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2004 Concept for Eventing Course for Eventing Officials

The FEI Eventing Committee has reviewed the programme and content of all the courses for officials and is endeavouring now to produce a rolling two-year programme of courses to enable all officials to more easily:

- attend courses with minimal expense
- keep up to date with the latest developments in the sport
- 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 NF's to organise courses. Please see attached for full concept.

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 NF's to look ahead and offer to organise courses up to two years ahead.

NF's are therefore kindly requested to inform the FEI by **1st September 2003/ as soon as possible** of any wish to organise courses for 2004 and 2005 so that all officials can be informed of this intention and can therefore plan accordingly.

As you know all officials are required to attend regular courses as set out in the Rules for Eventing and your assistance in addressing this matter will be much appreciated.

FEI EVENTING COURSES - Seminars for Eventing Officials **Effective 1 January 2004**

1. 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, CD's, TD's, & 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 identify up and coming officials
- encourage emerging nations and the development of the sport globally

It is very important to recognise that the sport must always be looking for and encouraging new officials. 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 had for the benefit of the sport.

2. Programme

There are 3 levels of courses:

Level 1 – national courses to be organised by NF's for potential FEI officials as recommended by NF's: the FEI, through the Development Officers, should ensure that NF's are creating suitable programmes. NF's 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

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

Level 3 – FEI 'refresher' courses for those already with 'I' or 'O' status focussing on topical issues, new rules, the 'theme' of the year e.g. dressage, jumping, safety, etc. Duration of course – 1.5/2 days

Within the different categories of officials it is agreed:-

- that courses are held for each category of official eg Judges, CD's/TD's, and Stewards, with their own Course Director hopefully organised at the same venue during a CCI in order to allow some joint sessions.
- Level 1 (National) courses to be taken by an appropriate, suitably experienced official from one of the FEI International lists.
- Levels 2 & 3 courses to have a Course Director from the FEI list of Course Directors
- Levels 2 & 3 Judges courses to have a Course Director from the FEI list of Course Directors assisted by an experienced Eventing Judge and a dressage judge recommended by the FEI Dressage Committee.
- Stewards courses to be taken by a Course Director from the FEI list of Course Directors for Stewards

(It is recognised and understood that it may not always be possible to organise seminars during actual competitions but the strong recommendation is to always run during a competition if at all possible.)

Courses should be held during competitions wherever possible and that for the judges courses headsets are essential if maximum benefit is to be gained.

Stewards Courses

Stewards should have their own courses and if at all possible they 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.

Course Requirement

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

NF's 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 wishes to establish a two-year rolling programme of courses so that all officials have the opportunity to attend courses and are able therefore to maintain their status.

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 dropped from the FEI lists.

Promotion of Officials

These notes to be read in conjunction with FEI Rules for Eventing Articles 553, 554, 555.

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

Promotion to FEI Candidate status – it is important to remember that all officials on the FEI lists are not only representing their NF's but they are representing the FEI also.

For acceptance on to the FEI lists an official needs to have had suitable experience nationally in their fields of expertise before consideration will be given. 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 NF's, 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 (eg minimum requirements Judges – 5 competitions per annum, TD's – minimum 2 competitions per annum, CD's – 2 competitions per annum over 2 years)
- a positive assessment from a FEI Level 2 course
- a positive assessment will be required from acting as an 'Assistant' during an FEI event either at 1 or 2 Star level. The FEI reserves the right to ask for 3 such positive assessments.

Promotion to FEI International Status

For promotion to 'I' status officials need to fulfil the requirements as set out in Articles 553, 554, & 555 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.

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 must 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. TD's. For promotion to 'I' status TD.s 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. CD's. 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 recommendation for promotion or otherwise after a discussion with the Assistant in question.

Course Directors

The FEI maintains a list of approved Course Directors which is constantly reviewed and updated.

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.

Course Directors for Level 2 & 3 courses will be appointed by the FEI. They must be qualified as 'experts' for the respective topics being covered on the course. Courses where there are officials who wish to upgrade must have 2 Course Directors and both must sign the assessment forms.

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

Level 2 and 3 courses - where there is one Course Director the FEI will pay for all travel expenses to get him/her to the host country. The host NF must pay for all meals, accommodation, and any other incidentals. Where there is an Assistant Course Director the FEI will make a contribution towards this person's costs/expenses. The Assistant Course Director will be appointed by the host NF with the prior approval of the FEI. The Assistant Course Director needs to be an expert in one of the 3 Eventing tests.

Number of attendees

It is felt that a guideline of a maximum of 20 attendees is appropriate although ideally 12-15 will be the optimum.

FEI Certificates

These certificates will be awarded to all attendees at Level 2 and 3 courses provided the attendee is present throughout. They are a recognition of attendance, not necessarily ability.