



British Showjumping Course Designers Education System

PATHWAY

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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.
- **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

1. Express an interest with British Showjumping
 2. Complete and return British Showjumping Official - Application Form (OF2)
 3. Attend a British Showjumping Induction Day at National Training Centre
 4. Complete Safeguarding training and Self-Declaration and Disclosure Form.
 5. Application for Membership as a Non-Jumping Official (OF1) Applications will not be accepted until the previous steps have been completed.
- On completion of Induction Day and acceptance of application by British Showjumping, contact details of the Trainee Course Designer will be shared with the relevant Development Officer and Regional Officials Mentor to arrange experience and training at affiliated events and Area Representative informed.
 - <http://www.britishshowjumping.co.uk/page/Regional-Mentors>

Assessment

- Complete the Level 1 Course Designer's Logbook and submit to British Showjumping Office
- Apply to attend a Level 1 Course Designer Assessment Day. (Assessment Fee £75)
- Attend the Level 1 Course Designer Assessment and be found competent against all criteria
- Appointed as a Level 1 Course Designer

Level 1 Course Designer Assessment

Assessment Days for this level will take place 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

Retention Policy

- 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
- Completion of Self-Declaration and Disclosure Form

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

- Applicants for upgrade must be a Level 1 Course Designer who is compliant with the officials retention criteria Designer
- Complete a minimum of 12 show days as a Course Designer at Club or JFS or Assistant Course Designer at category 1,2 or pony shows prior to applying for upgrade.
- Complete the Level 2 Course Designer Logbook and submit with a day of course plans, built by the applicant, which have been used in competition.
- Attend a Level 2 Course Designer Training Day
- Attend a Level 2 Course Designer Assessment Day (Assessment Fee £75) and be found competent in both sections. Assessment Days will take place at The National Training Centre.
 - Practical Course Design
 - Written Question Paper
- Appointed as a Level 2 Course Designer

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:

- 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.
- Completion of Self-Declaration and Disclosure Form

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

- Applicants for upgrade must be a Level 2 Course Designer who is compliant with the officials retention criteria
- Complete a minimum of 18 show days, as the Course Designer, at shows which include the following classes
 - Senior Foxhunter First Round
 - Pony Foxhunter First Round
 - 128 First Round
 - 138 First Round
- Complete the Level 3 Course Designer Logbook and submit with a day of course plans, designed by the applicant, which have been used in competition.
- Apply for the Level 3 Course Designer Assessment (fee £150)
 - Applications must be accompanied by dates where the Level 2 Course Designer is deployed
 - The application must be submitted a minimum of 8 weeks before the first date
 - The show schedule for the assessment date must include at least one of the following classes
 - Senior Foxhunter First Round
 - 1.15m Members Cup
 - Pony Foxhunter First Round
 - 128cm First Round
 - 138cm First Round
- British Showjumping will inform the applicant which day they will be assessed on
- The applicant will be required to design an additional 1.30m course which could be built at the assessment venue using the materials available on the assessment day.
- Be found competent against the criteria for Level 3 Course Designer
- Appointed as a Level 3 Course Designer

Retention Policy

- 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
- Completion of Self-Declaration and Disclosure Form

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

- Applicants for upgrade must be a Level 3 Course Designer who is compliant with the officials retention criteria
- Complete a minimum of 18 show days, as the Course Designer, at shows which include the following classes
 - National 1.30m Open
 - 148cm Open
 - 4 year old
 - National B&C Qualifier
- Attend Level 4 Course Designer Training Day
- Complete the Level 4 Course Designer Logbook accompanied by a day of course plans, designed by the applicant, which have been used in competition.
- Apply for the Level 4 Course Designer Assessment (Fee £200)
- Attend a Level 4 Course Designer Assessment Day and be found competent in both sections. This will take place at The National Training Centre
 - Practical Course Design
 - Written Question Paper
- Appointed as a Level 4 Course Designer

Retention Policy

- 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
- Completion of Self-Declaration and Disclosure Form

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

- Applicants for upgrade must be a Level 4 Course Designer who is compliant with the officials retention criteria Designer
- Complete a minimum of 48 show days as the Course Designer at shows which include the following classes
 - Area Trial
 - National 1.40m Open
 - British Novice or Discovery Second Round
 - Amateur Second Round
 - Pony British Novice or Discovery Second Round
- Complete the Level 5 Course Designer Logbook accompanied by a day of course plans, designed by the applicant, which have been used in competition.
- Apply for the Level 5 Course Designer Assessment (Fee £200)
- Attend the Level 5 Course Designer Assessment – Part 1 and be found competent in all sections which consist of
 - Practical Assessment
 - Written Assessment
 - Professional Discussion
- Candidates will only progress to Part 2, once Part 1 has been successfully completed
- Level 5 Course Designer Assessment Part 2 is a Live practical Assessment which will take place at a show the Course Designer is employed to build.
 - Assessment dates must be submitted a minimum of 8 weeks prior to the first submitted date
 - The show schedule must contain one of the following classes
 - National 1.40m Open
 - British Novice or Discovery Second Round
 - Amateur Second Round
 - Pony British Novice or Discovery Second Round
- If found competent against the criteria, appointed as a Level 5 Course Designer
- Candidates who require more development following Part 2, must complete both Part 1 and Part 2.

Retention Policy

- 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
- Completion of Self-Declaration and Disclosure Form

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

Officials Conduct Review

British Showjumping has the power to review at any time the ability and competence of any official by way of spot checks, 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 Review Process

- This process will be initiated if concerns are received from multiple sources regarding the conduct of an Official
- An initial spot check will be carried out by the Regional Development Officer or Regional Mentor at a show the Official has been deployed to.
- Following the check, any Training needs identified will be communicated to the Official with an action plan and timescales.
 - The Official will undertake the required training and if their conduct improves, no further action will be required
 - If the Training needs are not completed or a sufficient improvement is not observed, then the Official may be suspended and/or re-classified.

FEI Course Designers Education System

British Showjumping 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

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FEI Officials

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Officials Integration from FEI – GBR National

FEI Level 1 Course Designers

- Application submitted to British Showjumping.
 - Application must be accompanied with 2 x recommendations from British Showjumping Level 4 or Level 5 Course Designers, supporting the candidates' integration into the National System
 - Candidate to complete Safeguarding course and Self Declaration Forms.
 - Attend a Level 2 Course Designer Assessment Day and be found competent in all sections. The sections consist of:
 - Written Question paper
 - Practical Assessment
 - Appointed as a Level 2 Course Designer
 - Candidate appointed Level 2 Course Designer, British Showjumping Pathway and Retention Criteria apply
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FEI Level 2 Course Designers

- Application submitted to British Showjumping.
 - Application must be accompanied with 2 x recommendations from British Showjumping Level 4 or Level 5 Course Designers, supporting the candidates' integration into the National System
 - Candidate to complete Safeguarding course and Self Declaration Forms.
 - Attend a Level 4 Course Designer Assessment Day and be found competent in all sections. The sections consist of:
 - Written Question paper
 - Practical Assessment
 - Appointed as a Level 4 Course Designer
 - Candidate appointed Level 4 Course Designer, British Showjumping Pathway and Retention Criteria apply
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FEI Level 3 Course Designers

- Application submitted to British Showjumping.
 - Application must be accompanied with 2 x recommendations from British Showjumping Level 4 or Level 5 Course Designers, supporting the candidates' integration into the National System
 - Candidate to complete Safeguarding course and Self Declaration Forms.
 - Attend a Level 5 Course Designer Assessment Day and be assessed competent in both Part 1 and Part 2
 - Appointed as a Level 5 Course Designer
 - Candidate appointed Level 5 Course Designer, British Showjumping Pathway and Retention Criteria apply
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FEI Level 4 Course Designers

- Application submitted to British Showjumping.
- Application must be accompanied with 2 x recommendations from British Showjumping Level 4 or Level 5 Course Designers, supporting the candidates' integration into the National System
- Candidate to complete Safeguarding course and Self Declaration Forms.

- Attend a Level 5 Course Designer Assessment Day and be assessed competent in both Part 1 and Part 2
- Appointed as a Level 5 Course Designer
- Candidate appointed Level 5 Course Designer, British Showjumping Pathway and 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 into the GBR National System before they will be allowed to build any GBR National competition).