

2008 COURSE CONCEPT – *In process of being reviewed* **FEI Eventing Courses & Seminars for Officials**

The FEI Eventing Committee is endeavouring to update the content of the courses for Officials and to improve the overall Officials' Programme. However, the Eventing Committee wishes to encourage NFs to adhere to the introduction of a rolling three-year programme of courses, as this would allow Officials and the FEI to better plan:

- to attend courses with minimal expenses;
- to be updated with the latest developments in the sport;
- to maintain or upgrade their status on the FEI lists of Officials.

There is a need to keep attracting Officials into the sport and it is hoped that it will also be easier for NFs to organise courses. Please see separate document for full syllabus.

It is recognised that it can be difficult for Officials to attend courses because of prior commitments and so the FEI is looking to ask NFs to look ahead and offer to organise courses up to two years ahead.

Applications & Deadline

NFs are kindly requested to inform the FEI by **1st September 2008** or as soon as **possible** of any wish to organise courses for 2009 and 2010 so that all Officials can be informed of this intention and can therefore plan accordingly.

Officials are required to attend regular courses as set out in the Rules for Eventing and NFs assistance in addressing this matter will be much appreciated.

Important: Any application for courses after the above date for the following year, will be reviewed by the FEI and efforts will be made to try to cover the costs for the Course Directors, however announcement of a course after the application deadline will be difficult as not included in course budget.

Principles

The aim is to provide sufficient courses on a worldwide basis for the on-going education and improvement of all FEI Officials for the benefit of the sport and all those involved.

Any programme of courses must provide opportunities for all Officials of all levels of experience to participate.

Courses must be attractive, meaningful, and valuable. They need to cover all aspects of the sport and:

- keep all Judges, CDs, TDs, & Stewards up-to-date with the latest developments in the sport;
- educate and share knowledge and experience;
- encourage new Officials into the sport;
- improve the overall standard of all Officials;
- help identifying and coming Officials;
- encourage emerging nations and the development of the sport globally.

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It is very important to recognise that the sport must always be looking for new Officials and the FEI is encouraging potential candidates. National Federations and all current FEI Officials need to be aware of this need.

It is also recommended to invite experienced trainers and riders to attend courses so that all attendees can gain feedback from all perspectives and all-inclusive discussions can be added for the benefit of the sport.

Course Organisation

The following is considered to be the minimum annual requirement for courses worldwide:

Europe	2 courses each year for each category
Americas	1 course each year for each category
Australasia	1 course each year for each category

NFs are asked to submit requests to stage courses 18 months in advance if possible to enable all involved parties and possible attendees to plan their timetable. The FEI is hoping to establish a three-year rolling programme of courses so that all Officials have the opportunity to attend courses and are able therefore to maintain their status.

Guidelines for all Levels of courses (Levels 1 & 2 & 3)

1. LEVEL 1 – National Level

1.1 Definition:

Level 1 courses are to be organised by NFs for national and potential FEI Officials as recommended by NFs: the FEI, through the Development Officers, should ensure that NFs are creating suitable programmes. NFs must assume responsibility for their own national systems for encouraging, identifying, assessing/evaluating, and nurturing Officials of all categories from which they can make recommendations for acceptance on to the FEI lists. These courses are for national Officials run by the NF with the purpose of educating national Officials and identifying suitable Officials for consideration for promotion to the FEI lists.

Duration of course: 2.5/3 days.

1.2 Requirements:

Courses are held for each category of Official e.g. Judges, CDs/TDs, should be organised at the same event preferably during an International event in order to allow some joint sessions. (if possible with National/International Eventing Stewards).

(Stewards courses are to be organised nationally, by the National steward General).

Judges courses, headsets are essential to gain maximum benefit.

Courses must be held during competitions. (It is recognised and understood that it may not always be possible to organise Level 1 seminars during actual International competitions at least however it is strongly recommended.)

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1.3 Course Directors:

Level 1 course to be taken by an appropriate, suitably experienced Official from one of the FEI International lists.

Course Directors for Level 1 can be appointed by a NF with the prior approval of the FEI Eventing Committee. There is a list of approved Course Directors maintained and updated by the FEI.

Level 1 courses are at the expense of the host NF.

1.4 Promotion of Officials:

Level 1 – it is up to NFs to establish the protocol for assessing their Officials to ensure that only those with suitable experience are considered for FEI listing.

2. LEVEL 2

2.1 Definition:

Level 2 – FEI courses for upgrading from National level to FEI Candidate list or from FEI Candidate list to FEI International level. From the recommendation of a NF the proposed Officials must attend a FEI Level 2 course for the category at which the course is aimed. Those wishing to be considered for upgrading on to FEI lists or on up to 'I' status need to be identified in advance of the course so that special attention can be given to their skills, knowledge, and experience, and so that a suitable assessment can be made.

Duration of course: 2.5/3 days.

Note: It should be noted that the attendance to a course does not automatically qualify for the promotion of Officials. Please, refer to the Articles 551, 552 & 553 of the Rules for Eventing for the requirements for the Promotion.

2.2 Requirements:

Courses are held for each category of Official e.g. Judges, CDs/TDs, and National Stewards, with their own Course Director organised at the same venue during a CCI/CIC in order to allow some joint sessions.

Judges courses headsets are essential to gain maximum benefit.

Courses must be held during an International competition.

Number of attendees for Level 2: a maximum of 20 attendees is appropriate; ideally 12-15 is the optimum.

2.3 Course Directors:

Levels 2 Judges Courses must have a Director assisted by an experienced Eventing Judge or a Dressage Judge Course Director listed by the FEI Dressage Committee. Course Directors must be chosen from the FEI list of Approved Course Directors for Eventing Courses. This list is constantly reviewed and updated by the FEI.

Course Directors for Level 2 courses will be approved by the FEI on recommendation of the organising NF. They must be qualified as 'experts' for the respective topics being covered on the course.

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Courses where there are Officials who wish to upgrade must have 2 Course Directors and both must sign the assessment forms (see below).

For Level 2 Courses, the FEI offers only a contribution to cover the travel expenses of the Course Directors (Course Designer, Dressage Specialist, Show Jumping Specialist and Assistant Course Director). The host NF must pay for all meals, accommodation, and any other incidentals.

2.4 FEI Certificates:

Certificates will be awarded to all attendees at Level 2 courses provided that the attendee is present throughout. This is a recognition of attendance and does not necessarily certify a promotion. The attendance to an FEI Course for Eventing Officials does not automatically enable the Official to be added/promoted on the FEI Eventing list of Officials (Judges, Technical Delegates, Course Designers).

2.5 Promotion of Officials:

These notes to be read in conjunction with the FEI Rules for Eventing, Articles 551, 552, and 553.

Additionally, the Promotion of Officials will follow the principle of "One Course - One Promotion". To be promoted Candidate CD and Candidate TD, for instance, Officials need to have successfully completed a Promotion Course for each function. Attendance at one course will not allow Officials to be promoted to both. This principle also applies for upgrading to FEI International Official where one Course is required for the Promotion to Candidate and another for the Promotion to International.

As a general guideline, an Official attending a Promotion or Refresher Course in one function (i.e. Judge, TD or CD) does not necessarily need to attend a second course during the year to maintain the status in another function. This means that if a Judge attended the part for Judges, this Course will serve as a Refresher (only) if the Official is also TD or CD.

FEI Candidate status – Promotion: it is important to remember that all Officials on the FEI lists are representing their NFs and also the FEI.

For acceptance on to the FEI lists, Officials need to have suitable experience nationally in their field of expertise, before consideration will be given. Judges need to be listed as National Approved Dressage Judges in own country. Experience as a competitor is seen as an advantage but conversely, a lack of competition experience must not impede the progress of suitable Officials.

New 'Candidates', proposed by NFs, will be appointed by the FEI to FEI Candidate status using the following guidelines:

- preference will be given to applicants with regular practice as a National Eventing Official; details of the number and level of events officiated at in the previous 2 years will be required with the NF application (e.g. minimum requirements Judges – 5 competitions per annum, TDs – minimum 2 competitions per annum, CDs – 2 competitions per annum over 2 years);
- a positive assessment from Course Directors at a FEI Level 2 course;
- a positive assessment will be required from acting as an 'Assistant' during one or two FEI events either at 1 or 2 Star level. The FEI reserves the right to ask for 3 such positive assessments.

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FEI International Status - Promotion

For promotion to 'I' status Officials need to fulfil the requirements as set out in Articles 551, 552, & 553 in the FEI Rules for Eventing and

- receive a positive assessment from a Level 2 course;
- receive a positive assessment from acting as an 'assistant' at a 3 or 4 Star FEI event.

2.6 Assessment Protocol:

The FEI has the responsibility to ensure that all Officials are up to the highest possible standard so that the level of expertise continues to improve. It is therefore essential that there are suitable courses of the correct standard and that there is an assessment protocol.

All Officials attending courses will be evaluated by the Course Directors. The purpose of this assessment is to assist all Officials to remain up to standard and to encourage all involved in the sport to perform to the best of their abilities.

For this reason there will be written papers at Level 2 courses (and for those, for reasons of practicality, attending Level 3 courses who wish to upgrade). The form and content of these papers will vary according to the category of Official reflecting the areas of expected knowledge. (For reasons of practicality it is anticipated, and accepted, that in certain parts of the world there will be a need to combine Levels 2 & 3 courses).

Additionally there will be a requirement for practical training and assessment at events working with experienced Officials. This is seen as extremely important.

1. **Technical Delegates.** For promotion to 'I' status TDs will be expected to work as an Assistant TD at a 3 or 4 Star event and the TD will be required to complete an assessment form (also involving the President of the Ground Jury if applicable) which he/she will discuss with the Assistant before sending to the FEI. During his/her role as Assistant TD he/she will be required to demonstrate a sound knowledge and practical application of the rules working closely with the TD, Ground Jury, CD, other Officials, and the OC.
2. **Course Designers** For promotion to 'I' status there needs to be a written recommendation of his/her work from an experienced TD/Ground Jury President. It is important to remember that this recommendation allows a CD to design at 3 Star level and above. It is difficult to evaluate a CD when he/she is assisting at an event and it is recognised that it may not be possible or practical for the pre-visits to be convenient, but where possible this should be encouraged and an assessment needs to then be made jointly by the TD and CD. When it is not possible the recommendation has to be as per the first sentence of this paragraph.
3. **Judges.** For promotion to 'I' status a candidate Judge needs to fulfil a role as an Assistant Ground Jury member, proposed by their NF, and should work alongside the GJ for the duration of an event of 3 or 4 Star level.

'Shadow' judging of the dressage test needs to take place in addition to following/assisting the GJ throughout the entire competition.

The Assistant GJ member would be under the supervision of the senior Judge who would normally be President of the GJ, and he/she, in consultation with the other members of the GJ, will be responsible for giving a written assessment at the end of the competition. This assessment would then be sent to the FEI with a

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recommendation for promotion or otherwise after a discussion with the Assistant in question.

3. LEVEL 3

3.1 Definition:

Level 3 – FEI 'refresher' courses for Officials already with 'International' status focusing on topical issues, new rules, the 'theme' of the year e.g. dressage, jumping, safety, etc.

Duration of course: 1.5/2 days.

3.2 Requirements:

Courses are held for each category of Official eg Judges, CDs/TDs, and Stewards, with their own Course Director organised at during a CCI if possible in order to allow some joint sessions.

Level 3 Seminars have proven to be very successful organised on the work-shop model – with breakout sessions and joint meetings and debrief. Such seminars can be organised on a specific topic (e.g. Safety).

Number of Attendees for Level 3 Seminar: this number will be fixed by the FEI Eventing Committee.

Invitations to the seminar will be made to the Officials judging at major Championships and events the current year together with a number of invitations to ensure the geographical distribution as well as a number of additional invitations to the host nation as decided by the FEI Eventing Committee.

3.3 Course Directors:

Course Directors for Level 3 courses will be appointed by the FEI. They must be qualified as 'experts' for the respective topics being covered on the course. FEI will cover for Course Directors travel expenses and host NF will cover meals, accommodation and any other incidentals.

3.4 FEI Certificates:

These certificates will be awarded to all attendees at Level 3 seminar provided the attendee is present throughout. This is recognition of attendance, not necessarily a promotion.

Regularity of attendance

All Officials must attend a course at least every 3 years as per the FEI Rules for Eventing. Anyone not attending courses within the agreed timeframe will be demoted and/or dropped from the FEI lists

Stewards Courses

Stewards courses are organised according to a national Program set up by the National Eventing Steward General. The National Steward General will refer to the FEI Overall Eventing Steward. However if at all possible, Stewards courses should be held during a competition. It is recognised that Stewards skills are cross-discipline and joint sessions should be organised with TD courses when possible.