



Education System for FEI Course Designers Jumping

Effective 1 January 2016

1. Overview

The FEI Education System for Course Designers Jumping consists of four levels.

FEI Courses for Course Designers must follow the syllabus established by the FEI, which also establishes a list of Course Directors. To be recognized by the FEI, a Course must be directed by Course Directors from the FEI list. The FEI also organizes Refresher Seminars for Course Designers.

All courses and seminars are coordinated by the FEI Jumping Department.

In all courses and seminars, the required language is English, except for Level 1 courses where some flexibility is permitted.

The structure of the education system recognises the fact that some National Federations (NFs) do not have their own education system for Course Designers. Furthermore the education system addresses the issue of language in relation to qualification as Course Designer at certain levels.

Level 1

The Level 1 Course was produced as entry level to course designing, also for NFs that do not have an FEI approved education system for Course Designers. The FEI has established a syllabus, specific course material and exams in order to educate beginner Course Designers. If NFs wish to translate the course material into another language, FEI will provide the relevant documents.

For Level 1 Courses FEI has established a standardised syllabus, specific course material and exams.

The course can be conducted in any language, provided the course is given by Course Designers from the FEI list of Course Directors.

This status permits an FEI Level 1 Course Designer to act as Assistant Course Designer at international events (see chapter 3 Diagram of Education System for FEI Course Designers and chapter 4 Description of the Education System for FEI Course Designers).

NFs that have an FEI approved national education system for Course Designers are not obliged to organise Level 1 Courses. Level 1 status and national status are in this case equivalent. A national CD from an NF with an approved FEI national education system, may proceed directly to a Level 2 Course.

All NFs are obliged to present a synopsis of their national education system for Course Designers to the FEI Director Education and Standards for the purpose of identifying potential candidates and equating their system with the FEI Level 1 education system.

All Course Designers should be able to speak and write English, unless a special request has been submitted to the FEI to allow a course to be run in a specific language other than English (a language of a major region may be accepted by the FEI). In any case, such courses must be conducted by FEI Course Directors.



Level 2

Course Designers attending a Level 2 course must be either listed as FEI Level 1 Course Designer for at least one year prior to application or be recommended as National Course Designer by their respective NF, provided equivalency has been agreed between the NF and FEI.

This status permits an FEI Level 2 Course Designer to act at international events as laid down in the Jumping Rules (see chapter 3 Diagram of Education System for FEI Course Designers and chapter 4 Description of the Education System for FEI Course Designers).

All applicants must be able to speak and write English.

Level 3

Course Designers attending a Level 3 course must be listed as FEI Level 2 Course Designer for at least three years prior to application.

This status permits an FEI Level 3 Course Designer to act at international events as laid down in the Jumping Rules (see chapter 3 Diagram of Education System for FEI Course Designers and chapter 4 Description of the Education System for FEI Course Designers).

Level 4

To be eligible for promotion to Level 4 Course Designer an applicant must be listed as Level 3 Course Designer for at least six years prior to application.

The applicant must fulfil certain requirements with regard to practical experience (see page 13).

Furthermore a written recommendation from the applicant's NF or a request by the FEI Jumping Committee must be provided to the FEI Director Jumping.

This status permits an FEI Level 4 Course Designer to act at international events as laid down in the Jumping Rules (see chapter 3 Diagram of Education System for FEI Course Designers and chapter 4 Description of the Education System for FEI Course Designers).

Level 4 Course Designers are expected to be available to contribute towards assisting the education system. Some details relevant to this level are under revision.

Level 1, 2, 3 and 4 Course Designers are listed in the FEI Officials List.

2. Terminology and Abbreviations / Education Strategy and Nomination Process

2.1 Terminology and Abbreviations

- Course Designer (CD)

The powers and duties of the Course Designer are specified in the FEI General Regulations, Art. 151. The Course Designer is the person who must put into practice the technical aspects of the different competitions at an event, on grounds that are well prepared and in good condition, with suitable obstacles, adapting the track to the tables used or to the type of competition scheduled.

- Assistant Course Designer (ACD)

The ACD (Level 1-4) should support the responsible CD. This is an appointment with the purpose of providing further education, offering additional experience and knowledge and/or to fulfil the criteria to remain listed. The ACD should be instructed in and be able to:

- Draw official course plans
- Make suggestions about obstacle material
- Plan courses for different types of classes according to the event Schedule
- Make suggestions regarding heights and distances
- Organise the arena crew
- Measure the length of the course
- Make suggestions for logistic questions, e.g. course changes or jump-offs
- Take part in the course inspection with the CD and the Judges
- Practise cooperation with Judges and Stewards
- Observe the competition
- Analyse the competition after it is finished
- Observe cooperation between the CD and the organiser and the media

Entries of the ACD's activity in the logbook to be signed by responsible CD.

- Course Designer Meeting

An FEI Course Designers' meeting is held once every 2-3 years to discuss the current situation relating to course designing, the Course Designers' personal experience in general and at major events such as FEI World Cup™ Jumping Finals, World Equestrian Games, Olympic Games, European Senior Championships as well as the FEI Course Designer Education System.

For Level 4 CDs, meetings are held every three years to discuss the above and to make suggestions about modifications to the Jumping Rules.

- FEI Course Director General (CDR)

The duties of the FEI Course Director General for Course Designers are:

1. Advise, based on need for Courses and Seminars worldwide for Levels 1-4
2. Contribute in Updating of the teaching material
3. Propose modifications to the Education System

- **Course Director (CDR)**

Course Directors are responsible for directing FEI Qualification Courses and FEI Refresher Seminars. The Course Directors and the Course Director General are also responsible for updating the existing FEI education material in consultation with the FEI Director Jumping and the FEI Director Education and Standards.

- **Qualification Course (QC)**

These are courses with exams at which Course Designers can obtain the FEI qualification as Level 1, 2 and 3 Course Designer for Jumping. The participation in a QC without taking the course examination counts as participation in a RS.

- **Logbook**

A Logbook kept by each Course Designer contains a list of official FEI activities, such as events at which the Course Designer has officiated, courses and seminars attended. Entries into the Logbook must be signed by the responsible Course Designer and in the case of courses and seminars attended by the Course Directors. The Logbook format can be found on the FEI website (<http://fei.org/fei/your-role/officials/jumping/forms>).

- **Refresher Seminar (RS)**

A seminar for the purpose of updating FEI Course Designers (Level 1-3). A Refresher Seminar is an educational activity without exam.

- **FEI Jumping Committee**

The Jumping Committee is composed of six members (Chair, Deputy Chair and four other members) with skills and experience in competition, judging, event organisation, training and course designing. The role of the Jumping Committee is to advise FEI Headquarters (HQ) on amendments to the Jumping Rules, management of International Jumping events, appointment, promotion and education of Officials, the development of the Olympic Solidarity programme and any advice requested by FEI HQ.

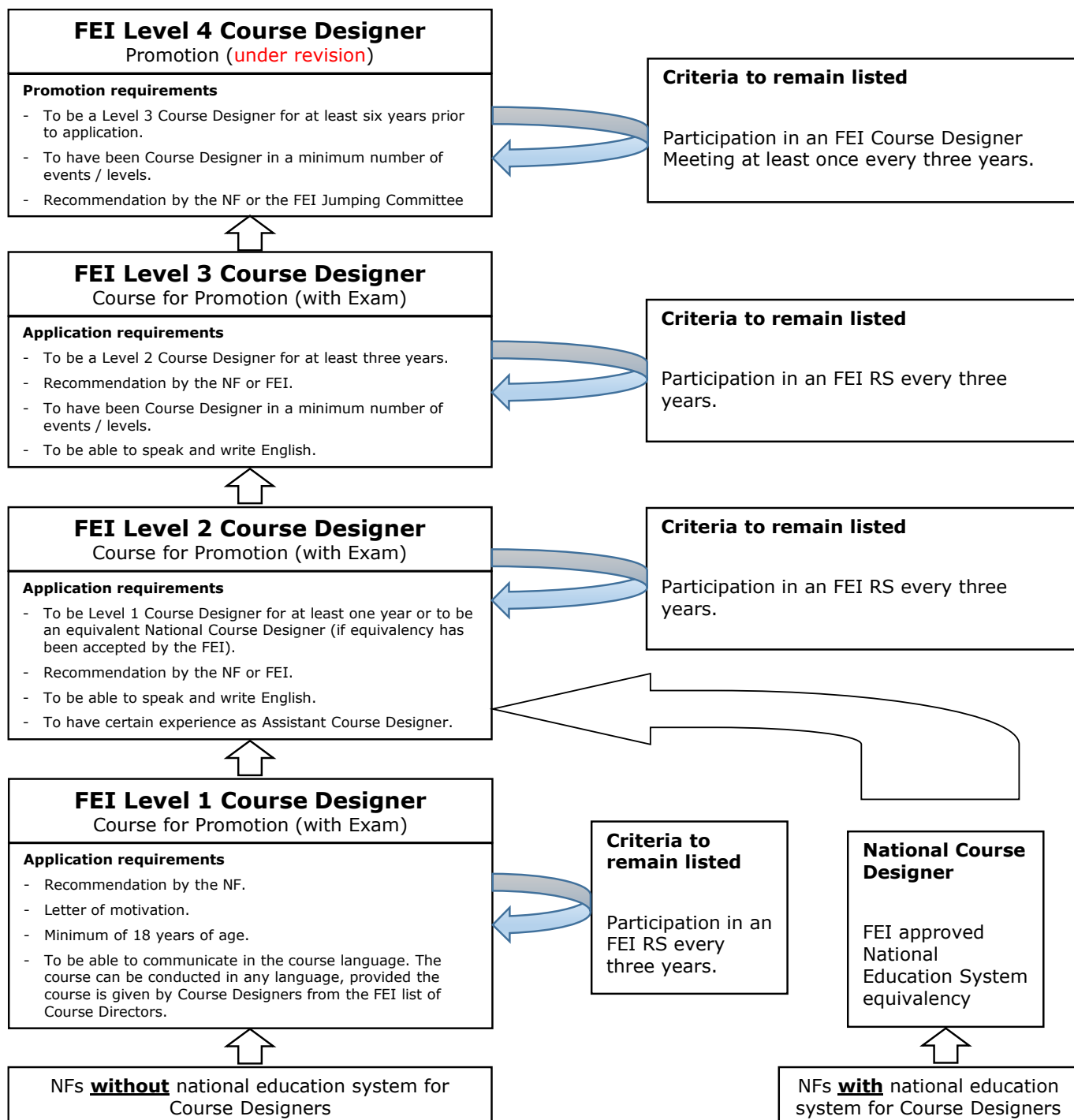
2.2 Nomination Process

A Course Designer who has passed the examinations during a QC for Levels 1-3 may act as Course Designer for the Level in question or as Assistant Course Designer as of one month after the closing date of the QC. Course Directors must send the course results and all related documentation to the FEI Jumping Department within one month of the closing date of the QC. Upon receipt of the course results, the FEI Jumping Department will inform the NFs of Officials who have passed the course and update the FEI database accordingly; the effective dates of promotion entered in the database will be either the 1st or 15th of any given month, depending on the date of the QC and receipt of the results.

Corresponding certificates will be awarded during the closing ceremonies of the QC.

3. Diagram of the Education System for FEI Course Designers Jumping

(For further details see chapter 4, Description of the Education System for FEI Course Designers Jumping)



4. Description of the Education System for FEI Course Designers Jumping

Introductory Level Course Designer Course Course Application Requirements

Interest in Course Designing	Open to National CDs recommended by their NF
Age	Minimum of 18 years
Language	The course can be conducted in any language, provided the course is given by Course Designers from the FEI list of Course Directors
Course Director	1
Duration	3 hours
Certificate	Certification and registration in the logbook (Criteria to take Level 1 test or to take initial test Level 2)

NB: The Introductory Level Course is held as the first segment of the Level 1 Course (below)

FEI Level 1 Course Designer Course Course Application Requirements

Interest in Course Designing	Letter of motivation Open to national CDs who are recommended by their NF
Age	Minimum of 18 years
Language	To be able to communicate in the course language. The course can be conducted in any language, provided the course is given by Course Designers from the FEI list of Course Directors

Course Organisation

Number of days	preferably 5 (if financially viable, then 6) (theory, practical work, 4 tests)
Number of Course Directors	2



Minimum number of participants	10 in principle
Maximum number of participants	20
Debriefing	Average 10 minutes per participant
Course Language	The course can be conducted in any language, provided the course is given by Course Designers from the FEI list of Course Directors
Certificate	Certification (if the course is passed) and registration in the logbook signed by the CDRs

Course Examination

Practical Examination	<ol style="list-style-type: none">1. Design four course plans during the course2. Layout of poles on the ground3. Final interview <p>Total pass mark for all three parts: minimum 6.0 (out of 10)</p> <p>Counts as 90% of the total marks</p>
Written Examination	<p>Up to 60min.</p> <p>Pass mark 6.0 (out of 10)</p> <p>Counts as 10% of the total marks</p>
Final Evaluation	<p>Final overall pass mark is 6.0 (out of 10)</p> <p>The practical examination must be passed in order to pass the course</p>

Criteria to remain listed

Participation in a 3 day FEI RS every three years.

CDs who do not fulfil these criteria will not remain listed.

Refer to paragraph 5 regarding removal from and return to list.



FEI Level 2 Course Designer Course

Course Application Requirements

Status	<p>To have been an FEI Level 1 Course Designer for at least one year prior to application</p> <p>If equivalency has been agreed with an NF on its national education system for Course Designers, it is the responsibility of the NF to nominate applicants to the FEI course</p> <p>Recommendation by the NF or FEI</p>
Experience	<p>To have acted 6 times as Assistant Course Designer with 2 different Course Designers at International Jumping events or at national events within the past 3 years, providing the Course Designer has the status of at least FEI Level 3.</p> <p>(Officiating experience to be entered in logbook and signed by responsible CD for international or National events)</p>
Language	To be able to speak and write English

Course Organisation

Number of days	preferably 5 (if financially viable, then 6) (theory, practical work, tests)
Number of Course Directors	2
Minimum number of participants	10 in principle
Maximum number of participants	20
Debriefing	Average 10 minutes per participant
Course Language	English
Certificate	Certification (if the course is passed) and registration in the logbook signed by the CDRs



Course Examination

Practical Examination

1. Design four course plans during the course
2. Layout of poles on the ground
3. Final interview

Total pass mark for all three parts: minimum 6.0 (out of 10)

Counts as 90% of the total marks

Written Examination

Up to 60min.

Pass mark 6.0 (out of 10)

Counts as 10% of the total marks

Final Evaluation

Final overall pass mark is 6.0 (out of 10)

The practical examination must be passed in order to pass the course

Criteria to remain listed

Participation in a 3 day FEI RS every three years.

CDs who do not fulfil these criteria will not remain listed.

Refer to paragraph 5 regarding removal from and return to list.



FEI Level 3 Course Designer Course

Course Application Requirements

Status	To have been an FEI Level 2 Course Designer for at least three years prior to application Recommendation by the NF or FEI
Experience	To have acted as Course Designer in at least 6 CSI/CSIO 1*- 2* of which 3 can be compensated by acting as Assistant Course Designer with 2 different Course Designers at CSI/CSIO 1*-5* or CSI/CSIO-W, provided the Course Designer is at least FEI Level 3. Within the past 3 years prior to application. (Officiating experience to be entered in logbook and signed by responsible CD)
Language	To be able to speak and write English

Course Organisation

Number of days	6 (theory, practical work, tests)
Number of Course Directors	2
Minimum number of participants	10 in principle
Maximum number of participants	20
Debriefing	Average 10 minutes per participant
Course Language	English
Certificate	Certification (if the course is passed) signed by the CDRs



Course Examination

Practical Examination	<ol style="list-style-type: none">1. Design five course plans during the course2. Layout of poles on the ground3. Final interview <p>Total pass mark for all three parts: minimum 6.0 (out of 10)</p> <p>Counts as 95% of the total marks</p>
Written Examination	<p>Up to 60min.</p> <p>Pass mark 6.0 (out of 10)</p> <p>Counts as 5% of the total marks</p>
Final Evaluation	<p>Final overall pass mark is 6.0 (out of 10)</p> <p>The practical examination must be passed in order to pass the course</p>

Criteria to remain listed

Participation in a 3 day FEI RS every three years.

CDs who do not fulfil these criteria will not remain listed.

Refer to paragraph 5 regarding removal from and return to list.



FEI Level 4 Course Designer Promotion Requirements

(Under revision)

Status	<p>Must hold the status of FEI Level 3 Course Designer for at least six years prior to application</p> <p>Must have acted as CD at least 15 times at CSI/CSIO3*-5* or CSI/CSIO-W within past 3 years and at least 1 CSIO3*-5* in entire career (team competition at Championships or Games counts as CSIO3*)</p> <p>Written application by the NF or recommendation from FEI Jumping Committee to FEI Jumping Director</p>
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Criteria to remain listed

It is strongly recommended to attend an FEI Course Designer Meeting at least once every three years. Non-attendance at the FEI Course Designer Meeting will be examined by the FEI Director Jumping and the FEI Director of Education & Standards on a case by case basis.

Note:

A Level 4 Course Designer who retires from course designing may be listed as Honorary Course Designer.

5. Removal from and return to list

An NF may request, for consideration by the FEI, the removal of a CD from the FEI list of CDs.

The FEI may remove a CD from the FEI list of CDs for any of the following reasons:

1. For not attending a RS every 3 years (Levels 1-3);
For not attending the CD meeting every 3 years (Level 4)
2. For having acted against FEI Rules and Regulations and/or the FEI Code of Conduct and/or the FEI policy for Conflict of Interest;

In order to be reinstated on the list of FEI CDs, the official must attend a course of the level he held before being removed from the list and successfully pass the exam.

6. Minimum criteria to be met in order to officiate as FEI Course Designer at FEI Jumping Events

Status of the Course Designer	Allowed to	Minimum criteria to be eligible to officiate
Level 1	Assist the FEI Course Designer at FEI Jumping events Build at National events	
Level 2	Build CSI/CSIO 2*	2 x CD at CSI/CSIO1*-2* and 6 x Assistant CD with 2 different CDs at FEI events or at national events providing the CD is at least FEI Level 3, within 3 years. FEI Refresher Seminar attendance every 3 years.
Level 3	Build CSI/CSIO 5*, (CSI/CSIO4*-5* only with the approval of the JD) CSI-W events, Regional Games/Championships, Continental Championships except European Championship Senior	2 x CD at CSI/CSIO 2*-3* or CSI-W events and 6 x Assistant CD with 2 different CDs at CSI/CSIO/CSI-W events, within 3 years. FEI Refresher Seminar attendance every 3 years.
Level 4	Any International Jumping events recognized by the FEI, FEI World Cup™ Jumping Final, FEI Nations Cup™ Final, World Equestrian Games, Olympic Games, European Championship Senior and Pan-Am Games.	8 x CD at CSI 3*-5* or 8 x CSI-W events within the past 2 years and 1 x CSIO 4*-5* events (Team competition at Continental Championships other than for Seniors as well as Team competition at Regional Games count as CSIO3*) within their entire career and be nominated by the FEI Jumping Committee. FEI CD Meeting attendance once every 3 years.

If the above 'minimum criteria to be eligible to officiate' are not met within the specific period mentioned for the respective levels, the official must attend a course, with exam, of the level he holds in order to be eligible to officiate again.

7. Course Directors

The FEI establishes a list Course Directors. This list is reviewed, and decisions on appointments are made, by the FEI Director Education & Standards in consultation with the FEI Director Jumping, as needed. NFs will be informed by the FEI Director Jumping on the appointment of or the removal of Course Directors from the FEI list.

Criteria to be selected as FEI Course Director in Course Designing for Jumping

1. To be able to speak and write English fluently.
2. To hold the following FEI Course Designer level status for the course to be conducted:

Level 1 Course	Course Directors: Level 4 or Level 3 Course Designer (must be listed as Level 3 for at least 3 years)
Level 2 Course	Course Directors: Level 4 or Level 3 Course Designer (must be listed as Level 3 for at least 3 years)
Level 3 Course	Course Directors: Level 4 Course Designer
Course Designer Meetings	Level 4 Course Designer
3. Level 3 Course Designers (eligible to direct Level 1 and 2 courses) must have acted as CD at least 15 times at CSI/CSIO3*-5* or CSI/CSIO-W within past 3 years and at least 1 CSIO3*-5* in entire career (team competition at Championships or Games counts as CSIO3*).
4. Course Directors eligible to direct Level 1, 2, and 3 courses and CD meetings must be listed as FEI Level 4 Course Designers OR Honorary CDs who have acted as a Course Director before. They should also have prior teaching experience (preferably with an International Course Designer Education System).
5. To be available to conduct courses and seminars at least once a year.
6. To be available to contribute to the further development of the FEI Course Designer Education System.
7. Applications for interested candidates to be sent to the FEI Director Education and Standards, who will who will make an initial evaluation of the Candidate 's experience.

Course director qualification pathway: Following a positive consideration by the FEI Director Education and Standards, to successfully complete the course director qualification pathway that will be communicated accordingly.