



British Showjumping Course Designers Education System

Role Descriptions

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British Showjumping Course Designer Role Descriptions

British Showjumping Level 1 Course Designer

Role Purpose

The Course Designer will represent British Showjumping at affiliated competitions. The Course Designer will ensure that courses are designed and built in the line with the Rules and Regulations set out in the British Showjumping Members Handbook and that members comply with the British Showjumping Code of Conduct for the Welfare of the Horse at the show.

The Level 1 Course Designer will work as part of a team of Officials to support the correct running of the competition and application of the rules and regulations.

Level 1 Course Designers may be employed to design and build courses at Club and Just For Schools competitions; and invited to work as part of a team at National Competitions.

Key Requirements:

Before the Show
Identify the course specifications for the class building
Before the start of each Class
Construct suitable Practice Obstacles at the appropriate height for the competition taking place Design an accurate Course Plan Construct suitable courses for the level of competition taking place, in accordance with the rules of the competition Check the material used for fences is safe and appropriate Wheel the course accurately Produce time allowed appropriate to the classes being built Display an accurate Course Plan in the Judges Box and Collecting Ring 30 minutes before the start Walk the course with the Judges, amending the course if required Be accessible to riders and officials during the walking of courses Work with the team of Officials to aid smooth running of classes
During each Class
Work as part of a team to manage major incidents Remain available and approachable to answer any questions members may have
After each Class
After the last competitor leaves the arena, alter and change the course for the next class in an efficient manner

Person Specification

Criteria	Essential	Desirable
Experience and Knowledge	To have knowledge relative to the level in the following areas - British Showjumping Rules and Regulations - Horsemanship and Horse management	A former competitor, rider or an official within another equestrian discipline

	○ Principles of course design ○ Saddlery and other equipment, and their correct use ○ Equine and equestrian terminology ○ The process to manage a major incident	
Skills and abilities	Good communication and interpersonal skills with the ability to develop good working relationships with people at all levels. Basic numeracy to calculate distances and time allowed Ability to assess situations and make appropriate observations/suggestions. Confident to participate in discussions with fellow Officials Ability to work flexibly, as part of a team Ability to undertake duties in a professional manner. Ability to follow written procedures accurately. Good attention to detail. Ability to manage relationships with tact and diplomacy.	
Other	Enthusiastic with a keen interest for the sport. Demonstrates high moral and ethical values. Be committed to British Showjumping's aims and ambitions. Willingness to undertake duties within operating hours of shows and including evenings, weekends and public holidays. Willingness to undertake training, development and assessments, as required. To be physically able to carry out the tasks of a British Showjumping Course Designer	

	Access to a laptop with appropriate software and basic IT skills including the use of email. Access to a rule/measure, tape measure and measuring wheel	
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British Showjumping Level 2 Course Designer

Role Purpose (in addition to Level 1)

Level 2 Course Designers are responsible for designing courses for a wide range of competitors which may include ponies, young horses, junior riders and amateur riders.

Level 2 Course Designers may be employed to design and build courses up to 1.20m in height in the first round (with the exception of specific classes).

Key Requirements:

Before the Show
Identify the course specifications for the class building
Before the start of each Class
Construct suitable Practise Obstacles at the appropriate height for the competition taking place Design an accurate Course Plan Construct suitable courses for the level of competition taking place, in accordance with the rules of the competition Check the material used for fences is safe and appropriate Wheel the course accurately Produce time allowed appropriate to the classes being built Display an accurate Course Plan in the Judges Box and Collecting Ring 30 minutes before the start Walk the course with the Judges, amending the course if required Be accessible to riders and officials during the walking of courses Work with the team of Officials to aid smooth running of classes
During each Class
Observe the class and make adjustments if necessary Work as part of a team to manage major incidents Lead and utilise the arena party effectively, at the appropriate times Remain available and approachable to answer any questions members may have
After each Class
After the last competitor leaves the arena, alter and change the course for the next class in an efficient manner

Person Specification (in addition to Level 1)

Criteria	Essential	Desirable
Experience	Experience of handling challenging situations.	
Skills and abilities	Strong communication and interpersonal skills and the ability to develop good working relationships with people at all levels. Ability to work flexibly, on own initiative and as part of a team	

	Ability to assess situations and take prompt and appropriate decisions Ability to follow written procedures accurately. Strong attention to detail	
Other		Experience of working in a similar capacity in sport. Currently active as an Official or participant in Equestrian sport.

British Showjumping Level 3 Course Designer

Role Purpose:

Level 3 Course Designers may be employed to design and build courses up to 1.30m in height in the first round (with the exception of specific classes). They must be able to work quickly and efficiently when under pressure at a busy show.

Key Requirements (in addition to Level 2):

Before the Show
Communicate with stakeholders in advance of the show Identify the course specifications for the class building
Before the start of each Class
Construct suitable Practise Obstacles at the appropriate height for the competition taking place Design an accurate Course Plan Construct suitable courses for the level of competition taking place, in accordance with the rules of the competition Check the material used for fences is safe and appropriate Wheel the course accurately Produce time allowed appropriate to the classes being built Display an accurate Course Plan in the Judges Box and Collecting Ring 30 minutes before the start Walk the course with the Judges, amending the course if required Be accessible to riders and officials during the walking of courses Work with the team of Officials to aid smooth running of classes
During each Class
Observe the class and make adjustments if necessary Work as part of a team to manage major incidents Lead and utilise the arena party effectively, at the appropriate times Remain available and approachable to answer any questions members may have
After each Class
After the last competitor leaves the arena, alter and change the course for the next class in an efficient manner

Person Specification (in addition to Level 2):

Criteria	Essential	Desirable
Experience	Experience of handling challenging situations.	
Skills and abilities	Strong communication and interpersonal skills and the ability to develop good working relationships with people at all levels. Ability to work flexibly, on own initiative and as part of a team	

	Ability to assess situations and take prompt and appropriate decisions Ability to follow written procedures accurately. Strong attention to detail	
Other		Experience of working in a similar capacity in sport. Currently active as an Official or participant in Equestrian sport.

British Showjumping Level 4 Course Designer

Level 4 Course Designers may the Course Designer at large, public facing shows and must be skilled at managing a team, communicating with different stakeholders and adaptable to changes.

Level 4 Course Designers may be employed to design and build courses up to 1.50m in height (with the exception of specific classes)

Key Requirements (in addition to Level 3):

Before the Show
Communicate with stakeholders in advance of the show Identify the course specifications for the class building
Before the start of each Class
Construct suitable Practise Obstacles at the appropriate height for the competition taking place Design an accurate Course Plan Construct suitable courses for the level of competition taking place, in accordance with the rules of the competition Check the material used for fences is safe and appropriate Wheel the course accurately Produce time allowed appropriate to the classes being built Display an accurate Course Plan in the Judges Box and Collecting Ring 30 minutes before the start Walk the course with the Judges, amending the course if required Be accessible to riders and officials during the walking of courses Work with the team of Officials to aid smooth running of classes
During each Class
Observe the class and make adjustments if necessary Work as part of a team to manage major incidents Lead and utilise the arena party effectively, at the appropriate times Remain available and approachable to answer any questions members may have
After each Class
After the last competitor leaves the arena, alter and change the course for the next class in an efficient manner

Person Specification (in addition to Level 3):

Criteria	Essential	Desirable
Experience	An experienced course designer with a broad depth of knowledge gained at a variety of shows A Course Designer who has experienced working at shows in different geographical locations including those which include paying members of public. To have knowledge in the following areas ○ Event organisation ○ Team management ○ Conflict management	

	○ Time management ○ Media skills ○ Legal matters	
Skills and abilities	Good communication and interpersonal skills and the ability to develop good working relationships with people at all levels. Ability to work flexibly, on own initiative and as part of a team, including effective delegation. Ability to handle high pressure situations Ability to assess situations and take prompt and appropriate decisions Ability to undertake duties in a professional manner. Meticulous attention to detail	

British Showjumping Level 5 Course Designer

The Level 5 Course Designer is the highest Level of National Course Designer and will lead a team of course designers and arena party to ensure the correct running of the competition. They will work closely with the Show Organiser and Lead Official and take charge of major classes.

Level 5 Course Designers may be employed to design and build courses of all heights and as must be confident in the rules and regulations for all British Showjumping Classes.

Key Requirements (in addition to Level 4):

Throughout the Show
Manage venue and competition logistics Work under time constraints to ensure successful delivery of high level competitions Awareness of other attractions and displays which may take place at a County/ Large Show and work alongside these Manage a large team and work under time pressure

Person Specification (in addition to Level 4):

Criteria	Essential	Desirable
Experience	A highly experienced course designer with a broad depth of knowledge gained at a variety of shows A Course Designer who has lead teams of course designers and arena parties, in different geographical locations including shows which include paying members of public. To have good knowledge in the following areas ○ Event organisation ○ Team management ○ Conflict management ○ Time management ○ Media skills ○ Legal matters	
Skills and abilities	Excellent communication and interpersonal skills and the ability to develop good working relationships with people at all levels. Ability to work flexibly, on own initiative and as part of a team, including effective delegation. Ability to handle high pressure situations	

	Ability to assess situations and take prompt and appropriate decisions Ability to undertake duties in a professional manner. Meticulous attention to detail	
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