



British Showjumping
Course Designers Education System

PATHWAY

1 Preliminary Remarks

1.1 Terminology and Abbreviations

- **Regional Official Mentor (ROM)**

Regional Official Mentors are appointed to represent British Showjumping and act as a point of contact for all officials within their region. The role involves assisting in identifying potential new officials as well as supporting existing officials. The Regional Mentor role requires being proactive in facilitating Officials training and continuing professional development. The position entails assisting their development through the officiating levels, should they wish to progress. Regional Official Mentors will be appointed in each region for Course Designers and Judges.

- **Course Designer Assessors**

Level 4 Course Designers & above who have completed the Course Designer Assessors Training Day will be appointed by British Showjumping to assess Course Designers as part of the upgrade process.

- **Chairman of Judges (COJ)**

The show Organiser/Organising committee shall nominate one Level 2 or above Judge to act as Chairman of Judges (COJ) for the duration of the show. Duties of the COJ include assisting and advising the Show Organisers and Members throughout the show. The COJ may also assume the roles and responsibilities of the Lead Official (LO) for one arena.

- **Lead Official (LO)**

A Lead Official will be appointed to each arena at each show to act as the Senior Judge for the duration of the show. Duties of the LO include assisting and advising the Show Organisers and Members throughout the show. In the absence of an appointed COJ (Chairman of Judges) the Lead Official (LO) will assume the roles and responsibilities of the COJ

- **British Showjumping Headquarters (HQ)**

Based in Meriden, West Midlands, British Showjumping HQ is the administrative hub for the NGB of Showjumping within Britain.

Contact details for HQ are below: -

- British Showjumping, Building 2020, Meriden Business Park, Copse Drive, Meriden, West Midlands, CV5 9RG
- 02476 698800
- info@britishshowjumping.co.uk

- **Course Designers are divided into the following categories:**

- Level 1 Course Designer
- Level 2 Course Designer
- Level 3 Course Designer
- Level 4 Course Designer
- Level 5 Course Designer

- FEI Level 1 Course Designer
- FEI Level 2 Course Designer
- FEI Level 3 Course Designer
- FEI Level 4 Course Designer
- FEI Honorary Course Designer

1.2 Agreement to abide by British Showjumping Rules & Regulations

All British Showjumping Officials, when renewing their membership with British Showjumping, agree to abide by British Showjumping Rules & Regulations, including the Regulations for Registration and Control of Officials & the Officials Code of Conduct for the duration of the membership period.

The Regulations for Registration and Control of Officials, including the Officials Code of Conduct can be found by following the link below: - <http://www.britishshowjumping.co.uk/page/Officials-Regulations>

1.3 FEI Application & Upgrade policy

All FEI Officials Applications, including FEI Officials upgrades will need GBR NF recommendation as per the FEI pathway. GBR NF Recommendations will only be given to those candidates who are current National Officials, fully compliant with their retention criteria and whose work is known to the National Governing body so we are able to comment on and endorse appropriately.

1.4 FEI Officials

All FEI Officials will be required to be current National Officials, fully compliant with their retention criteria and whose work is known to the National Governing body, so we are able to comment on and endorse appropriately. Any Official who is removed by the GBR NF or who's National Officials status lapses or any Official who cannot satisfy the above requirement will have the support of the GBR NF to act as an FEI Official representing GBR removed.

2. Description of the Education System for Course Designers

Level 1 Course Designer

Initial Training

- Express an interest with British Showjumping & Register as a Non-Jumping Official
- Application for Membership as a Non Jumping Official (OF1)
- British Showjumping Official - Application Form (OF2)
- Attend a British showjumping Induction Day at National Training Centre
- On completion of Induction Day and acceptance of application by British showjumping, Contact details for the Regional Official Mentor passed over to the Trainee Course Designer to arrange getting some experience at affiliated events
- <http://www.britishshowjumping.co.uk/page/Regional-Mentors>

Pathway A

- Attend events assisting British Showjumping Course Designers of at least Level 3 status to gain experience building and designing courses at affiliated events
- Gain recommendation from minimum of two Level 5 Course Designers or 1 x level 5 & 1 x ROM, with whom they have worked, to be appointed straight as Level 1 Course Designer & **secure recommendation for assessment to Level 2 CD.**
- Be a minimum of 18 years of age at appointment
- OR

Pathway B

- Apply to attend a Level 1 Course Designer Assessment Day. (Course Fee £75)
- Successfully pass the L1 Course Designer Assessment
- Appointed as a L1 Course Designer
- Be a minimum of 18 years of age at appointment

Assessment Day

2 Assessment days per year will be run for this level at the National Training Centre

- Held over 1 day at The National Training Centre.
- Candidate to bring own stick, tape and wheel.
- Plans (as below) to be drawn to scale on the day.
 - Class 1 - 90cm horse only Club Competition Table A7
 - Class 2 - 1m horse and pony Club Competition Single Phase
- Assessor to decide on the day which course the candidate is to build for assessment
- 1 Hour 30 mins to build a simple course of approximately 10 - 12 fences including 1 or 2 doubles, 30 mins debrief on course, other candidates to help during build and act as Arena Party
- Assessor to Introduce and discuss with the candidate the BS Rules and Regulations

Retention Policy

A retention criterion has been introduced for all level of Officials to ensure they are actively officiating at British Showjumping Shows, their skills are constantly updated and their knowledge of the rules and regulations are updated on a regular basis. The retention criterion for this level can be seen below:

- Course Designers
 - Level 1 Course Designers must officiate/assist at a minimum of 6 show days a year
 - Must attend an officials training event / conference within the first 12 months of appointment & once every two years, thereafter
 - Must hold a current certificate in the safeguarding of children and vulnerable persons

Any Course Designer who does not meet the above criteria may be re-classified as of the 1st of Jan each year.

Level 2 Course Designer

Upgrade Process

- To be, Level 1 Course Designer
- Must have Attended a British Showjumping Induction Day
 - Secure recommendation for assessment Via Level 1, Pathway A
- Or
 - Complete a minimum of 12 show days as an Official at Club or JFS or assistant at category 1,2 or pony shows prior to applying for upgrade, (ideally a mixture of both)
 - Submit an Application for Upgrade (OF6) with recommendation from Level 5 Course Designer with whom they have worked detailing appropriate experiences and reports with endorsement of application by Regional Officials Mentos.
- Successfully pass an assessment by British Showjumping Course Designer Assessor
- Successfully pass the Course Designers Written and Oral Exams
- Appointed as a L2 Course Designer
- Attend an Officials Training Event as per the retention criteria.

Level 2 Course Designer Assessment Day

2 Assessment days per year will be run for this level at the National Training Centre

- Held over 2 days at The National Training Centre.
- Day 1
 - Theory session - Classroom
 - Pole Placement - Practical
 - Design Courses as dictated by assessors.
 - Senior Foxhunter 1st Rd (Two Phase)
 - Senior 1.20m Open (Table A4)
 - Junior Newcomers 1st Rd (Table A7)
 - Junior 128/138 90cm Handicap (Single Phase)
- Day 2
 - Build 1 of the above courses, assessor to decide on the day.
 - Oral Exam as part of assessment to ascertain knowledge of rules and regulations.
 - Written Exam Paper
 - Debrief
- Candidate to bring their own stick, tape and measuring wheel.
- Assessor to ask questions during the assessment to ascertain knowledge of rules and regulations.

Retention Policy

A retention criterion has been introduced for all level of Officials to ensure they are actively officiating at British Showjumping Shows, their skills are constantly updated, and their knowledge of the rules and regulations are updated on a regular basis. The retention criterion for this level can be seen below:

- Course Designers
 - Level 2 Course Designers must officiate at a minimum of 6 show days a year.
 - Must attend an officials' training event / conference within the first 12 months of appointment & once every two years, thereafter.
 - Must hold a current certificate in the safeguarding of children and vulnerable persons.

Any Course Designer who does not meet the above criteria may be re-classified as of the 1st of Jan each year.

Level 3 Course Designer

Upgrade Process

- To be, for at least 1 years, a Level 2 Course Designer
- Must Have attend a 3-day Course Design Seminar at National training center (prior to assessment)
- Complete a minimum of 12 show days including pony show as Level 2 Course Designer prior to applying for upgrade
 - The Course Designer is to be listed as the main Course Designer and not as an Assistant
- Attend an Officials Training Event as per the retention criteria
- Submit an Application for Upgrade (OF6) with recommendation Level 5 Course Designer with whom they have worked detailing appropriate experiences and reports with endorsement of application from Regional Officials Mentor.
 - Upgrade Fee = £75
- For the duration of the period from validation of application to assessment date, Level 2 CD (Candidate 3) will be eligible to build 1.30 open with a maximum 1st prize of £100.
- Submit potential assessment dates when building as a L2(C3)CD by 30th April (OF7)
- British Showjumping Course Designer Assessor to attend one of the dates supplied unannounced and assess Course Designer.
 - At Show
 - Schedule to include some of the following classes where possible:
 - Newcomers 1st Round
 - Foxhunter 1st Round
 - National Amateur Qualifiers
 - Winter 128cm Competition 1st Round
 - Winter 138cm Competition 1st Round
 - National 128cm Championships
 - National 138cm Championships
 - Pony Foxhunter 1st Round
 - Pony Newcomers 1st Round
- Successfully pass the Course Designers Oral Exams

Retention Policy

A retention criterion has been introduced for all level of Officials to ensure they are actively officiating at British Showjumping Shows, their skills are constantly updated and their knowledge of the rules and regulations are updated on a regular basis. The retention criterion for this level can be seen below:

- Course Designers
 - Level 3 Course Designers must officiate at a minimum of 6 show days a year
 - Must attend an officials training event once every two years
 - Must hold a current certificate in the safeguarding of children and vulnerable persons

Any Course Designer who does not meet the above criteria may be re-classified as of the 1st of Jan each year.

Level 4 Course Designer

Upgrade Process

- To be, for at least 1 years, a Level 3 Course Designer
- Must Have attend a 3-day Course Design Seminar at National training center (prior to assessment)
- Complete a minimum of 18 show days including pony shows, as Level 3 Course Designer prior to applying for upgrade
 - The Course Designer is to be listed as the main Course Designer and not as an Assistant
 - should have experience of assisting to design qualifiers as part of a team
 - have experience of working as part of a Course Designer Team at a Major Event
- Attend an Officials Training Event as per the retention criteria
- Submit an Application for Upgrade (OF6) with recommendation Level 5 Course Designer with whom they have worked detailing appropriate experiences and reports with endorsement of application from Regional Officials Mentor.
 - Upgrade Fee = £75
- For the duration of the period from validation of application to assessment date, Level 3 CD (Candidate 4) will be eligible to build 1.40 opens with a maximum 1st prize of £200.
- Submit potential assessment dates when building as a L3(C4)CD by 30th April (OF7)
- British Showjumping Course Designer Assessor to attend one of the dates supplied unannounced and assess Course Designer.
 - At Show
 - Schedule to include some of the following classes where possible:
 - Newcomers 1st Round
 - Foxhunter 1st Round
 - National Amateur Qualifiers
 - Winter 128cm Competition 1st Round
 - Winter 138cm Competition 1st Round
 - National 128cm Championships
 - National 138cm Championships
 - Pony Foxhunter 1st Round
 - Pony Discovery 1st Round
 - National B&C Handicap Championships
 - National 1.30m Open
- Successfully pass the Course Designers Written and Oral Exams

Retention Policy

A retention criterion has been introduced for all level of Officials to ensure they are actively officiating at British Showjumping Shows, their skills are constantly updated and their knowledge of the rules and regulations are updated on a regular basis. The retention criterion for this level can be seen below:

- Course Designers
 - Level 4 Course Designers must officiate at a minimum of 10 show days a year
 - Must attend an officials training event once every two years
 - Must hold a current certificate in the safeguarding of children and vulnerable persons

Any Course Designer who does not meet the above criteria may be re-classified as of the 1st of Jan each year.

Level 5 Course Designer

Upgrade Process

- To be, for at least 2 years, a Level 4 Course Designer
- Complete a minimum of 48 show days as Level 4 Course Designer prior to applying for upgrade
 - The Course Designer is to be listed as the main Course Designer and not as an Assistant
- Attend an Officials Training Event as per the retention criteria
- Submit an Application for Upgrade (OF6) with recommendation Level 5 Course Designer with whom they have worked detailing appropriate experiences and reports with endorsement of application from Regional Officials Mentor.
 - Upgrade fee = £100
 - potential candidates should be able to prove appropriate amount of shows have been designed by themselves and that the work they have done is suitable for upgrade assessment to take place
 - should have experience of designing qualifiers in own right
 - have experience of working as part of major design teams
- Submit potential assessment dates when building as a L4CD by 30th April (OF7)
- British Showjumping Course Designer Assessor to attend one of the outdoor dates supplied unannounced and assess Course Designer.
- Successfully pass, Part 1, Live assessment at show date given by the candidate
- Schedule to include a majority of the following classes where possible:
 - National 1.40m Open
 - National 1.30m Open
 - National B&C Handicap Championships
 - Discovery 2nd Round
 - British Novice 2nd Round
 - National Amateur Qualifiers 2nd Round
 - National Minor & Major Veterans Championships
 - Pony Discovery 2nd Round
 - Pony British Novice 2nd Round
- Only those candidates that successfully pass the “Part 1” will progress to “Part 2 Assessment”
- Successfully pass Part 2, Live assessment at Major National, multiple day event, to be arranged by British Showjumping
- Successfully Pass Final interview (If Required)

Those Candidates assessed for “Part 1” and not meeting the criteria may not apply for the following year’s assessment period. However subsequent applications after the following year will be accepted for reassessment.

Those Candidates assessed for “Part 2” and not meeting the criteria may be recommended by the assessors to retake “Part 2” (Part 2b) only, no sooner than 6 months from the date of the original Part 2 assessment. It will be at the discretion of the assessor/s as to whether this option is offered, if not the candidate may not apply for the following year’s assessment period. However subsequent applications after the following year will be accepted for reassessment.

Those Candidates assessed for “Part 2b” and not meeting the criteria may not apply for the following year’s assessment period. However subsequent applications after the following year will be accepted for reassessment.

Retention Policy

A retention criterion has been introduced for all level of Officials to ensure they are actively officiating at British Showjumping Shows, their skills are constantly updated and their knowledge of the rules and regulations are updated on a regular basis. The retention criterion for this level can be seen below:

- Course Designers
 - Level 5 Course Designers must officiate at a minimum of 10 show days a year
 - Must attend an officials training event once every two years
 - Must demonstrate commitment to continuing professional development (CPD)
 - Must hold a current certificate in the safeguarding of children and vulnerable persons

Any Course Designer who does not meet the above criteria may be re-classified as of the 1st of Jan each year.

FEI Level 1 & 2 Recommendation Course Designer

Course designers seeking recommendation to be put forward to the FEI for attendance at a Level 1 promotional course will need to fulfil the following criteria.

- To be, for at least 1 year, a Level 5 Course Designer

Course Designers who have not gained FEI Level 1 status, seeking recommendation to be put forward to the FEI for attendance at a Level 2 promotional course will need to fulfil the following criteria.

- To be, for at least 1 year, a Level 5 Course Designer
- To have International experience as Course Building assistant
- To provide written recommendation from 2 x FEI level 3 or above CD
- To pass a written exam on the principles for the FEI

FEI Application & Upgrade policy

All FEI Officials Applications, including FEI Officials upgrades will need GBR NF recommendation as per the FEI pathway. GBR NF Recommendations will only be given to those candidates who are current National Officials (in the relevant Official category), fully compliant with their retention criteria and whose work is known to the National Governing body so we are able to comment on and endorse appropriately.

1.4 FEI Officials

All FEI Officials, will be required to be current National Officials (in the relevant Official category), fully compliant with their retention criteria and whose work is known to the National Governing body, so we are able to comment on and endorse appropriately. Any Official who is removed by the GBR NF or who's National Officials status lapses or any Official who cannot satisfy the above requirement will have the support of the GBR NF to act as an FEI Official representing GBR removed.

Over 75's Review

On application to British Showjumping, all Officials over the age of 75 must complete and pass a review of competency. Officials who do not pass this review will be offered training and development advice. A further review of competency will be conducted to ensure progression has been made and the Official is of the required standard to be appointed.

A follow up review will be required every two years after the initial review to determine if the official is still of the required standard to be appointed in their role.

Over 75's Review Days

- Successfully pass the Over 75 Assessment Days (Review Day to be commensurate with current level),
- Judges (Review may be conducted at level 2 assessment day or Live review to be completed in the field by, Regional Development Officer & Regional Mentor)
 - Judges are to book onto an assessment day or submit dates where they will be officiating in the capacity of their current level
 - Written review (Level 1,2 & 3)
 - Oral review (Level 1,2 & 3)
 - Timing review (Level 2 & 3)
 - Course walk review (Level 2 & 3)
- Course designers.
 - Levels 1 & 2 to attend standard Assessment day for review (commensurate with current level).
 - Levels 3, 4 & 5 - Live Review. In the field by, "Course Designer Assessor"
 - Levels 3, 4 & 5 to submit dates where they will be officiating in the capacity of their current Level.
- For Officials who do not achieve the required standard at the 75 Review Days.
 - Areas identified for development notified to the Official.
 - Officials to submit dates where they will be officiating in the capacity of their current Level.
 - Within a period of 3 months – Live follow up Review (*to focus on areas identified in Review day*).
- Where Officials do not meet the criteria for their current level. The findings and review results will be submitted to the Officials Review Panel for recommendation (*Review Panel to be made up of at least 4 from specific Working Group*). The Review Panel will return one of the following recommendations.
 1. *Re-Training (with specific areas identified).*
 2. *Re- classification (with recommendations as to new classification).*
 3. *Removal from the Officials Panel.*
- The recommendations of the Review Panel will be submitted to the National Sport Committee for final approval.

Officials Continuous Assessment Procedure

Instigation criteria

British Showjumping has the power to review at any time the ability and competence of any official by way of unannounced inspection, at any event that the Official is working in the capacity as a British Showjumping Official, in relation to the registration and status of any Official.

Officials Continuous Assessment Process

- Official identified via reports submitted to Head Office or by random selection
- Assessor appointed and deployed
- Assessors reports to be submitted to the Officials Coordinator with one of the following recommendations
 1. No Further action required
 2. Identify training needs
 - Officials who have training needs identified by the Assessor will need to show a commitment to the training and proactively seek opportunity to develop in the identified areas, within the timescale identified.
 3. In cases of serious concern, suspension and/or re-classification pending re assessment.
- Where the recommendation, suspension and/or re-classification pending re assessment recommendation is returned, the case will be put to the Officials Review Panel (Role specific). Review Panel to be made up of at least 3 from specific Working Group & Officials Co-ordinator
- Review panel to review the findings of the assessor and put forward one of the following recommendations.
 1. Identify training needs and re-visit
 - Officials who have training needs identified by the Review Panel will need to show a commitment to the training and proactively seek opportunity to develop in the identified areas, within the timescale identified. Review panel to set time scale for re-visit
 2. Full re-assessment
 - Where it is considered that the Official has fallen short of the criteria for the grade they currently hold, a full re assessment commensurate with their current level will be implemented
 - Those officials not meeting the criteria within the reassessment will be re classified
 3. Immediate Re- classification and Full re-assessment
 - In cases of serious concern, where Officials do not meet the criteria for their current level. The review panel can recommend the Official is re-classified pending full re assessment.
 - The findings and assessment results will be submitted to the Officials Review Panel for recommendation. The Review Panel will return one of the following recommendations.
 - i. *Re-Training (with specific areas identified) & full re-assessment*
 - ii. *Re- classification (with recommendations as to new classification) & full re-assessment*
 - iii. *Removal from the Officials Panel*
- The recommendations of the review panel will be submitted to the National Sport Committee of final approval

Officials Integration from FEI – GBR National

FEI Level 1 Course Designers

- Applications submitted to the Officials coordinator, no later than 8 weeks prior the first appointment as GBR CD.
 - Integration & Assessment Fee £500
 - Application must be accompanied with 2 x recommendation from (GBR) Level 5 Course Designers, supporting the candidates integration into the National System
 - Candidate to be integrated at GBR LEVEL 3 CD (6 Months probationary),
 - Candidate to complete Officials Safeguarding course before appointment.
 - Candidate to submit GBR dates for immediate assessment.
 - Candidate must be shadowed by current GBR level 3 CD (min) until assessment is completed.
 - Candidates failing to be assessed within the probationary period will be removed from the officials listings.
 - British Showjumping Course Designer Assessor to attend one of the dates supplied and assess Course Designer.
 - At Category 2 / Pony Show, Schedule to include some of the following classes where possible:
 - Newcomers 1st Round
 - Foxhunter 1st Round
 - National Amateur Qualifiers
 - Winter 128cm Competition 1st Round
 - Winter 138cm Competition 1st Round
 - National 128cm Championships
 - National 138cm Championships
 - Pony Foxhunter 1st Round
 - Pony Newcomers 1st Round
 - Course Designer Assessment Form used (OF4)
 - Competencies (OF5)
 - Successfully pass the Course Designers Oral Exams
 - Candidate appointed Level 3 CD Normal COD, Pathway & Retention criteria Apply
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FEI Level 2 Course Designers

- Applications submitted to the Officials coordinator, no later than 8 weeks prior the first appointment as GBR CD.
- Integration & Assessment Fee £500
- Application must be accompanied with 2 x recommendation from (GBR) Level 5 Course Designers, supporting the candidates integration into the National System, Recommendation can be either.
 - Recommendation to Level 4
 - Recommendation to Level 5
- Candidate to be integrated at GBR LEVEL 4 CD (6 Months probationary),
- Candidate to complete Officials Safeguarding course before appointment.
- Candidate to submit GBR dates for immediate assessment.
- Candidate must be shadowed by current GBR level 3 CD (min) until assessment is completed.
- Candidates failing to be assessed within the probationary period will be removed from the officials listings.
- If Assessing to Level 4 - British Showjumping Course Designer Assessor to attend one of the dates supplied unannounced and assess Course Designer.
 - At Category 2 / Pony Show, Schedule to include some of the following classes where possible:
 - Newcomers 1st Round
 - Foxhunter 1st Round
 - National Amateur Qualifiers
 - Winter 128cm Competition 1st Round
 - Winter 138cm Competition 1st Round
 - National 128cm Championships
 - National 138cm Championships
 - Pony Foxhunter 1st Round
 - Pony Newcomers 1st Round

- If Assessing to Level 5 - British Showjumping Course Designer Assessor to attend one of the dates supplied unannounced and assess Course Designer.
 - At Category 2 / 3 or Pony Show, Schedule to include some of the following classes where possible:
 - National 1.40m Open
 - National 1.30m Open
 - National B&C Handicap Championships
 - Discovery 2nd Round
 - British Novice 2nd Round
 - National Amateur Qualifiers 2nd Round
 - National Minor & Major Veterans Championships
 - Pony Discovery 2nd Round
 - Pony British Novice 2nd Round
 - Winter Novice Championships
 - Winter Amateur Qualifier
 - Course Designer Assessment Form used (OF4)
 - Competencies (OF5)
 - Successfully pass the Course Designers Oral Exams
 - Candidate appointed Level 4/5 CD. Normal COD, Pathway & Retention criteria Apply
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FEI Level 3 Course Designers

- Applications submitted to the Officials coordinator, no later than 8 weeks prior the first appointment as GBR CD.
 - Integration & Assessment Fee £500
 - Application must be accompanied with 2 x recommendation from (GBR) Level 5 Course Designers, supporting the candidate's integration into the National System
 - Candidate to be integrated at GBR LEVEL 5 CD (6 Months probationary),
 - Candidate to complete Officials Safeguarding course before appointment.
 - Candidate to submit GBR dates for immediate assessment.
 - Candidate must be shadowed by current GBR level 3 CD (min) until assessment is completed.
 - Candidates failing to be assessed within the probationary period will be removed from the officials listings.
 - British Showjumping Course Designer Assessor to attend one of the dates supplied unannounced and assess Course Designer.
 - At Category 2 / 3 or Pony Show Schedule to include some of the following classes where possible:
 - National 1.40m Open
 - National 1.30m Open
 - National B&C Handicap Championships
 - Discovery 2nd Round
 - British Novice 2nd Round
 - National Amateur Qualifiers 2nd Round
 - National Minor & Major Veterans Championships
 - Pony Discovery 2nd Round
 - Pony British Novice 2nd Round
 - Winter Novice Championships
 - Winter Amateur Qualifier
 - Course Designer Assessment Form used (OF4)
 - Competencies (OF5)
 - Successfully pass the Course Designers Oral Exams
 - Candidate appointed Level 5 CD Normal COD, Pathway & Retention criteria Apply.
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FEI Level 4 Course Designers

- Applications submitted to the Officials coordinator, no later than 8 weeks prior the first appointment as GBR CD.
- Integration & Assessment Fee £500
- Application must be accompanied with 2 x recommendation from (GBR) Level 5 Course Designers, supporting the candidates integration into the National System
- Candidate to be integrated at GBR LEVEL 5 CD (6 Months probationary),
- Candidate to complete Officials Safeguarding course before appointment.
- Candidate to submit GBR dates for immediate assessment.
- Candidate must be shadowed by current GBR level 3 CD (min) until assessment is completed.
- Candidates failing to be assessed within the probationary period will be removed from the officials listings.
- British Showjumping Course Designer Assessor to attend one of the dates supplied unannounced and assess Course Designer.
 - At Category 2 / 3 or Pony Show Schedule to include some of the following classes where possible:
 - National 1.40m Open
 - National 1.30m Open
 - National B&C Handicap Championships
 - Discovery 2nd Round
 - British Novice 2nd Round
 - National Amateur Qualifiers 2nd Round
 - National Minor & Major Veterans Championships
 - Pony Discovery 2nd Round
 - Pony British Novice 2nd Round
 - Winter Novice Championships
 - Winter Amateur Qualifier
 - Course Designer Assessment Form used (OF4)
 - Competencies (OF5)
- Successfully pass the Course Designers Oral Exams
- Candidate appointed Level 5 CD Normal COD, Pathway & Retention criteria Apply.

(Please note that all visiting course Designers as well as those wishing to design on a more permanent basis will need to be integrated in to the GBR National System before they will be allowed to build any GBR National competition).