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For all disciplines

C o n f i d e n t i a l

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For the use of SANEF

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Event

Provincial Body

Category of Event

Date

Chief Steward

Discipline

The purpose of this report is to give SANEF an overall view of the organisation of the security and supervision of the stables and schooling areas of the Event. The report must be completed by the Chief Steward following the Event and must be forwarded to SANEF **within 14 days of the last day of the Event, at the latest**. A copy must be sent to the Provincial Body involved and to the Organising Committee of the Event.

Please use one separate form for each discipline of the event.

The powers, duties and responsibilities of the Chief Steward are mentioned in the General Regulations, 21<sup>st</sup> edition, 2005, under article 144.

All unusual incidents, irregularities and/or statistics of special interest must be noted under point 7.

This report will be circulated to the following:

Provincial Body concerned

National Discipline Committee concerned

Event Organising Committee

Thank you for taking the trouble to fill in this report, in block letters, as accurately and completely as possible.

**Please attach a rough plan of the show grounds outlining the different arenas and stables.**

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**This report will be acknowledged and all necessary follow-up action will be taken.. ( )**

**1. Stewards**

1.1	Assistant to Chief Steward	
1.2	Stable Manager	
1.3	Practise Arena Stewards	

Give total number of Stewards, including Chief Steward

**2. General**

**Yes No**

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

**3. Stables**

3.1 Was there an adequate fence surrounding the stable area? If not, please describe what was used :

- 3.2 Were the stables satisfactory? If no, explain separately
- 3.3 Were the stables well ventilated?
- 3.4 Were there sufficient emergency exits?
- 3.5 Were there NON-SMOKING signs and effective controls?
- What kind of fire precautions were there?
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- 3.6 How many permanent boxes were there ?
- How many temporary boxes ?
- 3.7 Was a provisional list of allocated stables drawn up by the OC?
- 3.8 Was there a proper control of entry into the security area?
- 3.9 Was there additional proper control of entry into the stable area ?
- 3.10 Was there a 24 hr security system?
- Provided by whom?
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- 3.11 Were the following officials available for 24 hr duty?
- Treating Vet
  - Red Cross - Doctor
  - SANEF Stewards
- 3.12 Were random controls organised during the day?
- At night?
- 3.13 Who was in charge of "stable stewarding":
- Special stewards?
  - Practice arena stewards (in rotation)?
- 3.14 Was there a list drawn-up of visitors during the night?
- 3.15 Was a "horse-watch" service organised?
- 3.16 Were there isolated boxes for MCP?

Were there adequate facilities provided for MCP Control?

3.17 Have you any special remarks or suggestions regarding stables:

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- 4. Practice Arena(s)** **Yes No**
- 4.1 Was there more than one area used for schooling?    
 - Which special practice areas were there? (driving, eventing...) \_\_\_\_\_  
 - *Quel genre de terrains? (attelage, complet...)* \_\_\_\_\_
- 4.2 Was the footing adequate?    
 Type of footing used \_\_\_\_\_
- 4.3 Were the obstacles adequate in the training area(s)?
- 4.4 Was there a lunging place?
- 4.5 Was there a grazing area?
- 4.6 Was the main arena used for schooling?
- 4.7 Were there directions and timetables established for use of the practice arena?
- 4.8 Did you establish a timetable for rotation of stewards?
- 4.9 Were there any precautions organised for emergency? (Doctor, transport facilities, box ambulance, screen, etc)
- 4.10 Describe route and controls from stables to practice arena and main arena?

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4.11 Was a Member of the Ground Jury appointed to help supervise the practice arena (for events outside Group I & II) ?

4.12 Have you any special remarks or suggestions regarding Practice Arena(s):

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**5. Veterinary Matters / Aspects Vétérinaires**

5.1 Was the area for the horse inspection suitable for presentation of the horses (flat, firm, non-slippery surface)?

5.2 Was the footing suitable for this inspection?    
Type of footing used

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5.3 Was the organisation of the horse inspection adequate?

**6. Competitors / Concurrents**

6.1 Did you give written general information to competitors, Chefs d'Equipe? (Please attach a copy)

6.2 Did you have to report any incidents to the Ground Jury ? If yes, please attach a copy.

6.3 Did you have to lodge any complaints? If yes, please give details.

6.4 Did you have to give any warning cards? If yes, please give details and attach the yellow warning card slip.

6.5 Did you have a supply of yellow cards ? If no, explain why.

6.6 Were FEI Regulations relating to use of logos respected by riders/drivers, If not give details and riders/drivers names.

**Use of sponsor logo by riders and drivers**

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. 136. Riders/Drivers not complying with Art. 136 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.

**7. Unusual incidents, irregularities, suggestions:  
Please attach details**

**8. FOR JUMPING EVENTS ONLY**

	Yes	No
<b>Was the mandatory bandage and boot control (including weighing of boots) carried out by the Chief Steward on all horses during the Grand Prix (including FEI World Cup™ Jumping qualifying competition), the Nations Cup competitions and the Derby ?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Has the FEI Veterinarian Delegate been notified regarding these controls ?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Was a boot and bandage control carried out during any other competition?</b>	<input type="checkbox"/>	<input type="checkbox"/>

**9. Annexes**

- Sketch of stable and general area
- Information to competitors
- Timetable rotation of FEI Stewards
- Timetable for use of practice arenas
- Incidents
- Other, specify \_\_\_\_\_

Name and address of undersigned \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

E-mail address \_\_\_\_\_

DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

Return to SANEF

SANEF  
 Box 30875  
 Kyalami  
 1684