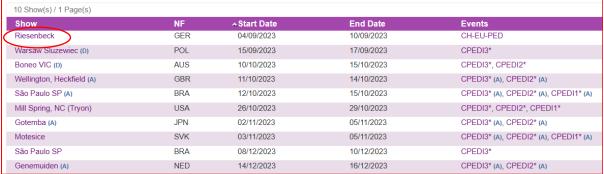# FEI™ PARA DRESSAGE

Guidelines for FEI Level 1 Classifiers

The information provided below will assist you to navigate your way through the requirements for a Level 1 Classifier (trainee). These guidelines should be read in conjunction with the FEI Education System for Para Dressage Officials and FEI General Regulations.
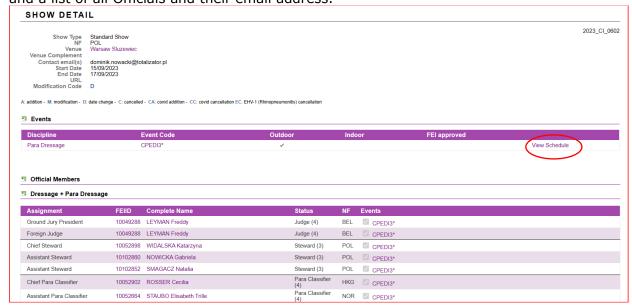
According to the Education System, to become Level 2 FEI Classifier, Level 1 Classifier must :
☐ *Complete four (4) Athlete Evaluations with a positive recommendation from a Level 3 (or higher) Para Equestrian Classifier at a minimum of two (2) CPEDIs in the last three years*

How to organise attending a competition as a Level 1 Classifier

- Level 1 Classifiers can complete their requirements at any level CPEDI competition
- Consult the FEI Calendar for a list of upcoming competitions. Search by "Para Dressage" in discipline field
- Identify a date and location that you are able to attend
- Click on the Show name and further detail will appear

10 Show(s) / 1 Page(s)

Show	NF	⌃ Start Date	End Date	Events
Riesenbeck	GER	04/09/2023	10/09/2023	CH-EU-PED
Warsaw Sluzewiec (D)	POL	15/09/2023	17/09/2023	CPEDI3*
Boneo VIC (D)	AUS	10/10/2023	15/10/2023	CPEDI3*, CPEDI2*
Wellington, Heckfield (A)	GBR	11/10/2023	14/10/2023	CPEDI3* (A), CPEDI2* (A)
São Paulo SP (A)	BRA	12/10/2023	15/10/2023	CPEDI3* (A), CPEDI2* (A), CPEDI1* (A)
Mill Spring, NC (Tryon)	USA	26/10/2023	29/10/2023	CPEDI3*, CPEDI2*, CPEDI1*
Gotemba (A)	JPN	02/11/2023	05/11/2023	CPEDI3* (A), CPEDI2* (A)
Motesice	SVK	03/11/2023	05/11/2023	CPEDI3* (A), CPEDI2* (A), CPEDI1* (A)
São Paulo SP	BRA	08/12/2023	10/12/2023	CPEDI3*
Genemuiden (A)	NED	14/12/2023	16/12/2023	CPEDI3* (A), CPEDI2* (A)

- Then click on *view schedule* for more information with contact details for the Organiser (OC) and a list of all Officials and their email address.

SHOW DETAIL

2023_CI_0602

Show Type	Standard Show
NF	POL
Venue	Warsaw Sluzewiec
Venue Complement	
Contact email(s)	dominik.nowacki@totalizator.pl
Start Date	15/09/2023
End Date	17/09/2023
URL	
Modification Code	D

A: addition - M: modification - D: date change - C: cancelled - CA: covid addition - CC: covid cancellation EC: EHV-1 (Rhinopneumonitis) cancellation

Events

Discipline	Event Code	Outdoor	Indoor	FEI approved	
Para Dressage	CPEDI3*	✓			View Schedule

Official Members

Dressage + Para Dressage

Assignment	FEIID	Complete Name	Status	NF	Events
Ground Jury President	10049288	LEYMAN Freddy	Judge (4)	BEL	✓ CPEDI3*
Foreign Judge	10049288	LEYMAN Freddy	Judge (4)	BEL	✓ CPEDI3*
Chief Steward	10052898	WIDALSKA Katarzyna	Steward (3)	POL	✓ CPEDI3*
Assistant Steward	10102860	NOWICKA Gabriela	Steward (3)	POL	✓ CPEDI3*
Assistant Steward	10102852	SMAGACZ Natalia	Steward (3)	POL	✓ CPEDI3*
Chief Para Classifier	10052902	ROSSER Cecilia	Para Classifier (4)	HKG	✓ CPEDI3*
Assistant Para Classifier	10052664	STAUBO Elisabeth Trille	Para Classifier (4)	NOR	✓ CPEDI3*

- If the Schedule is not yet available, contact the FEI Para Dressage department
- Email the Chief Classifier once known and well in advance of the competition to request your attendance as a Level 1 Classifier. Approval to attend may depend on if other Level 1 Classifiers are attending and the number of athletes to be classified.
- Once the Chief Classifier has approved, then email the OC to request attendance as a Level 1 Classifier.

- Ensure you request contact details such as mobile phone number, What's App contact, etc before you arrive.
- All travel and accommodation expenses associated with attending should be cover by the Level 1 Classifier. It will be up to the OC as to whether meals will be paid for whilst attending, so this should be clarified prior to attending. The OC is not required to meet these costs.
- The FEI Head of Classification (HoC) should be informed by email by the Chief Classifier that a Level 1 Classifier is attending a competition.
- Attendance by a Level 1 Classifier should be recorded in the Classifier Report.

During the competition

- Confirm details with the Chief Classifier as to when you should arrive and arrange meeting details and location of the classification room, etc.
- Dress is practical for carrying out a physical assessment, be neat and tidy with closed in shoes. No clothing with national logos should be worn as FEI Officials
- Level 1 Classifiers should stay at competition the same length of time as the other FEI Classifiers.
- A Level 1 Classifier:
  - is not an official member of the Classification Panel and cannot allocate an FEI Grade.
  - may be appointed to participate in some or all components of an Athlete evaluation.
  - must not fulfil any other role at the competition.
  - must declare any Conflict of Interest to the Chief Classifier, for example, being related to a competitor at the competition.
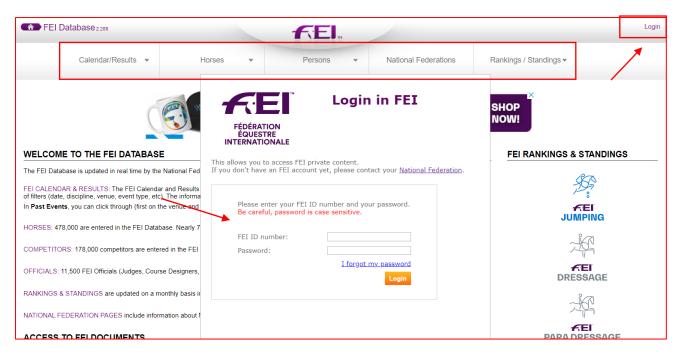
During the athlete evaluation process

- The Chief Classifier will notify the Level 1 Classifier prior to the competition of athletes to be classified and the schedule for classifications
- The Level 1 Classifier should read the athlete information on the [FEI Database](#) prior to attending the evaluation session. Login details should have been provided by the FEI previously. If not, please contact the [FEI Para Dressage Department](#)
- The Chief Classifier will determine the involvement of the Level 1 Classifier in each athlete evaluation, including the Observation Assessment. This may depend on the context of the evaluation at the time, such as complexity of the presenting health condition of the athlete.
- The Level 1 Classifier will comply with the reasonable requests made by the Classification Panel in respect of the duties of the classification panel
- If the Level 1 Classifier is approached by other Officials, they should refer any questions to the Classification Panel regarding the athletes
- As time for each athlete evaluation can be limited, especially if a number of athletes are to be classified, it may not be possible to have lengthy discussion until the evaluation is completed
- The Level 1 Classifier should be always respectful to the athlete and ensure the confidentiality of their personal information.
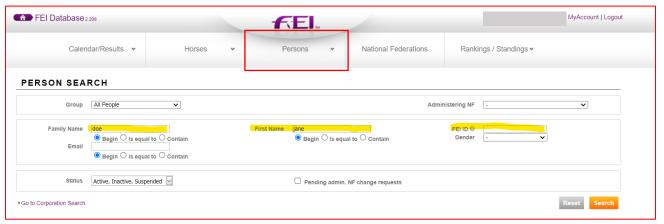
How to login and use the FEI Database
- Go to https://data.fei.org/Default.aspx and login with your FEI ID and password
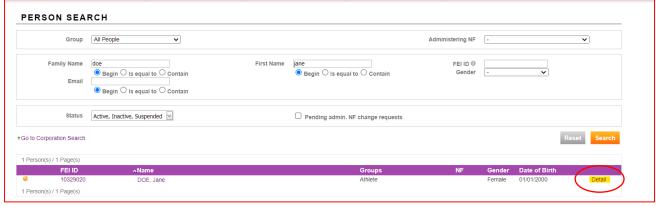
- Once you are logged in (you can see your name at the top right), you have access to different parts of the FEI database (FEI Course Calendar, Horses, Persons, National Federation, etc)
- To find information on an athlete, click on *Persons.* Then, you can search a specific athlete by name or with their FEI ID
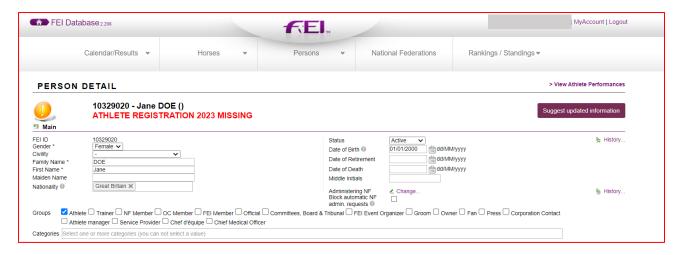

- Once you have found the athlete, you can click on *Details* to have access to the athlete's profile
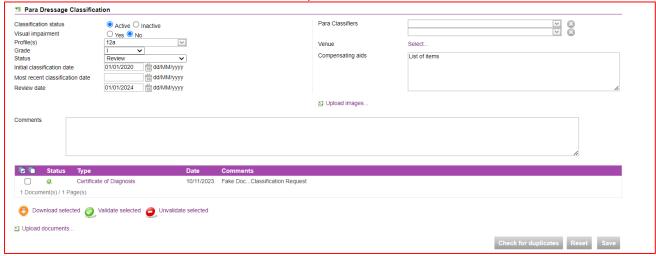

- When you are on the athlete's profile, you can see their general information at the top

- At the bottom of the page, you can find the Classification information and documentation. If you do not see this information it means you do not have the correct access. Please contact the FEI TSS Department.

Useful links for FEI Classifiers on the FEI Website

Education
- Education System for Para Dressage Officials
- FEI Para Equestrian Classifiers Path

Para Dressage Reports and Forms
- Chief Classifier Report
- Classifiers activity log for Para Dressage Classifiers
- Officials Expense Claim and Reimbursement Form
- FEI Classifiers Promotion Form

FEI Classification Documentation
- FEI Manual for Classifiers (please make sure to consult the Classification Manual published on the FEI website in order to have access to the latest updates)
- FEI Classification Master List

FEI Classification Research
- Project information and Classification Research Phases and background

FEI Para Dressage Rules
- FEI Para Dressage Rules
- FEI Classification Rules
- Rules App (link to dowload the FEI RuleApp here)