



FÉDÉRATION
ÉQUESTRE
INTERNATIONALE

FEI Syllabus for Eventing Level 2 Courses & Seminars

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SYLLABUS FOR SEMINARS FOR POTENTIAL

LEVEL 2 & LEVEL 3 JUDGES, TDs AND CDs

ALL PARTICIPANTS ARE EXPECTED TO BE FAMILIAR WITH THE CONTENTS OF THIS SYLLABUS PRIOR TO ATTENDING A SEMINAR.

THE OBJECT OF THE SEMINAR IS TO SHARE EXPERIENCES, LEARN FROM PRACTICAL REAL EVENT SITUATIONS AND ACCESS? ASSESS? PARTICIPANTS INPUT AND KNOWLEDGE. ALL FUTURE FEI OFFICIALS MUST HAVE SUFFICIENT KNOWLEDGE TO BE PROMOTED TO LEVEL 2 OFFICIALS. ALREADY LISTED LEVEL 2 AND 3 OFFICIALS WILL BE 'UP-DATED' WITH THE CURRENT RULES AND THINKING IN THE SPORT AND ACCESSED TO MAINTAIN. PARTICIPANTS WANTING TO BE PROMOTED FROM LEVEL 2 TO LEVEL 3 WILL BE ASSESSED.

I. ORGANISATION OF SEMINARS

1. The Course Director(s) will expect to cover all matters in this syllabus during a FEI seminar. National Officials will naturally have a lot less experience than qualified International Officials, but are nevertheless expected to be familiar with everything referred to in this syllabus should they wish to be proposed for acceptance on to the FEI list of Eventing Officials.
2. Simultaneous courses for Judges, Technical Delegates and Course Designers have proved to be very beneficial. Joint Sessions will frequently be organised. While Judges review the dressage part, Technical Delegates discuss risk management, organisation and site inspection requirements, etc. and Course Designers will concentrate on Cross Country design and building.
3. The Course Director will forward a report on each participant to the FEI, with a recommendation of status. The FEI will then communicate this recommendation to the relevant NF. The recommendation of the course directors will be discussed with the participant on the final day.
4. Should a Steward course be organised in parallel, a joint session on general aspects is strongly recommended.

Note: all FEI Judges and Technical Delegates are now considered as level 1 Eventing Stewards.

II. COMMON REQUIREMENTS FOR ALL POTENTIAL & LISTED FEI OFFICIALS

RULES

All potential & listed FEI Officials should be in possession of, and familiar with; the **current edition of the:**

- Eventing Rules
- Dressage Rules
- Jumping Rules
- Cross Country Design Guidelines
- Eventing Memorandum
- Manual for Eventing Stewards
- Veterinary Regulations
- General Regulations
- FEI Statutes
- FEI Equine Anti-Doping and Controlled Medication Regulations (EADCMR)

- FEI Anti-Doping Rules for Human Athlete (ADRHA)

Familiarity with the Rules and Guidelines does not mean that every Official is expected to know them by heart. Rather, it is expected that they are aware and understand the most important provisions, especially those that concern their particular function, and that they will know where to find the relevant rule or guideline when required.

At an Event, the Technical Delegate should ensure that there is at least one fully 'up-to-date' copy of each of the Rule Books, readily available. The FEI rule app is a great resource. The Legal aspects are covered in the General Regulations and Eventing Rules.

COOPERATION

All Officials must accept and understand that a successful International Event depends on **effective, respectful, positive and supportive teamwork**. The objective of the Jury, Technical Delegate, Course Designer, Stewards, Veterinarians and OC must always be to contribute to creating a friendly and well-run event. Therefore the first priority for all Officials must be cooperation with each other and the Organising Committee.

The atmosphere generated by teamwork between all Officials, Athlete and chefs d'équipe will be positive and help towards a happy Event.

RESPONSIBILITIES

The responsibilities of each category of Officials are set out in the Rules. The Rules can only give a brief statement of the most important aspects of responsibility.

DECISIONS

There should be an acceptance that no FEI Official should ever take an arbitrary or unilateral decision or one that ignores the views of other Officials, the Organising Committee or the Athlete.

SUFFICIENCY

At most Events, Officials will have to decide whether something is insufficient! The level and category of Event will be a crucial factor in this decision. It is important to remember not to compare practices at every Event to be the same as expected at a 4* Championship!

The test must be:

Is it safe, is it fair? Is it within the Rules?

III. MATTERS IN WHICH ALL OFFICIALS WILL BE INVOLVED AND NEED TO DEMONSTRATE A THOROUGH UNDERSTANDING
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1. Risk Management (including Dangerous riding / Fall Report Forms / Fence Description Forms)

Updated information regarding the FEI Eventing Risk Management Policy and Action Plan. This will include the assessment that the cross country is safe and fair to the standard, the latest developments frangible/deformable Cross-Country fences and the Serious Incident Management plan (SIM). All Officials must understand the importance of their specific role to play within the risk management framework. Disciplinary sanctions or talks and **reporting procedures including medical suspension** will be specifically covered (Dangerous riding, Fall Report Forms and Fence Description Forms).

2. Clean Sport

Please check the latest updates on clean sport directives and guidelines on <http://www.fei.org/fei/cleansport>

3. Approving the courses, arenas

The Course Designer is initially responsible for all aspects of the layout, but must consult with the Technical Delegate at every stage, to gain approval and advice.

The Jury will not inspect until the last moment, but will then bring a fresh eye and may see things that others have missed.

4. Amendments to courses – e.g. weather conditions

The Course Designer and Technical Delegate must be able to demonstrate enough knowledge and judgment to react to adverse weather conditions, and to produce contingency plans that will include discussions with the Jury, Veterinary Delegate and the Stewards.

5. Horse Inspections / Veterinary Examinations

The Organising Committee assisted by the stewards are responsible for the planning and setting up Horse Inspections and Veterinary Examinations, with input from both the Technical Delegate and the Veterinary Delegate. All Officials must have an understanding of both the purpose and management of Horse Inspections and Veterinary Examinations.

6. Judging the Cross-Country

All Officials must be aware and understand the process of judging the Cross-Country. This includes explaining possible judging issues and placing of fence Judges, monitoring timing correctly, filming narrow fences for review and knowing how to handle any subsequent objection.

7. Emergency services, communications, Cross-Country control

The Technical Delegate is responsible for checking with the Organizing Committee that the appropriate arrangements have been made in respect to the emergency services, communications and control for the Cross Country Test.

8. Health & Safety (Organisational aspects)

All Officials must have an understanding of the Health & Safety provisions (National requirements) and how they can be applied at each event.

9. Dangerous riding - Abuse of Horse and other disciplinary cases

All Officials should be aware of the FEI legal system and be prepared to 'use' when appropriate the available warnings and sanctions.

10. Exercise areas, training areas

It is the responsibility of the Course Designer to incorporate exercise and training areas within the overall layout of the venue and these should then be checked by the Technical Delegate.

11. Serious accidents

All FEI Officials should be aware of the serious Incident management plan “SIM” procedures, which must be prepared for all events in case of a serious accident.

12. Results

Technical Delegates must ensure that results management is appropriate for each Event and are submitted in the correct FEI format on time.

13. Press and other media

FEI Officials must recognise their obligations to represent the sport to the media in a positive light at all times.

14. Officials

All FEI Officials must demonstrate an understanding of the roles of the other Officials.

IV. REQUIREMENTS FOR JUDGES

1. EVENT ORGANISATION AND THE LEGAL SYSTEM

Judges are expected to be familiar with those parts of the Rules that cover administration. With the Technical Delegate, they must check on the arrangements for:

- Correct set up of the Dressage arena[s], including the Jury Boxes and the letters.
- Competitors briefing, including information given before the event starts.
- Knowing the Athlete representatives
- Scoring and publication of results.
- Stewarding of training and warm up areas.
- Stabling and stable security, as appropriate.
- Veterinary Facilities including Medication Control and arrival examinations.
- Medical facilities.
- Checking of saddlery, equipment and dress.
- Layout of 1st, 2nd Horse inspection (when applicable).
- Timekeeping procedures.

- 1.1 Judges must be familiar with the FEI Code of Conduct.
- 1.2 Judges must understand how to conduct a hearing in the event of an objection, complaint or disciplinary matter (e.g. Abuse of Horse and/or Dangerous Riding) and have an appreciation of the appropriate level of warning or sanction for a particular offence.
- 1.3 Judges must understand the varying responsibilities of the Appeal Committee, the Ground Jury, the FEI Tribunal and the Court of Arbitration for Sport, according to FEI Legal System
- 1.4 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 the courses, it is authorised to modify them.

2. HORSE INSPECTIONS

- 2.1 Judges must be familiar with the guidelines on the layout of inspections, including the holding area. They must also be familiar with the current guidelines on the conduct of the inspections and the standards to be applied.
- 2.2 Judges must prepare for the 1st Horse Inspection a meeting with the Veterinarians to be involved in the presence of the Technical Delegate.
- 2.3 Standards in respect of 'unfitness to compete' or lameness should be discussed in advance. A Horse that, for whatever reason, is obviously lame in the eyes of an average spectator cannot be accepted.

3. DRESSAGE

- 3.1 Judging the Dressage is the most important single role that a Jury member fulfils. This is the area in which he is required to show greatest expertise. He will not receive any assistance while judging, he cannot easily refer to rulebooks and his decisions will directly affect the results of the Competition.
- 3.2 With the Technical Delegate the Jury should check the arrangements for the Dressage – positioning of Jury Boxes, arena, letters, bell, radios to check with other judges or call the TD/Vet, writers, computers, flowers, flags, music, steward, TV / Video cameras, etc.

3.3 The Jury should discuss the procedure for handling matters that require quick decisions during a test – errors of course and test, incorrect saddlery or dress, and lameness. In doubtful cases it is recommended to allow the Athlete to finish the test before discussing the case.

3.4 **Principles of Dressage** - the FEI Rules for Dressage set out the principles of Dressage, which are therefore the targets for the training of the Horse and the judging of his performance. All Judges should be completely familiar with these Rules and also with the **Training Scale** (Rhythm, Suppleness, Contact, Impulsion, Straightness, Collection, and Thoroughness). The ingredients of the collective marks, the paces and movements that are well set out, must be the basis for all discussion and judging.

The judging of Dressage in Eventing must follow exactly the same principles as judging “pure” Dressage. The ‘background’ of an FEI Eventing test will differ from the FEI pure Dressage tests, as the Eventing test may have a lower degree of difficulty. An Eventing test has many equivalents in National Dressage in most countries and should be judged accordingly.

3.5 The average event Horse being an all round Athlete and probably exhibiting tension due to a high level of fitness may perform less accurately than a Dressage Horse. That is why precision should not be the main criteria of Dressage Judging in Eventing. Basic problems such as paces (rhythm & regularity), relaxation (without which it is unlikely that rhythm & regularity can be achieved), and accepting the bridle (being on the bit) are much more likely to be seen in the event Horse and must be seriously marked by the Judge.

3.6 Although less collection is expected or demanded in the Eventing tests, flowing forward movement with some degree of self-carriage and suspension, particularly in the medium and extended movements, should be expected. Sufficient suspension in trot and canter as well as an acceptance of the bridle, based on an elastic contact to the Athlete's giving and receiving hands should have special attention. The correct straightness of the Horse, which gives an additional indication of obedience, should also be appreciated.

The impulsion needed to create this degree of training, should result in a steady head position within each of the working, medium or extended paces, which is an important characteristic of the acceptance of the bridle and obedience to the Athlete's light hands. Impulsion must be accompanied by a ‘lengthening’ of the frame as the Horse moves from working to medium and extended paces, with the consequent and relative adjustment to the position of the head.

3.7 The traditional system of training Horses has proved to be helpful also for Judges to differentiate between major and minor problems of a Horse. Faults arising from major elements of this system must be marked down much more seriously than other less important problems.

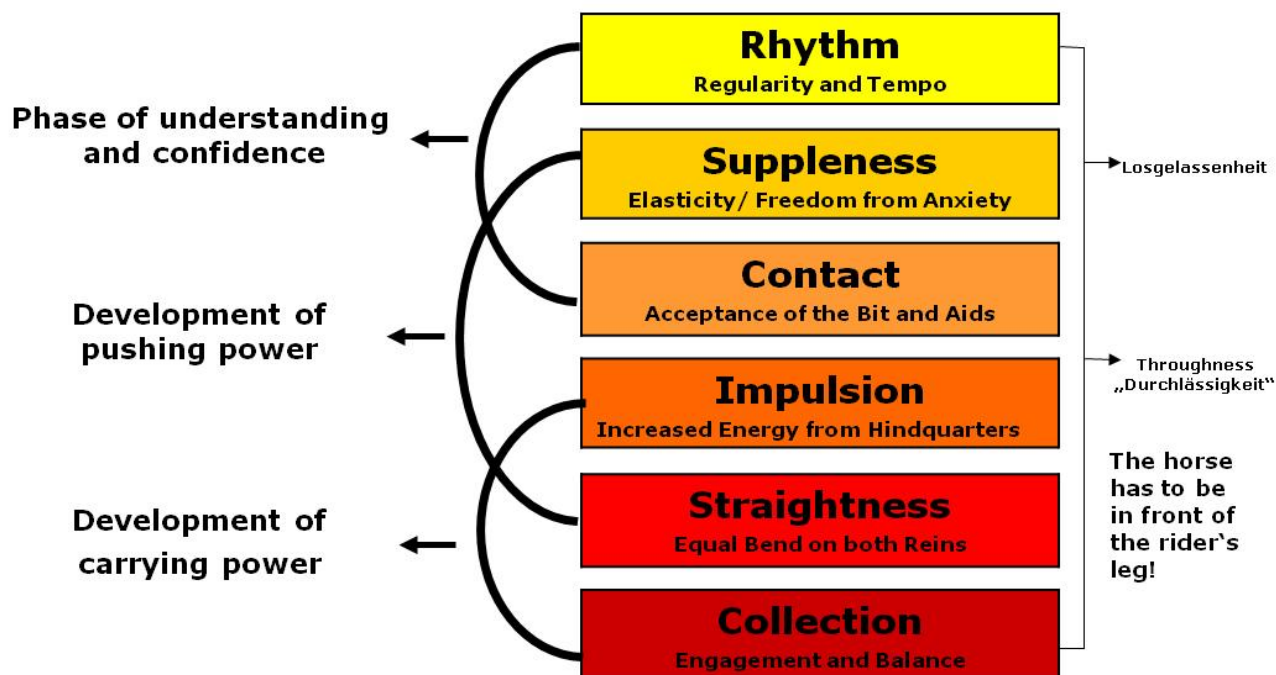
The base for training Horses is a series of logical steps from target to target (1-6); to develop Dressage according to FEI Dressage Rules Article 401, especially targets 1 and 2.

THE BALANCED HANDY HORSE MOVING EASILY FORWARD

1. Paces [rhythm and regularity]
2. Relaxation [free from tension]
3. Accepting [taking] the bridle
4. Impulsion
5. Straightness [bending]
6. Collection

The sequence of the targets does not change and the boundary between them is fluid. Basic faults within one target step will always produce ‘negative’ consequences in the next step(s). In consequence, brilliance or problems within the first target steps should be given greater weight by the Judge than those within the later ones. The Judge is expected to give a statement in respect of the level of education of the Horse.

The criteria by which each of these will be measured are:



3.8 Judges will be expected to have a very clear grasp of the basic principles of Dressage – training, performance and judging, which will determine the collective marks given for each performance. For additional aspects, please refer to the Dressage Handbook.

3.9 A short guide to the difference between serious and minor faults is shown below:

PRIORITY	SERIOUS FAULTS	MINOR FAULTS
Paces		
Regularity & Cadence, in clear rhythm	Irregular or uneven paces	Temporary interruptions of a balanced and relaxed Horse , accepting the bridle
	No suspension in the trot/canter (e.g. a 4 beat canter) A “lateral walk”	
Impulsion		
Hindquarters that 'carry' the Horse	Hurried Paces	A 'temporary' insecurity
Lengthening steps and strides in trot and canter	Lacking suspension	A certain, tolerable lack of impulsion
Lengthening the frame in the medium/extended trot & canter and at extended walk	Physical tension (Athlete s hands used as a '5 th ' leg	
Suspension/cadence in working trot/canter and a clear 4 beat sequence at the walk	Hindquarters 'escaping'	

	No extension shown	
Obedience		
Obedience to the aids, giving relaxed movements, correct bending and clear transitions	Problems with accepting the bridle, relaxation and bending	Temporary problems of a more or less obedient Horse , working in the correct way
	Disobedience and Resistance	
Athlete		
Correct seat, with discrete use of the aids	Substantial seat problems	Minor seat problems, when aids are smooth and accepted
Correct movements	Incorrect movements	
Overall performance	Incorrect or rough aids (e.g. backward use of the hands at transitions)	

Every movement within the Eventing tests requires consideration of its major and minor aspects, in order to be judged correctly.

3.10 Judges should not consider the results of basic faults as 'one off' mistakes. It is always important to try to ascertain the origin of the problem.

Some examples:

Visible Mistake	Possible basic fault	Possible basic fault
4 Beat Canter		Lacking rhythm, regularity and engagement
Tongue out Open, dry mouth Position of poll Over flexed		Not accepting the bridle
Tilted head		Straightness, not accepting the bridle
Hindquarters swinging out		Bending/straightness
Hollow back		Rhythm, impulsion, relaxation
Resting a leg		Lacking engagement
Breaking of pace		Tension, lacking collection and relaxation

3.11 While the basic training of the Horse will always produce the greatest influence on the Judge's marks, the directives for each movement in the test will affect the marks for that movement but probably no other. Each movement asks specific questions and it is perfectly acceptable for a Judge to mark a Horse well down on one movement and well up on another, if the Horse is basically correct in his work but making errors.

3.12 A Judge must use the full range of marks. A spread of 80-100 individual Judges' good marks can normally be expected to reflect the difference between the top 10% and the bottom 10%. If Judges 'play safe' and use 5, 6, 7 they are using a spread of only 48 marks, which causes little controversy, but makes no valuable contribution to the overall result of the Competition

(in regards to the relative influence to the penalties of the other tests (XC country/Show Jumping)).

- 3.13 A difference of 1 mark on any movement, or up to 10% on the test overall, is acceptable and can be accounted for by minor differences of assessment, different position of Judges etc. GJ members are recommended to discuss the results of their score after the completion of the Dressage tests.

4. CROSS-COUNTRY

- 4.1 The Inspection and approval of the Cross Country Course by the Ground Jury is an essential part of their function and in which they **must** all participate (walk not drive). The Ground Jury is responsible for ensuring that the Cross Country is of the correct standard of difficulty for the star level of the Competition. Risk Management and fairness must be their first considerations together with compliance with the Rules.
- 4.2 The Jury should always ask the Technical Delegate &/or Course Designer to justify their work, if and when this is appropriate. This does not mean the Jury will change anything, but the course walk should not just be a pleasant stroll with friends – there is a serious ‘job’ to do so keep focused!
- 4.3 The course walk for the Jury particularly relies on cooperation and teamwork and at some events the Chief Steward, the Veterinary Delegate and Chief Medical Officer may also be invited to accompany the Ground Jury.
- 4.4 Judges are expected to understand the rules and guidelines with regard to the judging of the Cross-Country test and particularly the obstacles. While a good working knowledge of the Rulebook is desirable, there will nearly always be the opportunity to look up and check a rule (which is in any case recommended).
- 4.5 Certain rules (e.g. Dangerous Riding, Abuse of the Horse) must be known by heart by the Judge so that he can act instantly, if necessary.
- 4.6 The respective roles of the two or three members of the Ground Jury on the Cross-Country day must be understood.
- 4.7 At seminars there will be theoretical discussions / case studies of significant examples of judging problems – e.g. refusals, run outs, breaking a frangible device, falls, outside assistance, timekeeping issues, errors of course, dangerous riding, warnings, sanctions, legal issues etc...
- 4.8 The Rulebook contains rules where the Ground Jury may exercise its discretion and others where it has no option once the facts are clear.

Judges must clearly understand the difference between these two situations and have a clear idea of how discretion should be exercised, when permitted.

5. JUMPING TEST

- 5.1 The Ground Jury will normally inspect and approve the course just before the Athletes and is responsible for ensuring that the course is of correct standard of difficulty for the star level of the Competition. The Jury must also pay attention to any judging problems that might arise, e.g. what is a faultable element and the positioning of the timing equipment.
- 5.2 The Jury may of course ask for modifications but these would normally be confined to small adjustments.
- 5.3 The Ground Jury will check the visibility of the whole course and if necessary ask for a ‘flagger’. It is also advisable to check the Judges’ box and equipment in plenty of time.
- 5.4 Judges are expected to have an excellent knowledge of those parts of the current FEI Jumping

Rules and Eventing Rules that require instant decisions by the Jumping Judge – for instance the use of the bell and stopping the clock.

- 5.5 The respective role of the Ground Jury and the specialist Jumping Judge must be reviewed and agreed in advance, when applicable.

V. REQUIREMENTS FOR TECHNICAL DELEGATES

1. OVERALL ROLE

To have an overall understanding of both the Rules and the organising of an Event and to be able to assist the Organising Committee in conforming to required standards. Ensuring that the FEI Risk Management guidelines are properly implemented is an important part of their role. A Technical Delegate must have the relevant experience to be able to assess the whole Competition and to advise both the Course Designer and the Organising Committee accordingly. They are the 'glue' that helps athletes, OC's and officials work well as a team.

The Technical Delegate would normally make minimum one visit prior to an event.

2. ADMINISTRATION

It is important to remind all Officials that it is their duty to help the Organising Committee to have their best possible event within the FEI Rules.

The following is a useful "Aide Memoire" to outline the key areas in which a Technical Delegate will have to concentrate.

Parking	Competitors - lorries and cars, Officials and Public parking
Timetable	Number of competitors, provisional timetable, time between competitors
Entries	Check that all Horses and Athletes are 'eligible' to compete - Athlete s FEI ID, Minimum Eligibility Requirements (MER). Confirmation of this must come from the FEI
Stabling	Security, Staff, feed, bedding, farriers, lighting, security, electricity, water, fire precautions
Grooms	Accommodation, food, showers
Officials	Accommodation, food, transport, briefings
Competitors	Accommodation, food, transport, briefings
Medical	Facilities for the public, emergencies, access to the course[s] and correct standard
Veterinary	Availability at the stables, on the course. Examinations and inspections. Euthanasia, Post-mortems, horse ambulance.
Safety	Liaise and advise on Health & Safety
Site layout	Public/Horse segregation, training areas
Exercising	Practice arenas, hacking, fast work, training obstacles
Stewarding	Timetables, gear checks and FEI personnel
Secretariat	Competitor and Officials information
Scoring	Scoring, agreed sign off, timing, results publication and distribution, scoring materials and an Official Scoreboard/Course Map.
Public Facilities	Information, parking, seating, toilets, food, drink, First Aid, Lost & Found, meeting points
Media facilities	Press Office, equipment, Press and TV management, and TV and photographers positions, on each phase, finalization of Cross

	Country related Press statements
Dressage	Arena, surface, letters, jury boxes, radios, bell, clock or stop watch, tack and other stewards, 'gate openers' etc.
Cross Country	Course evaluation, control centre and system, communications, fence repair and checking of frangible devices, assistance area[s], emergency plans,(Plan B) flagging, numbering, crowd control, Serious Incident Management plan, Judging of skinny fences and judge placement, official video of skinny and frangible fence.
Jumping	Arena, jury box, jump material including safety cups, arena party, timing system, manual stopwatches, emergency services, spare material
Officials	Jump Judges, stewards, key personnel
Communications	Public address, availability of radios for the Ground Jury and other Officials.
Presentations	Protocol and management
Reporting	Coordination of reporting after event to include all Officials & Athletes involved to provide feedback, report positive and/or negative comments – to be discussed 1 st with Organising Committee and written report to be forwarded to FEI
Arbitration and Investigation panel / Serious Incident Management team	Appointment and management. Compulsory meeting before cross country

3. TECHNICAL DELEGATE REPORTING

The Technical Delegate is responsible for compiling the Technical Delegate report with all information, and collect all reports (or ensure they are sent directly to the FEI) from individual Officials (discuss with Ground Jury, Chief Medical Officer, Veterinarian Delegate, Chief Steward, Athlete Representative and Appeal Committee, if applicable).

He also ensure that any warnings, sanctions, serious accidents are reported to the FEI latest the day after the event finishes, and that all fall reports forms and fence description forms (completed by the Course Designer) are duly completed and returned to the FEI, as per Eventing Rules. This is an essential part of the Technical Delegate responsibilities to ensure transfer of information for the next Event in regards to Athlete's sanctions etc...

It is important that the Technical Delegate discuss reported issues with the Organising Committee.

VI. REQUIREMENTS FOR COURSE DESIGNERS

A challenging Cross Country Course that respects the Risk Management principles is the most important single aspect of Eventing. The Course Designer has great scope to put his own stamp on a course but at the same time has a great responsibility for observing the rules.

It would be expected the '1&2 star' Course Designer would have significant experience at national Level and be able to show the requisite skills in planning the layout of any site to its best advantage.

The Eventing Committee Guidelines for Cross Country Design latest version sets out the fundamental aims and expectations of the FEI Eventing Committee with regard to the different levels and types of Competition. It is important all CDs understand these guidelines which are updated regularly as we learn more about making cross country safer. The CD (along with the TD) must ask themselves 'why' if they decide not to follow the guidelines so they are sure the questions are fair and safe.

(see - [FEI website](#) :)

At the lower levels the emphasis is on the education of Horse and Athlete introducing both parties to a wide variety of fences and simple questions. As the levels progress so the degree of difficulty of the courses should suitably reflect the particular level. At the highest level the balance is more on the examination of the skills of the Horse and Athlete in a sophisticated manner. The 'intensity' of the courses increase as the levels become higher.

The 3&4 star level of our sport asks the most difficult and testing questions. Only the most experienced CD's can rise to this level as it takes a really good understanding of how a Horse and Athlete think and see to design to this level.

FENCE DESCRIPTION FORMS

The Course Designer is responsible for the completion of these forms for all FEI Events and giving them to the Technical Delegate for sending to the FEI immediately after the Event. The Technical Delegate has the responsibility to ensure that all fences are within the Rules.

THE JUMPING COURSE

The Course Designer is expected to understand the basic principles of jumping course design, types of obstacles, alternative fences, what they test, related distances, distances in combinations, accurately measuring the length of the course, depth of cups, and of the Rules. He should agree with the Show Jumping designer on the degree of difficulty in the cross country phase and how this should be aligned in the jumping phase.