

Jumping

Chief Steward Report

- SAMPLE -

- For guidance only -

- This form must be filled online -

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SAMPLE

1. Steward

- Were all the FEI Stewards paid the per diem of minimum EUR 120 per day per person? (YES/NO)
- Were all the FEI Stewards provided accommodation in a minimum 3* hotel including breakfast? (YES/NO)
- Stable Manager

- Members of stewarding team assigned to practice arena

- Please confirm that the assistant stewards approved in the FEI Schedule were those that officiated at the event:

FEI ID	Complete Name	Officiating	Replaced by
XXXXXXX	XXXXXXXXXXXX	No	XXXXXXXXXXXX
XXXXXXX	XXXXXXXXXXXX	Yes	XXXXXXXXXXXX

- Timetable for rotation of FEI Stewards. (Upload file(s))
- Additional Comments

2. General

- Were you a member of the Organising Committee? (YES/NO)
- If no, did you have sufficient contact with the OC? (YES/NO)
- Was there a good communication system between you and the OC Secretariat, Ground Jury, Veterinarian, Technical Delegate? (YES/NO)
- Please describe system used:

- Additional comments:

3. Stables

- Were the stables clean upon arrival of horses? (YES/NO)
- Were the stables clean upon arrival of horses? (YES/NO)
- Was the bedding new upon arrival of horses? (YES/NO)
- Did the stables meet the FEI rules? (YES/NO)
- Were the stables well ventilated? (YES/NO)
- Did the stables meet the minimum size requirement (3m x 3m)? (YES/NO)
- Were there sufficient emergency exits? (YES/NO)
- Were there NON-SMOKING signs and effective controls? (YES/NO)
- Were fire extinguishers present in the stabling area? (YES/NO)
- Please indicate if there were other fire precautions and what kind:

- How many permanent boxes were there?
- How many temporary boxes?
- Was a provisional list of allocated stables drawn up by the OC? (YES/NO)
- Who was in charge of "stable stewarding"
 - Special stewards? (YES/NO)
 - Practice arena stewards (in rotation)? (YES/NO)
- Were there isolated boxes for MCP? (YES/NO)
- Where there adequate facilities provided for MCP Control? (YES/NO)
- Have you any special remarks or suggestions regarding stables?

- Please upload the sketch of stable and general area:
- Additional comments:

4. Practice Area(s)

- Was there more than one area used for schooling? (YES/NO)
- Which special practice areas were there? (Driving, Eventing...)

- Was the footing adequate? (YES/NO)
- Type of footing used

- Were the obstacles adequate in the training area(s)? (YES/NO)
- Was there a lunging place? (YES/NO)
- Was there a grazing area? (YES/NO)
- Was the main arena used for schooling? (YES/NO)
- Were there directions and timetables established for use of the practice arena? (YES/NO)
- Did you establish a timetable for rotation of stewards? (YES/NO)
- Did the show 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? (YES/NO)

- Were there any precautions organised for emergency? (Doctor, transport facilities, box ambulance, screen, etc) (YES/NO)
- Describe route and controls from stables to practice arena and main arena?

- Was a Member of the Ground Jury appointed to help supervise the practice arena (for events outside Group I & II)? (YES/NO)
- Have you any special remarks or suggestions regarding Practice Arena(s):

- Timetable for Practice Arenas (Upload file(s))

5. Veterinary Matters

- Was the area for the horse inspection suitable for presentation of the horses (flat, firm, non-slippery surface)? (YES/NO)
- Was the footing suitable for this inspection? (YES/NO)
- Type of footing used:

- Was the organisation of the horse inspection adequate? (YES/NO)
- Was there a good relation between you and the Veterinary Delegate / Veterinary Commission? (YES/NO)
- Was a coordination meeting arranged with the Veterinary Delegate / Veterinary Commission? (YES/NO)
- Additional Comments:

6. Competitors

- Did you give written general information to competitors, Chefs d'Equipe? (YES/NO)
- Did you have to report any incidents to the Ground Jury? (YES/NO)
- Did you have to lodge any complaints? (YES/NO)
- Did you have a supply of yellow cards? (YES/NO)
- Were FEI Regulations relating to use of logos respected by riders/drivers? (YES/NO)
 - *The Chief Steward is responsible for ensuring that before allowing riders/drivers to compete the sponsor logos are within the limitations laid down in FEI General Regulations Art. 135. Riders/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.*
- Additional Comments:

7. Unusual incidents, irregularities

- Were there any cases of blood on the flanks of any horses? (YES/NO)
- Were there any Yellow Cards issued? (YES/NO)
- Additional Comments:

8. Bandage and Boot Control

- Was the mandatory bandage and boot control carried out by the stewarding team on all horses during the Grand Prix (including FEI Wold Cup™ Jumping qualifying competition), the FEI Nations Cup and the Derby? (YES/NO)

- 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? (YES/NO)
- Has the FEI Veterinarian Delegate been notified regarding these controls? (YES/NO)
- Was a post-competition bandage and boot control carried out during any other competitions? (YES/NO)™
- Was a pre-competition hind boot control in the practice arena carried out during any other competitions? (YES/NO)
- Did you encounter any problems with the pre-competition hind boot control(s) in the practice arena? (YES/NO)
- For how many FEI competitions was bandage and boot control carried out?
- On how many mandatory competitions (Grand Prix, Nations Cup Competition, etc.) was bandage and boot control carried out by the stewarding team on all horses?
- Additional Comments:

9. Improvements

- Do you have any suggestions or recommendations for future improvements to the event? (YES/NO)
- Have you already discussed with the organising committee about any future improvements to the event?
- Please indicate any other comments or remarks you may have:

10. Additional Event Feedback

- Was there proper control of entry into?

- The security area (YES/NO)
 - The stables (YES/NO)
 - Was there a 24 hour security system? (YES/NO)
- Were the following accessible at all times?
 - Veterinarian (YES/NO)
 - Doctor (YES/NO)
 - FEI Stewards (YES/NO)
- Were random controls of stables carried out by stewards during the day? (YES/NO)
- Were random controls of stables carried out by stewards during the night? (YES/NO)
- Was there a list of all individuals allowed into the stables at night? (YES/NO)
- Was a horse watch service provided at night? (YES/NO).
- Were contact numbers available for each horse? (YES/NO)

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