



British Showjumping
Judges 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 ROM 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. ROMs will be appointed in each region for Course Designers and Judges.
- **Chair of Judges (COJ)**
The show Organiser/Organising committee shall nominate one Level 2 or above Judge to act as Chair 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 Office**
Based in Meriden, West Midlands, British Showjumping Office is the administrative hub for the NGB of Showjumping within Britain.
Contact details for the Office are below: -
 - British Showjumping, Building 2020, Meriden Business Park, Copse Drive, Meriden, West Midlands, CV5 9RG
 - 02476 698800
 - In officials@britishshowjumping.co.uk
- **Judges are divided into the following categories:**
 - Level 1 Judge
 - Level 2 Judge
 - Level 3 Judge

 - FEI Level 1 Judge
 - FEI Level 2 Judge
 - FEI Level 3 Judge
 - FEI Level 4 Judge

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 in the Members Handbook

1.3 FEI Application & Upgrade policy

All FEI Officials Applications, including FEI Officials upgrades will need National Governing Body recommendation as per the FEI Education System. British Showjumping will only recommend candidates who are current National Officials, fully compliant with their retention criteria and whose work is known to British Showjumping, so we are able to comment on and endorse appropriately.

1.4 FEI Officials

All FEI Officials, will be required to remain current National Officials-fully compliant with their retention criteria. Any Official who is removed by the National Governing Body or whose National Officials status lapses or any Official who cannot satisfy the above requirement will have the support of British Showjumping removed, to act as an FEI Official representing GBR removed.

2. Description of the Education System for Judges

Officials Logbook

The Officials Logbook has been created to help aid, track and monitor development through the Officiating Levels. The Logbook captures some of the key Criteria and Competencies of each Level and is used as a guide for recommendation. Officials who are upgrading will be expected to complete this as part of their upgrade. Logbooks can be downloaded from the British Showjumping website

Level 1 Judge

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 Judge 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>
 - Attend a **minimum** of 10 British Showjumping events with British Showjumping Judges of at least Level 2 status to gain experience in the competencies required for Level 1 Judges.
 - Attend 1 full day with a Level 4 or above Course Designer to understand how to walk a course and the basic principles of Course Designing and what constitutes a safe course
 - Completion of Level 1 log book detailing events attended, roles completed and competencies developed (OF11)
 - Regional Development Officer and Regional Mentor informed of application.
 - Once the above has been processed, and the evidence verified, the Trainee Judge is then appointed as a Level 1 Judge. The Judge's contact details will be added to the Officials list on the website unless requested otherwise.
 - Judges must be a minimum of 18 years of age at appointment

Retention Policy

- Level 1 Judges must officiate at a minimum of 6 British Showjumping 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
- Hold a current British Showjumping membership

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

Level 2 Judge

Upgrade Process

- Applicants for upgrade must be a Level 1 Judge who is compliant with the Officials retention criteria
- Complete a **minimum** of 12 show days as Level 1 Judge with a variety of lead officials at a range of show categories, completing a range of roles within the judges box, prior to applying for upgrade
- Completion of Level 2 Judge log book detailing events attended and roles complete (OF11)
- Judge with a Level 3 Judge for a minimum of 2 days
- Attend 1 Day with a Level 3 or Level 2 Steward to understand the roles and responsibilities of the Steward and how they can assist the Officials and Show Organisers whilst deployed at a venue and obtain a satisfactory report
- Attend a Coursewalk Training Day organised by British Showjumping (from 2027)
 - Or be a Level 2 Course Designer or above
- Submit a completed Level 2 log book to British Showjumping, accompanied by a short summary of judging experience and motivation for applying to the role of Level 2 Judge. This must be received a minimum of 3 weeks before the Assessment date.
- Attend a Level 2 Assessment Day and be found competent in all sections. The sections consist of:
 - Written Question paper
 - Professional Discussion
 - Timing test
 - Course walk
 - Judges App Test
- Appointed as a Level 2 Judge
- Judges who are unsuccessful in any part of the assessment must retake the full assessment. All assessments will be organised by British Showjumping. If a judge is unsuccessful on two attempts at the Level 2 Assessment a period of 2 years must elapse before they can reapply.

Retention Policy

- Level 2 Judges 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
- Hold a current British Showjumping membership

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

Level 3 Judge

Upgrade Process

- Applicants for upgrade must be a Level 2 Judge who is compliant with the Officials retention criteria
- Complete a minimum of 48 show days as Level 2 Judge prior to applying for upgrade,
 - No more than 24 days may be at the same venue
 - Must act as Chair of Judges on a minimum of 2 occasions
 - Judge with a Level 3 judge at 2 shows which require a Level 3 Judge as per the handbook
- Attend a Level 3 Judge Training Day held at the National Training Centre (from 2027)
- Submit a completed Level 3 log book to British Showjumping, accompanied by a short summary of judging experience and motivation for applying to the role of Level 3 Judge
- All applications must be submitted no later than 6 weeks prior to the Part 1 assessment date.
- Attend a Level 3 Judge Assessment - Part 1, and be found competent in all sections. The sections consist of:
 - Written Assessment
 - Coursework
 - Professional Discussion
- Candidates will only progress to Part 2 once Part 1 has been successfully completed.
- Level 3 Judge Assessment - Part 2, Live Assessment at Major National or multiple day event. This will be arranged by British Showjumping and the candidate will undertake the role of Lead Official in their arena for the duration of the show.
- Appointed as a Level 3 Judge
- Candidates who require more development following Part 2, must complete both Part 1 and Part 2.

Retention Policy

- Level 3 Judges must officiate at a minimum of 10 show days a year
- Must hold a current certificate in the safeguarding of children and vulnerable persons
- Must demonstrate commitment to continuing professional development (CPD)
- Must attend an officials training event once every two years.
- Completion of Self-Declaration and Disclosure Form
- Hold a current British Showjumping membership

Any Judge 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 Judges Education System

British Showjumping Level 3 Judges are eligible to seek recommendation from British Showjumping to join the FEI Education System.

The British Showjumping National Judges Pathway has been granted “Equivalency” status by the FEI and therefore there are two pathways which British Showjumping Level 3 Judges can follow.

Before applying to join the FEI Education System, it is essential that British Showjumping Level 3 Judges familiarise themselves with that system – [HERE](#)

Please note that the FEI Education System is subject to change at any time by the FEI.

All FEI Courses can be found in the FEI Education Calendar – [HERE](#)

Pathway A (National Judge’s Pathway)

- Appointed as a British Showjumping Level 3 Judge for a minimum of 18 months prior to application.
- Receive a formal recommendation from British Showjumping to participate in the FEI Education System.
- Following this recommendation and subsequent registration of the participant with the FEI, participants must then:-
 - Achieve an English Proficiency Grade as set by the FEI in an online examination.
 - Complete the FEI online Jumping Foundation Course.
 - Pass an in-person Transfer-up Level 1 Judges Course with examination(s). In person courses are held periodically around the world so often international travel to complete a course is required. Attendance on courses and associated travel and accommodation costs are on a self-funding basis.

On passing the Level 1 examination(s) and fulfilling all requirements, participants are listed as Level 1 Judges in the FEI Database. ***They can then proceed to follow the FEI Judges Level 2 Education System after a minimum period of one year.***

Pathway B (Using British Showjumping’s “Equivalency” Status)

- Appointed as a British Showjumping Level 3 Judge for a minimum of 18 months prior to application.
- Gained international experience at an FEI show (s) by undertaking the role of Secretary to the Ground Jury.
- Receive written recommendation from 2 GBR FEI Level 3 Judges. Note -Judges providing such recommendations must have personal experience of working with the participant and at least one must have been a member of an FEI Ground Jury (preferably Ground Jury President) at which the participant acted as Secretary to the Ground Jury.
- Receive a formal recommendation from British Showjumping to participate in the next stages of FEI Education System. Following this recommendation and subsequent registration of the participant with the FEI, participants must then:-
 - Achieve an English Proficiency Grade as set by the FEI in an online examination.
 - Complete the FEI online Jumping Foundation Course.
 - Pass an online Transfer Up Level 1 Course for Judges with an online interview OR pass an in-person Transfer-up Level 1 Judges Course with examination(s). In person courses are held periodically around the world so often international travel to complete a course is required. Attendance on courses and associated travel and accommodation costs are on a self-funding basis.

On passing the examination(s) and fulfilling all requirements, participants are listed as Level 1 Judges in the FEI Database. They can then proceed to follow the FEI Judges Level 2 Education System.

Officials Integration from FEI – British Showjumping

FEI Level 1 Judges

- Applications accepted via normal Pathway to GBR National Level 1

FEI Level 2 Judges

- Application submitted to British Showjumping.
- Application must be accompanied with 2 x recommendations from British Showjumping Level 2 or Level 3 Judges, supporting the candidates' integration into the National System
- Candidate to complete Safeguarding course and Self Declaration Forms.
- Attend a Level 2 Assessment Day and be found competent in all sections. The sections consist of:
 - Written Question paper
 - Professional Discussion
 - Timing test
 - Course walk
 - Judges App Test
- Appointed as a Level 2 Judge
- Candidate appointed Level 2 Judge, British Showjumping Pathway and Retention Criteria apply

FEI Level 3 Judges

- Application submitted to British Showjumping
- Application must be accompanied with 2 x recommendations from British Showjumping Level 3 Judges.
- Candidate to complete Safeguarding course and Self Declaration Forms.
- Attend Level 3 Assessment and be assessed competent in both Part 1 and Part 2.
- Candidate appointed Level 3 Judge. Normal COD, Pathway & Retention criteria Apply

FEI Level 4 Judges

- Application submitted to British Showjumping
- Application must be accompanied with 2 x recommendations from British Showjumping Level 3 Judges.
- Candidate to complete Safeguarding course and Self Declaration Forms.
- Attend Level 3 Assessment and be assessed competent in both Part 1 and Part 2.
- Candidate appointed Level 3 Judge. Normal COD, Pathway & Retention criteria Apply