

**CHECKLIST
FOR THE ORGANISER**

2007 FEI WORLD DRESSAGE CHALLENGE

From: The President of the Ground jury

To All participating NFs

PROGRAMME: may we please have a copy of the Programme upon our arrival together with a copy of our itinerary for our stay in your country?	
PRELIMINARY MEETING: please arrange for a preliminary meeting the day before the competition to enable the judges to run through the order of the day with the Organisers.	
LIST of PARTICIPANTS: please ensure that your list of participants adheres to the current set of rules and guidelines for the WORLD DRESSAGE CHALLENGE issued by the FEI.	
VETERINARY INSPECTION: please ensure that the area to be used is as level as possible and on a good surface. The appropriate markers as outlined in the FEI rules must be in place. Have your competitors been instructed in what to do at the trot up...straight lines, loose rein etc. Do you have a vet. invited and does he know when to be present? Please make available a list of the horses/riders for the jury. The Judges will be assessing the Best Presented Horses at this point.	
DRAW: Are you prepared with the necessary lists and paperwork?	
COMPETITION ARENA: this must be well prepared and levelled, preferably with a centre line and X line. Arrange seating, desk and protection against weather for the two judges, one at C and one at E. Please ensure that there are suitably experienced scribes for each judge.	
NATIONAL JUDGES: Do you have any judges who will like to participate on a practising basis?	
TEST SHEETS: are there sufficient test sheets for each class and are they the current version? Please remember a further copy for each of the competitors will be required for the training test next day.	
RESULT: the result sheets MUST be presented to the judges and signed by them before the prize giving. Please be aware that the judges may well wish to examine the test sheets for each rider and cross check with results before signing off.	
OFFICIAL RESULT SHEETS: please remember that these result sheets must be signed by both judges before faxing to the FEI and the other participating countries, which should be done as soon as possible the following day. This allows the judges to check the result sheets in detail.	
STARTING LISTS: please allow sufficient time between riders, it is always better to have too much rather than not enough time for each competitor. (most countries using between 8 and 10 minutes p/test)	
PRIZE GIVING: when is this take place, where, who is to be present and what is to be presented? On Horses? Following each class or after the complete competition? Do you organise a special farewell party with special prizes?	
VIDEO SESSION / GENERAL DISCUSSION: either is possible, please discuss this with the ground jury during Preliminary meeting. If a video session, is the video tested and working? Is it possible for all competitors to easily reach the venue for this? Please bear in mind that this will normally take place the afternoon of the competition and it would be appreciated if this followed after the competition allowing enough time for competitors to tend their horses but not so much time that the judges have a unreasonably protracted day.	
CLINIC: has a starting list been prepared and do all competitors know when they are riding? The organisation of this is to be discussed at the Preliminary meeting with the ground jury.	
Please ask yourselves the following questions -Is the car collecting/delivering the judges to/from the airport of sufficient size to carry luggage? -Are the judges able to check in to their hotel as soon as they arrive at their destination country, it is much appreciated if they can. -Are there any officials / VIP guests to the farewell / official dinner? If so, please ensure that the judges are furnished with a copy of their names and positions before dinner. -Are there likely to be TV / press representation at your competition? If so, please advice the judges of this and ask them if an interview is required. Please state a time when this is arranged. -Is it please possible for an official of your Federation to be present at the check out of the judges from their hotel? -Are there any internet facilities available? Whilst these may not necessarily be available in the hotel, it would be most helpful to be advised of a local internet café etc. where we might keep in contact with our bases.	