



REPORT BY THE SASJ Technical REPRESENTATIVE

Event Title	
Date	
Location/Venue	
Event Organizer	
Date	
Status of Event	

SASJ Rep	
Address	
Email Address	
Mobile	

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

The purpose of this report is to give the Association an overall view of the organization and running of the Event. The report must be completed by the SASJ Representative immediately following the Event and should be forwarded to the SASJ National Office within 15 days of the Event.

A programme of the Event together with the daily starting lists, any official signed results should either be attached to this report – or confirmed that the OC will send to the SASJ National Office.

Copies of this report will be distributed to the SASJ Executive Committee and Council.

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

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

1. OFFICIALS			
	GROUND JURY	Position	Panel
1.1		President	
		Ground Jury 1	
		Ground Jury 2	
		Ground Jury 3	
			Yes No
1.2	Was the Jury Box/Arena properly equipped & Organized?		
1.3	Were the Ground Jury's duties accomplished accurately, promptly and thoroughly?		
1.4	Did any appointed Officials not officiate at the event?		
1.4a	If yes, which official and what was their function? What was done to replace this official?		
	APPEAL COMMITTEE (Only if appointed)		
1.5			
	COURSE DESIGNER	Position	Panel
1.6		Head Course Designer	
1.7		Assistant CD	
1.8		Assistant CD	
1.9		Assistant CD	
	CHIEF STEWARD	Position	Panel
1.10		Chief Steward	
1.11		Assistant Steward	
1.12		Assistant Steward	
1.13		Assistant Steward	
1.14		Assistant Steward	
1.15		Assistant Steward	
	ELECTRONIC TIMEKEEPER	Position	
1.16		Electronic Timekeeper	
1.17		Back Up Time	
1.18		Back Up Time	
	GENERAL COMMENTS	Yes	No
1.19	Were stewards on hand as required?		
1.20	Were they familiar with the relevant rules and regulations?		
1.21	Did they carry out their duties in a responsible manner?		
1.22	Was the Chief Steward on top of their duties and paperwork etc.?		
1.23	Were the guidelines on stewarding adhered to?		
1.24	Any comments SASJ need to be aware of re the stewarding?		
1.25	Any comments SASJ need to be aware of re the Ground Jury?		

1.26	Any comments re the Timekeeping or other officials in the jury box?		
1.27	Any situations or decisions SASJ need to be aware of?		
		Yes	No
1.28	Were all judging decisions taken in a fair and unbiased manner		
1.29	Were the qualified Medical Services/Doctor during the Event?		
1.30	Was an ambulance and/or sufficient medical facilities available?		
1.31	Were the warm up facilities adequate?		

2. SCHEDULE and PROGRAMME

		Yes	No
2.1	Did you work with the Approved SASJ Schedule?		
2.2	Did the programme of competitions conform to the SASJ Approved Schedule?		
2.3	Please specify any changes:		
2.4	Would you suggest any improvement to the programme or schedule?		
2.4a	If yes, please note:		
2.5	Did you receive the programme from the OC sufficiently early before the Event?		
2.6	Were changes made to the schedule during the event?		
2.6a	If yes, please advise what was changed and why:		
2.7	Declaration of Starters – was this carried out according to the rules?		
2.8	Were there substitutions?		

3. ACCOMODATION and TRANSPORT			
		Yes	No
3.1	Was the accommodation adequate for officials if required?		
3.2	Were there any transport issues for Officials?		
3.3	If Yes, please indicate the issues:		
3.4	Was the accommodation if required adequate for Grooms?		
3.5	Were there sufficient ablutions for Grooms?		
	Please give a description on facilities if applicable and complaints/suggestions:		
3.6	Were meals offered to grooms?		
3.7	Please explain briefly what was offered:		
3.8	Was there catering for Athletes/Officials/General Public?		
3.9	Any applicable Comments/Suggestions:		

4. STABLE AREA (if applicable)			
		Yes	No
4.1	Were all horses stabled together in one area?		
4.2	If No, please give details:		
4.3	Was 24-hour security arranged for the stable area?		
4.4	Was a list drawn up of all individuals allowed into the secure stable area during the hours of closure? (If applicable)		
4.5	Were the stables clean and satisfactory upon arrival of horses?		
4.6	Were there any issues with the stables?		
4.7	If yes, please provide info below:		

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5. TECHNICAL ASPECTS			
		Yes	No
5.1	Declaration of Starters – was this carried out according to the rules?		
5.2	Were there substitutions?		
5.3	Where applicable, was the draw for starting conducted accordingly?		
5.4	Were arena maintenance breaks carried out?		
5.4a	If yes, when?		
5.5	Did the Show Office run efficiently?		
5.6	Were you consulted with any problems in the Show Office?		
5.7	Were all cash prizes as listed in the schedule distributed?		
5.8	If Yes, were the distributed according the Rules (one for every four competitors?)		
5.9	Was the 15% SASJ Athletes fund deducted?		
5.10	Total Amount of Gross Prize Money distributed		
5.11	Were the prizes in kind distributed?		
	If yes, please describe briefly:		
5.12	Total value of Prizes in Kind distributed:		

6. S A TITLES				
		N/A	Yes	No
6.1	Were these title classes run strictly in accordance with the relevant SASJ Championship Rules?			

6.2	If No, please give relevant details:
6.3	Please list the winners of the SASJ Titles:

7. TECHNICAL ASPECTS					
	Overall Quality of the Ground	Excellent	Good	Adequate	Poor
7.1	Overall Quality of the Footing at the event				
7.2	Overall quality of the Competition Arena				
7.3	Overall quality of the Warm Up arena				
7.4	Overall quality of the Horse Inspection Area				
	Were there any problems with the going during the event in either:			Yes	No
7.5	The Warm Up Arena?				
7.6	The Competition Arena?				
7.7	If yes, please state why and what was done to resolve these problems:				
	Obstacles/Equipment	Excellent	Good	Adequate	Poor
7.8	What was the quality of the jump material (Weight and length of poles, suitability of equipment etc.)				
7.9	Was there a supply of reserve equipment?				
7.10	Quality of equipment in the Warm up?				
				Yes	No
7.11	Were the mandatory safety cups used?				
7.12	Name of the FEI Approved Safety Cups manufacturer:				

	Courses and Tracks	Yes	No
7.13	Were these satisfactory?		
7.14	If NO, please state why:		
7.15	Did you have a good working relationship with the CD?		
7.16	If No, please state why:		

8. STATISTICS and PARTICIPATION				
Standard of Competitors	Very High	High	Average	Modest
8.1	Standard of Competitors			
8.2	Number of Athletes at the Event?			
8.3	Number of Horses at the Event?			
8.4	Approximate Number of Spectators at the Event?			

9. OVERALL	
<p>Give a summary of your general impression of the Event as well as any suggested improvements and recommendation regarding the Event (For the OC and SASJ)</p>	

10. UNUSUAL INCIDENTS, IRREGULARITIES ETC
<p>Please note here ALL OFFICIAL WARNINGS, PROTESTS, UNUSUAL INCIDENTS, or other IRREGULARITIES and /or suggested improvements regarding the Event.</p> <p>If necessary, use additional sheets for further comments and annex them to the Report:</p>

11. REPORTS

Accident Reports

A Short description of the accident should include the following:

HORSE (Injury or Death)

Were the veterinary services satisfactorily performed?

What was the likely cause of the accident?

Was the horse involved in the accident sampled for prohibited substances?

In the case of death of a horse, was a post mortem examination made?

If so, what was the result/

Was a competent and responsible person present to handle the media?

Was a press conference organized?

What was the public's reaction to the accident?

ATHLETE OR OFFICIALS:

As per FEI 31 July 2018 – All injuries sustained by athletes and officials must be reported.

Please attach forms received at the event.

Should you have no injury to report – please note: NO below

11.2

Abuse of Horse

Please describe the type of abuse by including the following information:

The exact type of horse abuse

The action taken by the Ground Jury

If Applicable, the Yellow Card(s) distributed

Attach copies of yellow Cards.

11.3	Blood on the horse's flanks		
<p>Note here all the cases of blood on the horse's flanks. Please provide the following information: The type of sanction imposed (Elimination or Disqualification) Pictures of the horses' flank Pictures of the spurs used by the Athlete</p>			
		Yes	No
11.4	Were there horses with blood on the flanks that were not eliminated/disqualified?		
	If yes, explain why		
	HORSE INSPECTION		
11.5	Was there a horse inspection at the event?		
11.6	What levels of horses attended the horse inspection?		
11.7	How many horses did not pass the 1st horse inspection?		
	Please state reason:		
11.8	How many horses did not pass the re-inspection?		
	Please state reason:		

12. STATISTICS referring to the CONDITION of the HORSES			
	HORSE INSPECTIONS (If Applicable)	Yes	No
12.1	Did a Horse Inspection take place?		
12.2	How many horses attended the Horse Inspection?		
12.3	How many horses failed the horse inspection?		
12.4	If any horses failed, please list the names below:		

12.5	How many horses were referred to the Holding Box?		
	MEDICATION CONTROL	Yes	No
12.6	Did any MCP Testing take Place?		
12.7	Number of horses tested		
12.8	If any horses were tested, please note the names of the horses:		
12.9	Did Drug Free Sport SA Test any Riders?		
12.10	Number of riders tested?		
12.11	If any riders were tested, please note the names of the riders:		
	FORMS		
12.12	Please list and attached any necessary Forms pertaining to: <ul style="list-style-type: none"> • MCP Testing • Veterinary Declaration of Treatment • Person Injury Report Forms • Yellow Cards/Protests etc. 		

13.GENERAL

Please note any recommendations/Improvements for the future of the event

13.1	Have you already discussed any future improvements with the OC?	
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Signature _____ Date _____

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

Date Received by National Office: _____