**DRESSAGE CHIEF STEWARD REPORT**

**STATE & NATIONAL CHAMPIONSHIPS**

**REGIONAL CHAMPIONSHIPS & CLUB EVENTS**

**Refer to Rule 1.6 and Annex L16 re Role of Stewards**

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| **Date/s of Event:** |  |
| **Name of Event:** |  |
| **Location of Event:** |  |
| **Event Organiser:** |  |
| **Event Director:** |  |
| **Name of Chief Steward:** |  |
| **E-mail address:** |  |
| **Mobile Number:** |  |
| **Total number of Stewards at the event:** |  |
| **Names of all Stewards officiating at the event:** |  |

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| **STEWARDS** | **YES** | **NO** | **Comment** |
| Were you a member of the OC? |  |  |  |
| If ‘no’ did you have sufficient contact with the OC leading up to the event? |  |  |  |
| Was accommodation provided for steward/s? |  |  |  |
| Were meals provided for all stewards? |  |  |  |
| Was the Chief Steward paid in accordance with the rules as at 1/1/17? |  |  |  |
| Was an Assistant Chief Steward appointed? |  |  |  |
| Was transport provided for Stewards if required? |  |  |  |
| Was a Stable Manager appointed? |  |  |  |
| Was a Gear Steward/s appointed? |  |  |  |
| Was a Medication Control Steward appointed by the OC? |  |  |  |
| Was St John or similar First Aid available during the event? |  |  |  |
| Was a roster for stewards developed to oversee competition and warm-up arenas? |  |  |  |
| Was there good communication between you and the OC, Ground Jury, Vet, TD? |  |  |  |
| How was the above communication carried out – walkie talkies, mobile, e-mail etc?  |  |  |  |
| Was there a vet that was contactable during the event? |  |  |  |

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| **STABLES/YARDS/CAMPING** | **YES** | **NO** | **Comment on Aspects that Need Improving and reasons why any areas not according to EA Dressage Rules** |
| Was adequate stabling provided if required? |  |  |  |
| How many stables were available? |  |  |  |
| Was stable bedding available? |  |  |  |
| Were there sufficient emergency exits? |  |  |  |
| Were there NON-SMOKING signs and effective controls? |  |  |  |
| Was there a plan of allocated stables drawn up by the OC? |  |  |  |
| Was there any control as to who had access to the stable area? If so please explain |  |  |  |
| Were there adequate fire precautions in place?  |  |  |  |
| Were yards available? |  |  |  |
| How many yards were available? |  |  |  |
| Were competitor Tack Rooms available? |  |  |  |
| Were contact details affixed to the door of each stable or yard? |  |  |  |
| Were wash bays available? |  |  |  |
| Was the camping area suitable? |  |  |  |
| Was parking sufficient for competitors? |  |  |  |
| Was parking sufficient for spectators? |  |  |  |
| Were spectators cordoned off a sufficient distance from arenas? |  |  |  |
| Were there sufficient canteen/food outlets? |  |  |  |
| Were trade stands placed a safe distance from horse areas (if applicable)? |  |  |  |
| Was security provided during the event e.g. stables, trade stands? |  |  |  |
| Were there any safety risks? |  |  |  |
| Were any identified safety risks attended to? |  |  |  |
| Was safety an OC priority during event? |  |  |  |
| Was there a contingency plan in case of hot/wet weather? |  |  |  |
| Were adequate plans in place to cope with hot weather and the cooling of horses and riders? |  |  |  |
| Were random patrols of the stables and day yards organised during the day? |  |  |  |
| Was the route from stables/yards to the warm-up and competition areas safe? |  |  |  |
| **MEDICATION CONTROL** | **YES** | **NO** | **Comment on Aspects that Need Improving and reasons why any areas not according to EA Dressage Rules** |
| Was random swabbing carried out at this event? |  |  |  |
| If so was there an isolated stable set aside as a ‘swabbing’ box? |  |  |  |
| Were there adequate facilities provided for Medication Control? |  |  |  |

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| **COMPETITION & WARM-UP ARENAS/AREAS** | **YES** | **NO** | **Comment on Aspects that Need Improving and reasons why any areas not according to EA Dressage Rules** |
| Were arenas correct and safely constructed? |  |  |  |
| Were the arena surfaces of a good safe standard? Please state type of surface/s |  |  |  |
| Was sufficient warm-up areas provided and of a suitable quality surface? Please state type of surface |  |  |  |
| Was there an area set aside for lunging? |  |  |  |
| Were the competition arenas used for schooling/arena familiarisation? |  |  |  |
| Were the arenas well signed/identified? |  |  |  |
| Were there any falls of Horse and/or Rider during the event? |  |  |  |
| Was there any Welfare of the Horse/Abuse issues? |  |  |  |
| Were arena surrounds according to recommendations? |  |  |  |
| Were any presentations mounted? |  |  |  |
| If so were presentations conducted in a safe manner? |  |  |  |
| Was there adequate Horse/Public safety? |  |  |  |
| Was a loudspeaker system in place? |  |  |  |
| Was the loud speaker system able to be heard? |  |  |  |
| **COMPETITORS** | **YES** | **NO** | **Comment on Aspects that Need Improving and reasons why any areas not according to EA Dressage Rules** |
| Was written general information re stabling/yards, arena familiarisation, warm-up arenas given to competitors? |  |  |  |
| Did you have to report any incident/s to the Ground Jury? If yes please provide details |  |  |  |
| Did you lodge any complaints? |  |  |  |
| Did you give out any warning cards? If so please provide details |  |  |  |
| Were sponsors logos on saddle cloths and rider’s clothing measured? |  |  |  |
| Were whips measured? |  |  |  |
| Were nosebands checked? |  |  |  |
| Were ear hoods checked? |  |  |  |

In the event that there wasn’t a Technical Delegate appointed it would be appreciated if you could also report on the following:

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| **JUDGES** | **YES** | **NO** | **Comment on Aspects that Need Improving and reasons why any areas not according to EA Dressage Rules** |
| Was the Technical Delegate present during the event? |  |  |  |
| Were all appointed Judges officiating within their accredited level? |  |  |  |
| Was the Event Office accessible to officials and competitors? |  |  |  |
| Were Writers at the venue in sufficient time and also efficient? |  |  |  |
| Were there sufficient Runners/Sheet Collectors? |  |  |  |
| Were there a sufficient number of scorers? |  |  |  |
| Was the event conducted according to the schedule? |  |  |  |
| Was the Programming of competitions OK? |  |  |  |
| **JUDGES** | **YES** | **NO** | **Comment on Aspects that Need Improving and reasons why any areas not according to EA Dressage Rules** |
| Did the draw give judges enough breaks during the competition? |  |  |  |
| Did the draw give judges enough time between competitions? |  |  |  |
| Did you have good communication with the Organising Committee during the Event? |  |  |  |
| Was accommodation for judges provided if required? |  |  |  |
| Were meals provided for judges? |  |  |  |
| Was transport provided for judges if required? |  |  |  |
| Did all judges receive a copy of the timed draw? |  |  |  |
| Did judges receive an updated draw with scratchings each morning? |  |  |  |
| Did judges receive a copy of the results? |  |  |  |
| Were results presented in the prescribed and timely manner to judges? |  |  |  |
| Were judges paid a travel subsidy in accordance with the rules? |  |  |  |
| Were judges paid for judging as per the recommendation in the rules? |  |  |  |
| Were judges allocated competitions so that they weren’t judging the same horses/riders? E.g. Had comps at least one or more levels apart e.g. Prelim – Elementary – Advanced etc |  |  |  |
| Did competitions run according to the timed draw? E.g. did any competitions run late – give reason |  |  |  |

**If additional information is to be provided please attach on a separate page**

**This report is to be completed and forwarded to:**

**The Event Director/OC**

**Copy to the relevant State Dressage Authority (SDA)**

**Copy to the Dressage Steward General) -** Cathie Drury-Klein - cathiedk@bigpond.com

**within 14 days of the event**