

TO ALL NATIONAL FEDERATIONS

15 February 2019

Administration of FEI Courses

Dear Madam, Dear Sir,

We are pleased to inform you of the changes in the administration of FEI Courses. The new system has been implemented in 2020.

1. Minimum Requirements

To ensure a greater uniformity of the courses, we have created a check list which summarizes the minimum requirements that the NFs must comply with when organising a course (see annex)

2. Course Application and Allocation

The NFs will be required to apply for all the courses they wish to host using the application form in annex. The deadline for returning all course applications is set to **31 July**.

A provisional budget will have to be submitted with each application using the model in annex.

The application will be reviewed by the relevant department and the course will be allocated by **1 September**. The allocation of courses will consider the applications and provisional budgets, the geographical distribution of courses and FEI's development objectives. The NFs will be informed by email and receive all necessary documents (invitation, registration forms, etc.).

The FEI will also appoint the Course Directors for each course in order to ensure a fair rotation and will coordinate their trip.

3. Course Calendar Publication

The Calendar will be published on the FEI website on the **1 December**.

Participant Registration

The participant registration deadline will be set to 1 month prior to the course dates. Participants will send their registration forms to the relevant department with their NF in copy.

The list of participants will be updated and the course marked as "Registration closed" as soon as the limit of participants set by the NFs and in line with the Education System is reached.

Courses with too little attendance may be cancelled.

Immediately after the closing of registrations, the FEI Department will confirm the number of participants to the NF and set the participation fee, taking the provisional budget and number of participants into consideration. The participation fee will be set within the range of EUR 100 – 250 per course (max EUR 100 per day).

The participants will be informed whether the courses are maintained and the participation fee confirmed so they may transfer the amount to the NFs' account and book their flight ticket.

4. Course Options

NFs will have the possibility to apply for courses depending on their needs :

- Stewards In-Person Maintenance Course (1-2 days)
- Stewards Course for Transfer-Up Level I and II (3 days)
- Stewards Course for Transfer-Up (combined disciplines) (3 days)
- Judges In-Person Maintenance Course (1-2 days)
- Judges Course for Transfer-Up Level I and II (3 days)
- Judges for Young Horses Course for Transfer-Up (3.5-4 days)

These courses will be open to FEI Officials from all NFs.

Note: These are subject to change depending on the Education System.

5. Course Location and Amenities

Courses will be allocated based on their geographic situation, accessibility (international airport for example) and conditions.

The NFs will not be responsible for the participants' accommodation, but courses held in a venue near a hotel offering preferential rates will take precedence.

6. Finances

The FEI will pay their presenter's fee after the completion of the courses and after receipt of the Course Director report.

The NFs will be responsible for covering the Course Directors' travel, local transport, accommodation and meals for the duration of their stay.

The NFs will suggest a participation fee, to be set at between EUR 100 - 250 per course (max EUR 100 per day) or equivalent in local currency. The participation fee will include the course material, coffee breaks, lunches and one social event.

7. Reporting

After the completion of the courses, the Course Directors and NFs will be required to send a report to the relevant Department.

They will have 15 days after the course to submit their reports and annexes.

If you have any questions regarding the new administration of Courses, please contact the relevant department as follows.

FEI Discipline	Name	Email Address
Dressage	Mrs Anna Milne	anna.milne@fei.org
Para Dressage, Vaulting	Mrs Georgina Rowse	georgina.rowse@fei.org

Thank you for your cooperation in this matter.

Kind Regards,



Bettina De Rham

Director

Dressage, Para Dressage & Vaulting