



USEA TECHNICAL DELEGATE'S PLANNING ASSISTANCE REPORT

1 of 2

This form should be completed at the six-week inspection.

The distribution is as follows:

Organizer

Area Chair (Contact information is located in each issue of the *USEA Omnibus*.)

A copy kept by the Technical Delegate

Event name:

Date:

Organizer:

Divisions:

Technical Delegate:

YES NO

• **PLANNING DOCUMENTS**

Does the Organizer have current issues of:

- USEF Rules?
- USEA Horse Trials Checklist?
- USEA Omnibus Schedule?
- Last pertinent TD Report?
- USEA Access to USEA/USEF Website?

• **PERSONNEL**

Are sufficient, properly trained, personnel assigned to perform the following functions:

- Safety Coordinator?
- EMT/Paramedic?
- Dressage Scribes?
- Tack/Bit Inspectors?
- Cross-country Controller?
- Cross-country warm-up Steward?
- Show Jumping warm-up Steward?
- Stabling steward?
- Fence Judges?
- Runners (Dressage)?
- Jump Sheet Collectors (X-C)?
- Spectator Control?
- Communication People?
- Area Stewards?
- X-C Fence Repair People?
- Show Jump Crew?
- Farrier confirmed?
- Veterinarian confirmed?
- Traffic Control People?

• **ORGANIZATION**

Do acceptable plans exist for:

- Stabling, water/feed for horses?
- Housing/food for competitors?
- Emergency Plan?
- Evacuation procedures for both injured people and horses?
- A horse mortality contingency?
- Screens and/or tarps (horse fatality)?
- Fire protection?
- Adequate water pressure in stabling area?

YES NO

- Access to water and ice on cross-country?
- Food for spectators?
- Sufficient toilet facilities for all?
- Sufficient toilet facilities for all?
- Traffic control?
- Parking?
- Trash disposal?

• **EQUIPMENT**

Is the following equipment on hand, workable or has been ordered in ample time for the event?

- USEA Score Sheets or computer print-outs?
- Timing equipment for all phases?
- "Official Time" display clock?
- Communication equipment?
- Lighting (where necessary)?
- X-C flags and numbers?
- Show Jumping flags & numbers?
- Half-way markers for BN/N/T? (Not mandatory)
- Sufficient inventory of ShowJumps?
- Dressage arena(s) and letters?
- Seating for Dressage judges?
- Bridle numbers?
- X-C pinnies?
- First aid kit?
- Ambulance and/or medics?
- Adding machines/calculators?
- Bulletin boards?
- Master Scoreboard?
- Directional and other needed signs?
- Rope or snow fence for spectator control?
- Adopt method for spectator control?
- Badges for officials and other key personnel? (Including EMT /Paramedic)

• **SITE**

Is there any aspect of the layout or terrain that would prevent adherence to USEF Rules or create unfair or dangerous conditions for horse or rider?

YES NO

• **Dressage Area**

- Is it level with good footing?
- Is there an alternate area in case of emergency (flooding, etc.)?

• **Show Jumping Area**

- Is it the required size?
- Are boundaries clearly marked?
- Is there an alternate area in case of emergency (flooding, etc.)?

• **Cross-Country**

- Is the course suitable for the speed of each level of competition?
- Are there any unsafe terrain features; such as excessive rocks, marshy areas, very long steep hills, flood-prone areas?
- Are any obstacles poorly or unsafely constructed?
- Do any obstacles exceed the dimensions for the level concerned?
- Are the obstacles in a logical and reasonable sequence?

• **Warm-up Areas**

- Is there a suitable Dressage warm-up area?
- Is there a suitable Cross-country warm-up area?
- Is there a suitable Show Jumping warm-up area?
- Do they have the correct number and type of fences (cross-rail, vertical and spread)?
- Are alternate sites available?

• **SCHEDULE CONSIDERATIONS**

- Will the Dressage schedule allow adequate time for judges' breaks, arena adjustments and raking?
- Will X-C schedule allow adequate time between horses and time to move jump judges between levels?
- Will the Show Jumping course plan for efficient flow of competitors (on deck, in-gate, entry, salute, start & finish)?
- Will riders be notified of their start times prior to arrival?
How?

Event name: _____ Date: _____

● **PERSONNEL**

List by name the individual(s) who will be responsible for the following functions:

Secretary: _____

Ground Jury (Pres. and other members):

Dressage Only Judges: _____

Show Jumping Only Judge: _____

Appeal Committee: _____

Veterinarian(s): _____

Course Designers: _____

Cross-country: _____

Show Jumping: _____

Stabling Steward: _____

Dressage Steward: _____

X-C Steward: _____

Cross-country Controller: _____

Chief Area Steward: _____

Chief Fence Judge: _____

Show Jumping Steward: _____

Chief Timer: _____

Chief Scorer: _____

Chief of Communications: _____

Safety Coordinator: _____

Medical Personnel (EMT/Paramedic): _____

Ambulance On call or On grounds: _____

Farrier: _____

Announcer: _____

Awards Steward: _____

Press/Public Relations: _____

Safety/Security: _____

Recommendations to Organizer(s): (add sheet if necessary)

TWO-DAY, CCI/CIC & TR-3DAY EVENTS

* denotes if applicable

● **ADDITIONAL KEY PERSONNEL**

Controller: _____

Vet Box Steward: _____

*Roads & Tracks Steward: _____

*Steeplechase Steward: _____

Will the following additional personnel, equipment and terrain factors be adequate for the competition?

YES NO

● **PERSONNEL**

- *Vet box personnel?
- *Roads & Tracks mandatory flag judges?
- *Roads & Tracks timers?
- *Steeplechase jump judges?
- *Steeplechase timers?

● **EQUIPMENT**

- *Enclosure for Vet Boxes?
- *Appropriate steeplechase fences?

● **SITE**

- *Sufficient distance for Roads & Tracks with fair and safe footing?
- *Adequate and safe site for Steeplechase?
- *Is Steeplechase distance correct and footing safe?

● **SCHEDULE**

- Is time planned for First Examination of horses?
- Is time and place planned for the First Inspection of horses?
- *Place planned for the Second Inspection of horses?
- *Is place planned for Second Examination of horses?
- *Is time and place planned for Third Inspection of horses?