

TO ALL NATIONAL FEDERATIONS

9 December 2019

Administration of Driving Courses for 2021

Dear Sir, Dear Madam,

The Driving Department is pleased to inform you of the changes in the administration of Driving Courses.

1. Minimum Requirements

To ensure a greater uniformity of the courses, the Driving Department has created a check list which summaries the minimum requirements 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 in 2021 using the application form in annex. The deadline for returning all course applications is set to 31 July 2020.

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

The Driving Department will review the applications and allocate the courses by 01 September 2020. The allocation will be done considering 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 Driving Department will also appoint the course directors for each course in order to ensure a fair rotation and coordinate their trip.

3. Course Calendar Publication

The 2021 Calendar will be published on the FEI website on the 01 December 2019.

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 Driving Department with their NF in copy.

The Driving Department will keep the list of participants and mark the courses as 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.

Right after the closing of registrations, the Driving Department will confirm the number of participants to the NF and set the participant's fee with it, taking the provisional budget and number of participants into consideration. The participant's fee will be set within the range of EUR 100 – 250 per course.

The Driving Department will inform the participants that the courses are maintained and confirm the amount of the participant's fee so they may transfer it 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:

- Maintenance Course for Judges, Technical Delegates, Course Designers and Stewards (Minimum 1 Day)
- Level 2 Course for Judges (Minimum 2 Days Course)
- Level 3 Course for Judges (Minimum 2,5 Days Course)
- Level 3 Course for Technical Delegates (Minimum 2,5 Days Course)
- Level 2 Course for Course Designers (Minimum 2,5 Days Course)
- Level 3 Course for Course Designers (Minimum 2,5 Days Course)
- Level 2 Course for Stewards (Minimum 2,5 Days Course)
- Level 3 Course for Stewards (Minimum 2,5 Days Course)

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

Note: This is subject to change upon the education system.

5. Course Location and Amenities

Course 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 be favoured.

6. Finances

The FEI will book the course directors' flight ticket and pay their presenter's fee after the completion of the courses.

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

The NFs will suggest a participant's fee, to be set between EUR 150 and 250 per course or equivalent in local currency. The participant's 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 Driving Department.

They will have 15 days after the courses to submit their reports.

If you have any question regarding the new administration of Driving courses, please contact Mrs. Anna Orgeas (anna.orgeas@fei.org) who is in charge of its implementation.

Thank you for your cooperation.

Kind Regards.

Manuel Bandeira de Mello



Endurance and Driving Director