

Level 1 Course Designer Log Book

Name: _____

Membership No: _____

To apply for a Level 1 Course Designer Assessment, this logbook must be completed to evidence that you have demonstrated each of the criteria to the level required to upgrade. It is a requirement to attend a minimum of 10 shows before applying for upgrade to Level 1 Course Designer status. Each section can be signed off by a Level 3 Course Designer or above who you have worked with at the show.

Guidance for Course Designers signing off logbooks can be found at the end of this document.

For more information about the requirement for each criteria, please refer to the Assessment Criteria for Course Designers document.

1. Design and build safe courses

Competencies Required	Date Achieved	Venue	Initials
1.2 Use safe material in fence construction			
1.3 Identify the location of Emergency Equipment			
Feedback:			
BS Official Number:		Date:	

2. Design an accurate course plan

Competencies Required	Date Achieved	Venue	Initials
2.1 Create a Course plan with the required elements			
Feedback:			
BS Official Number:		Date:	

3. Prepare the Practise Arena

Competencies Required	Date Achieved	Venue	Initials
3.1 Construct appropriate obstacles			
3.2 Arrange for sufficient material for members to use			
Feedback:			
BS Official Number:		Date:	

5. Apply British Showjumping Rules and Regulations

Competencies Required	Date Achieved	Venue	Initials
5.1 Build obstacles within the required dimensions			
5.2 Build different types of obstacles			
Feedback:			
BS Official Number:		Date:	

9. Accurately measure a time allowed

Competencies Required	Date Achieved	Venue	Initials
9.1 Wheel the course accurately			
9.2 Obtain a distance			
9.3 Calculate the time allowed			
Feedback:			
BS Official Number:		Date:	

11. Know the roles and responsibilities of a Level 1 British Showjumping Course Designer

Competencies Required	Date Achieved	Venue	Initials
11.1 Describe the responsibilities of the Level 1 course Designer			
11.2 Work with the show team to aid smooth running of classes			
Feedback:			
BS Official Number: _____ Date: _____			

12. Course Design

I confirm that the Trainee Course Designer attended a full day with a Level 4 or above Course Designer

Date	Venue	BS Number	Signed

Now you have completed the Level 1 Course Designer Log book what are your future action points and areas that you wish to further develop?

Once this logbook has been completed it must be submitted to officials@britishshowjumping.co.uk for review.

Officials who have endorsed the experience gained in this logbook may be contacted, in addition to the Regional Development Officer and Regional Mentor for the Course Designer's area, to confirm that the information provided is genuine.

If all the requirements have been completed then you will be informed of your successful application for the Level 1 Course Designer Assessment

Once appointed as a British Showjumping Level 1 Course Designer, the following retention criteria apply

- Officiate at a minimum of 6 show days per year
- Attend an Officials Training Conference once every two years
- Hold a current certificate in the safeguarding of children and vulnerable adults
- Hold a current British Showjumping membership

Guidance for Course Designers signing off the Logbook

- Only Level 3 Course Designers or above can sign off competencies in the Level 1 Course Designer Logbook
- Sections can be signed off when the Trainee Course Designer has demonstrated competency in the area as set out in the Course Designer Criteria.
- You may be contacted by British Showjumping to confirm that the information provided accurately reflects the training undertaken by the Trainee Course Designer.
- The Feedback section is to be used to highlight strengths or record any comments which can support the Trainee Course Designer to develop further.