

ANNEX VII - TECHNICAL DELEGATE AND ORGANISERS CHECK LIST

This list is intended simply as an aide-memoire – for complete details of “what” and “how”, reference should be made to the Rules and then the main body of the Memorandum.

OFFICIALS

- * Have the following officials been convened by letter indicating the date, place and time of the inspection of the courses by the Ground Jury?
 - The Ground Jury in its entirety?
 - The Technical Delegate?
 - The Course Designer?
 - The Course Builder?

YES	NO

ADMINISTRATION

- * Will the draw for the starting order take place in accordance with the Rules?
- * Will all schedules, notices, instructions and announcements addressed to the public in either writing or spoken in one of the official FEI languages (English and/or French)?
- * In the area of the Secretariat, will the information board give instructions in English and/or in French?
- * Will distinctive badges and access passes be distributed according to the Rules?
- * Will the passes for the stables and the 10-minute box be delivered according to the rules?
- * Will the reimbursement of officials' expenses be made either during or at the conclusion of the event?

YES	NO

LOGISTICS:

- * Is the following satisfactory:
 - Accommodation for competitors and grooms?
 - Accommodation for officials?
 - Meals for competitors and team officials?
 - Meals for event officials
- * Are vehicles provided for all those who needed them?
- * Is there someone responsible for the officials?
- * Are walkie-talkies provided for:
 - The Technical Delegate?
 - The Ground Jury?

YES	NO

- The Veterinary Commission?
- The Chief Steward?
- The Course Designer?
- The Course Builder?

PRESS AND MEDIA

- * Have the special FEI guidelines been consulted & followed?
- * Is the Press tent in a suitable location?
- * Does the Press tent have:
 - Sufficient typewriters?
 - Sufficient telephones, fax, and computer lines?
- * Is the person responsible for the Press a professional?
- * Will journalists be adequately welcomed (room, chairs, tables, armchairs, drinks, meals, etc.)?

YES	NO

MEDICAL AND VETERINARY SERVICES

- * Is an ambulance provided for the exclusive use of competitors during Phase B?
- * Are there at least one doctor and one veterinarian provided for Phase B?
- * Are several ambulances provided for the exclusive use of the competitors during Phase D?
- * Are several doctors provided for Phase D?
- * Are several veterinarians (other than those of the Veterinary Commission) provided for Phase D?

YES	NO

STABLES

- * Are they sufficiently large?
- * Will access be monitored day and night?
- * Do the stables have sufficient fire-fighting equipment?
- * Are the infirmary boxes sufficiently isolated?
- * Are the boxes for anti-doping control isolated?
- * Is the grooms' accommodation outside the stable enclosure?
- * Will the trucks and vans be outside the stable enclosure?
- * Are the water supply points and showers sufficient?
- * Is an information board provided for at the stable secretariat?
- * Is the information given in English and / or French?

YES	NO

EXERCISE AREAS

YES	NO

- * Are they large enough for:
 - Dressage training?
 - Jumping training?
 - Fast work (gallop)?
 - Hacking?
- * Are there red and white flags on the obstacles?
- * Will sufficient stewards be provided?

HORSE INSPECTIONS - The Area for the Horse Inspection

YES	NO

- * Is it flat?
- * Is it hard?
- * Is it satisfactory (not slippery)?
- * Is it decorated?
- * Is it visible to the public?
- * Are there sufficient stands for the spectators?
- * Is it some distance away from the public?
- * Is the holding box area satisfactory?
- * Will the Veterinarian in the holding box be suitably qualified as per the Rules?

DRESSAGE

YES	NO

- * Is the ground flat?
- * Is the placing of letters and markers correct?
- * Is the competition area suitably decorated?
- * Is a special enclosure for television cameras provided?
- * Are the Judges' boxes suitable?
- * Do the secretaries speak and write the same official language as the Judges?
- * Are the spectators sufficiently far away from the Dressage Arena, according to the Rules?
- * Is the quality of the training grounds similar to that of the competition arena?
- * Will an inspection of bits and spurs be made?
- * Will a "guinea pig" be provided?

