

10 STEPS TO ORGANISE A COACHES' COURSE EFFICIENTLY



- 1. GET ORGANISED:** To maximise the success, a course should be planned at least 6 months in advance and dates confirmed. Always refer to "inside FEI" Website / Your Role / Coach
Reference: [link](#)



- 2. ESTABLISH YOUR BUDGET:** Identify expenses and possible financial supports (for Level 1 courses and above, we encourage you to apply to your NOC for an Olympic Solidarity fund), find a sponsor, choose standard 3-4 stars hotel for participants and ask volunteers to help.
Reference: *Categorisation & Financing procedure* [link](#)



- 3. CHOOSE THE RIGHT MOMENT:** Chose the dates with care and in accordance with your national events calendar. In case of a Regional Course, coordinate with the other Group Members via your Group Chair. The course should never take place at the same time as an important competition



- 4. PICK UP THE GOOD TIME OF THE YEAR:** Good meteorological conditions are essential. The weather should be neither too cold nor too warm in order to ensure good delivery of the course (example Africa, South America!).



- 5. CHOOSE THE RIGHT PLACE:** Chose the venue of the course with care. Accommodation for the participants and the facilities (Club with class room, cafeteria, dressage and/or jumping arenas, sufficient obstacles, cross country course, etc.), should be located nearby.



- 6. INVITE:** Publish Invitation on FEI website. In case of a Regional course, send Invitations to your Group members or members of other Groups at least 3 months prior to the course. Always invite your Sports Council or NOC representative(s)

Reference: *Invitation Letter Form* [link](#)



- 7. COMMUNICATE:** For the success of a course, communication is essential. Never get tired of communicating with your coaches, with the other NFs of the Group(s), with the Tutor responsible for the course, the FEI and above all, with your Group Chair.



- 8. SELECT THE CANDIDATES:** Each NF is responsible to select its candidates. Once the deadline for Applications is over, send candidates' Application Forms to the FEI at least 4 weeks prior to the course. Avoid last minute cancellations and changes.

Reference: *Application Form*



- 9. GOOD DELIVERY OF THE COURSE:** You are responsible of providing adequate facilities, sufficient material and demo rider/horse combinations at the standard of the course. Always check with the Tutor whether a translator is necessary.

Reference: *Checklist NF-Tutor-FEI*



- 10. BE READY ON TIME FOR THE COURSE:** Don't waste your time, be strict on the dates and deadlines and never organise the course at the last minute. Inform the Tutor of course location, hotel and person responsible of the course (mobile phone!). The success of the delivery of the course will depend on your preparation.