

CHAPTER I

ORGANISATION OF INTERNATIONAL EVENTS

1. CALENDAR – ARTICLE 117

- a) All requests to hold an International Event must be sent to the FEI by the NF of the host country. Such requests must include the place, the date and the Category (i.e. 1-, 2-, 3- or 4-Star, Juniors, Young Riders, etc.).
- b) For 3- and 4-Star events the application must be received at the latest by 1st October of the year preceding the proposed event. Earlier applications are strongly encouraged (no calendar fee will be charged by the FEI in respect of events that change their dates or are cancelled prior to 1st November of the year before the event). Late applications will be considered on their merits, but are subject to the agreement of any other NF that might be affected.
- c) On receipt of the request from the NF, the event will be published in the FEI Official Calendar, but its date and category is only confirmed and accepted following the November meeting of the FEI Bureau.
- d) For 1- and 2-Star events (classed as CIM's in the General Regulations), the same procedure as above is recommended, but events may be added to the Official Calendar at any time, with the approval of the FEI.

2. SCHEDULE

- a) Organising Committees (OCs) through their NF will receive a checklist to help make their Schedule. This Schedule must then be sent to the FEI for approval, no later than 16 weeks before the event is due to take place (but preferably much earlier!).
- b) The Schedule and all notices, instructions and announcements at all International Events must be written or spoken in one or both of the official FEI languages, English or French, in addition to the national language, except in cases where everyone concerned speaks the same other language.
- c) Many other documents very useful to organisers are available on the FEI website.

3. FEI DUES

OC's are liable to pay:

- a) a Calendar Fee when an event is officially included in the FEI Calendar, and
- b) a levy to the FEI calculated according to the prize money offered, and
- c) a levy towards the MCP Programme in the area where the MCP programme is obligatory (Groups I and II).

The current rate of these dues is published every year in the FEI Bulletin and should be available from the NF.

4. FEI REGULATIONS, RULES AND LEGAL SYSTEM

- a) The FEI defines the technical and administrative rules governing all international competitions in Eventing.
- b) Organisers should be aware that there exists a well-structured Legal System for the resolution of Objections and Complaints arising from an International Event. It is defined in the General Regulations of the FEI Chapter IX.
- c) The principal interface between competitors (and organisers) and the Legal System is the Ground Jury, who has the overall responsibility for judging an event. The duties of the Ground Jury are defined in the General Regulations (Art 153 and 163) and Rules of Eventing (Art 551).
- d) In Eventing, it is customary that the Ground Jury decides matters referred to it by majority vote with strict confidentiality being respected by the members concerning internal discussions and votes.

5. PRESENCE OF GROUND JURY

- a) The first official duty of the Ground Jury in an Eventing competition (CCI and CIC) is their Inspection and approval of the Cross-country courses.
- b) The period of jurisdiction of the Ground Jury finishes 30 minutes after the publication of the Final Results (extended by any period necessary to complete the resolution or handling of any Objections or Complaints etc. that may have been correctly lodged within that period).
- c) In CIC's, the final test is often the Cross-country which creates the greatest number of matters requiring decision of the Ground Jury and TD.
- d) In * and ** Events, the Ground Jury usually fulfils certain functions of the Appeal Committee whose period of jurisdiction extends beyond that of the Ground Jury.
- e) Therefore, in order that an event may be efficiently concluded according to the Rules, it must be considered a requirement that the Ground Jury (both for CCI and CIC) remains on site until the end of its period of jurisdiction.

6. APPOINTMENT OF OFFICIALS

- a) The Members of the Ground Jury, the Technical Delegate, the Course Designer, the Veterinary Delegate(s), the Chief Steward and the Appeal Committee must be appointed in accordance with FEI Rules for Eventing.
- b) The requirements for appointments vary according to the star level of the event and also according to its category (Championship, CCIO, CCI, CIC, etc.). OCs should study the current FEI Rules before inviting any officials.
- c) The same combination of three Members of the Ground Jury (CCI) shall not be appointed by an OC for a second consecutive year. For a CIC, the same Jury may not officiate for more than 2 successive years.
- d) An event may not have the same Technical Delegate for more than 3 consecutive years.
- e) The OC is required to appoint an Assistant TD for all Three and Four Star competitions (CCI***/*). OC's are encouraged to appoint Assistant TD's for all events.

This is intended to share the greatly increased workload of a TD, especially when there is more than one class; and it forms also part of the indispensable training of younger TD's.

Unless it has been otherwise agreed with the OC beforehand, the Assistant TD will be responsible for his own travel costs and accommodation; the OC is expected to help in organisation of this matter.

7. SITE LAYOUT

- a) The layout of a site for an event needs not only consideration of the most suitable areas for the Tests, Stables, Training Areas etc. but also thought about the movement of horses, pedestrians and vehicles around the site.
- b) Horse 'walks' need to be provided – i.e. channels along which the horses can move from the stables to the training areas, the arenas, to the start of Phase A, etc. Spectators and horses do not mix, or should not mix, for reasons of public safety.
- c) It is also necessary to consider access, for e.g. grooms, to the Training Areas, Collecting Rings, Steeplechase, 10-minute box (D-box), and the possible Halt Box on Phase C (C-box) especially on the day of the Cross-country Test.
- d) In addition, the emergency services (medical, veterinary, fence repair) must have vehicular access to all arenas and to all parts of the Cross-Country Test.

8. EXERCISING AND TRAINING AREAS

- a) The Rules require that suitable areas be provided. The availability of extensive exercise areas will naturally vary between events.
- b) OCs are asked to remember that Eventing horses stabled on site need to hack and exercise freely as well as school for Dressage and/or Jumping.
Note that during the competition (and for three days before), a horse may only be schooled by the person riding it in the competition. However, a groom is allowed to exercise it, hack it out, and ride it from one place to another. The distinction between "exercising" (to maintain condition) and "schooling" (to maintain or improve dressage or jumping performance) should be clearly understood and applied.
- c) The FEI Chief Steward will be responsible for the deployment of stewards and the supervision of exercise and training areas in accordance with the relevant Rules.
- d) It is unnecessary to have stewards observing every movement of every horse, especially when hacking, galloping, etc. However, random checks should be undertaken to guard against possible abuses.
- e) The number of practice arenas for dressage is discussed in Chapter II of this Memorandum.

- f) It is usual to schedule certain times when practice obstacles can be jumped, according to the availability of suitable steward(s). The OC should try to ensure that the times meet the reasonable needs of competitors - e.g. at least twice a day for say one and a half - two hours, before and during the Dressage Test; and from at least 30 minutes before the start of the Jumping Test.
- g) It is also recommended to provide some trotting poles and low crossed poles for reasonable "gymnastic" jumping, close to, but separate from the normal adjustable practice obstacles.

EXCEPTIONAL CASES (ARTICLE 516)

In exceptional cases, the Ground Jury may, acting in the interests of the horse and the sport, authorise competitors to ride in "forbidden" areas. Examples could be:

- a) On the Steeplechase course, if there are no other suitable galloping areas.
- b) In the Dressage arena if, in unusual circumstances, it is an indoor arena.
- c) Around the Dressage arena, under close supervision and for very restricted periods, to relax young horses to a strange atmosphere to them, etc.
- d) On Phases A and C, if there are no other suitable areas for hacking, or if this is the most suitable manner to inspect these Phases – remember these Phases are not a navigation test!
- e) In the Jumping arena, for a parade of competitors.

In all cases, the Ground Jury should consider the need for all competitors to be treated equally and fairly.

9. STABLES (VET REGS ARTS. 1005, 1013 AND ANNEX I, XII, XVI)

- a) Accommodation must be provided, if at all possible on the showground site, for all competing horses. In Western Europe this will mostly be stables (either temporary or permanent) but elsewhere other arrangements may be the custom. The remainder of this section is written in the context of stables, but the requirements of ensuring safe accommodation and equal and fair treatment for all competitors remain for all forms of accommodation.
- b) At a CCI all competing horses must use the official event accommodation. For a CIC, stabling on site is not always required, since for competitions held on a single day horses are sometimes not stabled at all. However, please note that veterinary supervision and stewarding of horses applies to horses not stabled in the event facilities (Veterinary Regulations, Art 1005.2.5.3) as it does to those stabled at the event.
- c) Stables must satisfy the requirements of any local health/safety authorities. They must have appropriate fire-fighting equipment readily available, and emergency exits must be planned and kept clear at all times. Good stable management practice should be emphasised to the users – visible no smoking signs, advice to keep all gangways unobstructed, not to leave material in a position tempting to theft, etc.
- d) Stables (especially temporary ones) must be checked for physical safety and solidity.

- e) Isolation boxes are required at some distance from the other stables, as well as boxes for medication control, wash down areas with hoses and space for the storage of tack and equipment.
- f) The layout and surroundings to the stables must be such that they can be properly managed with good order, that within reason the public can be kept out and that the stables may be “closed” at night.
- g) A Stable Manager and stewards must be appointed to assist the competitors.
- h) The effective management of the tables will be greatly enhanced by a system of Control of Access – this includes defining a “secure area”. This is obligatory in CCI*** and CCI**** events (see Vet Regs Annex XII 1 and 2 for more definition). For all other events, it is optional; but this does not relieve OC from their normal responsibilities as defined in the above items a) to g).

10. INVITATIONS AND EXPENSES

- a) All invitations must be sent to NFs (not individual competitors) by the NF of the host nation/event.
- b) The Rules for Eventing and the General Regulations of the FEI cover invitations and expenses.
- c) The Rules state that all competitors must be offered the same level of expenses, but that OCs may offer ‘foreign’ competitors, i.e. those who have to travel from a foreign country to compete, a different level from those resident in the host country.

11. ACCOMMODATION

- a) Accommodation for grooms must be in the immediate vicinity of the stables. At a Championship this accommodation must be provided by the OC; at many other events most of the grooms will stay in their own lorries / caravans, but the OC should make accommodation available for grooms from overseas. Arrangements for this should be indicated in the Schedule
- b) Grooms might be living on site for a week; showers and toilets must be provided together with the possibility to eat breakfast, midday and evening meals at flexible hours.
- c) Competitors at CCI’s and CIC’s are expected normally to make their own accommodation arrangements (they may also live in their own caravans/lorries), but the OC is expected to assist foreign competitors in finding accommodation. At Championships, the OC is responsible for the competitors’ accommodation – see details in the FEI rules for Seniors, Young Riders and Juniors.
- d) The OC is responsible for the rooms and food for the TD, Appeal Committee, Ground Jury, Veterinary Delegate(s) and must make arrangements for Course Designers and all other officials. Officials may be accommodated in private houses or hotels.

12. TRANSPORT

The OC will be responsible for the transport of the TD, Appeal Committee, Ground Jury, Veterinary Delegates and must make arrangements for adequate transport for all other officials.

The Technical Delegate is responsible for checking the arrangements for stabling, accommodation, catering and transport.

13. ENTRIES, QUALIFICATION & REGISTRATION - ART. 506, 510 & 511

- a) Entries are only accepted from NF's.
- b) The TD or his nominee shall check that all horses and riders starting at a CCI/O/CCI/CIC are properly certified as qualified by their NF (or duly exempted in accordance with the Rules). This does not mean that the TD has personally to check the actual qualifications – only that the NFs have certified them and thus taken responsibility for the qualification of their horses and riders for the event. Also, that both are validly registered in the FEI database for the year in question.
- c) The certification document should clearly state the information specified on the model form available from the FEI. The NF of each rider is responsible to ensure that this documentation is provided for every rider in due time; the secretariat must follow this up with each NF at the moment of definite entries being made, so as to be sure the information is available for the TD.
- d) For Senior Continental and World Championships, the FEI handles this directly with the NF's.
- e) Ponies are allowed to compete with horses in FEI Eventing competitions on condition that the pony and rider are properly qualified according to the Rules.

14. TIMETABLE

The Organising Committee, in agreement with the Technical Delegate, will establish a detailed timetable for the entire Competition:

- a) The earliest permitted arrival time for horses at the event stables
- b) **First Examination** of the horses carried out by the designated Veterinarian, upon the arrival of the horses at the stables.
- c) **Inspection of the cross-country test course** by the Ground Jury accompanied by the Technical Delegate and the Course Designer (no later than the day before the Official Opening).
- d) **Official Briefing** of the competitors (and Chefs d'Equipe when appointed), in a room where all instructions and details will be given to them by the TD and the OC. The Ground Jury should be present. The initial intention with regard to the duration of the Halt on Phase C should be announced. Where there is a team competition, the draw for the start order of nations may be done either at this briefing or earlier at a meeting especially arranged for Chefs d'Equipe. Please refer to Annex XI.
- e) **Official Opening** of all the phases of the Cross Country test to the Chefs d'Equipe and competitors under the general supervision of the Technical Delegate and the Course Designer.

Vehicles should be provided for the inspection of Phase A and C, although it is permissible with the agreement of the Ground Jury, the TD and the OC, for this to be inspected on horseback.

At any time after the Cross-country course is open, the riders should express any concerns they may have either directly to the TD or to the Rider Co-ordinator who should then inform the TD of any such concerns or issues for further handling.

- f) **Opening of the course to the public** - what action to be taken in adverse weather conditions (e.g. very wet ground).
- g) **Meeting of Appeal Committee** (or Ground Jury for */**) with Vet. Commission to review any problems or anomalies with horse' passports.
- h) **Meeting of Ground Jury** with Veterinary Commission and TD to establish procedures for the Horse Inspections and to discuss other matters of common interest, including use of the Halt on Phase C.
- i) **First Horse Inspection** by the Ground Jury and the Veterinary Delegate. This inspection is considered to be the official opening of the event. Note that if a rider has brought 2 horses of which only one may be ridden, he is allowed to decide at the Declaration of Starters provided both horses have passed this Inspection.
- j) Where there is a team competition - **Declaration of Starters** (composition of the Teams and the determination of the starting order) by Chefs d'Equipe, in the presence of the TD, Organising Committee, the Ground Jury, and the rider coordinator.
- k) **Meeting of the Judges** for a trial of the Dressage test (Guinea Pig) – this normally takes place 20-30 minutes before the first test in the competition.
- l) **Dressage Test** spread over one or more consecutive days depending on the number of competitors, but not to exceed 48 per day.
- m) **Riders' Meeting** (for all riders who wish to attend) with the Ground Jury and the TD, the evening before the cross-country. The intention of this meeting is to inform riders if there is any late change in the Cross Country phases, due to the weather conditions, or in any other topic of interest that the TD/Ground Jury consider important to tell the competitors before they start the Cross Country Test.
- n) **Start of the Cross Country test** - setting the interval time between the start of each competitor. Four minutes' intervals have proved to work very well; where there are few competitors, 5-minutes intervals is also fine. The interval should only be reduced below 4 minutes where there is a very experienced control team.
- o) **Third Horse Inspection** by the same Officials who made the First Inspection, with horses in the same order as for the First Horse Inspection.
- p) **Inspection of Jumping course** by the Ground Jury, accompanied by the Technical Delegate and the Course Designer.
- q) **Official Inspection** of the Jumping course by the correctly dressed competitors.
- r) **Start of the Jumping Test.**
- s) **Official announcement of the definite results.**

- t) **Protocol** for the distribution of the prizes
- u) **Alternatives in the Timetable in CIC's.** Whilst the order of Events in a CCI is well defined, OC's have some alternatives in the case of a CIC. These are clearly explained in the Rules (together with the associated conditions) but may be summarised:
- Jumping may be before or after the Cross-country test (Article 501 2);
 - A much shorter and simpler form of horse inspection may be chosen – (Article 518 2).
 - Phase A is optional. Its length is not defined in the Rules and it may be short serving principally to manage an orderly arrival of horses to the starting area of the cross-country Phase D.

Annex X contains examples of a provisional timetable for a Three-Day Event including a team competition, and for a One-Day Event.

15. COMMUNICATION WITH THE COMPETITORS

A CCI or a CIC is complicated to organise, and the competitors can do much to help the smooth running of the event. Apart from their obvious self-interest, they constitute a fund of experience that can be most helpful. It is therefore in the interests of all parties (competitors, Officials and OC) to ensure good communication with the competitors (and their Chefs d'Equipe).

a) Before the event

The Schedule, and in certain cases more detailed information concerning accommodation, stabling, forage, grooms, means of transport, the distance between lodgings, stables, exercising grounds, show grounds, etc. and any other helpful information should be sent to the NF's for distribution to the competitors.

b) On arrival at the Showground

A documentation package should be available for each competitor including detailed technical information on the competition (see Documentation for Officials in Chapter III), badges and passes, meal tickets, invitations, head collar number for the horse, etc.

c) During the competition

An Official Noticeboard should be designated, usually at the stables, where all Official Communications will be posted; a second might be in a more public place (eg, near the Secretariat). A letterbox system is very convenient for passing information to Chefs d'Equipe.

The Official Briefing is the first formal contact between competitors, Officials and OC; it is therefore very important for it to be well prepared – see Annex XI.

The Riders' Meeting on the evening before the Cross-country Test is an excellent opportunity for good contact between riders, officials and OC.

The Rider Co-ordinator (see point 16 below) can be of great assistance in the flow of information in both directions. He has a clear duty to channel comments and concerns of riders to the Officials.

16. APPOINTMENT OF RIDER CO-ORDINATOR

- a) At all categories of events (except Championships), an official Rider Co-ordinator is required to be appointed to liaise between the riders and the Ground Jury and TD and improve wherever possible the communication between all parties. The intention is that the Rider Co-ordinator should be the focus of matters of serious concern expressed by the riders, and that he should meet with the TD and/or Ground Jury every day to discuss such concerns, which might be about fences, roping, ground conditions etc.). At certain very short events (for example, a one day CIC) it may be impracticable to do this, in which case the OC and officials must pay particular attention to expressions of concern from riders.
- b) The rider co-ordinator must be chosen by the OC and the Ground Jury/TD together, must be a competitor at the event, have suitable experience and maturity, and must accept to fulfil this role.
- c) At events with large entries and for example 2 classes, it may be convenient to have a rider co-ordinator for each class (eg one for a CCI*** and another for a CIC**).
- d) At Championships, the function of Rider Co-ordinator is fulfilled by the Chefs d'Equipe.

17. HORSE NUMBERS

Organisers must issue identification numbers to horses on arrival at the event, which thereafter must be displayed on the horse at all times throughout the event, when outside the stable area. The number may be replaced by the draw number.

- a) At an Event with only an individual classification, the identification and draw numbers should be the same.

The advantage of keeping the identification number throughout is the absence of confusion and the easier identification of a horse throughout the Event.

- b) Where there is a Team competition, OCs may choose whether or not to issue new numbers after the Starting Order has been defined.

The advantage of changing the number is that the spectators and officials may find it easier to identify the next horse during the Dressage and Cross-country Tests, provided of course that a comprehensive start list is published.

18. PROGRAMME

A programme will be produced including a short description of the Event, including, at least:

- the Dressage test(s) to be ridden,
- distances, speeds, and times for all Phases of the Cross-Country test,
- plan of the Cross-country course with sketches and descriptions of the obstacles,
- the number of fences and the speed for the Jumping,
- a brief explanation of how all penalty marks are calculated over the whole Event,

- the names of the riders, owners and horses, the competitors' nationality and details concerning the horse that could be of interest to the public (age, colour, sex, breed, nationality at birth, previous successes, origin, etc...).

As the programme will have to be printed in advance, it may not be possible to number the competitors in their starting order where there are both individual competitors and teams entered. It may, therefore, be necessary to issue a separate list giving the starting order as soon as it is known.

19. Draw FOR STARTING ORDER OF NATIONS (ARTICLE 512)

- a) When there is a team competition (official or unofficial), a Draw has to be made in public. The Official Briefing is often a convenient moment to do this.
- b) This determines the starting order of nations at the First and Third Horse Inspection, and within each block of team riders in the starting order. It also defines the sequence in which Chef's d'Equipe may allocate an individual rider to a starting slot.

20. DETERMINATION OF STARTING ORDER OF RIDERS

20.1 For an Event with a Team Competition

- a) This takes place after the Declaration of Starters in the presence of all the Chefs d'Equipe who are required to specify in turn the starting places for their riders, as indicated in the Rules. The Ground Jury should also be present.
- b) This requires very careful preparation and should be conducted in a way that encourages confidence in the result. It is very important that the results should be made available visually to those present as the draw progresses and starting positions are filled. A small practice beforehand is usually well worth the effort.
- c) Generally two people are needed besides the person leading the procedure (often the TD); the scorers should also be present to make the necessary starting lists immediately.
- d) Note that the effect of Article 505.4 is that at many Events it is not possible for two or three team members to ride second horses, since they cannot be fitted into the timetable.

20.2 For an Event with only an Individual Classification

In this case the starting order may be decided early by the Organising Committee (using a method approved by the TD), and published in the Programme.

21. VETERINARY EXAMINATIONS, HORSE INSPECTIONS, PASSPORT CONTROL

21.1 General

These procedures are completely detailed in the Veterinary Regulations, Article 1011, which has recently been revised.

They serve:

- a) to identify horses against their FEI Passport description,

- b) to verify the status of their vaccinations,
- c) to determine the general state of health of the horse, and that it may enter the stables to mix with other horses, and
- d) to verify that the horse is fit enough to participate or continue the competition.

The brief summary here, and the further information in Annex I, is intended to help Organising Committees and others who have to prepare and manage these matters.

21.2 First Veterinary Examination

This takes place as soon as possible after arrival and before the horse is allowed into the stables. It is carried out by the Veterinary Delegate or his deputy. The identity of the horse is checked against its passport, that the passport is correctly filled in, and the vaccinations and other details are up to date. The horse is generally examined for its general state of health and that it is free from infectious or contagious disease.

Every horse entering the stables, whether it is competing or not, must undergo this examination.

21.3 Second Veterinary Examination

This takes place at the end of Phase D, and is a check that a horse is recovering normally from its efforts, and is fit enough to return to the stables under its own resources. It is made by a Treating Veterinarian.

21.4 First and Third Horse Inspections (see Annex I)

These Horse Inspections are concerned with fitness to compete. In Annex I, the requirements of people, space and material are outlined, and the procedures and other arrangements are summarised in the context of a Three-Day Event (CCI). At a CIC identical Horse Inspection procedures may be followed, but some alternatives are allowed - the Rules of Eventing should be consulted.

21.5 Second Horse Inspection

The Second Horse Inspection will be conducted by a member of the Ground Jury and the Veterinary Delegate, in the D-box (the 10-minute halt before Phase D); it must be the same member of the Ground Jury throughout the cross-country test.

22. MEDICATION CONTROL PROGRAMME (MCP)

OCs, Juries, TDs need to be familiar with the FEI Veterinary Regulations and also with the procedures for medication control.

- a) The MCP covers International Events in Groups I and II of the FEI (essentially Western Europe). The FEI appoints a number of testing veterinarians (TV); the presence of a TV at any particular event will be decided at random by his management; there is no consultation with the OC or Officials on this matter.

The OC must provide adequate and suitable facilities for the MCP testing of horses irrespective of whether or not the testing veterinarian comes – see Veterinary Regulations. This includes one or two stables, clean and quiet.

- b) Testing veterinarians should report their presence to and then liaise with the Veterinary and Technical Delegates. The TV will select the horses for random testing in consultation with the President of the Ground Jury; the Ground Jury may also request spot tests on specific horses if they wish. The normal level of testing agreed by the FEI is approximately 5% of the starters.
- c) TVs will not normally test horses on the Cross-country day. In principle, they will be present on the final day of an event if they are coming at all, and may also come for the dressage days or the day of the 1st Inspection.
- d) The OC is required to have testing kits available for use if there is no TV attending; such testing kits should be available through the NF. The Ground Jury may request tests in these circumstances, which will have to be carried out by one of the Veterinary Delegates. However, Ground Juries are asked not to request such tests in normal circumstances. It must be borne in mind that at events inside the MCP programme the OC is paying a MCP levy, whether or not a MCP TV is actually present. Additional testing means additional costs for the OC and should therefore be avoided if possible.
- e) Outside the MCP area, the relevant national authority will carry out testing. OCs must provide the necessary facilities in accordance with the FEI Vet Regs.
- f) Please be aware that in the event of a fatal accident to a horse, it is an FEI requirement for appropriate medication control to be performed.

23. PRESS

- a) The requirements for the Press at major events are available from the FEI, which has developed very helpful guidelines in conjunction with the International Alliance of Equestrian Journalists.
- b) A public relations officer should be appointed to recruit the necessary personnel who will provide information to the Press.
- c) Accommodation should be provided for journalists wishing to write their articles and communicate with the best technical means (tel, fax, telex, email etc.). The Press should always be informed of the difference between provisional and final results.
- d) Photographers will also require special facilities. They should be issued with an identifying tabard or armband so that the relevant officials can assist them in their work without disrupting the competition or distracting horses or riders.

24. REVIEW OF THE EVENT

It is desirable that on the final day of the event the TD should initiate a meeting to discuss openly the event, identify the strengths of the event and those points that need to be considered for improvement in the future.

This meeting should be managed in an open, constructive and positive manner so as to obtain the most useful comments for the future.

The matters to be discussed include the overall organisation of the event, the organisation and degree of difficulty of the various tests (Dressage, Cross-country and Jumping), comments on any judging matters, key officials (FEI and others), facilities for owners/grooms competitors.

Those present at the meeting should include the Event Director/Organiser, Ground Jury, TD, President of the Appeal Committee, Course Designer, Veterinary Delegate, Rider's Representative(s).

The meeting should not take more than 30 – 40 minutes and the conclusions should be taken up in the TD/Foreign Judge's Report.

25. REPORTS TO THE FEI

In order that the FEI can effectively follow events held under its jurisdiction a structure of reports exists.

a) TD/Foreign Judge's Report – see Annex II

This is the overall report to the FEI Eventing Committee.

b) Veterinary Delegate's Report

A technical report to the FEI Veterinary Department.

c) Chief Steward's Report

A technical report on the stewarding arrangements.

d) Report of the President of Appeal Committee

Passport infringements and other disciplinary matters; this report is made by the President of the Ground Jury when there is no Appeal Committee.

e) Report of the President of Ground Jury (see Annex VIII)

This report is only required in the case of fatal accident.

In addition, the President of the Ground Jury has the right and duty to submit a written report to the FEI on any matter for which he may feel it appropriate.