**Application Form for hosting courses for
FEI Jumping officials**

**Please submit ONLY one form per course requested to be hosted in**

**2023**

All applications must be filled in electronically and returned by email to the relevant FEI Department by **31 July 2022** at the latest.

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| **FEI Discipline** | **Email Address** |
| Jumping | jumpingofficials@fei.org |

*Press Enter to expand the fields if more space to write is required.*

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| --- |
| **Course Details** |
| Course function name (Judge, Steward, or CD) |       |
| Course type  | [ ]  Transfer-up [ ]  In-person maintenance**PLEASE TICK ONLY ONE BOX** |
| If ‘Transfer-up’ course is requested, mention the level *(for e.g. chose ‘L1’ if a transfer-up course to FEI ‘L1’ Judge/Steward/CD is requested)*  | [ ]  Maintenance [ ]  L1 [ ]  L2 [ ]  L3**PLEASE TICK ONLY ONE BOX**  |
| Course dates *(please refer to the table at the end of this document, for number of days required for each course type)* |       |
| Expected number of participants *(please enter expected participants’ details in the list at the end of this document)* |       |
| Course venue (name & address) |       |
| Nearest international airport |       |
| Distance from airport to course venue  |       |
| Transfer from airport to venue will be arranged for the participants. If Yes, please specify | [ ]  Yes [ ]  No      |
| **General Information** |
| National Federation |       |
| NF contact person for course allocation and finances (name, email, phone number) |        |
| Local course organiser if other than NF (name, email, phone number) |        |
| Participants registration forms to be returned to the NF or local course organiser(relevant person’s name and email) |       |
| Name and address for sending the course certificates and material |       |
| Name and email of person to be contacted for Visa support letters for foreign participants, if required.  | [ ]  Yes [ ]  No      |
| **Meeting Room(s) and Amenities** |
| Number of meeting rooms |       |
| Meeting room(s) capacity (maximum number of people it can accommodate) |       |
| Welcome desk with staff / dedicated phone number available for information and registration | [ ]  Yes [ ]  No |
| Meeting room tables and chairs can be arranged as required | [ ]  Yes [ ]  No |
| Video projection and screen available | [ ]  Yes [ ]  No |
| Technician available the day before and during the course. Please specify | [ ]  Yes [ ]  No [ ]  On site [ ]  On call  |
| Free Wi-Fi connection  | [ ]  Yes [ ]  No |
| Extension cords for course director(s) and participants’ laptops | [ ]  Yes [ ]  No |
| Flip chart and markers | [ ]  Yes [ ]  No |
| Notepads and pens for the participants | [ ]  Yes [ ]  No |
| Name badges for the participants  | [ ]  Yes [ ]  No |
| Any additional articles, including souvenirs, for the participants. If Yes, please specify | [ ]  Yes [ ]  No  |
| **Catering and Accommodation** |
| Morning and afternoon breaks (coffee, tea, fruits, sweets, etc.) | [ ]  Yes [ ]  No |
| Lunch served on all course daysPlease specify at who’s expense:      | [ ]  Yes [ ]  No[ ]  At the venue [ ]  Nearby      |
| Social event, if any. Please specify the type of activity, and on which course day it is planned to take place  | [ ]  Yes [ ]  No      |
| Hotel for participants’ accommodation (name and address) with expected room rates  |       |
| **Finances** |
| Participant’s course fee to be charged:Maximum rate is EUR 100 (or equivalent local currency) per day of the course*(e.g. the maximum participant’s course fee for a transfer-up course to FEI L1 Steward Jumping can be = EUR 300, as this course requires 3 days, therefore 3 days \* max EUR 100 per day equals EUR 300)* |       |
| Payment of participant’s fee  | [ ]  Cash upon arrival[ ]  PayPal. Please specify: Beneficiary:      [ ]  Banking transfer. Please specify: Beneficiary:       Bank name:       BIC/SWIFT:       IBAN:       |
| Course director(s) airfare will be covered by the hosting NF | [ ]  Yes [ ]  No |
| Transfer from airport to venue will be arranged for the course director(s) | [ ]  Yes [ ]  No |
| Course director(s) accommodation will be covered, on a single occupancy basis, from the day before the course until the day after the course | [ ]  Yes [ ]  No |
| The course director(s) meals will be covered for the duration of his/her stay | [ ]  Yes [ ]  No |
| Will any commercial companies sponsor the course? If so, please provide name(s)  | [ ]  Yes [ ]  No       |
| The NF or any government body will contribute towards the course | [ ]  Yes [ ]  No |
| Is a detailed provisional budget presented with the course application *(this is a mandatory requirement)* | [ ]  Yes [ ]  No |
| **Comments** |
| Please share any additional comment or concerns you may have  |       |

**NF Official Representative**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |       |  |  |
| Date |       | Stamp and Signature |       |

**Table: No. of days, no. of Course Directors required and maximum no. of participants allowed per course type**

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| --- | --- | --- | --- |
| **Course** | **Number of days of the course** | **Max. number of participants’ allowed** | **Number of course director’s required** |
| Transfer-up to FEI L1 Judge | 4 | 15 | 2 |
| Transfer-up to FEI L2 Judge | 3 | 15 | 2 |
| Transfer-up to FEI L3 Judge | 3 | 15 | 2 |
| In-person maintenance course for FEI Judges Jumping | 1 | 20 | 1 |
| Transfer-up to FEI L1 Steward | 3 | 15 | 1 |
| Transfer-up to FEI L2 Steward | 3alongside an event | 15 | 2 |
| Transfer-up to FEI L3 Steward | 3 | 15 | 2 |
| In-person maintenance course for FEI Stewards Jumping | 1 | 20 | 1 |
| Transfer-up to FEI L1 CD | 3 | 15 | 2 |
| Transfer-up to FEI L2 CD | 3 | 15 | 2 |
| Transfer-up to FEI L3 CD | 3 | 15 | 2 |
| In-person maintenance course for FEI CDs Jumping | 2 | 20 | 1 |

*In principle, minimum 10 participants required in order for a course to take place.*

**Table: Please enter prospective participant’s details:**

|  |  |  |  |
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| First Name | Family Name | NF | FEI ID (if existent) |
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