

## **ANNEX XI OFFICIAL BRIEFING OF THE COMPETITORS**

A maximum of information should be made available in writing to competitors and Chefs d'Equipe on their arrival at the Event. There is no need to repeat this information at the Official Briefing.

The Official Briefing is organised by the OC and its purpose is to establish contact between OC, competitors and Officials, define communication channels, highlight any particular technical or administrative matter.

A briefing should be concise and not too long.

A typical briefing might proceed as follows:

**President of the Organising Committee** – welcomes riders etc, makes any other points he feels necessary, and introduces the Officials (Ground Jury, Appeal Jury, TD, CD, Veterinary Delegate, Chief Steward etc).

**Event Director** – any points he may feel necessary - limitations on motorized vehicles, owners' passes, etc

### **TD explains:**

*Communications* – where official notices will be put up (official noticeboard and stables)  
Name of Rider Co-ordinator  
Place and time of the Riders' Meeting before the Cross-country Test.  
Letter boxes for Chefs d'Equipe?

*Reminders* Visiting Vets to contact Veterinary Delegate.  
Medical Cards to Secretariat.  
Qualifications will be checked - hope NF has done its job.

*Exercise Areas/times* Phase A and/or C open as hacking areas?  
Jumping – take contact with Chief Steward.

*C-halt* Announce if possible the intentions of the Jury (0, 5, or 10 minutes)  
(to be confirmed later or at the Riders' Meeting).

*Movement of grooms on Cross-country day*  
Announce any special arrangements that have been made.

*Draw for starting order of nations* at the First Horse Inspection (if appropriate).

*Any information about the Official Opening* of the courses (how, when etc...).

*Any other information* not included in the information package.

### **President of the Ground Jury**

A few words of encouragement and caution to the riders, best wishes etc.

END