



USEA TECHNICAL DELEGATE'S PLANNING 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: _____

TECHINCAL DELEGATE: _____ ORGANIZER: _____

DIVISIONS: _____

PLANNING DOCUMENTS

Does the Organizer have current issues of:

- | YES | NO |
|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> USEF Rule Book |
| <input type="checkbox"/> | <input type="checkbox"/> USEA Horse Trials Checklist? |
| <input type="checkbox"/> | <input type="checkbox"/> USEA Omnibus schedule? |
| <input type="checkbox"/> | <input type="checkbox"/> Last pertinent TD Report? |
| <input type="checkbox"/> | <input type="checkbox"/> Access to USEA and USEF websites? |

PERSONNEL

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

- | YES | NO |
|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> Safety Coordinator? |
| <input type="checkbox"/> | <input type="checkbox"/> EMT/Paramedic? |
| <input type="checkbox"/> | <input type="checkbox"/> Dressage scribes? |
| <input type="checkbox"/> | <input type="checkbox"/> Tack/Bit Inspectors? |
| <input type="checkbox"/> | <input type="checkbox"/> Cross-Country Controller? |
| <input type="checkbox"/> | <input type="checkbox"/> Cross-Country warm-up Steward? |
| <input type="checkbox"/> | <input type="checkbox"/> Show Jumping warm-up Steward? |
| <input type="checkbox"/> | <input type="checkbox"/> Stabling Steward? |
| <input type="checkbox"/> | <input type="checkbox"/> Fence Judges? |
| <input type="checkbox"/> | <input type="checkbox"/> Runners (Dressage)? |
| <input type="checkbox"/> | <input type="checkbox"/> Jump Sheet Collectors (X-C)? |
| <input type="checkbox"/> | <input type="checkbox"/> Spectator Control? |
| <input type="checkbox"/> | <input type="checkbox"/> Communication People? |
| <input type="checkbox"/> | <input type="checkbox"/> Area Stewards? |
| <input type="checkbox"/> | <input type="checkbox"/> X-C Fence Repair People? |
| <input type="checkbox"/> | <input type="checkbox"/> Show Jump Crew? |
| <input type="checkbox"/> | <input type="checkbox"/> Farrier confirmed? |
| <input type="checkbox"/> | <input type="checkbox"/> Veterinarian confirmed? |
| <input type="checkbox"/> | <input type="checkbox"/> Traffic Control People? |

ORGANIZATION

Do acceptable plans exist for:

- | YES | NO |
|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> Stabling, water/feed for horses? |
| <input type="checkbox"/> | <input type="checkbox"/> Housing/food for competitors? |
| <input type="checkbox"/> | <input type="checkbox"/> Emergency Plan? |
| <input type="checkbox"/> | <input type="checkbox"/> Evacuation procedures for injured people & horses? |
| <input type="checkbox"/> | <input type="checkbox"/> A horse mortality contingency? |
| <input type="checkbox"/> | <input type="checkbox"/> Screens and/or tarps (horse fatality)? |
| <input type="checkbox"/> | <input type="checkbox"/> Fire protection? |
| <input type="checkbox"/> | <input type="checkbox"/> Adequate water pressure in stabling area? |
| <input type="checkbox"/> | <input type="checkbox"/> Access to water and ice on cross-country?
(as required by weather) |
| <input type="checkbox"/> | <input type="checkbox"/> Food for spectators |
| <input type="checkbox"/> | <input type="checkbox"/> Sufficient toilet facilities for all? |
| <input type="checkbox"/> | <input type="checkbox"/> Traffic control? |
| <input type="checkbox"/> | <input type="checkbox"/> Parking? |
| <input type="checkbox"/> | <input type="checkbox"/> Trash disposal? |

EQUIPMENT

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

- | YES | NO |
|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> USEA score sheets? |
| <input type="checkbox"/> | <input type="checkbox"/> Timing equipment for all phases? |
| <input type="checkbox"/> | <input type="checkbox"/> "Official Time" display clock? |
| <input type="checkbox"/> | <input type="checkbox"/> Communication equipment? |
| <input type="checkbox"/> | <input type="checkbox"/> Lighting (where necessary)? |
| <input type="checkbox"/> | <input type="checkbox"/> X-C flags and numbers? |
| <input type="checkbox"/> | <input type="checkbox"/> Show Jumping flags & numbers? |
| <input type="checkbox"/> | <input type="checkbox"/> Half-way markers for BN/N (Not mandatory) |
| <input type="checkbox"/> | <input type="checkbox"/> Sufficient inventory of Show Jumps? |
| <input type="checkbox"/> | <input type="checkbox"/> Dressage arena(s) and letters? |
| <input type="checkbox"/> | <input type="checkbox"/> Seating for Dressage judges? |
| <input type="checkbox"/> | <input type="checkbox"/> Bridle numbers? |
| <input type="checkbox"/> | <input type="checkbox"/> X-C pinnies or plan to print numbers for plastic holders? |
| <input type="checkbox"/> | <input type="checkbox"/> First Aid kit? |
| <input type="checkbox"/> | <input type="checkbox"/> Ambulance and/or medics? |
| <input type="checkbox"/> | <input type="checkbox"/> Computer capabilities/Internet access? |
| <input type="checkbox"/> | <input type="checkbox"/> Bulletin boards? |
| <input type="checkbox"/> | <input type="checkbox"/> Master scoreboard? |
| <input type="checkbox"/> | <input type="checkbox"/> Directional and other needed signs? |
| <input type="checkbox"/> | <input type="checkbox"/> Rope or snow fence for spectator control? |

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/rider?

- | YES | NO |
|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> DRESSAGE AREA: |
| <input type="checkbox"/> | <input type="checkbox"/> Is it level with good footing? |
| <input type="checkbox"/> | <input type="checkbox"/> Is there an alternate area in case of emergency (flooding, etc.)? |
| <input type="checkbox"/> | <input type="checkbox"/> SHOW JUMPING AREA: |
| <input type="checkbox"/> | <input type="checkbox"/> Is it the required size? |
| <input type="checkbox"/> | <input type="checkbox"/> Is there an alternate area in case of emergency (flooding, etc.)? |
| <input type="checkbox"/> | <input type="checkbox"/> CROSS COUNTRY: |
| <input type="checkbox"/> | <input type="checkbox"/> Is the course suitable for the speed of each level of competition? |
| <input type="checkbox"/> | <input type="checkbox"/> Are there any unsafe terrain features; such as excessive rocks, marshy areas, very long steep hills, flood-prone areas? |
| <input type="checkbox"/> | <input type="checkbox"/> Are any obstacles poorly or unsafely constructed? |
| <input type="checkbox"/> | <input type="checkbox"/> Do any obstacles exceed the dimensions for the level concerned? |
| <input type="checkbox"/> | <input type="checkbox"/> Are the obstacles in a logical and reasonable sequence? |
| <input type="checkbox"/> | <input type="checkbox"/> WARM UP AREAS: |
| <input type="checkbox"/> | <input type="checkbox"/> Is there a suitable Dressage warm up area? |
| <input type="checkbox"/> | <input type="checkbox"/> Is there a suitable cross-country warm up area? |
| <input type="checkbox"/> | <input type="checkbox"/> Are there XC jumps in warm up? |
| <input type="checkbox"/> | <input type="checkbox"/> Is there a suitable Show Jumping warm up area? |
| <input type="checkbox"/> | <input type="checkbox"/> Do they have the correct number and type of fences
(cross-rail, vertical and two spreads, if space allows)? |
| <input type="checkbox"/> | <input type="checkbox"/> Are alternate sites available? |

