

USEA TECHNICAL DELEGATE'SPLANNING ASSISTANCE REPORT

To be used with new events and selected events

The distribution is as follows:

Organizer

- Area Chair (Contact information is located online at: useventing.com/about/areas
 - A copy should be retained/kept by the Technical Delegate

EVENT NAME:			DATE:				
TECHIN	CAL	DELEGATE:	ORGANIZER:				
DIVISIO							
PLANN	IIN	G DOCUMENTS		IPME	NT		
Does the Organizer have current issues of:				Is the following equipment on hand, workable or has been ordered in			
YES	NC				for the event?		
		USEF Rule Book	<u>YES</u>	NO			
		USEA Horse Trials Checklist?			USEA score sheets?		
		USEA Omnibus schedule?			Timing equipment for all phases?		
		Last pertinent TD Report? Access to USEA and USEF websites?			"Official Time" display clock?		
_	_	ACCESS TO OBEA ATTO OBEF WEDSITES!			Communication equipment?		
PERSONNEL					Lighting (where necessary)? X-C flags and numbers?		
Are sufficient, properly trained personnel assigned to perform the				<u> </u>	Show Jumping flags & numbers?		
		inctions:		ā	Half-way markers for BN/N (Not mandatory)		
YES	NC				Sufficient inventory of Show Jumps?		
<u>1E3</u>	NC INC	Safety Coordinator?			Dressage arena(s) and letters?		
ă		EMT/Paramedic?			Seating for Dressage judges?		
		Dressage scribes?			Bridle numbers? X-C pinnies or plan to print numbers for plastic holders?		
		Tack/Bit Inspectors?] []		First Aid kit?		
		Cross-Country Controller?		ā	Ambulance and/or medics?		
		Cross-Country warm-up Steward? Show Jumping warm-up Steward?			Computer capabilities/Internet access?		
		Stabling Steward?			Bulletin boards?		
ă		Fence Judges?			Master scoreboard?		
ā	_	Runners (Dressage)?			Directional and other needed signs?		
		Jump Sheet Collectors (X-C)?			Rope or snow fence for spectator control?		
		Spectator Control?	SITE				
		Communication People?	Is the	re any	aspect of the layout or terrain that would prevent adherence		
		Area Stewards? X-C Fence Repair People?			es or create unfair or dangerous conditions for horse/rider?		
<u> </u>		Show Jump Crew?	<u>YES</u>	NO			
ā		Farrier confirmed?			DRESSAGE AREA:		
		Veterinarian confirmed?			Is it level with good footing?		
		Traffic Control People?			Is there an alternate area in case of emergency (flooding, etc.)?		
ORGA	NI7	ATION			SHOW JUMPING AREA:		
ORGANIZATION Do acceptable plans exist for:					Is it the required size?		
YES	NC				Is there an alternate area in case of emergency (flooding, etc.)?		
		Stabling, water/feed for horses?			CROSS COUNTRY:		
		Housing/food for competitors?			Is the course suitable for the speed of each level of competition?		
		Emergency Plan?			Are there any unsafe terrain features; such as excessive rocks, marshy areas, very long steep hills, flood-prone areas?		
		Evacuation procedures for injured people & horses?			Are any obstacles poorly or unsafely constructed?		
		A horse mortality contingency?] [<u> </u>	Do any obstacles exceed the dimensions for the level concerned?		
		Screens and/or tarps (horse fatality)? Fire protection?		_	Are the obstacles in a logical and reasonable sequence?		
<u> </u>		Adequate water pressure in stabling area?			WARM UP AREAS:		
ā	_	Access to water and ice on cross-country?			Is there a suitable Dressage warm up area?		
		(as required by weather)			Is there a suitable cross-country warm up area?		
		Food for spectators			Are there XC jumps in warm up?		
		Sufficient toilet facilities for all?			Is there a suitable Show Jumping warm up area?		
		Traffic control? Parking?			Do they have the correct number and type of fences		
		Trash disposal?		П	(cross-rail, vertical and two spreads, if space allows)?		

		INICAL DELEGATE'S PLANNING ASSISTANCE REPORT	DATE:				
SCHEDULE CONSIDERATIONS YES NO Will the Dressage schedule allow adequate time for			Will the following additional personnel, equipment and terrain factors be adequate for the competition? YES NO				
	<u> </u>	judge's breaks, arena adjustments and raking? (10 minutes every 2 hours; 45 minute lunch break?) Will the XC 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)?			*Vet Box personnel? *Roads & Tracks Mandatory flag judges? *Roads & Tracks timers? *Steeplechase jump judges? *Steeplechase timers?		
		How will riders be notified of their start times?			·		
PERSONNEL List by name, the individual(s) who will be responsible for the following functions:			0		*Equipment *Enclosure for Vet Boxes? *Appropriate steeplechase fences? SITE		
					*Sufficient distance for Roads & Tracks with fair and safe		
SECRETARY: GROUND JURY (PRESIDENT AND OTHER MEMBERS):					footing? *Adequate and safe site for Steeplechase? *Is Steeplechase distance correct and footing safe?		
DRESSAGE ONLY JUDGES:					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?		
SHOW	JUMF	PING ONLY JUDGES:			*Is place planned for Second Examination of horses? *Is time and place planned for Third Inspection of horses?		
FOOD VENDOR: Yes No VETERINARIAN(S): COURSE DESIGNERS: CROSS COUNTRY: SHOW JUMPING:				RECOMMENDATIONS TO ORGANIZER(S): (add sheet if necessary)			
STABL	ING S	TEWARD:					
DRESS	SAGE S	STEWARD:					
		RD:					
X-C CC							
		STEWARD:					
		JUDGE:					
		PING STEWARD:					
CHIFF	SCOR	R: ER:					
CHIEF	OF CO	MMUNICATIONS:					
		PRDINATOR:					
MEDIC	AL PE	RSONNEL (EMT/PARAMEDIC):	1				
		E: On Grounds On Call					
TAKKII	:K:).					
		R: EWARD:					
		LIC RELATIONS:					
		URITY					
- 1		-					
CONTR	ROLLE						
		EWARD:					
		RACKS STEWARD:					
*STEE	PLECH	HASE STEWARD:					