>	<input type="checkbox"/>
3.18 Was a "horse-watch" service organised?	<input type="checkbox"/>	<input type="checkbox"/>
3.19 Were there isolated boxes for MCP?	<input type="checkbox"/>	<input type="checkbox"/>
Were there adequate facilities provided for MCP Control?	<input type="checkbox"/>	<input type="checkbox"/>
3.20 Do you have any special remarks or suggestions regarding stables?	<input type="checkbox"/>	<input type="checkbox"/>

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<b>4. Practice Area(s)</b>
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	Yes	No
4.1 Was there more than one area used for schooling?	<input type="checkbox"/>	<input type="checkbox"/>
- Which special practice areas were there? (driving, eventing...)	_____	
4.2 Was the footing adequate?	<input type="checkbox"/>	<input type="checkbox"/>

Type of footing used:		Yes	No
4.3	Were the obstacles adequate in the training area(s)?	<input type="checkbox"/>	<input type="checkbox"/>
4.4	Was there a lunging place?	<input type="checkbox"/>	<input type="checkbox"/>
4.5	Was there a grazing area?	<input type="checkbox"/>	<input type="checkbox"/>
4.6	Was the main arena used for schooling?	<input type="checkbox"/>	<input type="checkbox"/>
4.7	Were there directions and timetables established for use of the practice arena?	<input type="checkbox"/>	<input type="checkbox"/>
4.8	Did you establish a timetable for rotation of stewards?	<input type="checkbox"/>	<input type="checkbox"/>
4.9	Did the Event 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?	<input type="checkbox"/>	<input type="checkbox"/>
4.10	Were there any precautions organised for emergency? (Doctor, transport facilities, box ambulance, screen, etc)	<input type="checkbox"/>	<input type="checkbox"/>
4.11	Describe route and controls from stables to practice arena and main arena?		
4.12	Was a Member of the Ground Jury appointed to help supervise the practice arena (for events outside Group I &II)?	<input type="checkbox"/>	<input type="checkbox"/>
4.13	Have you any special remarks or suggestions regarding Practice Arena(s):	<input type="checkbox"/>	<input type="checkbox"/>

**5. Veterinary Matters**

	Yes	No
5.1 Was the area for the horse inspection suitable for presentation of the horses (flat, firm, non-slippery surface)?	<input type="checkbox"/>	<input type="checkbox"/>
5.2 Was the footing suitable for this inspection?	<input type="checkbox"/>	<input type="checkbox"/>
Type of footing used:		
<hr/>		
5.3 Was the organisation of the horse inspection adequate?	<input type="checkbox"/>	<input type="checkbox"/>
5.4 Was there a good relation between you and the Veterinary Delegate / Veterinary Commission?	<input type="checkbox"/>	<input type="checkbox"/>
5.5 Was a coordination meeting arranged with the Veterinary Delegate / Veterinary Commission?	<input type="checkbox"/>	<input type="checkbox"/>

**6. Competitors**

	Yes	No
6.1 Did you give written general information to competitors, Chefs d'Equipe? (Please attach a copy)	<input type="checkbox"/>	<input type="checkbox"/>
6.2 Did you have to report any incidents to the Ground Jury? If yes, please attach a copy.	<input type="checkbox"/>	<input type="checkbox"/>
6.3 Did you have to lodge any complaints? If yes, please give details:	<input type="checkbox"/>	<input type="checkbox"/>
6.4 Did you have to give any warning cards? If yes, please give details and attach the yellow warning card slip.	<input type="checkbox"/>	<input type="checkbox"/>
6.5 Did you have a supply of yellow cards? If no, explain why.	<input type="checkbox"/>	<input type="checkbox"/>
6.6 Were FEI Regulations relating to use of logos respected by riders/drivers, If not give details and riders/drivers names.	<input type="checkbox"/>	<input type="checkbox"/>

**Use of sponsor logo by Athletes and drivers**

The Chief Steward is responsible for ensuring that before allowing athletes/drivers to compete the sponsor logos are within the limitations laid down in FEI General Regulations Art. 135. Athletes/Drivers 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.

**7. Unusual incidents, irregularities, suggestions**

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7.1 Were there any cases of blood on the flanks of any horses? **Yes No**

7.2 If yes, kindly provide the details (name of the rider, name of the horse) as well as the sanction imposed. **Please send the pictures of the horse's flank(s), the gloves used to check and the spurs used by the rider to [jumpingreports@fei.org](mailto:jumpingreports@fei.org)**

7.3 Was there any Yellow Card(s) issued? **Yes No**

7.4 If yes, kindly provide the details of the situation and the reasons for the issue of the Yellow card(s).

7.5 Did the rider(s) sign the Yellow card(s)?

**8. For Jumping Events only**

	Yes	No
8.1 Was the mandatory post-competition bandage and boot control carried out by the Chief Steward on all horses during the Grand Prix (including FEI Wold Cup™ Jumping qualifying competition), the FEI Nations Cup, the Derby or the competition with the highest prize money?	<input type="checkbox"/>	<input type="checkbox"/>
8.2 Was the pre-competition hind boot control in the practice arena carried out on all horses during the Grand Prix (including FEI Wold Cup™ Jumping qualifying competition), the FEI Nations Cup, the Derby or the competition with the highest prize money?	<input type="checkbox"/>	<input type="checkbox"/>
8.3 Has the FEI Veterinarian Delegate been notified regarding these controls?	<input type="checkbox"/>	<input type="checkbox"/>
8.4 Was a post-competition bandage and boot control carried out during any other competitions?	<input type="checkbox"/>	<input type="checkbox"/>
8.5 Was a pre-competition hind boot control in the practice arena carried out during any other competitions?	<input type="checkbox"/>	<input type="checkbox"/>
8.6 Did you encounter any problems with the pre-competition hind boot control(s) in the practice arena? If yes, please provide details below:	<input type="checkbox"/>	<input type="checkbox"/>

**9. Improvements**

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.

Have you already discussed any future improvements to the event with the Organising Committee?  Yes  No



**10. Annexes**

- Sketch of stable and general area
- Information to competitors
- Timetable rotation of FEI Stewards
- Timetable for use of practice arenas
- Incidents
- Other, please specify \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Return to**  
**Jumping Department**  
**HM King Hussein I Building**  
**Chemin de la Joliette 8**  
**CH - 1006 Lausanne**  
**Fax: +41 21 310 47 60**

**FEI**

**For all Events:** [jumpingreports@fei.org](mailto:jumpingreports@fei.org)

**Copy to the Steward General of NF**

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**11. Additional Information**