**FEI Course Directors**

**Guidelines for Evaluation of Seminar Attendees**

**Aim:** The aim of these seminars is to provide a mixture of education, sharing of information and gaining of experience for those attending, whilst providing an opportunity to demonstrate knowledge, understanding and a ‘feel’ for the sport.

The seminars are run according to the ‘appropriate’ syllabus, with the requirement that the Course Directors must evaluate and assess the ability of ALL those attending, by filling in the appropriate ‘assessment’ forms, at the end of the course, and returning them to the FEI Eventing Department as soon as possible.

**Assessment:** The ‘assessment’ opportunities - within the seminars - are:

1. Written and/or tests - with and without, rule books.
2. The level of contribution to the seminar by each attendee.
3. A “one to one” discussion to explore their knowledge and understanding.
4. Practical exercises when possible

Level 2 Course Directors need to be able to make recommendations to the FEI at the end of each seminar, as to whether attendees are “Experienced and Knowledgeable” enough to be:

* Added to the FEI Directory as an Eventing official at 1&2 star level.
* Upgraded to the next category of official, or maintained at the present level. This recommendation can often only be based on a limited knowledge of the person, and so it is highly recommended in these instances to conduct a ‘one to one’ session, with those who are wishing to upgrade. These people must be clearly identified at the beginning of each seminar.

**Participation of Attendees:** Attendees are expected to contribute to the seminar and not just sit there quietly. Part of officiating is to show some authority, and so Course Directors may sometimes need to encourage the ‘quieter’ people to express opinions, and demonstrate their knowledge.

At Level 2 the Course Directors must made recommendation as to whether attendees are suitable to be accepted on to the FEI lists or transferred from ‘1&2 star’ to ‘3&4 star’ status. These are seen as important steps and so the evaluation must be as thorough and fair, as possible.

If the Course Directors are not comfortable that an attendee is suitable for acceptance on to the FEI lists, or is not experienced enough to upgrade, then it must be clearly stated on the appropriate form, that the recommendation is NOT approved on that occasion, accompanied by the **reasons.**

**Evaluation:**

As stated above all Course Directors must carry out personal assessment of **each person** who has indicated that he/she wishes to be considered for transferring to the next level. The purpose of this is to establish that the person in question has sufficient depth of knowledge of the sport and the rules.

The Course Director needs to ascertain that the person in question understands the implications of being accepted on to the FEI lists, if looking for ‘1&2 star’ status, or that they understand the implication and the responsibilities of being on FEI 3&4 star list

The Course Director must inform the person whether he/she feels that he/she is ready for acceptance to the next level, or whether he/she feels that more experience would be beneficial - and indeed, essential.

**Reports and Feedback:**

At the end of the course the Director[s] must send all the appropriate details to the FEI with their recommendations.

The FEI will then inform all relevant NFs of this recommendation, asking them to forward the details to their attendees.