



# Online Person Injury Reporting

# Injury reporting before July 2018

Paper based

Information recorded in the event report (Pt. 13.2)

Athletes' injuries only

Very basic level of information

# July 2018: online reporting system for injuries

All disciplines except Eventing

Injuries are now reported separately: online

In Vaulting the full event report is still done on paper

**13. Accident report**

A short description of the accident should include the following information

**13.1 Horse**

Injury or death of horse

Where the medical / 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 organised?

What was the public's reaction to the accident?

Report

**13.2 Athlete**

Starting 31 July 2018, all injuries sustained by athletes and FEI Officials must be reported on line as explained on the FEI's website at <https://inside.fei.org/fei/your-role/medical-safety/info-fei-officials>. If you have no injury to report, please open an online report and tick the box "no injury to report".

# What has changed?

« Person » Injury Report = athletes and FEI Officials

Information level has increased

Submitted information is automatically connected to the FEI profile of injured person in FEI Database

# Why an online system for injury reports ?

## Fitness to Compete/Return to Play considerations

Automatically email to the athlete's  
NF if serious injury

## Data Confidentiality

Storage on FEI servers

Access to limited FEI staff

## Injury Surveillance

# Person Injury Report Form



## Person Information

FEI ID:

First Name:

Family Name:

Is the person injured an athlete or FEI Official?

Athlete

FEI Official

Date of Injury:

Time of Injury:

Where did the injury occur (competition or practise arena, other – please specify)?

Was the person on foot or riding?

Description in general of the mechanism of the injury:

Outline of Management

Treated on site

Referred to hospital

Suspected Injury

Concussion

As determined following assessment with CRT5, SCAT5 or similar official protocol.

Spinal Injury

Fracture

Dislocation

Other – please specify:

Was the injury fatal (death)?

## Medical Professional/First Aider Information

Full Name:

Qualification:

Phone Number:

6 Person Injury Report form for Medical Officers/Emergency care providers at FEI events

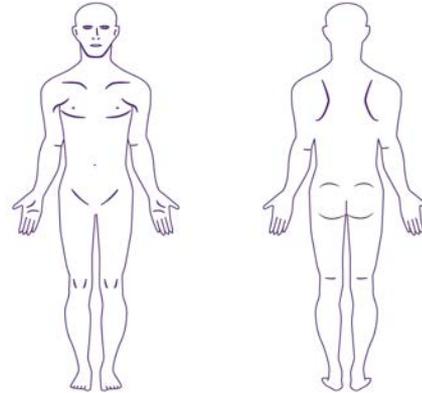
Print Form

# Person Injury Report Form



Additional comments:

Injury(ies) positions:



7 Person Injury Report form for Medical Officers/Emergency care providers at FEI events

Print Form

# Notification of Assignment

Dear Nadezhda NECHAEVA,

This e-mail concerns the Person Injury Report that you are kindly asked to complete following your assignment as Technical delegate at Nartan from 31 March 2019 to 31 March 2019 for the following event(s): CEI1\* 80, CEIY1\* 80, CEIY2\* 120, CEI2\* 120.

We kindly remind you that you are required to report all athlete and FEI Official injuries using the online Person Injury Report available on the [FEI Forms platform](#), **within 72 hours** of the conclusion of the show, i.e. by 3 April 2019 at the latest.

**Where referral to hospital or concussion/head injury** is reported, the form must be **submitted as soon as possible** (the sooner the form is submitted, the sooner the National Federation is alerted, and this can make a significant difference for the athlete's welfare).

We also remind you that if no injury has occurred at the show this must be recorded in the online form as well.

To access your report, please log in to <https://forms.fei.org> with your FEI ID and password then click on "Form List" on the top left and scroll down to the "Person Injury Report" section.

Please make sure you have downloaded the report to your device (laptop or tablet) while connected to the Internet if you wish to use it offline during the show. You will then have to be connected to the Internet again to submit it. Kindly note that hard or electronic copies (sent by post, e-mail or fax) will no longer be accepted by the FEI as of 31 July 2018.

Complete guidelines on how to fill in the online Person Injury Report can be found at the [following link](#).

Do not hesitate to contact us at [forms@fei.org](mailto:forms@fei.org) should you need any assistance.

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## Important Guidelines

- 1. **FEI Official injuries:**

The online form is also designed for the reporting of injuries sustained by FEI Officials. Please make sure you report these cases as well.

- 2. **Liaising with the on-site emergency medical service providers:**

We recommend that you always keep a few printouts of the report ([available here](#)) with you, and provide copies to the on-site emergency service providers. It will be easier for you to enter the information online if it was initially noted under a similar format. After usage, please carefully destroy all paper copies, and delete electronic copies from your device.

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We thank you for your continued cooperation and for helping us make our sport safer.

Kind regards,  
FEI Legal Department

Fédération Equestre Internationale  
HM King Hussein I Building  
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1006 Lausanne

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w <https://fei.org>  
w <https://forms.fei.org>



# How online injury reporting works

# Where to fill out your Person Injury Report

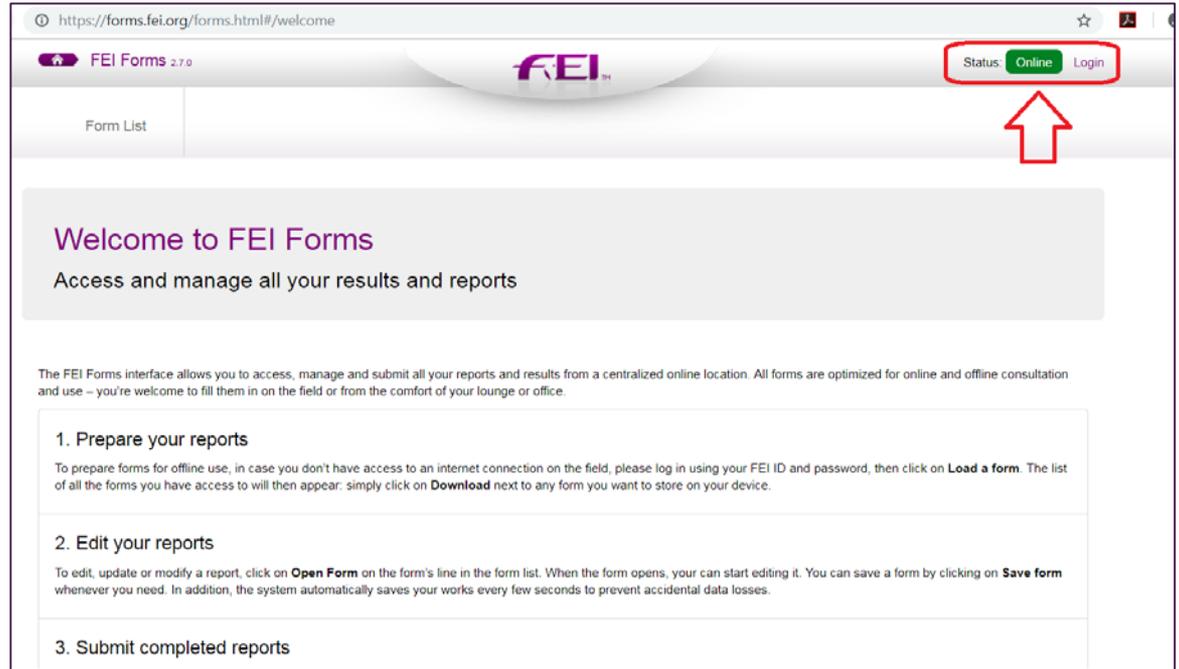


Open an internet page and type: <https://forms.fei.org>

# How to login to the FEI Forms platform

Make sure you are **ONLINE** to download your report

LOGIN with your FEI ID number and password



The screenshot shows the FEI Forms platform interface. The browser address bar displays <https://forms.fei.org/forms.html#/welcome>. The page header includes the FEI logo and a navigation bar with a "Status: Online" indicator and a "Login" button, both highlighted with a red box and a red arrow pointing to them. Below the header, there is a "Form List" section. The main content area features a "Welcome to FEI Forms" message and instructions on how to use the platform. The instructions are organized into three numbered steps:

- 1. Prepare your reports**  
To prepare forms for offline use, in case you don't have access to an internet connection on the field, please log in using your FEI ID and password, then click on **Load a form**. The list of all the forms you have access to will then appear: simply click on **Download** next to any form you want to store on your device.
- 2. Edit your reports**  
To edit, update or modify a report, click on **Open Form** on the form's line in the form list. When the form opens, you can start editing it. You can save a form by clicking on **Save form** whenever you need. In addition, the system automatically saves your works every few seconds to prevent accidental data losses.
- 3. Submit completed reports**

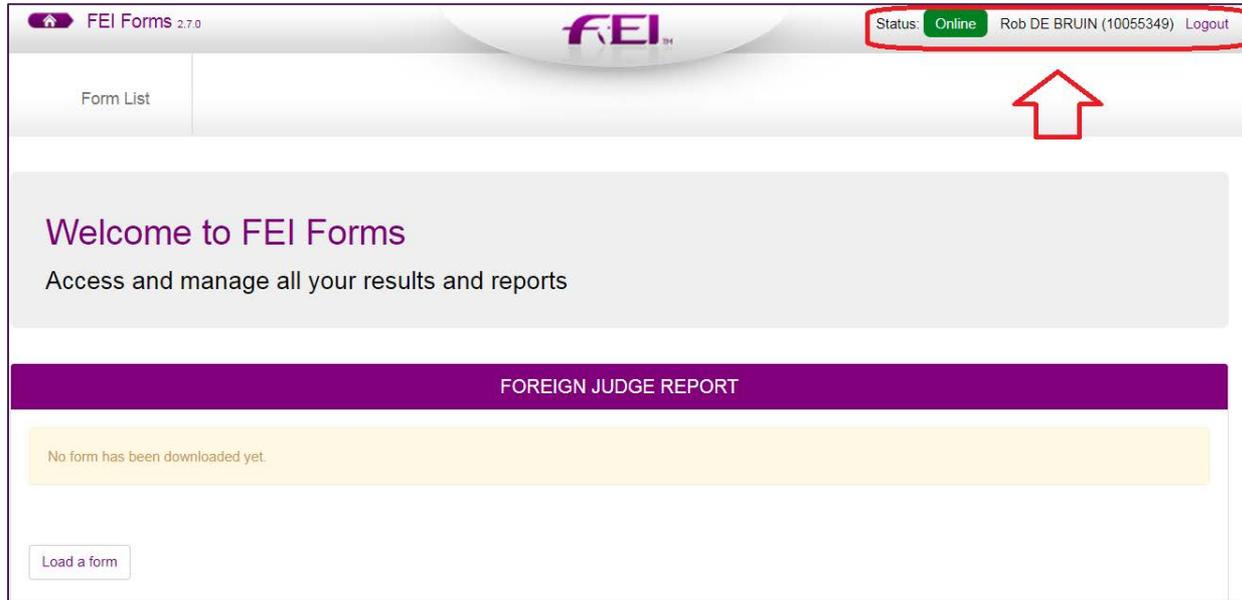
# How to find your FEI ID number

The screenshot shows the FEI Database website interface. At the top, there is a navigation bar with the FEI logo and a 'Login' link. Below this is a menu with tabs: 'Calendar/Results', 'Horses', 'Persons', 'National Federations', and 'Rankings / Standings'. The 'Persons' tab is selected and highlighted with a red arrow. Below the menu is a purple banner with the text 'STORIES | VIDEOS | LIFESTYLE | EVENTS | RESULTS | FEI.ORG'. The main content area is titled 'PERSON SEARCH'. It features a search form with the following fields: 'Group' (set to 'All People'), 'Administering NF' (dropdown), 'Family Name' (text input with 'valat' entered), 'First Name' (text input), 'FEI ID' (text input), and 'Gender' (dropdown). The search criteria are set to 'Begin'. There are 'Reset' and 'Search' buttons. Below the search form, the results are displayed as a table with 3 rows. The first row is highlighted in purple and has its 'FEI ID' column circled in red. The table data is as follows:

FEI ID	Name	Groups	NF	Gender
10021209	VALAT, Manon	Athlete, Trainer, OC Member	FRA	Female
10094268	VALAT, Michel	OC Member, Official	FRA	Male
10081181	VALAT, Pauline	Athlete	FRA	Female

Search on the FEI Database under the Persons tab by using SEARCH your name: <https://data.fei.org>

# Logging in to the FEI Forms platform



Once logged in, you will see the **ONLINE** status, with your name and FEI ID in the top right corner

# Downloading the Person Injury Report



Find the “Person Injury Report” section

Click on LOAD A FORM

# Downloading the Person Injury Report

Form List

[Download a Form](#)  
Access and manage all your results and reports

PERSON INJURY REPORT						
Venue Name	Country	From	To	Person	Assignment	Form status
Bern	SUI	07.06.2018	10.06.2018	Rob DE BRUIJN (10055349)	Foreign Judge	Submitted <a href="#">Download</a>
Mount Hunter	AUS	05.10.2018	07.10.2018	Rob DE BRUIJN (10055349)	Foreign Judge	Submitted <a href="#">Download</a>
Paris, Villepinte	FRA	30.11.2018	01.12.2018	Rob DE BRUIJN (10055349)	Foreign Judge	Submitted <a href="#">Download</a>
Saumur	FRA	18.04.2019	21.04.2019	Rob DE BRUIJN (10055349)	Foreign Judge	<a href="#">Download</a>
Chilliwack BC	CAN	24.05.2019	26.05.2019	Rob DE BRUIJN (10055349)	Foreign Judge	<a href="#">Download</a>

Click on **DOWNLOAD** next to the report you wish to fill in and submit

# Downloading the Person Injury Report

The screenshot displays a web interface titled "PERSON INJURY REPORT". It features a table with the following data:

Venue Name	Country	From	To	Assignment	Form status	Action
Saumur	France	18.04.2019	21.04.2019	Foreign Judge	Loaded 25.03.2019	Open Form Delete from device

Additional elements include a "Load a form" button on the left and a note at the bottom right: "All times and dates are expressed in UTC+0". A red arrow points to the "Open Form" option in the action menu.

The downloaded report will be in the “Person Injury Report” section

Click on ACTION – OPEN FORM

# Filling in the Person Injury Report

No injury at the show?

Click on NO

Ready to submit?

Validate Section

Save form

Submit Report

Form List

Form / Person Injury(ies)

**Person Injury Report** Saumur, FRA, from 18.04.2019 to 21.04.2019

**SHOW INFORMATION**

**Saumur (FRA)** 2019\_WF\_0003  
CVI-W Final, CVI1\*, CVI2\*, CVI3\*, CVIJ1\*,  
CVIJ2\*, CVICh1\*, CVICh2\*  
From 18.04.2019 to 21.04.2019

**FOREIGN JUDGE**

Name: Rob DE BRUIN  
FEI ID: [10055349](#)  
*Please ensure all personal information in the [FEI Database](#) is up to date at all times*

Person Injury(ies)

**1. Person Injury(ies)**

Were any athletes or FEI Officials injured during the show?  Yes  No

Print PDF **Submit report** **Validate Section** **Save form**

# Filling in the Report

If there was an injury at the show **YES**



Fill in the report – all questions

Save form

Submit Injury now



Add another person injury?



Ready to submit?

Validate & Submit

The screenshot shows a web form for reporting injuries. At the top right, a red arrow points to a 'Yes' button. Below this, the form is divided into sections: 'Person #1: Person Information', 'Injury Information', 'Outline of Management', 'Suggested injury', and 'Medical professional / first aider'. A red arrow points to the 'Add a person injury' button at the bottom. Another red arrow points to the 'Submit injury now' button, which has a 'Save' checkbox next to it. A third red arrow points to the 'Print PDF' button, and a fourth points to the 'Submit report' button. The form includes various input fields, dropdown menus, and checkboxes for injury types and management actions.

# Submitting an injury: confirmation

## **THIS IS AN AUTOMATIC EMAIL FROM THE FEI FORM APPLICATION**

Dear Stephan ELLENBRUCH,

Thank you very much for submitting the injury that occurred at Geneva from 06/12/2018 to 09/12/2018 for the event(s) CSI5\*, CAI-W, CDI5\*.

Please note that you **still need to submit your completed Person Injury Report**. For any questions please contact: [usersupport@fei.org](mailto:usersupport@fei.org)

Kind regards,  
FEI Legal Department

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w <https://fei.org>

w <https://forms.fei.org>

# Submitting the report: confirmation

## **THIS IS AN AUTOMATIC EMAIL FROM THE FEI FORMS APPLICATION**

Dear Inga HOLDT-MENCKE,

Thank you very much for submitting the Person Injury Report you filled out as Foreign Judge at Oliva, Valencia from 19/03/2019 to 24/03/2019 for the event(s) CSI1\*, CSI2\*, CSIYH1\*.

Your report has been saved and transmitted to the FEI.

For any questions please contact: [usersupport@fei.org](mailto:usersupport@fei.org)

Kind regards,  
Federation Equestre Internationale

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w <https://data.fei.org>

# Questions?

[forms@fei.org](mailto:forms@fei.org)

[usersupport@fei.org](mailto:usersupport@fei.org)



**Thank you**