

# How to Host a U.S. Based FEI Endurance Competition – Annex A

## Officials Logistics

This guide is not intended to supersede any USEF or FEI rules and is not an exhaustive list of requirements but instead an overview of recommendations to successfully host a U.S. based FEI Endurance Competition.

### Pre-Competition

#### **Communication to Officials**

- Details on what day/time they are expected to arrive at the venue. Additionally, what day/time they can depart from the venue.
  - Keep in mind that when major issues occur, such as fatality, some of the officials need to complete time-sensitive lengthy reports which may impact their ability to take early flights the day after an event.
- If officials are flying in, organize and purchase flights for officials, with consideration of the official's personal schedule, as to coordinate as best as possible with similar arrival/departure locations and dates/times. Advanced notification to all officials of travel plans is appreciated.
  - Events which are anticipated to run until late at night or early morning should not schedule early flights for Officials.
- Organize and purchase suitable number of rental cars for officials. Advanced notification to all officials of carpool and pick-up/drop-off plans is appreciated.
  - Ensure the Officials who will be driving have a current Driver's License and applicable credit card as required by the Rental Car Company. This is especially important for foreign officials who may have additional requirements for renting.
- FEI Schedule must be reviewed by key officials and any changes to the schedule made after initial approval must be communicated to all officials by the Competition Management.
- Clear communication to officials and athletes of entry deadlines, opening of stables, closing of stables, inspection upon arrival time frame, start times, cut off times for finish, and awards information.
- Set up a WhatsApp group chat for officials before travel begins and have a plan in place for communication if venue has poor cell service.
- For 3\* events, communicate to the officials before the ride a plan for early/late shifts which takes into account early/late flights to ensure adequate staffing at all times.

### **Lodging details for Officials**

- Minimum lodging options include clean, bug/pet free accommodation with a bathroom and shower. Hot and cold-water availability and heat/fans/air conditioning depending on weather to ensure the lodging is a comfortable temperature. Ideally the lodging is close to the venue, this point is especially important for the PTV and VSM.
  - Beds are preferred over couches, air mattresses, or bunk beds when both beds are occupied.
  - OC must provide linens if lodging does not and the official is flying in.
  - Ideally if rooms are to be shared the occupants know each other and are comfortable sharing a room, this should be discussed ahead of the event.
  - Directions and, if needed, carpool to lodging plans to be communicated before arrival at the event. If there is a rental with house rules or check-in/out information, this information must be provided to the officials.

### **Venue details**

- Provide the officials before, or at arrival, with a map of the loops, a map of the ride camp, a list of emergency & key contacts including information on referral equine clinic or hospital, and list of combinations for each day of competition.
- Have vet gate, treatment, isolation, testing (EADMCP) separate from treatment, and stabling/enclosure areas set up before arrival unless input from the officials are needed.

### **At Competition**

#### **General Logistics**

- Competition management must have in place contingency plans in cases of emergency and be available to aid Officials and any emergencies that occur during the event. These plans should not interfere with the Officials' normal duties to properly keep the ride operating for the other participants. Examples of these emergency plans are below:
  - Horse Emergency: Have a plan for horse transportation to nearest equine hospital.
  - Trail Emergency: Have a plan, and mode of transportation, for Officials to gain access to any part of the trail in cases of emergency.
- When an error on course occurs, the Competition Management must work with the Officials on a solution.

#### **Venue Logistics**

- Labeled, easily accessible, and organized Ride Office which is appropriately staffed throughout the ride to ensure rider/crew hospitality. Ideally the office has electricity, WIFI, and a printer available.

### **Food & Drink for Officials**

- Breakfast, lunch, and dinner (dinner may be optional depending on if the ride day is estimated to end in the early evening).
  - For cold days, warm food is greatly appreciated, especially food that is easy to keep warm in a crockpot like soup or pasta.
- Coffee, creamers, and/or other warm drink options for mornings, late nights, or throughout the day if cold temperatures. It is recommended to reach out to officials ahead of the ride to determine what type of hot drinks are preferred.
- Snacks, both healthy and unhealthy options, for throughout the day. For 3\* rides, midnight snacks are greatly appreciated.
- Variety of drink options including water.
- While not at the ride venue, the Competition Management must discuss with the Officials if a food stipend will be provided, if receipts will be collected after the event and reimbursed, or if another plan is in place to cover meals from when the Official arrives for the event until they depart.

### **Venue logistics for Officials**

- Bathrooms/toilets that are within a reasonable distance from the vet lanes and are kept clean and stocked with toilet paper and hand sanitizer/soap.
- Weather appropriate accommodation for officials/volunteers out on trail and plans to ensure they have adequate bathroom breaks and food/drink availability.
  - The same for timers and treatment veterinarians who may be isolated or “stuck” at their post even though they are at base camp.
- Accessibility to heat for officials at base camp for cold days or 3\* rides that run late into the night, this could be met by providing a heater, other heat source, or ability to move cars close to the vet lanes.
- Applicable number of tables and chairs for officials and timers which are covered by tents or similar coverage for shade and protection from rain. Tents or similar coverage should be able to be removed if unsafe due to high winds.
- Have in place a plan to communicate to the treatment veterinarian(s) when combination pulls occur. This plan should be circulated to all officials.