



**FÉDÉRATION
ÉQUESTRE
INTERNATIONALE**

FEI Concept for Courses & Seminars for Eventing Officials

Table of Contents

FEI Concept for Courses & Seminars for Eventing Officials	1
Introduction.....	3
1. Categories of Officials.....	3
2. Required Courses and Application Deadline	3
3. Principles	4
4. Competency Evaluation System	5
1. In-person LEVEL 1 Course Judges, TDs and CDs – National Level	5
1.1 Definition:	5
1.2 Requirements:	5
1.3 Course Directors for level 1.....	6
1.4 Participation.....	6
1.5 Preparation & Assessments.....	6
2. In-person LEVEL 2 – Judges, TDs and CDs	6
2.1 Definition	6
2.2 Requirements	7
2.3 Course Directors:	8
2.4 FEI Certificates.....	8
2.5 General Guidelines (for Officials listed in 2 or 3 Categories)	8
2.6 Assessment Protocol / Competence Evaluation	9
2.7 Questionnaire & Case Studies	9
2.8 Attendance Requirements.....	9
3. In-person LEVEL 3 – Specialized Eventing Courses	10
3.1 Definition:	10
3.2 Requirements:	10
4. In-person Level 1 and Level 2 - Stewards	11
4.1 Principles.....	11
4.2 Requirements	11
4.3 Course Director	11
4.4 FEI Certificates.....	12
4.5 Assessment Procedures & Evaluations for Level 1 and 2 / Certification .	12
4.6 Assessment Protocol / Competence Evaluation	12
4.7 Attendance Requirements.....	12

Introduction

The Eventing Committee objective is to ensure the highest standards for the education of officials and thereby the development of the sport.

The intention is to establish a rolling programme of courses to allow officials to plan better their attendance at courses at reasonable expense.

The purpose of the courses:

- To keep all officials up-to-date with development in the sport, specifically with the Risk Management Programme, Rule modifications, latest course design, Clean Sport programme and new trends etc.
- To motivate officials to invest in their own development and improvement

This document is the base for the Education requirements and promotion/transfer system for Eventing officials and therefore a dynamic document under regular review for improvement.

The Syllabus for the courses, and the guidelines for evaluation of seminar attendees are given in separate documents.

1. Categories of Officials

- Eventing Judges
- Eventing Technical Delegates
- Eventing Course Designers
- Eventing Stewards

NFs are encouraged to organise Stewards courses in parallel with FEI Judges, TDs and CDs seminars to enable joint session.

2. Required Courses and Application Deadline

The following is currently considered to be the average annual requirement for courses worldwide each year for each category (J, TD, CD):

FEI Level 2 courses:

Europe	4 courses per year
North America	1 course each year
South America	1 course each year
Australia / New Zealand	1 course each year
Other continents (Asia, Africa)	1 course each year

Level 1 / national courses:

North/South America	1 course each year
Europe	2 courses each year
Australia/NZ/Asia	1 course each year

The following is currently considered to be the average annual requirement for courses worldwide each year for **Stewards**:

Europe	2 courses each year
North / South America	1 course each year
Australia / New Zealand	1 course each year
Other continents (Asia, Africa)	1 course each year

The FEI follows closely the need for courses and the availability of them; where a need arises the FEI may take the initiative to contact NF's.

To start this longer term planning, NF's are urged to advise the FEI Eventing Department by April of the preceding year of their intention to hold a course for Eventing Officials for the following year.

Important: Please note that the deadline to obtain FEI budgetary support for allocation of course is set to 30th June the preceding year.

3. Principles

Courses are organised to be interactive, attractive, meaningful and valuable. Course material has been prepared to assist in providing a continuous level of course.

Modern methods of instruction/tools are included; work in groups, "pair-shares" and other interactive sessions, exchange of experience, and in 'live' scenarios are part of the seminar.

An important additional objective is to identify and encourage new officials with potential, and officials from emerging nations in Eventing.

To increase the value of the courses, participation of experienced Athletes and trainers, veterinarians, medical officers, Officials of the Event, Members of OCs may be useful for certain parts of the syllabus, and to give participants feedback from all perspectives, including Risk Management and Cross Country design as well.

4. Competency Evaluation System

The FEI CES assessment system works on a 3-year cycle. All FEI Officials are required to take the online assessment in years 1 and 2 (yearly refresher / continuing education), and attend an in-person maintenance course (including an assessment) in year 3. This new cycle effectively replaces the current refresher system and abolishes the age limit.

Please refer to FEI website for more details.

1. In-person LEVEL 1 Course Judges, TDs and CDs – National Level

1.1 DEFINITION:

NFs are responsible for developing their national systems to encourage, identify, assess/evaluate, and nurture Officials of all categories for recommendation on to the FEI lists:

- NF National Course - organised by NFs - based on the FEI Syllabus for Eventing Officials.
- For National Officials and potential FEI Officials with the purpose of educating national Officials and identifying suitable Officials for consideration for transfer to the FEI lists.
- Participation in Level 1 course or equivalent education (within the FEI Rules for Eventing) is **compulsory** for all new Officials before attendance to a FEI level 2 course.
- NFs need to communicate in advance the location to the FEI for publication. The Overall Director will be appointed by the FEI.
- NFs must provide course entry forms for each participant. Level 1 courses are open to national Officials from any country.

NFs must apply to the FEI for all Level 1 courses stating:

1- Location, dates

2- Name of co-directors (Overall Director to be appointed by FEI)

All level 1 courses will be published on the FEI web-site.

Duration of course: 2.5/3 days.

1.2 REQUIREMENTS:

Courses must be held during competitions. (It may not always be possible to organise Level 1 seminars during International competitions however it is strongly recommended.)

Courses for Judges, Course Designers, Technical Delegates (and Stewards in parallel if practical) should be organised at the same event during preferably an international Event to allow a joint session.

1.3 COURSE DIRECTORS FOR LEVEL 1

Level 1 courses to be directed by an FEI listed experienced Official from the relevant Level 3 FEI lists, appointed by the FEI.

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

Financial Support: The FEI will cover the travel expenses of the approved senior FEI Foreign Course Director when possible. The host NF must cover for all other expenses.

1.4 PARTICIPATION

FEI Certificates will not be given to the participants, but their attendance will be recorded in their FEI profile in the FEI Database.

1.5 PREPARATION & ASSESSMENTS

Prior to a Level 1 course, Officials will have to take and pass the online learning session ; it will help give participants a basic knowledge of the FEI structure and roles.

There are no written tests at the course; nevertheless the Course Director will provide the FEI with comments on each participants, underlining each participant understanding of international Eventing for consideration if they are to progress to Level 2. The Course Directors will meet personally with each participant on the last day to give and get feedback.

2. In-person LEVEL 2 – Judges, TDs and CDs

2.1 DEFINITION

This is an FEI course organised by NF's with support from the FEI.

Officials are entered by their NF; the Entry Form specifies the current status of the official and the reason for attending the course (transfer, maintenance etc).

Officials participate:

- As part of the process of transfer (promotion) from National to Level 2 level,
- As part of the process of transfer (promotion) from level 2 to Level 3 level,
- For purposes of maintenance of status and refreshment of skills.

Officials wishing to upgrade to Level 2 or Level 3 FEI status need to be identified in advance so that special attention can be given to their skills, knowledge, and experience, and an assessment by the Course Director will be made.

Duration of course:

For maintenance: **3.5 days**

For upgrade: 4 days.

2.2 REQUIREMENTS

a) Courses must be held during a Long Format international Competition, preferably with several categories (CCI 3* or 4* should be part of the competition). A minimum of 10-15 combinations at the Event is necessary for transfer to Level 2 if the course is intended to offer upgrade to Level 3, then there must be a CCI4*-L competition. A minimum of 20 combinations at the Event is necessary/required.

Courses for Judges, Course Designers and Technical Delegates are organised at the same Event to allow joint sessions (if possible with National/International Eventing Stewards).

b) National Officials must have participated to a level 1 Course to be able to attend a Level 2 Course.

If the candidate failed to prove participation at a level 1 course, it will be subject to FEI's approval for this candidate to continue the education progression.

c) Officials' NF recommendation is compulsory only upon entering first level of FEI qualification.

d) All Officials will have to take and pass the online learning session prior the FEI level 2 Course.

e) Number of attendees: not more than 20 attendees will be approved/assessed by the FEI, unless special request from organising NFs to a duplication of course directors

d) The following audience priority will apply, to allow the best fit possible between participants and content/FEI standards to the related level:

Level 2 courses	
Priority to level 2 Officials	Priority to Level 3 Officials
1. Promotion from national to level 2	1. Continuing education for level 3 officials
2. Continuing education for level 2 officials	2. Promotion from level 2
3. Continuing education for level 3 officials	3. Continuing education for level 2 officials

It is understood that some courses will welcome all categories of officials, seeking transfer or maintenance of their actual status: the content of the course will then be adapted accordingly.

Note: Officials attending the course cannot officiate at the Event at the same time

Note 2: The possibility of doubling the course will be considered with additional course directors if practical/required.

2.3 COURSE DIRECTORS:

Level 2 Course Directors will be appointed by the FEI.

3 Course Directors (Dressage Specialist, Technical Delegate and Course Designer Specialist) will be appointed, one of whom will act as Overall Course Director. The Overall Course Director may request an additional GJ specialist if there are more than 10 candidates requesting transfer to assist in their assessment.

Financial support: the FEI will contribute to cover the travel expenses of max 4 foreign Course Directors (Technical Delegate, Course Designer, Dressage Specialist, Show Jumping Specialist or Assistant Course Director). The host NF must cover all other expenses.

2.4 FEI CERTIFICATES

Certificates will be awarded to all participants at Level 2 courses provided that the attendee is present throughout (at least 80%).

The certificate is **recognition of attendance** and does **not automatically** enable the Official to be added/transferred (promoted) on the FEI Eventing list of Officials (Judges, Technical Delegates, Course Designers).

Articles 511.1, 511.2, & 511.3 of the Eventing Rules, as well as the Transfer Protocol for Eventing Officials provide the requirements for transfer (promotion) for each category of Officials.

2.5 GENERAL GUIDELINES (FOR OFFICIALS LISTED IN 2 OR 3 CATEGORIES)

The transfer (promotion) of Officials will follow the principle of “**One Course - One Transfer (Promotion)**”:

- **Maintenance**

Judges who are also CD or TD require two separate courses to maintain their Judge or TD/CD function.

A TD who is also CD can maintain both at the single course.

- **Transfer (Promotion): Attendance at one course will not allow Officials to be promoted to two functions.**

To be promoted Level 2 CD and Level 2 TD, Officials need to have successfully completed a Promotion Course for **each** function.

A TD/CD can obtain a promotion in one category and maintain his/her status in the other function at the same course.

To upgrade to FEI International Official one Course is required for the Promotion to Level 2, and another for the Promotion to Level 3.

Officials need to have strong experience nationally in their field of expertise, before consideration will be given for acceptance on to the FEI lists.

2.6 ASSESSMENT PROTOCOL / COMPETENCE EVALUATION

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 essential that suitable courses of the correct standard form part of the assessment protocol.

All Officials attending courses will be evaluated by the Course Directors as part of the process. The purpose of this assessment is to assist all Officials to maintain the standard, identify the weaknesses, and to encourage all involved in the sport to perform to the best of their abilities.

Written tests are compulsory as part of learning and assessment. These may be conducted online beforehand.

The Course Directors will together assess each participant individually at the end of the course, and report their evaluation in writing to the Eventing Department. A verbal feedback regarding maintenance, promotion or demotion will be given by the Course Director(s) to each participant. As part of the assessment, it is important to remember that all Officials on the FEI lists are representing the FEI when in function.

The main criteria for each candidate remain: knowledge and experience in the sport including risk management and the rules, inclusive attitude with the participants to re-enforce the message that one of the strengths of Eventing is team spirit. They need to be role models and support the team.

Additionally there will be a requirement for practical training and assessment at Events working with experienced Level 3 Officials. This is seen as extremely important. The procedure is detailed in a separate document: "Transfer Protocol for Eventing Officials".

If the evaluation for transfer at a course is negative, a second transfer course cannot be attended before a period of 12 months.

2.7 QUESTIONNAIRE & CASE STUDIES

These are very useful learning tools for group sessions. Officials will be required to provide one or two case studies/experience before the course: their input will be consolidated for discussion during the seminar.

2.8 ATTENDANCE REQUIREMENTS

Function, all Levels	<u>In Person</u> Continuing Education Course	Transfer requests Review
Judges	Due every 3 years	1 st June and 1 st November
Technical Delegates	Due every 3 years	1 st June and 1 st November
Course Designers	Due every 3 years	1 st June and 1 st November

Reference FEI Eventing Rules, from art. 510

Any Official who does not attend a course within the agreed timeframe will be transferred to another level and/or dropped from the FEI lists.

Eventing Transfer requests are reviewed twice a year, in June and November, for confirmation to be given to each NF in July and December.

3. In-person LEVEL 3 – Specialized Eventing Courses

3.1 DEFINITION:

This is an FEI invitational seminar on specific topic for any category of Officials/Delegates involved in the Sport, e.g:

- National Safety Officers (NSOs),
- Judges workshops for specific training new Dressage Tests
- Course Designers workshops
- TD workshops
- Course Directors Seminar etc...

Such seminars may count as a “continuing education” course, providing certain items or course elements are included

3.2 REQUIREMENTS:

Seminars are held for the concerned category of Officials/Delegates, based on the subject of the course, with their own Course Director or Moderator.

FEI will cover for Course Directors/Moderators travel expenses and further expenses will be covered as per separate agreement with host NF. Participants will cover their own expenses.

4. In-person Level 1 and Level 2 - Stewards

4.1 PRINCIPLES

These are FEI courses organised by NF's with support from the FEI.

Officials are entered by their NF; the Entry Form specifies the current status of the official and the reason for attending the course (transfer, maintenance etc).

Officials participate:

- As part of the process of transfer (promotion) from National to Level 1,
- As part of the process of transfer (promotion) from Level 1 to Level 2,
- For purposes of maintenance of status and refreshment of skills.

FEI courses for Stewards must follow the syllabus established by the FEI, who also appoints/approves the Course Directors for the Eventing Stewards courses.

Duration of course:

For maintenance: **1.5-2 days**

For upgrade: **2.5 days.**

4.2 REQUIREMENTS

- a) Courses must be held during a Long Format international Competition
- b) Officials' NF recommendation is compulsory only upon entering first level of FEI qualification.
- c) All Officials will have to take and pass the online learning session prior the FEI level 1 or 2 Course.
- d) Number of attendees: not more than 15 attendees will be approved/assessed by the FEI, unless special request from organising NFs.

Courses will welcome all categories of officials, seeking transfer or maintenance of their actual status: the content of the course will then be adapted accordingly.

4.3 COURSE DIRECTOR

- The Overall Course Director will be appointed by the FEI; the NF will appoint a Co-Director.
- **Financial support:** the FEI will contribute to cover the travel expenses of the Overall Course Director, and cover their per diem. The host NF must cover all other expenses.

4.4 FEI CERTIFICATES

Certificates will be awarded to all participants at Level 1 and 2 courses provided that the attendee is present throughout (at least 80%).

The certificate is recognition of attendance and does **not automatically** enable the Official to be added/transferred (promoted) on the FEI Eventing list of Officials.

Articles 511.4 of the Eventing Rules provide the requirements for transfer (promotion) for each category of Officials.

4.5 ASSESSMENT PROCEDURES & EVALUATIONS FOR LEVEL 1 AND 2 / CERTIFICATION

Candidates are required to take part in all units of the Course as described in the syllabus.

The assessment of Level 1 and 2 participants will be made through written and oral examinations.

4.6 ASSESSMENT PROTOCOL / COMPETENCE EVALUATION

All Officials attending courses will be evaluated by the Course Director as part of the process. The purpose of this assessment is to assist all Officials to maintain the standard, identify the weaknesses, and to encourage all involved in the sport to perform to the best of their abilities. Recommendation to transfer will be decided by the Course Director.

The Course Directors will assess each participant individually at the end of the course, and report their evaluation in writing to the Eventing Department. A verbal feedback regarding maintenance, promotion or demotion will be given by the Course Director(s) to each participant. As part of the assessment, it is important to remember that all Officials on the FEI lists are representing the FEI when in function.

4.7 ATTENDANCE REQUIREMENTS

Function	<u>In-Person</u> Continuing Education Course	Transfer requests Review
Stewards	Due every 5 <u>3</u> years	1 st June and 1 st November

Eventing Transfer requests are reviewed twice a year, in June and November, for confirmation to be given to each NF in July and January.