

**FEI™ DRIVING**

**FEI™ PARA DRIVING**

# **EDUCATION SYSTEM**

1<sup>st</sup> Edition, effective on 1 January 2022

Updated on 26 September 2024

Copyright © 2024 Fédération Equestre Internationale. Reproduction strictly reserved.

# Table of Contents

<b>Education System for FEI Driving Officials</b>	2
<b>General Principles</b>	2
<b>Minimum Requirements for Eligibility to become an FEI Official</b>	3
<b>Event Participation</b>	3
<b>Level 1 Driving Judges</b>	4
<b>Level 2 Driving Judges</b>	6
<b>Level 3 Driving Judges</b>	8
<b>Level 4 Driving Judges</b>	9
<b>Level 1 Driving Stewards</b>	11
<b>Level 2 Driving Stewards</b>	12
<b>Level 3 Driving Stewards</b>	14
<b>Level 4 Driving Stewards</b>	15
<b>Level 1 Driving Course Designer</b>	17
<b>Level 2 Driving Course Designer</b>	19
<b>Level 3 Driving Course Designer</b>	21
<b>Level 4 Driving Course Designer</b>	22
<b>Level 2 Driving Technical Delegate</b>	24
<b>Level 3 Driving Technical Delegate</b>	26
<b>Level 4 Driving Technical Delegate</b>	27
<b>Competency-based Evaluation System (CES)</b>	29
<b>Maintenance</b>	29
<b>Re-entering the FEI Officials' System</b>	29
<b>Equivalency</b>	30
<b>Annex FEI Education Terminology</b>	30
<b>Annex FEI Education Processes</b>	30

# Education System for FEI Driving Officials

## General Principles

The Education System for FEI Driving Officials provides a series of learning experiences that are based on the FEI Rules and Regulations and their application at international equestrian events. It aims at ensuring that all accredited Officials apply a consistent approach to Driving matters at all FEI events, keeping the welfare of the horse at the heart of their practice at all times.

The career pathway offered to FEI Driving Officials is gradual. It starts with a common core and follows with a progressive specialisation towards the various official functions and their associated levels. FEI Driving Officials are first listed as Level 1 Officials, (Judge, Steward, Course Designer and Technical Delegate) and may then complete the requisite training and seek promotion to higher-level functions.

National Federations are responsible for the number of Driving Officials needed in the country to develop the discipline of Driving. National Federations should designate a Judge, Steward, Course Designer and Technical Delegate to oversee the respective National Education Systems.

The National Federation has to submit a written application for a National Official to enter the FEI Education Pathway, this is also valid for National Federations with an Equivalency. The written application has to confirm that the applicant has fulfilled the requirements as set forth in this document. In the Transfer-Up process a National Federation has the right to object an applicant, with valid reason.

The FEI Driving Department normally accepts the applicants put forward by the National Federations provided that the requisite criteria are met, and/or unless exceptional circumstances warrant otherwise. Should such a situation arise, the FEI Driving Department will communicate its concerns directly to the relevant National Federation(s), and consult with them to reach a consensus.

FEI Driving Officials must maintain up-to-date knowledge of relevant FEI Rules, Regulations and horse welfare matters.

FEI Driving Officials' competence and performance are regularly evaluated, and their status is reviewed annually by the FEI Driving Department.

## **Minimum Requirements for Eligibility to become an FEI Official**

For their application to be considered, FEI Driving Officials must:

- ✓ have an appropriate level of English, both written and spoken
- ✓ be minimum 18 years of age
- ✓ be in good standing with their National Federation
- ✓ be familiar with the FEI General Regulations, FEI Driving Rules, FEI Veterinary Regulations, and FEI Driving Stewards Manual and Annexes
- ✓ accept the applicable Codes and Code of Conduct
- ✓ be formally recommend by their National Federation

National Federations are responsible for informing the FEI Driving Department of any Official who is not in good standing with the National Federation.

## **Event Participation**

Lists of FEI Driving Officials are available on the FEI website for the use of Organising Committees and other interested Stakeholders, and are updated on a daily basis. Only FEI Driving Officials who are current with their status maintenance and report submission obligations will be listed, and may officiate at, or be appointed to FEI events.

FEI Driving Officials must abide by the applicable Code of Conduct and commit to act according to the principles, Rules and Regulations of the FEI.

FEI Driving Officials' duties are outlined in their relative job descriptions. However, these documents do not substitute FEI Rules and Regulations.

## Level 1 Driving Judges

### Requirements

For National Judges:

- ✓ be formally recommended by their National Federation
- ✓ achieve an English proficiency grade of A2 or higher
- ✓ complete the online Driving Foundation Course

### Education

For National Judges:

- ✓ complete two (2) Sit-Ins within the last three years at CAIs
- ✓ pass two (2) Shadow Judgings Level 1 at CAIs
  - Dressage, Marathon (Obstacle Judge) and Cones
- ✓ pass an in-person course of 2-3 days for Level 1 Judges

Shadow Judgings and Sit-Ins may be done at the same event but the Shadow Judging must be done before any Sit-In. The required Shadow Judgings and Sit-Ins have to be completed before the application deadline of the In-Person Course.

If an examination is not passed, the Official is given the opportunity of a re-attempt after one year.

For National Judges from NFs with an Equivalency System:

- ✓ pass two (2) Shadow Judgings Level 1 at CAIs
  - Dressage, Marathon (Obstacle Judge) and Cones
- ✓ pass an in-person (2-3 days) or online course for Level 1 Judges

If an examination is not passed, the Official is given the opportunity of a re-attempt after one year.

### Status

- ✓ On passing the Level 1 examination(s) and fulfilling all requirements, participants are listed as Level 1 Judges in the FEI Database

### Roles at FEI Events

According to FEI Driving Rules Art. 987, Level 1 Judges may take on the following roles at FEI events:

- ✓ Ground Jury Member

## Maintenance

To maintain status, Level 1 Judges must:

- ✓ pass an Online Assessment every year (CES)
- ✓ pass an In-Person Maintenance Course every 3 years (CES)
- ✓ have officiated as a Level 1 Judge at least at three (3) international events within three (3) years\*<sup>1</sup>

\*condition not applicable for the initial three (3) years of officiating at Level 1.

<sup>1</sup> The CES Officiating Review will not be applied, by decision of the FEI Board on 5 June 2024.

Level 1 Judges who fail to officiate at the minimum number of events over a rolling three-year cycle will be required to pass an In-Person Maintenance Course within the following year.<sup>1</sup>

The function of a Level 1 Judge who has not taken the CES Assessment by 15 December annually will be closed.

## Level 2 Driving Judges

### Requirements

For Level 1 Judges:

- ✓ achieve an English proficiency grade of A2 or higher\*
- ✓ have held the Level 1 status for a minimum of one (1) year
- ✓ have officiated as a Level 1 Judge at least at three (3) international events

For National judges from NF with Equivalency:

- ✓ be formally recommended by their National Federation
- ✓ achieve an English proficiency grade of A2 or higher\*
- ✓ complete the online Driving Foundation Course
- ✓ pass two (2) Shadow Judgings Level 1 at CAIs
  - Dressage, Marathon (Obstacle Judge) and Cones
- ✓ pass the online Level 1 Judges Equivalency Examination

### Education

For Level 1 Judges and National judges from NF with Equivalency:

- ✓ pass an in-person course (2-3 days) for Level 2 Judges
- ✓ pass two (2) Shadow Judgings Level 2 at CAIs
  - Dressage (Four in Hand), Marathon (Obstacle Judge) and Cones

If an examination is not passed, the Official is given the opportunity of a re-attempt after one year.

### Status

- ✓ On passing the Level 2 examination(s) and fulfilling all requirements, participants are listed as Level 2 Judges in the FEI Database

### Roles at FEI Events

According to FEI Driving Rules Art. 987, Level 2 Judges may take on the following roles at FEI events:

- ✓ Ground Jury Member

## Maintenance

To maintain status, Level 2 Judges must:

- ✓ pass an Online Assessment every year (CES)
- ✓ pass an In-Person Maintenance Course every 3 years (CES)
- ✓ have officiated as a Level 2 Judge at least at three (3) international events within three (3) years\*<sup>1</sup>

\*condition not applicable to Equivalency Officials for the initial three (3) years of officiating.

<sup>1</sup> The CES Officiating Review will not be applied, by decision of the FEI Board on 5 June 2024.

Level 2 Judges who fail to officiate at the minimum number of events over a rolling three-year cycle will be required to pass an In-Person Maintenance Course within the following year.<sup>1</sup>

The function of a Level 2 Judge who has not taken the CES Assessment by 15 December annually will be closed.



## Level 3 Driving Judges

### Requirements

For Level 2 Judges:

- ✓ achieve an English proficiency grade of B1 or higher\*
- ✓ have been listed as a FEI Level 2 Judge for a minimum of two (2) years
- ✓ have acted as a Member of Ground Jury at a minimum of three (3) events in the last three (3) years

### Education

- ✓ pass an in-person course (3 days) for Level 3 Judges

If an examination is not passed, the Official is given the opportunity of a re-attempt after one year.

### Status

- ✓ On passing the Level 3 examination(s) and fulfilling all requirements, participants are listed as Level 3 Judges in the FEI Database

### Roles at FEI Events

According to FEI Driving Rules Art. 987, Level 3 Judges may take on the following roles at FEI events:

- ✓ Ground Jury Member
- ✓ President of the Ground Jury

### Maintenance

To maintain status, Level 3 Judges must:

- ✓ pass an Online Assessment every year (CES)
- ✓ pass an In-Person Maintenance Course every three (3) years (CES)
- ✓ have officiated as a Level 3 Judge at least at three (3) international events within three (3) years<sup>1</sup>

<sup>1</sup> The CES Officiating Review will not be applied, by decision of the FEI Board on 5 June 2024.

Level 3 Judges who fail to officiate at the minimum number of events will be automatically transferred down to Level 2.<sup>1</sup>

The function of a Level 3 Judge who has not taken the CES Assessment by 15 December annually will be closed.

## Level 4 Driving Judges

### Requirements

For Level 3 Judges:

- ✓ achieve an English proficiency grade of B2 or higher\*
- ✓ have been listed as a FEI Level 3 Judge for a minimum of two (2) years
- ✓ be in good standing with the FEI

The following officiating experience has to be achieved within 10 years of the application:

- ✓ have officiated as Member of the Ground Jury at one (1) CAI-W
- ✓ have officiated as Member of the Ground Jury at two (2) FEI World or Continental Championships
- ✓ have officiated as President of the Ground Jury at a minimum of five (5) CAI3\*

### Education

- ✓ pass the Level 4 Judges blended learning programme:
  - the online Level 4 Judge examination
  - an in-person course (3 days) for those who have passed the Level 4 Judges online examination(s)

If an examination is not passed, the Official is given the opportunity of a re-attempt after one year.

The objective of this interactive course is to enhance the participants' communication and interpersonal skills. This will allow them 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 and confident, achieve greater credibility and project a commanding presence.

Participants will acquire the awareness, motivation and skills to improve their decision-making process and obtain the desired outcomes with less conflict.

### Status

On passing the Level 4 final blended learning programme with examination(s) and fulfilling all requirements, participants are listed as Level 4 Judges in the FEI Database.

## **Roles at FEI Events**

According to FEI Driving Rules Art. 987, Level 4 Judges may take on the following roles at FEI events:

- ✓ Ground Jury Member
- ✓ President of the Ground Jury

## **Maintenance**

To maintain status, Level 4 Judges must:

- ✓ pass an Online Assessment every year (CES)
- ✓ pass an In-Person Maintenance Course every three (3) years (CES)
- ✓ have officiated as a Level 4 Judge at least at three (3) international events within the previous three (3) years<sup>1</sup>

<sup>1</sup>The CES Officiating Review will not be applied, by decision of the FEI Board on 5 June 2024.

Level 4 Judges who fail to officiate at the minimum number of events will be automatically transferred down to Level 3.<sup>1</sup>

The function of a Level 4 Judge who has not taken the CES Assessment by 15 December annually will be closed.

## Level 1 Driving Stewards

### Requirements

- ✓ be formally recommended by their National Federation
- ✓ achieve an English proficiency grade of A2 or higher
- ✓ complete the online Driving Foundation Course

### Education

- ✓ pass an online course for Level 1 Stewards

If an examination is not passed, the Official is given the opportunity of a re-attempt after one year.

### Status

- ✓ On passing the Level 1 examination(s) and fulfilling all requirements, participants are listed as Level 1 Stewards in the FEI Database

### Roles at FEI Events

According to FEI Driving Rules Art. 990, Level 1 Stewards may take on the following roles at FEI events:

- ✓ Member of the Stewarding Team

### Maintenance

To maintain status, Level 1 Stewards must:

- ✓ pass an Online Assessment every year (CES)
- ✓ pass an In-Person Maintenance Course every 3 years (CES)
- ✓ have officiated as a Level 1 Steward at least at one (1) international events within three (3) years\*<sup>1</sup>

\*condition not applicable for the initial three (3) years of officiating at Level 1.

<sup>1</sup> The CES Officiating Review will not be applied, by decision of the FEI Board on 5 June 2024.

Level 1 Stewards who fail to officiate at the minimum number of events over a rolling three-year cycle will be required to pass an In-Person Maintenance Course within the following year.<sup>1</sup>

The function of a Level 1 Steward who has not passed the CES Assessment by 15 December annually will be closed.

## Level 2 Driving Stewards

### Requirements

For Level 1 Stewards:

- ✓ achieve an English proficiency grade of A2 or higher\*
- ✓ have held the Level 1 status for a minimum of 1 year
- ✓ have officiated as a Level 1 Steward at least at three (3) international events

For National Stewards from NFs with an Equivalency:

- ✓ be formally recommended by their National Federation
- ✓ achieve an English proficiency grade of A2 or higher\*
- ✓ complete the online Driving Foundation Course
- ✓ pass the online Level 1 Stewards Equivalency Examination

### Education

For National Stewards from NFs with an Equivalency System:

- ✓ pass an in-person course of 2-3 days for Level 2 Stewards

If an examination is not passed, the Official is given the opportunity of a re-attempt after one year.

For Level 1 Stewards:

- ✓ pass an in-person course of 2-3 days for Level 2 Stewards

If an examination is not passed, the Official is given the opportunity of a re-attempt after one year.

### Status

- ✓ On passing the Level 2 examination(s) and fulfilling all requirements, participants are listed as Level 2 Stewards in the FEI Database

### Roles at FEI Events

According to FEI Driving Rules Art. 990, Level 2 Stewards may take on the following roles at FEI events:

- ✓ Member of the Stewarding Team
- ✓ Chief Steward

## Maintenance

To maintain status, Level 2 Stewards must:

- ✓ pass an Online Assessment every year (CES)
- ✓ pass an In-Person Maintenance Course every 3 years (CES)
- ✓ have officiated as a Level 2 Steward at least at two (2) international event within three (3) years\*<sup>1</sup>

\*condition not applicable to Equivalency Officials for the initial 3 years of officiating.

<sup>1</sup> The CES Officiating Review will not be applied, by decision of the FEI Board on 5 June 2024.

Level 2 Stewards who fail to officiate at the minimum number of events over a rolling three-year cycle will be required to pass an In-Person Maintenance Course within the following year.<sup>1</sup>

The function of a Level 2 Steward who has not taken the CES Assessment by 15 December annually will be closed.

## Level 3 Driving Stewards

### Requirements

For Level 2 Stewards:

- ✓ achieve an English proficiency grade of B1 or higher\*
- ✓ have been listed as a FEI Level 2 Steward for a minimum of two (2) years
- ✓ have officiated as a Level 2 Steward at a minimum of six (6) international events in the last 3 years

### Education

- ✓ pass an in-person course of 2-3 days for Level 3 Stewards

If an examination is not passed, the Official is given the opportunity of a re-attempt after one year.

### Status

- ✓ On passing the Level 3 examination(s) and fulfilling all requirements, participants are listed as Level 3 Stewards in the FEI Database

### Roles at FEI Events

According to FEI Driving Rules Art. 990, Level 3 Stewards may take on the following roles at FEI events:

- ✓ Member of the Stewarding Team
- ✓ Chief Steward

### Maintenance

To maintain status, Level 3 Stewards must:

- ✓ pass an Online Assessment every year (CES)
- ✓ pass an In-Person Maintenance Course every three (3) years (CES)
- ✓ have officiated as a Level 3 Steward at least at three (3) international events within three (3) years<sup>1</sup>

<sup>1</sup> The CES Officiating Review will not be applied, by decision of the FEI Board on 5 June 2024.

Level 3 Stewards who fail to officiate at the minimum number of events will be automatically transferred down to Level 2.<sup>1</sup>

The function of a Level 3 Steward who has not taken the CES Assessment by 15 December annually will be closed.

## Level 4 Driving Stewards

### Requirements

For Level 3:

- ✓ achieve an English proficiency grade of B2 or higher\*
- ✓ have been listed as a FEI Level 3 Steward for a minimum of two (2) years
- ✓ be in good standing with the FEI

The following officiating experience has to be achieved within 10 years of the application:

- ✓ have officiated as a Chief Steward at a minimum of three (3) CAI3\*
- ✓ have officiated as a Chief Steward at a minimum of three (3) CAI3\* World Cup Qualifiers
- ✓ have officiated as a Member of the Stewarding Team at a minimum of two (2) Championships.

### Education

- ✓ pass the Level 4 Stewards blended learning program:
  - the online Level 4 Steward examination
  - an in-person course of 3 days for those who have passed the Level 4 Stewards online examination(s)

If an examination is not passed, the Official is given the opportunity of a re-attempt after one year.

The objective of this interactive course is to enhance the participants' communication and interpersonal skills. This will allow them 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 and confident, achieve greater credibility and project a commanding presence.

Participants will acquire the awareness, motivation and skills to improve their decision-making process and obtain the desired outcomes with less conflict.

### Status

On passing the Level 4 final blended learning program with examination(s) and fulfilling all requirements, participants are listed as Level 4 Stewards in the FEI Database.



## **Roles at FEI Events**

According to FEI Driving Rules Art. 990, Level 4 Stewards may take on the following roles at FEI events:

- ✓ Chief Steward and Overall Chief Steward at all levels of International Competition

## **Maintenance**

To maintain status, Level 4 Stewards must:

- ✓ pass an Online Assessment every year (CES)
- ✓ pass an In-Person Maintenance Course every three (3) years (CES)
- ✓ have officiated as a level 4 Steward at least at three (3) international events within the previous three (3) years<sup>1</sup>

<sup>1</sup> The CES Officiating Review will not be applied, by decision of the FEI Board on 5 June 2024.

Level 4 Stewards who fail to officiate at the minimum number of events will be automatically transferred down to Level 3.<sup>1</sup>

The function of a Level 4 Steward who has not taken the CES Assessment by 15 December annually will be closed.

## Level 1 Driving Course Designer

### Requirements

For National Course Designers:

- ✓ be formally recommended by their National Federation
- ✓ achieve an English proficiency grade of A2 or higher
- ✓ complete the online Driving Foundation Course

### Education

For National Course Designers:

- ✓ pass an in-person course of 3 days for Level 1 Course Designers

If an examination is not passed, the Official is given the opportunity of a re-attempt after one year.

For National Course Designers from NFs with Equivalency:

- ✓ pass an in-person (3 days) or online course for Level 1 Course Designers

If an examination is not passed, the Official is given the opportunity of a re-attempt after one year.

### Status

- ✓ On passing the Level 1 examination(s) and fulfilling all requirements, participants are listed as Level 1 Course Designers in the FEI Database

### Roles at FEI Events

According to FEI Driving Rules Art. 989, Level 1 Course Designers may take on the following roles at FEI events:

- ✓ Assistant Course Designer

## Maintenance

To maintain status, Level 1 Course Designers must:

- ✓ pass an Online Assessment every year (CES)
- ✓ pass an In-Person Maintenance Course every 3 years (CES)
- ✓ have officiated as a Level 1 Assistant Course Designer at least at 3 international events within three (3) years\*<sup>1</sup>

\*condition not applicable for the initial 3 years of officiating at level 1.

<sup>1</sup> The CES Officiating Review will not be applied, by decision of the FEI Board on 5 June 2024.

Level 1 Course Designers who fail to officiate at the minimum number of events over a rolling three-year cycle will be required to pass an In-Person Maintenance Course within the following year.<sup>1</sup>

The function of a Level 1 Course Designer who has not taken the CES assessment by 15 December annually will be closed.

## Level 2 Driving Course Designer

### Requirements

For Level 1 Course Designers:

- ✓ achieve an English proficiency grade of A2 or higher\*
- ✓ have held the Level 1 status for a minimum of 1 year
- ✓ have acted as a Level 1 Course Designer at least at three (3) international events (listed in the approved schedule and with a positive evaluation by the CD in the TD Report)

For National Course Designers from NFs with an Equivalency:

- ✓ be formally recommended by their National Federation
- ✓ achieve an English proficiency grade of A2 or higher\*
- ✓ complete the online Driving Foundation Course
- ✓ pass the online Level 1 Course Designers Equivalency Examination

### Education

For Level 1 Course Designers:

- ✓ pass an in-person course of 3 days for Level 2 Course Designers

If an examination is not passed, the Official is given the opportunity of a re-attempt after one year.

For National Course Designers from NFs with an Equivalency:

- ✓ pass an in-person course of 3 days for Level 2 Course Designers

If an examination is not passed, the Official is given the opportunity of a re-attempt after one year.

### Status

- ✓ On passing the Level 2 examination(s) and fulfilling all requirements, participants are listed as Level 2 Course Designers in the FEI Database

### Roles at FEI Events

According to FEI Driving Rules Art. 989, Level 2 Course Designers may take on the following roles at FEI events:

- ✓ Assistant Course Designer
- ✓ Course Designer

## Maintenance

To maintain status, Level 2 Course Designers must:

- ✓ pass an Online Assessment every year (CES)
- ✓ pass an In-Person Maintenance Course every 3 years (CES)
- ✓ have acted as a Level 2 Course Designer or Assistant Course Designer at a minimum of two (2) international events within three (3) years.<sup>1</sup>

\*condition not applicable to Equivalency Officials for the initial 3 years of officiating.

<sup>1</sup> The CES Officiating Review will not be applied, by decision of the FEI Board on 5 June 2024.

Level 2 Course Designers who fail to officiate at the minimum number of events over a rolling three-year cycle will be required to pass an In-Person Maintenance Course within the following year.<sup>1</sup>

The function of a Level 2 Course Designer who has not taken the CES assessment by the 15 December annually will be closed.

## Level 3 Driving Course Designer

### Requirements

For Level 2 Course Designers:

- ✓ achieve an English proficiency grade of B1 or higher\*
- ✓ have been listed as a FEI Level 2 Course Designer for a minimum of two (2) years
- ✓ have acted as a Level 2 Course Designer at least at three (3) international events
- ✓ have acted as an Assistant Course Designer at least at three (3) international events (listed in the approved schedule and with a positive evaluation by the CD in the TD Report)

### Education

- ✓ pass an in-person course of 3 days for Level 3 Course Designers

If an examination is not passed, the Official is given the opportunity of a re-attempt after one year.

### Status

- ✓ On passing the Level 3 examination(s) and fulfilling all requirements, participants are listed as Level 3 Course Designers in the FEI Database

### Roles at FEI Events

According to FEI Driving Rules Art. 989, Level 3 Course Designers may take on the following roles at FEI events:

- ✓ Assistant Course Designer
- ✓ Course Designer

### Maintenance

To maintain status, Level 3 Course Designers must:

- ✓ pass an Online Assessment every year (CES)
- ✓ pass an In-Person Maintenance Course every three (3) years (CES)
- ✓ have acted as a Level 3 Course Designer at least at two (2) international events within three (3) years<sup>1</sup>

<sup>1</sup> The CES Officiating Review will not be applied, by decision of the FEI Board on 5 June 2024.

Level 3 Course Designers who fail to officiate at the minimum number of events will be automatically transferred down to Level 2.<sup>1</sup>

The function of a Level 3 Course Designer who has not taken the CES assessment by the 15 December annually will be closed.

## Level 4 Driving Course Designer

### Requirements

For Level 3 Course Designers:

- ✓ achieve an English proficiency grade of B1 or higher\*
- ✓ have been listed as a FEI Level 3 Course Designer for a minimum of 3 years
- ✓ be in good standing with the FEI

The following officiating experience has to be achieved within 10 years of the application:

- ✓ have acted as a Course Designer at a minimum of two (2) CAI3\* World Cup Qualifier
- ✓ have acted as a Course Designer at a minimum of six (6) international events
- ✓ have acted as an Assistant Course Designer at least at one (1) World Cup with a positive evaluation by the Level 4 Course Designer in the FJ Report
- ✓ have acted as an Assistant Course Designer at least at one (1) CIO4\* with a positive evaluation by the Level 4 Course Designer in the TD Report
- ✓ have acted as an Assistant Course Designer at least at one (1) Championship with a positive evaluation by the Level 4 Course Designer in the TD Report

### Education

- ✓ pass the level 4 Course Designers blended learning programme:
  - the online Level 4 Course Designer examination
  - an in-person course of 3 days for those who have passed the Level 4 Course Designers online examination(s)

If an examination is not passed, the Official is given the opportunity of a re-attempt after one year.

The objective of this interactive course is to enhance the participants' communication and interpersonal skills. This will allow them 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 and confident, achieve greater credibility and project a commanding presence.

Participants will acquire the awareness, motivation and skills to improve their decision-making process and obtain the desired outcomes with less conflict.

## Status

On passing the Level 4 final blended learning programme with examination(s) and fulfilling all requirements, participants are listed as Level 4 Course Designers in the FEI Database.

## Roles at FEI Events

According to FEI Driving Rules Art. 988, Level 4 Course Designer may take on the following roles at FEI events:

- ✓ Course Designer

## Maintenance

To maintain status, Level 4 Course Designers must:

- ✓ pass an Online Assessment every year (CES)
- ✓ pass an In-Person Maintenance Course every three (3) years (CES)
- ✓ have officiated as a Level 4 Course Designer at least at two (2) international events within the previous three (3) years<sup>1</sup>

<sup>1</sup> The CES Officiating Review will not be applied, by decision of the FEI Board on 5 June 2024.

Level 4 Course Designer who fail to officiate at the minimum number of events will be automatically transferred down to Level 3.<sup>1</sup>

The function of a Level 4 Course Designer who has not taken the CES Assessment by 15 December annually will be closed.



## Level 2 Driving Technical Delegate

### Requirements

For Level 1 Driving Official:

- ✓ achieve an English proficiency grade of A2 or higher\*
- ✓ have held the Level 1 status for a minimum of 1 year as a Driving Judge, Steward or Course Designer

For National Technical Delegates from NFs with an Equivalency:

- ✓ be formally recommended by their National Federation
- ✓ achieve an English proficiency grade of A2 or higher\*
- ✓ complete the online Driving Foundation Course

### Education

- ✓ pass an online course for Level 2 Technical Delegates
- ✓ have officiated as Assistant at least at two (2) international events (listed in the approved schedule and with a positive evaluation in the TD Report)

If an examination is not passed, the Official is given the opportunity of a re-attempt after one year.

### Status

- ✓ On passing the Level 2 examination(s) and fulfilling all requirements, participants are listed as Level 2 Technical Delegates in the FEI Database

### Roles at FEI Events

According to FEI Driving Rules Art. 988, Level 2 Technical Delegate may take on the following roles at FEI events:

- ✓ Assistant Technical Delegate
- ✓ Technical Delegate

## Maintenance

To maintain status, Level 2 Technical Delegate must:

- ✓ pass an Online Assessment every year (CES)
- ✓ pass an In-Person Maintenance Course every 3 years (CES)
- ✓ have acted as a Level 2 Technical Delegate at a minimum of one (1) international event within three (3) years, can be replaced by having acted as an Assistant Technical Delegate at two (2) international events.\*<sup>1</sup>

\*condition not applicable to Equivalency Officials for the initial 3 years of officiating.

<sup>1</sup> The CES Officiating Review will not be applied, by decision of the FEI Board on 5 June 2024.

Level 2 Technical Delegate who fail to officiate at the minimum number of events over a rolling three-year cycle will be required to pass an In-Person Maintenance Course within the following year.<sup>1</sup>

The function of a Level 2 Technical Delegate who has not taken the CES assessment by the 15 December annually will be closed.

## Level 3 Driving Technical Delegate

### Requirements

For Level 2 Technical Delegates:

- ✓ achieve an English proficiency grade of B1 or higher\*
- ✓ have been listed as a FEI Level 2 Technical Delegate for a minimum of 2 years
- ✓ have acted as a Level 2 Technical Delegate at least at two (2) international events, each event can be replaced by having acted as an Assistant Technical Delegate at two (2) international events (listed in the approved schedule and with a positive evaluation in the TD Report)

### Education

- ✓ pass an in-person course of 3 days for Level 3 Technical Delegate

If an examination is not passed, the Official is given the opportunity of a re-attempt after one year.

### Status

- ✓ On passing the Level 3 examination(s) and fulfilling all requirements, participants are listed as Level 3 Technical Delegate in the FEI Database

### Roles at FEI Events

According to FEI Driving Rules Art. 988, Level 3 Technical Delegate may take on the following roles at FEI events:

- ✓ Assistant Technical Delegate
- ✓ Technical Delegate

### Maintenance

To maintain status, Level 3 Technical Delegates must:

- ✓ pass an Online Assessment every year (CES)
- ✓ pass an In-Person Maintenance Course every 3 years (CES)
- ✓ have acted as a Level 3 Technical Delegate at least at 3 international events within three (3) years<sup>1</sup>

<sup>1</sup> The CES Officiating Review will not be applied, by decision of the FEI Board on 5 June 2024.

Level 3 Technical Delegate who fail to officiate at the minimum number of events will be automatically transferred down to Level 2.<sup>1</sup>

The function of a Level 3 Technical Delegate who has not taken the CES assessment by the 15 December annually will be closed.

## Level 4 Driving Technical Delegate

### Requirements

For Level 3 Technical Delegates:

- ✓ achieve an English proficiency grade of B2 or higher\*
- ✓ have been listed as a FEI Level 3 Technical Delegate for a minimum of 3 years
- ✓ be in good standing with the FEI

The following officiating experience has to be achieved within 10 years of the application:

- ✓ have acted as a Technical Delegate at a minimum of three (3) CAI3\* World Cup Qualifier
- ✓ have acted as a Technical Delegate at a minimum of six (6) international Events
- ✓ have acted as an Assistant Technical Delegate at least at one (1) CAIO4\* with a positive evaluation by a different Level 4 Technical Delegate in the TD report
- ✓ have acted as an Assistant Technical Delegate at least at one (1) Championship with a positive evaluation by a different Level 4 Technical Delegate in the TD report

### Education

- ✓ pass the level 4 Technical Delegates blended learning programme:
  - the online Level 4 Technical Delegates examination
  - an in-person course of 3 days for those who have passed the Level 4 Technical Delegates online examination(s)

If an examination is not passed, the Official is given the opportunity of a re-attempt after one year.

The objective of this interactive course is to enhance the participants' communication and interpersonal skills. This will allow them 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 and confident, achieve greater credibility and project a commanding presence.

Participants will acquire the awareness, motivation and skills to improve their decision-making process and obtain the desired outcomes with less conflict.

## Status

On passing the Level 4 final blended learning programme with examination(s) and fulfilling all requirements, participants are listed as Level 4 Technical Delegate in the FEI Database.

## Roles at FEI Events

According to FEI Driving Rules Art. 988, Level 4 Technical Delegate may take on the following roles at FEI events.

- ✓ Technical Delegate

## Maintenance

To maintain status, Level 4 Technical Delegate must:

- ✓ pass an Online Assessment every year (CES)
- ✓ pass an In-Person Maintenance Course every three (3) years (CES)
- ✓ have officiated as a Level 4 Technical Delegate at least at three (3) international events within the previous three (3) years<sup>1</sup>

<sup>1</sup> The CES Officiating Review will not be applied, by decision of the FEI Board on 5 June 2024.

Level 4 Technical Delegate who fail to officiate at the minimum number of events will be automatically transferred down to Level 3.<sup>1</sup>

The function of a Level 4 Technical Delegate who has not taken the CES Assessment by 15 December annually will be closed.

## Competency-based Evaluation System (CES)

The Competency-based Evaluation System addresses the following areas:

- ✓ knowledge of FEI Rules and Regulations (CES)
- ✓ soft skills in order to interact effectively and harmoniously (CES)
- ✓ fitness level required to correctly perform all duties relevant to the role (CES)
- ✓ English language proficiency

FEI Officials are required to take an annual online Assessment (CES) on FEI Campus. Driving Officials are assessed on their knowledge of FEI Driving Rules and other relevant Rules and Regulations.

### Maintenance

After 15 December of each year, the FEI Driving Department will review the status of all FEI Driving Officials to ascertain their compliance with Maintenance requirements. Depending on their level, failure to fulfil the Maintenance requirements will result in either attending an In-Person Maintenance Course, a transfer down to one level lower, or a closure of the function.<sup>1</sup>

<sup>1</sup> The CES Officiating Review will not be applied, by decision of the FEI Board on 5 June 2024.

### Re-entering the FEI Officials' System

Any Official who has retired or has a closed function for not fulfilling the Maintenance Requirements, is able to re-enter the system. Following requirements are applicable according to the discipline concerned:

An Official who has not been officiating at FEI Level for less than three years:

- ✓ May re-enter the FEI Officials' system on a level lower than previously listed.
- ✓ Is required to pass an In-Person Maintenance Course with assessment. This does not apply to the lowest levels as they will be considered National Officials and will have to fulfil the national requirements and then pass a transfer-up course.
- ✓ After passing the In-Person Maintenance Course with assessment the Official can officiate at his/her re-entry level without further requirements.

An Official who has not been officiating at FEI Level for three to six years:

- ✓ May re-enter the FEI Officials' system on a level lower than previously listed.
- ✓ Is required to pass a transfer-up course to confirm this lower level.
- ✓ Must also fulfil all other transfer-up requirements according to the relevant Education System of each discipline.

An Official who has not been officiating at FEI Level for more than six years:

- ✓ May only be able to re-enter at the lowest levels.
- ✓ Is required to pass a transfer-up course for the relevant level.  
Must also fulfil all other transfer-up requirements according to the relevant Education System of each discipline.

## Equivalency

The highest national education can be made equivalent to the FEI entry level education. National Federations have the opportunity to apply for Equivalency to the FEI.

The application process for equivalency is as follows:

In order for the FEI Education & Officials department to consider an Equivalency request, National Federations shall provide:

1. their national education system (with a detailed description), including the different levels, entry requirements, criteria to remain listed, practical experience, exit criteria etc.
2. a description of the standard career pathway (national and national to international)
3. an outline of the education contents (curriculum, syllabi, examination types and evaluation criteria, with examples of the standardised education material/content).

National Federations need to ensure that their highest level Officials are familiar with the FEI Rules and Regulations, FEI Code of Ethics, FEI Conflict of Interest Policy, FEI Officials' Code of Conduct, FEI Safeguarding Policy against Harassment and Abuse and the FEI Code of Conduct for the Welfare of the Horse.

\* English proficiency levels have been adjusted by decision of the FEI Board on 24 September 2024

## Annex FEI Education Terminology

The Annex FEI Education Terminology is published [HERE](#).

## Annex FEI Education Processes

The Annex FEI Education Processes is published [HERE](#)