



EVENTING

**Concept for Courses & Seminars for Eventing
Officials – as of 01.01.2023**

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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, from L1 to L4
- Eventing Technical Delegates, from L1 to L4
- Eventing Course Designers, from L1 to L4
- Eventing Stewards, from L1 to L4

2. Required Courses and Application Deadline

The following is currently considered to be the average annual requirement for in-person courses worldwide each year for each category **J, TD, CD**:

Level 1-3 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

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

Level 1-4 courses:

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

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

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.

NF's are urged to advise the FEI Eventing Department by 31 July of the preceding year of their intention to hold a course for Eventing Officials for the following 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 in-person 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-based Evaluation System

The FEI CES assessment system works on a 3-year cycle. All FEI Officials are required to take the online assessment every year, and attend a maintenance course (including an examination) in year 3. Please also refer to the [Eventing Education System](#), and the [CES](#) dedicated pages.

Level 1 Online course for Judges, TDs and Stewards

NFs must recommend the participant, and provide course entry forms for each. Level 1 courses are open to national Officials from any country.

The online course is divided in two part: one online course, one online interview. The participant needs to pass the online course first to be able to do the online interview with the course directors.

Grade to be obtain: 80% - two attempts are offered, with 15 days rest period in between. If not passed, there will be another 6 months rest period before taking the online course again.

Transfer to L1 is processed once all requirements are met. Please also refer to the [Eventing Education System](#)

Level 1 In-person course for CDs

- Course Designer Workshop format, run during minimum ~~two~~three days.
- Organised at an Event, **after** the Cross Country Test.
- Two Course Directors assess the participants and provide the results to the FEI Eventing Dpt:
 - If not passed, there will be 6 months rest period before attending another workshop.
- The Eventing Dpt appoints the Course Directors; one Course Director can be from host country.
- **Financial support:** the FEI will contribute to cover the travel expenses of the Course Directors, as well as their fees. The host NF must cover all other expenses.

Transfer to L1 is processed once all requirements are met. Please also refer to the [Eventing Education System](#)

CERTIFICATES FOR LEVEL 1 OFFICIALS

Certificates of Completion will be awarded to all participants at Level 1 courses.

TRANSFER-UP REVIEW FOR LEVEL 1 OFFICIALS

The review is processed along the year, in a timely manner when all transfer requirements are met.

Level 2 and 3 In-person Courses – Judges, TDs and CDs

1. DEFINITION

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

Officials are entered by their NF, through the online FEI Course Calendar, in one or either category:

- **MC:** maintenance course, for purposes of maintenance of status and refreshment of skills of L1, L2 and L3 Officials.
- **CRS:** transfer-up course, as part of the process of transfer-up from National with equivalency system, or Level 1 to Level 2 level, or from level 2 to Level 3 level.

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 evaluation by the Course Director will be made.

Duration of course:

For maintenance: **3.5 days**

For upgrade: **4 days.**

2. REQUIREMENTS

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

- 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 for Judges to Level 3, then there must be a CCI4* competition. A minimum of 20 combinations at the Event is necessary/required.
- b) Total 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

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	Level 3 courses
Priority to level 2 Officials <ol style="list-style-type: none">1. Promotion from national/Level 1 to level 22. Continuing education for level 1 and level 2 officials3. Continuing education for level 3 officials	Priority to Level 3 Officials <ol style="list-style-type: none">1. Continuing education for level 3 officials2. Promotion from level 23. Continuing education for level 2 officials

It is understood that some courses will welcome all categories of officials, from L1 to L3 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.

3. COURSE DIRECTORS:

The Course Directors are appointed by the Eventing Department.

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 specialist if there are more than 10 candidates requesting transfer to assist in their evaluation.

Financial support: the FEI will contribute to cover the travel expenses of the Course Directors, as well as their fees. The host NF must cover all other expenses.

4. CERTIFICATES

Certificates will be awarded to all participants at Level 1, 2 and 3 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.

Please refer to the [Eventing Education System](#).

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-up**”:

- **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 function at one single course.
- **Transfer-up:** attendance at one course will not allow Officials to be promoted to two functions.

To be promoted Level 2 or Level 3 CD and Level 2 or Level 3 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 their TD/CD status in the other function at the same course.

To upgrade to FEI International Official one Course is required for transfer-up to Level 2, another for transfer-up to Level 3 and another for transfer-up to Level 4.

6. EVALUATION 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 evaluation protocol.

All Officials attending courses will be evaluated by the Course Directors as part of the process. The purpose of this evaluation 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 evaluation. 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 evaluation, 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 evaluation at Events working with experienced Level 2 and Level 3 Officials. This is seen as extremely important. The procedure is detailed in a separate document: Eventing Education System

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

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.

8. ATTENDANCE REQUIREMENTS

Function, all Levels	In Person Continuing Education Course	Transfer-up requests Review
Judges	Due every 3 years	Processed along the year, in a timely manner when all transfer requirements are met.
Technical Delegates	Due every 3 years	
Course Designers	Due every 3 years	

Please also refer to the [Eventing Education System](#) for more details.

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

Level 2 and Level 3 In-person courses - Stewards

1. PRINCIPLES

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

Officials are entered by their NF, through the online FEI Course Calendar, in one or either category:

- **MC:** maintenance course, for purposes of maintenance of status and refreshment of skills of L1, L2 and L3 Officials.
- **CRS:** transfer-up course, as part of the process of transfer-up from National with equivalency system, or Level 1 to Level 2 level, or from level 2 to Level 3 level.

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 in-person course:

For maintenance: 2 days

For upgrade: 2.5 days.

2. REQUIREMENTS

- a) Courses must be held during a Long Format international Competition
- b) All Officials will have to take and pass the online learning preparation prior the FEI level 1, 2 or 3 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.

3. COURSE DIRECTOR

- The Overall Course Director will be appointed by the Eventing Department; 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. CERTIFICATES

Certificates will be awarded to all participants at Level 1, 2 and 3 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.

Please refer to the [Eventing Education System](#).

5. EVALUATION PROCEDURES & CERTIFICATION FOR LEVEL 2 AND 3

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

The evaluation of Level 1, 2 and 3 participants will be made through written and/or oral examinations.

6. EVALUATION PROTOCOL / COMPETENCE EVALUATION

All Officials attending courses will be evaluated by the Course Director as part of the process. The purpose of this evaluation 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 evaluation, it is important to remember that all Officials on the FEI lists are representing the FEI when in function.

7. ATTENDANCE REQUIREMENTS

Function	In-Person Continuing Education Course	Transfer requests Review
Stewards	Due every 3years	Processed along the year, in a timely manner when all transfer requirements are met.

Please also refer to the [Eventing Education System](#) and the [Competency-based Evaluation System](#) pages.

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

Level 4 In-person Transfer-Up – Blended Learning Programme – All functions

The objective of this interactive course is to enhance the participants' communication and interpersonal skills. This will allow to officiate at international Events more effectively, while ensuring rule compliance and technical requirements at the highest level.

Through theory and action learning, participants will enhance their abilities to look, act and sound calm, confident and cooperative with Official-colleagues, Athletes OC and any other persons involved, achieve greater credibility and project a confident presence.

Participants will acquire the awareness, motivation and skills to improve their decision-making process and obtain the desired outcomes with less conflict. This course is addressed to L3 Judges, TDs, CDs and Stewards.

1. STRUCTURE:

- one online Level 4 Officials examination
- one online interview
- an in-person course of 3 days for those who have passed the Level 4 Officials online examination(s)

2. REQUIREMENTS:

Courses are held for the concerned category of Officials at FEI HQ.

3. COSTS

Expenses are linked to the in-person module taking part at the FEI HQ and the FEI mainly covers them as follows:

- Course fees, accommodation and lunches **are paid by the FEI**.
- Travel expenses exceeding CHF 500.- **can be paid by the FEI** if duly claimed through the Official Exchange Programme (OEP).

Please also refer to the [Eventing Education System](#) for more details.

Level 4 In-person Maintenance Course – all functions

L4 Officials will be included in regular in-person Level 3 courses to maintain their status.

In-person Specialised Seminar

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 (L2-L4) workshops
- TD workshops
- Course Directors Seminar etc...

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.

Online Maintenance Course – Stewards L1-L3

1. Principles:

- ✓ Online courses are included in the same FEI Course Calendar as the in-person courses.
- ✓ Officials cannot take a maintenance online course twice in a row: a maintenance in-person course must be attended in between two online courses.

2. Duration:

- ✓ A min of 9 hours online (split in 3-4 sessions; 20mn break in each session).
- ✓ Validation of the course if 100% attendance.

3. Audience:

- ✓ 12-15 Officials maximum for the online sessions.

- ✓ Please refer to the [Eventing Education System](#).

4. Practicalities:

- ✓ Online Assessment/CES to be taken and successfully passed before participation to the maintenance online course.
- ✓ One course is based on 3-4 modules/sessions.
- ✓ Participants registered to one course cannot attend other sessions than the ones planned in the course they are enrolled to.

Online Maintenance Course – Level 2 Judges

1. Principles:

- ✓ Online courses are included in the same FEI Course Calendar as the in-person courses.
- ✓ Officials cannot take a maintenance online course twice in a row: a maintenance in-person course must be attended in between two online courses.

2. Duration:

- ✓ A min of 12 hours online (split in 4 sessions; 20mn break in each session).
- ✓ *One day on site for the Cross Country Course Evaluation:
 - Takes place the day after the Cross Country Course
 - Session run by CD of the course/competition when possible, and one Course Director. There will be always two course directors. Participants will be assessed by the Course Directors.
 - Registration is mandatory
- * Attending the first two days of a L1 CD workshop would be considered equivalent. Participants will be assessed by the course directors.
- ✓ Validation of the course if 100% attendance to the online course and the one day on site.

3. Audience:

- ✓ 12-15 Officials maximum for the online sessions.
- ✓ Please refer to the [Eventing Education System](#).

4. Practicalities:

- ✓ Online Assessment/CES to be taken and successfully passed before participation to the maintenance online course.
- ✓ Participants registered to one online course cannot attend other sessions than the ones planned in the course they are enrolled to.
- ✓ One course is based on 5 modules/sessions (4 online + 1 on-site)
- ✓ Cross Country Course Evaluation Days (or L1 CD workshop) are posted in the FEI Course Calendar.
- ✓ The FEI/Eventing Department covers the Course Directors fees and travels whenever possible.