

**FEI Eventing & Olympic Departments**

Updated July 1st, 2009

# **Global Training Program for Eventing Officials**



**at the heart of horse sport**

## **Presentation of Program – Contents**

- Aims and Objectives
- Mission
- Three pillars of Program
  1. Shadow Officiating
  2. Exchange of Officials
  3. Mentoring Scheme
- Selection Panel for candidates for the different programs
- Spotters list
- Mentors List
- Reporting on programs
- Evaluation of candidates
- Project Management group
- List of immediate actions
- Budget (to be finalized)

### **Annex:**

1. Duties of Ground Juries Check-list
2. Table of Official/event situation

## EVENTING - GLOBAL EDUCATION PROGRAM FOR OFFICIALS 2009–2013

### AIMS AND OBJECTIVES

The Eventing Committee is including the “Discipline Development through Education in the Next Decade” on its Strategic Plan, as a priority to ensure:

- Promotion of Eventing
- Creation of sport opportunities
- Co-operation and exchange between the main ‘participants’ in the sport (i.e. National Federation, Organising Committees, Officials and Riders)
- Education and training

As explained in the FEI President’s Manifesto, education does not only cover the athlete, but also welfare, technical organisation and the training of the support network (i.e. judges, officials, course designers, etc.). Such objectives can be realised through this Global Training Program for Eventing Officials.

- Further to the approval of the FEI Bureau, at the Interlaken Meeting in April 2009, the FEI will financially fund and support the programme, based on a 5 year plan, with CHF 1.7 Million (Swiss Francs). The program is to be re-evaluated, according to set criteria, for re-allocation of funds after this 5 year limit.

*The program will support the regular FEI Educational / Certification system (promotion, etc.) for Eventing Officials at all levels.*

### MISSION

The mission of the “Global Training Program for Eventing Officials” is as follows:

- Provide a more solid basis for the development of Eventing, worldwide,
- Expand & raise the quality and experience of Eventing Officials worldwide, by identifying, educating and promoting FEI Eventing Officials, with specific effort for developing & less experienced countries
- Improve / line up **Safety standards** & support of Officials while officiating/judging worldwide
- Increase the number of Officials and Countries on the FEI Eventing Officials list
- To make a significant difference to the current situation within the 1<sup>st</sup> 5 year period.

### THE THREE PILLARS OF THE PROGRAM: (details below)

1. **Shadow Officiating**
2. **Exchange of Eventing Officials**
3. **Mentoring Scheme**

The Officials involved are the Eventing Judges, Technical Delegates & Course Designers.

### 1. Shadow Officiating

**Principles:** Offer the opportunity to Officials from less experienced NF's, & NF's with less competition opportunities, to accompany a senior official throughout an event and learn more through shadow judging. Selected participants will travel abroad to National/International Events, to acquire more judging experience.

Shadow judging' that is now required for "C" Judges to up-grade to "I".

NF's will be invited to propose FEI Candidate Officials who already have considerable experience in their own country, up to the required level as per the 2009 FEI Eventing rules, to attend an event abroad.

**Definition of program:** Up to *20 candidates per year*, from various areas will be considered to participate in the shadow judging programme.

A clear description of the required list of activities throughout the event will be set, to allow evaluation of each participant. (For a Judge, the Dressage judging will be a part of the complete task).

### 2. Exchange of Eventing Officials

**Principles:** To share the knowledge and experience of the sport within different regions of the world, with two objectives:

- Officials from more experienced countries will be appointed to officiate in less experienced countries at National/International Events, to share their knowledge with the local officials.
- Officials from developing & less experienced countries will be able to travel abroad to more experienced countries at National/International Events, to gain experience.

Exchange of technical knowledge: Experienced FEI Eventing Officials, with technical expertise, as course designers or course builders, will be invited to carry out official duties abroad. For **Course Designers**, a specific program with criteria and evaluation standards will be developed.

**Definition of program:** *Up to 20 officials per year*, from various areas, will be considered to travel abroad and participate in the exchange of officials programme. The **list of duties is annexed** to the document.

### 3. Mentoring Scheme

**Principles:** To provide the opportunity for FEI "Candidate" officials, to improve their knowledge and expertise and therefore to facilitate their appointment for official duties at FEI International level.

Each nominated candidate will be provided with a suitable mentor, who will help FEI Candidate officials recently been promoted to the FEI "C" list, to guide them through their first one/two years.

The program will be tailor-made for each mentee. The mentor will share his/her knowledge and experience with the mentee, assist with queries (rules, technical matters,

judging, etc.). Mentees will meet up with their mentor at FEI National/International events.

**Definition of program:** Up to a *maximum of 10 candidates per year* will be considered for the program. For each mentee, the length of the programme will be of at least one year.

**List of Mentors:** see attached

**Budget:** (see below). The FEI Global Programme will pay for flights, meal and hotel expenses for the mentee. An Individual budget, and programme, will be established for each Mentee.

The mentors will not receive a fee, however travel expenses will be offered (through the Global Education Program) to each mentor, to attend the compulsory FEI Eventing Officials 3 year refresher course as a 'Thank You' for their valuable help.

### ***"Selection" Panel of candidates for 3 pillars / Selection criteria***

- Andrew Griffiths GBR
- Jean Mitchell IRL
- Anne-Mette Binder DEN
- Catrin Norinder FEI

#### ***Selection criteria of Eligible candidates***

- For Shadow Judging and Exchange of Officials – need to be on the FEI "C" or "I" list
- One 'opportunity' offered, per Official, per year
- The Official must understand English
- Number of years since the last FEI qualification
- Number and level of available events within the NF
- Number and level of events where the individual had already obtained and will obtain experience (by Logbook)
- Current importance and role of the individual for the NF and within the region
- Written commitment of the NF to involve the individual within the NF (events and education)
- Existing evaluation reports on the individual (if applicable / available)
- Availability and commitment of the individual
- A CV form to be filled in by each participant (using a special template) and to be reviewed by the Selection panel.
- Each participant will be assessed yearly against relevant 'criteria', to review the 'performance & efficiency' of the program.

Communicating with FEI "National Safety Officers" as the direct line of contact with NF's will be reviewed for the FEI Global Education Program.

Participants, who need to develop their technical skills through the program, can register through their NF's and/or will be identified with the help of appointed "Spotters".

#### **Criteria for Mentor Program:**

- Events to be *OUTSIDE* of the Mentees country

- A minimum of 2 opportunities be provided per year
- Target: Newly appointed "C" officials to help them to up-grade to "I" within 3 years. This will help to evaluate the success of the program.

### **"Spotters" List**

Regional Representatives "Spotters" will be appointed to 'identify' Eventing officials in their region. These 'spotters' are officially invited to participate in the Global Education Program by the FEI, and appointed with the agreement of their NF.

Tony McPherson (BEL)	<a href="mailto:amcpherson@online.be">amcpherson@online.be</a> / <a href="mailto:olm07548@online.be">olm07548@online.be</a>
Christina Klingspor (Scandinavia)	<a href="mailto:klingspor3@hotmail.com">klingspor3@hotmail.com</a>
Eric Lieby (FRA)	<a href="mailto:eric.lieby@free.fr">eric.lieby@free.fr</a>
Sue Steward (GBR & IRL)	<a href="mailto:sue@swanfarm.fslife.co.uk">sue@swanfarm.fslife.co.uk</a>
Philine Ganders-Meyer (GER)	<a href="mailto:pganders-meyer@fn-dokr.de">pganders-meyer@fn-dokr.de</a>
Katherine Lucheschi (ITA, AUT, SUI)	<a href="mailto:katherinelucheschi@hotmail.com">katherinelucheschi@hotmail.com</a>
Marilyn Payne (USA)	<a href="mailto:applewoodfarm@comcast.net">applewoodfarm@comcast.net</a>
Wayne Quarles (USA)	<a href="mailto:waynequarles@aol.com">waynequarles@aol.com</a>
Jane Jackman (RSA)	<a href="mailto:jane.jackman@vodamail.co.za">jane.jackman@vodamail.co.za</a>
Elena Morozova (RUS)	<a href="mailto:morozova@fksr.ru">morozova@fksr.ru</a>
Ekaterina Voronova (BLR, EST, LAT)	<a href="mailto:eraven@severtrans.ru">eraven@severtrans.ru</a>
Yuri Valev (BUL)	<a href="mailto:yurivalev@abv.bg">yurivalev@abv.bg</a>
Kellie Towers (CAN)	<a href="mailto:kickon99@hotmail.com">kickon99@hotmail.com</a>
Helen Christie (NZL)	<a href="mailto:rjhmchristie@woosh.co.nz">rjhmchristie@woosh.co.nz</a>
Desmond Hugues (AUS)	<a href="mailto:des@kingtrack.com.au">des@kingtrack.com.au</a>
Neil Clinton (AUS)	<a href="mailto:nclinton@net2000.com.au">nclinton@net2000.com.au</a>
José Ortelli (South America)	<a href="mailto:joseortelli@infovia.com.ar">joseortelli@infovia.com.ar</a>
Mercedes Campdera (South America)	<a href="mailto:mercamp@prodigy.net.mx">mercamp@prodigy.net.mx</a>
Asian Representative	TBC

*The list is not exhaustive and can be updated at any time.*

### **"Mentors" List**

#### **Mentors (Overall Course Directors):**

Anne-Mette Binder (DEN)  
 Tony McPherson (BEL)  
 Andrew Griffiths (GBR)  
 Michael Tucker (GBR)  
 Fritz Otto-Erley (GER)  
 Martin Plewa (GER)  
 Giuseppe Della Chiesa (ITA)  
 Geoff Sinclair (AUS)  
 Roger Haller (USA)

#### **Mentors**

Sue Stewart (GBR)  
 Marilyn Payne (USA)  
 Gillian Rolton (AUS)  
 David Lee (IRL)  
 Mercedes Campdera (MEX)  
 Christoph Hess (GER)  
 Barry Roycroft (AUS for Asia)  
 Polly Ann Huntington (AUS)  
 TBA for Eastern Europe  
 TBA Africa

*Based on list of Officials having functioned at major events & Championships*

*The list is not exhaustive and can be updated at any time.*

### **Reporting/Success criteria of Programs**

A comprehensive table of the 'status' of **International Eventing Officials** world-wide, starting with 2008 including yearly updates will be the basis of the success evaluation of the program –see **annex** including:

- Facts and figures per category of officials > per region > per NF
- Facts and Figures per number of Events > level > region > NF
- Figures of 2007 (total 17) / 2008 / 2009 "C" officials appointed

The Project Management Group (PMG) will make a yearly Evaluation of the program including the following evaluation criteria:

#### **SHADOW OFFICIATING:**

##### **Judges**

- o Positive feedback from Senior Official (by report of Senior Official)
- o Consistent judging in FEI Dressage Events (if system is approved and provided by Dressage discipline)
- o Cross Country and Jumping: positive report from President of Ground Jury (by report)
- o Positive impact of the individual on NF internal programs and competitions (by report of NF).
- o Acceptance of responsibilities within future event organization
- o Involvement/Improvement within the FEI Eventing Education System (by FEI Eventing Department)

##### **Technical Delegate & Course Designer**

- o As per Job description (will be defined shortly)
- o Positive feedback from Senior Official (by report of Senior Official)
- o Positive report from President of Ground Jury (by report)
- o Positive impact of the individual on NF internal programs and competitions (by report of NF).
- o Acceptance of responsibilities within future event organization
- o Involvement/Improvement within the FEI Eventing Education System (by FEI Eventing Department)

#### **EXCHANGE OF EVENTING OFFICIALS**

- o Specification of gained knowledge and experience (by independent reports tbc)
- o Acceptance of responsibilities within future event organization
- o Involvement/Improvement within the FEI Eventing Education System (by FEI Eventing Department)

#### **MENTORING SCHEME**

- o Appointment for official duties at FEI International Level (by Logbook)
- o Achievements of the goals set in the individual tailor-made program for the mentee (tbc)
- o Positive Reports of the mentor to PMG (end of year)

**Evaluation / measurement of added knowledge & competence of participants**

Evaluation criteria for Officials participating in program will be linked with the general concept of Officials knowledge/competence/performance measurement at all levels.

- Program of event tasks (activity list) for Officials to serve as checklist for evaluation of each participant – see **annex, List of GJ duties**
- Each participant will be evaluated end of year
- The number of officiating opportunities after end of program will be integrated in overall evaluation as KPI
- **“Team Player”** element is the **MOST** important criteria in the evaluation

#### **Reporting:**

- The President of Ground Jury, and the Technical Delegate, will report on the Official for Shadow Officiating, and Exchange of Officials
- The Mentor will provide the report for the Mentor scheme.
- All participants will be required to fill in the template report form
- The Mentor & Mentee will together discuss the development achieved, with the use of “SWOT” (strengths, weaknesses, opportunities, threats)
- Knowledge of the rules, & the ability to work as part of a team, are identified as basic KPI, and also the use of SWOT

#### **Project Management Group (PMG).**

The PMG is responsible for enforcing the programme, providing positive communication, including ‘intermediate’ results, and resolving any issues or problems. The composition and mandate will be reviewed at the end of 2009. The PMG is composed of:

- **Andy Griffiths:** Project Manager / Leader of the Program, responsible for the overall Program including reviewing the financial plan and yearly budgets.
- **Jean Mitchell:** The “Project Manager Administrator” of the Program, responsible for coordination of:
  - Initiating all administration related to the program
  - Communication to NFs (Program information)
  - Communication to the Officials who are eligible for the program
  - Applications for 2010 will have to be submitted by 1st September 2009)
  - Communication with the Event Organizers (to acquire positions for officials)
  - Various ‘practical communications’ (as agreed by the PMG) required for efficient development of the project.
  - Collecting reports
  - Identification of any issues and problems, related to any of the aspects of the program, for discussion with the PMG
  - Direct organization with all participants in regard to flight arrangements and budget control

*It is agreed that all communications will be initiated by Jean and sent out by the FEI Eventing Department, to maintain ‘official’ FEI communication channels. Communication by email and Web-site*

Jean will receive agreed ‘remuneration and expenses’ for work carried out on behalf of the FEI Global Education Program (see Budget below).

- **Harald Muller** (Executive Director Development) responsible for developing:
  - Success criteria for the different programs of the project.

- Assessment procedure of the participants of the participants including “roll out plan”, “Report Systems” and “Evaluation Criteria”
- Participants evaluation reports
- Reporting to FEI Bureau and General Assembly
- Preparation of Expense update spreadsheet of activity
- **Catrin Norinder & Team** (Director Eventing Department):
  - Program ‘administration’ to ensure the maintenance of continuity, standards, etc
  - Set up of consistent reporting forms
  - Support to resolve any issues /problems.
  - Coordination of payment of expenses to officials & budget check
- **David Holmes** (Ex. Dir. Sports) duties *To be confirmed*

**Budget:** *It is planned to have two meetings of the PMG, each year.*

*The first meeting will be to ‘launch’ the project at the beginning of the year. The second meeting will be held in September, to review the applicants for the following year’s programme.*

#### LIST OF IMMEDIATE ACTIONS

	Action	Deadline	Responsible
1	Principles of Success indicators of programs and evaluation criteria of participants to be developed – including final evaluation after 5 year term	10 February 2009	Harald Muller
2	Launch of Program t to NF & general public – Web-site, etc	1 March 2009	FEI Communication Dept
3	Communication of details to all <b>NFs</b> – directly to each NF involved in Eventing	End February	JSM to prepare draft to be sent Ev.Dept
4	Information to all eligible <b>Officials</b> of deadline to apply for the program by 1 September 2009 for 2010	End February	JSM to prepare draft to be sent Ev.Dept
5	Contact & Information to all <b>Organizers</b> to participate in program	End February	J.S. Mitchell
6	Inform “Spotters” and “Mentors” of appointment (agreement), responsibilities and evaluation/reporting system	End February	JSM to prepare draft to be sent Ev.Dept
7	Forms for Evaluation to be developed to be completed by President GJ/TD Participant report form to be developed	10 February	Harald Muller & Ev.Dept
8	Standard Expense Claim forms to be produced	10 February	Ev.Dept
9	Structured CV template to be created	10 February	Harald / JSM
10	List of existing OCs, & Officials list for 2007 -2008 -2009 sent to JS Mitchell	1 February	Ev Dept
11	Course Designer Specific criteria and evaluation to	TBD	Andy Griffiths

	be developed for program		
12	To check with FEI insurance policy the coverage of Officials participating in Program	10 Feb	<i>David Holmes</i>
13	Finalize confirmation of overall budget and inclusion of additional requirements for Regular Officials education.		<i>Eventing Com Chairman/ H.Muller /D. Holmes</i>

### **ADDITIONAL ITEMS**

- **Education of Stewards** – separate program
- **IEOC (International Eventing Official Club) & AOCCI (International Eventing Organizers Association):** Further to the decision of the FEI General Assembly to affiliate all Associated members, both the **IEOC** and **AOCCI** have agreed that all 'listed' FEI Eventing Officials and FEI Event Organizers be considered as members of the IEOC / AOCCI" from 1<sup>st</sup> January 2009, without the payment of an annual membership fee.

### **BUDGET**

**Budget:** *Two meetings of the PMG are planned for 2009.*

*The first meeting is to launch the annual project at the beginning of the year. The second meeting in September will review all the applicants for the 2010 program.*

**Total number of participants** in the Program, per year will be approx **50**

**Expenses:** The Program is financially responsible for the participants in the Program:

- **Travel expenses:** Only economy flight tickets will be paid by the FEI, the scale used is:
  - Flight tickets in Europe – Maximum CHF 1'000.-:
  - Intercontinental flight tickets – Maximum CHF 2'000.-
- **Daily Allowance (max 5 days)** In order to cover meals and hotel accommodation, the following daily indemnities scale has been set for each official part of the program:
- Travelling abroad: CHF 150 / per day (maximum 5 days), and for experienced officials for exchange program to maximum of CHF 1'000.

Officials will be reimbursed for tickets and daily allowance on production of reports and full receipts.

**ANNEX I** *Same to be developed FOR TD***FEI Global Training Program for Eventing Officials****Duties of Officials Duties (Judges) at Eventing Events** (Based on IEOC Aide-Memoire for Ground Juries)

This is not a checklist for the regular Ground Jury Members – but a base for evaluation of participants in Global training Program

**1. BEFORE THE EVENT**

- *Arrival at event with all relevant FEI 'paperwork' necessary. (Download on internet etc) including 'current' version of the FEI Rules for Eventing, Eventing Memorandum & FEI General Regulations.*
- *Understand where to find all the relevant Rule Books required for Eventing - how to access them on the FEI web site.*
- *Have informed the Event Organisers of exact arrival details and arrangements, cell phone number etc!*
- *Understand Article 549.1.1: Duties of Officials: Ground Jury: The Ground Jury is ultimately responsible for the judging of the event and for settling all problems that may arise during its jurisdiction. If, after consultation with the Technical Delegate, the Ground Jury is not satisfied with the arrangements or courses, it is authorised to modify them*

**2. ON ARRIVAL AT THE EVENT:**

- ***Arrive** in good time for the 'Official Course Inspection'*
- ***Establish** a friendly 'working' relationship with the 'Secretariat', any available members of the Organising Committee, the Event Director and other senior officials, but especially with your other Ground Jury members, the Technical Delegate, the Cross Country Course Designer, the Chief Steward and the Veterinary Delegate / Commission.*
- ***Secretariat** to provide 'folder' with various essential timetables, list of entries, badges, car passes, invitations, 'paperwork' (some of which will have been given to the riders / grooms in their 'arrival packs) and will help to familiarise you with the 'housekeeping rules' of that particular event.*
- *Understand from TD if **all** the entries have been checked in regard to qualifications and are 'correct', or if there are any 'special dispensations'.*
- *Understand if Veterinary Delegate has identified any horses that have competed "Internationally" within the previous 6 weeks of the event. So horses can be quietly observed by officials during the competition.*
- *Understand the MCP procedure and check if the **MCP** will be attending the event,*
- *Understand Dope Testing procedure (if any) of **riders** at the event.*

**2. DAY OF COURSE INSPECTION:**

- *Arrival on time for XC Course Inspection*
- *Walking of the course*

- Identification of any issues
- Understand and develop close 'working' liaison with the TD and XC Course Designer, in regard to standard of the course in relation to the star level of the competition
- Understand TDs assurance that all the fences are within the correct measurements for that competition.
- Understand responsibility of Ground Jury see Article 549.1.6 Inspection of the Cross Country and Jumping Courses: The Ground Jury inspects and approves the Cross Country and Jumping courses, with the Technical Delegate and Course Designer – also see Article 550.10: The Course Designer MUST be present for the Cross Country Course Inspection with the Ground Jury, for the course that he has designed.
- Understand and review advertising 'SIGNAGE' in proximity to the XC fences / course should be in place at the official Course Inspection – and any TV / Camera positions.
- Understand responsibility of 'Riders representative' during the competition,
- Understand provision for the "Ad Hoc" Committee (maximum of 5) and crisis management in case of serious accidents.

### 3. DAY OF COMPETITOR'S BRIEFING AND THE 1ST HORSE INSPECTION:

- Attend Riders Briefing, all Chef d'Equipe meetings (If team competition)
- Understand the necessity for the Dressage test 'Test Ride' & get the 'start' time for this ride.
- As is often the case, you may not have judged before with the other Ground Jury members, - to review the 'specific' test to be judged with them, make sure that you are all looking for the same 'criteria', where each movement starts and finishes (this is vital where there is computer scoring for the public, which depends on each mark being given immediately that movement has been performed, from each judge – otherwise if one or more is 'late' this completely holds up the marks on the screen, this also applies to the collective marks at the end of the test) the procedure if a horse appears to be 'lame' in the test, and the interpretation of any new rules e.g. elimination on the 3rd 'Error of Test', Article 521.2 Dressage Test regarding the carrying of a stick around the arena. Emphasise that the dressage for Eventing is run basically under the FEI Dressage Rules – unless stated differently in the Eventing Rules.
- Check that there will be no 'language' problems, with the Dressage writers.
- Check dressage arena, to make sure letters are in the right place & Judge's box(s) - or vehicles - are (or will be) correctly 'kitted out'.
- Understand **Horse Inspection procedure** – attend meeting with the TD, Veterinary Delegate and Ground Jury, approximately half an hour before the 1st Horse Inspection, to make sure that everyone agrees about the procedure, use of the 'holding box', etc.
- Inspect the 'Trot-Up' area, and the Holding Box facilities.
- Check that Ground Jury gets daily results as soon as finalised, and a full set of results, immediately after the competition finishes.
- Understand responsibilities in regard to checking stable area, check the security (if it's necessary) and chat to the riders, grooms etc. to make sure that they are all happy with the facilities for the horses and themselves, that they will feel comfortable in relaying any problems through their Rider Representative.

- Understand Dress code for Officials – can vary according to different countries.
- Check the 'proximity' of the nearest toilets to the dressage arena!

#### 4. DRESSAGE TEST – 1ST DAY:

- Arrive in time at least 15 - 30 minutes ahead of the start time for the "Test Ride" and go directly to the dressage arena to meet the TD(s), make sure that you are provided with a radio, that it's working correctly so that you can be in touch with the TD at all times
- "Meet and greet" your writer / computer scorer (if being used) and discuss the way that you like to give your marks, comments, errors of course, etc. and advise that you will fill in the final 4 'collectives' at the end, so that they can get the next sheet ready.
- Emphasise the importance, to your writer, of using the correct sheet for each horse, and of putting down the exact mark and remarks that you give – including any 'errors of test'! When you are judging large classes, perhaps on very warm days, etc. the writer (whatever about the judge) may appear to tire, and perhaps lose their concentration and accuracy. However, it's your job to make sure that the very last competitor gets the same attention as the first, so be careful when giving your remarks to be as 'concise' as possible, and encourage your writer to use suitable 'symbols', etc.
- Understanding of the Dressage test judging.

#### 5. DRESSAGE TEST – 2ND DAY:

- Arrive at least 10 – 15 minutes before the start of the 1<sup>st</sup> test, on day 2.
- Attend 'Rider's Meeting' for up-to-date of Cross Country arrangements, 'Weather Report' for Cross Country day, any course changes that may be necessary due to weather, etc.
- Review of the 'provisional' timetable for Cross Country day.
- Understand duties of each Ground Jury member s for Cross Country day.
- Understand the "Crisis Management" procedure in place, that everyone concerned has received their detailed, written 'instructions', cell phone numbers, etc. -- and the 'whereabouts' of the designated meeting room(s).
- When the dressage has finished, final review of the Cross Country Course, to make sure that everything is in order for the next day.

#### 6. DAY OF THE CROSS COUNTRY:

- Collect radios; check that they are working, for contact with all the necessary officials..
- Understand the close 'Liaison' with the TD and / Chief of Control in regard to Medical and Veterinary arrangements, prior to the start of XC. Availability of Farriers at known points, including the stable area.
- Understand Control and the 'Closed Circuit' TV – when available.
- Understand the starting officials, timekeepers, etc. and ensure that they are 'familiar' with their jobs, and up-to-date with any NEW rules.
- Understand procedures for objections / complaints
- Check results, provided by the TD – both Provisional and Final - and be available to conduct any enquiries that may be required, chaired by the President –

*making sure that the rider gets a 'fair' hearing, knows that they can bring along 'friends' and is given an opportunity to 'have their say'.*

- *Understand rule on "**Dangerous Riding**" which you may need to use. Articles 532.1.3 and 519.6 in the Eventing rules*
- *Awareness of the rule about **Warning "Yellow Cards"** under General Regulations Article 169.7.2 and Article 520.3 in the Eventing rules*
- *Be aware of Article 532.1.1 Scoring: **Breaking a frangible obstacle / device: 25 Penalties**, and 531.1.2 Falls: **Fall of Athlete and / or horse on the Course: ELIMINATION***
- *Attend the Official Jumping Test Course Inspection when ready (this may be early morning on the Final Day) – liaise with the Course Designer of the Jumping Test, during the Course inspection.*

### **7. FINAL DAY:**

- *Understand the importance of the 3rd Horse Inspection, the continued interaction between the Ground Jury and the Veterinary Delegate.*
- *Attend and review the 3rd Horse Inspection*
- *Fill in the necessary FEI paperwork, with the various FEI Officials*
- *Understand the Jumping test course and level, relating to the degree of difficulty of the Cross Country*
- *Participate in the judging of the Jumping*
- *Awareness of the current Eventing rules for Jumping, (heights, spreads, combinations, etc.) for judging.*

### **8. AT THE CONCLUSION OF THE EVENT:**

- *Appreciation to the Organising Committee (when available), the Event Director, The Secretary, The Technical Delegate, Chief Steward and your Ground Jury Colleagues.*
- *Review of "Team Player" spirit during the entire event.*

**ANNEX II Comparative tables of Eventing Officials world-wide (starting 2008)****FEI Global Training Program for Eventing Officials****1. Table of Eventing Officials per 3 categories → Total per NF****Eventing Officials 2009**

NF/Zone	Judge C	Judge I	Judge O	TD C	TD I	CD C	CD I	Total Officials %
DEN		1		1	1	2		1%
FIN		2		1		2		1%
GBR	3	14	1	4	12	1	11	11%
GER	16	9		4	7	7	8	12%
IRL	3	6		5	2		2	4%
NED	2	3		1		2		2%
NOR	1			1	1	1		1%
SWE	1	4		1	3	4	3	4%
<b>North-Western Europe</b>	<b>26</b>	<b>39</b>	<b>1</b>	<b>18</b>	<b>26</b>	<b>19</b>	<b>24</b>	<b>35%</b>
BLR	2	2		1		1		1%
BUL	1	1						0%
CZE	3	3		1	1	1	1	2%
HUN	1							0%
POL	2	4		3		2	1	3%
ROU	3			1		1		1%
RUS	3				1	1		1%
SVK								0%
<b>Central &amp; Eastern Europe</b>	<b>15</b>	<b>10</b>	<b>0</b>	<b>6</b>	<b>2</b>	<b>6</b>	<b>2</b>	<b>9%</b>
AUT		3		1	2		1	2%
BEL		2			4	1	1	2%
ESP		2		1				1%
FRA	8	7	2	8	4	3	4	8%
ITA	4	2	1	4	2	2	1	4%
POR	5	1				1	2	2%
SUI		4			1	1	1	2%
<b>South Western Europe</b>	<b>17</b>	<b>21</b>	<b>3</b>	<b>14</b>	<b>13</b>	<b>8</b>	<b>10</b>	<b>20%</b>
CAN		3	1	2	1	3		2%
USA	2	8	1	1	4	1	6	5%
<b>North America</b>	<b>2</b>	<b>11</b>	<b>2</b>	<b>3</b>	<b>5</b>	<b>4</b>	<b>6</b>	<b>8%</b>
ARG		3			2		1	1%
BRA	4	1		2	2	4	2	3%
MEX		1		2		1		1%
URU	1				1			0%
VEN	1							0%
<b>South &amp; Central America</b>	<b>6</b>	<b>5</b>	<b>0</b>	<b>4</b>	<b>5</b>	<b>5</b>	<b>3</b>	<b>6%</b>
AUS	5	11		8	9	5	9	11%
IND	1							0%
JPN		1		1		2		1%
MAS	1							0%
NZL	6	9		1	5	2	5	6%
THA	3			1		1		1%
<b>South-East Asia, Oceania</b>	<b>16</b>	<b>21</b>	<b>0</b>	<b>11</b>	<b>14</b>	<b>10</b>	<b>14</b>	<b>20%</b>
RSA	3			2	1	4		2%
SWZ						1		0%
<b>Africa</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>5</b>	<b>0</b>	<b>3%</b>
<b>Total per category</b>	<b>85</b>	<b>107</b>	<b>6</b>	<b>58</b>	<b>66</b>	<b>57</b>	<b>59</b>	
<b>Total worldwide</b>		<b>198</b>		<b>124</b>		<b>116</b>		<b>438</b>

## 2. Number of Eventing events → total per NF

COUNTRIES / REGIONS	EVENTS				TOTAL	%
	1*	2*	3*	4*		
FIN	1	1			2	0%
GBR	13	19	12	2	46	10%
GER	25	19	5	1	50	11%
IRL	6	5	2		13	3%
NED	3	3	1		7	2%
NOR	2	1			3	1%
SWE	2	1	1		4	1%
<b>NORTH-WESTERN EUROPE</b>	<b>52</b>	<b>49</b>	<b>21</b>	<b>3</b>	<b>125</b>	<b>28%</b>
AUT	7	5			12	3%
BEL	2	2			4	1%
FRA	16	12	4	1	33	7%
ITA	4	6	3		13	3%
POR	3	4	2		9	2%
SUI	1	1			2	0%
<b>SOUTH-WESTERN EUROPE</b>	<b>33</b>	<b>30</b>	<b>9</b>	<b>1</b>	<b>73</b>	<b>17%</b>
BLR	1	1	1		3	1%
BUL	1	1			2	0%
CZE	2	2	1		5	1%
EST	1				1	0%
HUN	2	1			3	1%
POL	5	3	3		11	2%
ROU	2				2	0%
RUS	4	5	1		10	2%
SVK	1	1			2	0%
<b>CENTRAL &amp; EASTERN EUROPE</b>	<b>19</b>	<b>14</b>	<b>6</b>	<b>0</b>	<b>39</b>	<b>9%</b>
CAN	4	2	2		8	2%
USA	27	22	12	1	62	14%

<b>NORTH AMERICA</b>	<b>31</b>	<b>24</b>	<b>14</b>	<b>1</b>	<b>70</b>	<b>16%</b>
ARG	3	3	0		6	1%
BRA	5	6	4		15	3%
MEX	2				2	0%
URU	3	2			5	1%
<b>SOUTH &amp; CENTRAL AMERICA</b>	<b>13</b>	<b>11</b>	<b>4</b>	<b>0</b>	<b>28</b>	<b>6%</b>
RSA	8	7	0		15	3%
<b>AFRICA</b>	<b>8</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>15</b>	<b>3%</b>
AUS	25	23	19	1	68	15%
JPN	3	2			5	1%
NZL	6	6	5		17	4%
THA	2				2	0%
<b>SOUTH-EAST ASIA, OCEANIA</b>	<b>36</b>	<b>31</b>	<b>24</b>	<b>1</b>	<b>92</b>	<b>21%</b>
<b>TOTAL EVENTS IN 2008</b>	<b>192</b>	<b>166</b>	<b>78</b>	<b>6</b>	<b>442</b>	
<b>Percentage</b>	<b>43%</b>	<b>38%</b>	<b>18%</b>	<b>1%</b>		

3. Number of **new** Candidate "C" officials per 3 categories → total per NF

### New Eventing Officials in 2009 from National to Candidate

NF/Zone	Promotion to "C"		
	Judge	TD	CD
FIN			1
GBR	2		
GER	1	1	1
IRL	1		
NOR	1		
North-Western Europe	5	1	2
ESP		1	
FRA	1		
South-Western Europe	1	1	0
BLR	2	1	
ROU	1		
RUS	3		
Central & Eastern Europe	6	1	0
Can		1	1
USA			
North America	0	1	1
South & Central America	0	0	0
AUS		3	2
JPN			1
NZL	2		
South-East Asia, Oceania	2	3	3
South-Africa	2		
Africa	2	0	0
Total	16	7	6

### Eventing Promotion in 2009 from Candidate to International

NF/Zone	Promotion to "I"		
	Judge	TD	CD
Great Britain	1		
Norway		1	
Sweden	1	1	
North-Western Europe	2	2	0
New Zealand	2		1
South-East Asia, Oceania	2	0	1
Total	4	2	1

## ANNEX III Evaluation Criteria for Course Designer

### *FEI Global Training Program for Eventing Officials*

#### **ASSESSMENT OF COURSE DESIGNER**

*All assessments should be made against the background in which the participant is going to work, in the immediate future. If he is a national official, then he should be assessed against a 1\* and 2\* scenario. If, the candidate is asking for promotion to "I", then assess against a 3\* background – and as a team member.*

**CD SUMMARY JOB DESCRIPTION**

*To advise the OC on all aspects of site layout, including main arena (dressage and show jumping), stabling, lorry park, traffic, pedestrian and horse movements, warm up areas, gallops, and space requirements for the Cross Country course.*

*To design, monitor and direct the building of the Cross Country course in conformity with the Rules, such as to test horses and riders to the specified level of fitness and competence (star level). Also be able to advise the OC on the duties and responsibilities of the course builder, ground management, stringing the course, etc., whilst paying due attention to safety, and availability of resources.*

**ASSESSMENT TOPICS**

1. *Has he shown sufficient experience and competence to move up to the international level?*
2. *Could he advise the OC on those aspects of site/infrastructure layout that concern the CD – ‘high level’ layout matters such as separation of horses from public, movement of horses from the stables to the exercise and competition areas, lorry park arrivals etc.?*
3. *Does he show good understanding of the use of natural features and the terrain in a XC course, and also of footing issues?*
4. *Does he show sufficient understanding of what one might find at different types of XC questions at different levels?*
5. *Does he demonstrate sufficient understanding of how to test the horse/rider combination on a XC course at the levels in question?*
6. *Does he have the knowledge of true striding at different types of combination fences, also knowledge of suitability of different types of questions and profiles, in different locations?*
7. *Could he specify / design on paper, the XC course so that the building team could build it?*
8. *Has he demonstrated a proper understanding of safety and security matters as far as course design is concerned, including frangible pins?*
9. *Does he understand the use of ancillary items such as decoration, roping/stringing of course etc, in course design?*
10. *SJ design experience and ability to discuss with other technical officials?*
11. *Can he communicate clearly on the relevant subjects with TD and GJ, also with course builder, organising committee and ground management team?*
12. *Is he an organised person, with good time-keeping and a “Team Player” who speaks / understands English?*