

DRESSAGE CHIEF STEWARD REPORT
STATE & NATIONAL CHAMPIONSHIPS
REGIONAL CHAMPIONSHIPS & CLUB EVENTS
 Refer to Rule 1.6 and Annex L16 re Role of Stewards

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:	

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?			

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?			

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:

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