



British Showjumping  
Course Designers Education System

PATHWAY

Reviewed 01-2017

# 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)**

A Chairman of Judges is appointed at each show to act as the Senior Judge for the duration of the show. Duties of the CoJ include assisting and advising the Show Organisers and Members throughout the show.

### - **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:**

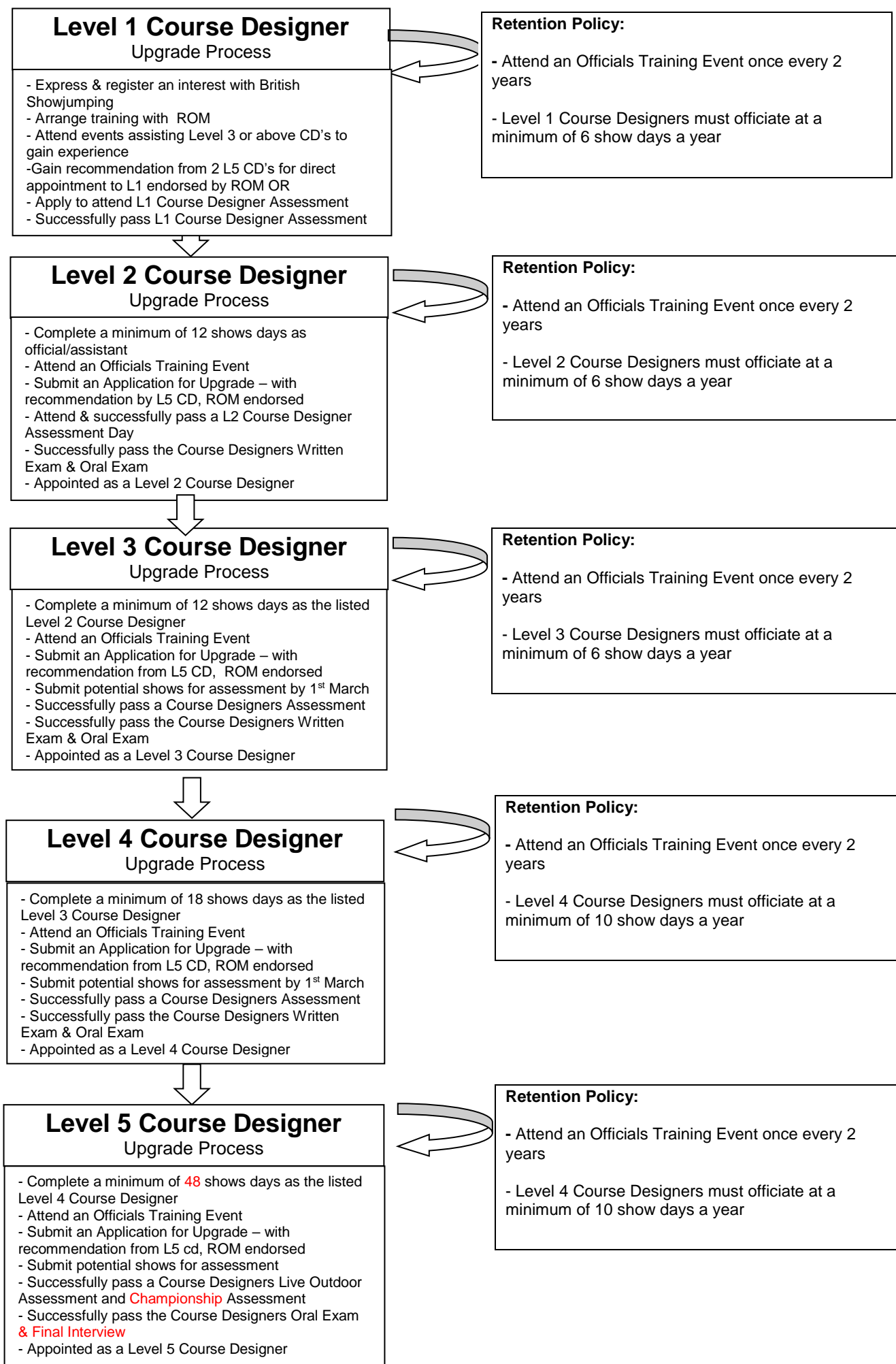
- Level 1 Course Designer
- Level 2 Course Designer
- Level 3 Course Designer
- Level 4 Course Designer
- Level 5 Course Designer
  
- FEI Level 1 Course Designer
- FEI Level 2 Course Designer
- FEI Level 3 Course Designer
- FEI Level 4 Course Designer
- FEI Honorary Course Designer

## 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>
- **2. Diagram of the Education System for Course Designers**



### 3. 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](#))
- 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>
- 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 with whom they have worked to be appointed straight as Level 1 Course Designer endorsed by Regional Officials Mentor. OR
- Apply to attend a Level 1 Course Designer Assessment Day. (Course Fee ~~£25~~ £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

4 Assessment days per year will be run for this level 2 x North 2 x South (Feb/Mar & Oct /Nov)

- Held over 1 day at a venue
- 1 Hour 30 mins to build a simple course of approximately 10 fences including 1 or 2 doubles, 30 mins debrief on course, other candidates to help during build and act as Arena Party
- Given a club schedule and asked to design a course for the following classes prior to attending: -
  - Class 1 - 90cm horse only Club Competition Table A7
  - Class 2 - 1m horse and pony Club Competition Table A7
  - Assessor to decide on the day which course the candidate is to build for assessment
- Candidate to bring own stick and tape, assessor to provide wheel
- 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 once every two years

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
- 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)
- Attend an Officials Training Event as per the retention criteria
- 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.
  - Upgrade Fee = ~~£25~~ £75
- Successfully pass an assessment by British Showjumping Course Designer Assessor
  - Level 2 Course Designer Assessment Day
- Successfully pass the Course Designers Written and Oral Exams
- Appointed as a L2 Course Designer

### Level 2 Course Designer Assessment Day

2 Assessment days per year will be run for this level 1 x North 1 x South (Oct /Nov)

- Held over 2 days at a venue
- Day 1
  - Theory session
  - Design Courses as dictated by assessors
    - Senior Foxhunter 1<sup>st</sup> Rd (Two Phase)
    - Senior 1.20m Open (Table A4)
    - Junior Newcomers 1<sup>st</sup> 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 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 once every two years

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**
- 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 = ~~£50~~ **£75**
- Submit potential assessment dates when building as a L2CD by 1<sup>st</sup> March (**OF7**)
- British Showjumping Course Designer Assessor to attend one of the dates supplied unannounced and assess Course Designer.
  - At Show
    - Category 2 Show
      - Schedule to include a majority of the following classes where possible:
        - Newcomers 1<sup>st</sup> Round
        - Foxhunter 1<sup>st</sup> Round
        - National Amateur Qualifiers
        - Winter 128cm Competition 1<sup>st</sup> Round
        - Winter 138cm Competition 1<sup>st</sup> Round
        - National 128cm Championships
        - National 138cm Championships
        - Pony Foxhunter 1<sup>st</sup> Round
        - Pony Newcomers 1<sup>st</sup> 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

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**
- 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
- 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
  - 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
- Submit potential assessment dates when building as a L3CD by 1<sup>st</sup> March (**OF7**)
- British Showjumping Course Designer Assessor to attend one of the dates supplied unannounced and assess Course Designer.
  - At Show
    - Category 2 Show
      - Schedule to include a majority of the following classes where possible:
        - Newcomers 1<sup>st</sup> Round
        - Foxhunter 1<sup>st</sup> Round
        - National Amateur Qualifiers
        - Winter 128cm Competition 1<sup>st</sup> Round
        - Winter 138cm Competition 1<sup>st</sup> Round
        - National 128cm Championships
        - National 138cm Championships
        - Pony Foxhunter 1<sup>st</sup> Round
        - Pony Discovery 1<sup>st</sup> 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

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 1<sup>st</sup> March (**OF7**)
- British Showjumping Course Designer Assessor to attend one of the outdoor dates supplied unannounced and assess Course Designer.
- **Successfully pass 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 2<sup>nd</sup> Round
  - British Novice 2<sup>nd</sup> Round
  - National Amateur Qualifiers 2<sup>nd</sup> Round
  - National Minor & Major Veterans Championships
  - Pony Discovery 2<sup>nd</sup> Round
  - Pony British Novice 2<sup>nd</sup> Round
  - Winter Novice Championships
  - Winter Amateur Qualifier
- **Successfully pass Live assessment at Major National, multiple day event, to be arranged by British Showjumping**
- **Successfully Pass Final interview**

### 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)

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



## Over 75 Assessments

On application to British Showjumping, all Officials over the age of 75 must attend and pass an assessment of competency. Officials who do not pass this assessment will be offered training and development advice. A further assessment 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 assessment will be required every two years after the initial assessment to determine if the official is still of the required standard to be appointed in their role.

### Over 75 Assessment Days

- Successfully pass the Over 75 Assessment Days (Assessment Day to be commensurate with current level),
- Judges
  - Written exam, (Level 1,2 & 3)
  - Oral exam, (Level 1,2 & 3)
  - Timing test (Level 2 & 3)
  - Course walk. (Level 2 & 3)
- Course designers.
  - Levels 1 & 2 to attend standard Assessment day (commensurate with current level).
  - Levels 3, 4 & 5 - Live assessment.
  - Levels 3, 4 & 5 to submit dates where they will be officiating in the capacity of their current Level.
- For Officials who do not pass the 75 Assessment 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 assessment (*to focus on areas identified in Assessment day*).
- Where Officials do not meet the criteria for their current level. The findings and assessment 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.
  - *Re-Training (with specific areas identified).*
  - *Re- classification (with recommendations as to new classification).*
  - *Removal from the Officials Panel.*
- The recommendations of the Review Panel will be submitted to the National Sport Committee for final approval.

## Officials Integration from FEI – GBR National

### FEL Level 1 Course Designers

- Applications submitted to the Officials coordinator
- Integration & Assessment Fee £300
- 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 submit GBR dates for immediate assessment. 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 / Pony Show, Schedule to include a majority of the following classes where possible:
    - Newcomers 1<sup>st</sup> Round
    - Foxhunter 1<sup>st</sup> Round
    - National Amateur Qualifiers
    - Winter 128cm Competition 1<sup>st</sup> Round
    - Winter 138cm Competition 1<sup>st</sup> Round
    - National 128cm Championships
    - National 138cm Championships
    - Pony Foxhunter 1<sup>st</sup> Round
    - Pony Newcomers 1<sup>st</sup> 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

### FEL Level 2 Course Designers

- Applications submitted to the Officials coordinator
- Integration & Assessment Fee £400
- 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 4 CD (6 Months probationary), Candidates failing to be assessed within the probationary period will be removed from the officials listings
- Candidate to submit GBR dates for immediate assessment.
- 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 a majority of the following classes where possible:
    - Newcomers 1<sup>st</sup> Round
    - Foxhunter 1<sup>st</sup> Round
    - National Amateur Qualifiers
    - Winter 128cm Competition 1<sup>st</sup> Round
    - Winter 138cm Competition 1<sup>st</sup> Round
    - National 128cm Championships
    - National 138cm Championships
    - Pony Foxhunter 1<sup>st</sup> Round
    - Pony Newcomers 1<sup>st</sup> Round
  - Course Designer Assessment Form used (OF4)
  - Competencies (OF5)
- Successfully pass the Course Designers Oral Exams
- Candidate appointed Level 4 CD. Normal COD, Pathway & Retention criteria Apply

### FEL Level 3 Course Designers

- Applications submitted to the Officials coordinator
- 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 submit GBR dates for immediate assessment.
- British Showjumping Course Designer Assessor to attend one of the dates supplied unannounced and assess Course Designer.
  - At Category 2 / 3 or Pony Show
    - National 1.40m Open
    - National 1.30m Open
    - National B&C Handicap Championships
    - Discovery 2<sup>nd</sup> Round
    - British Novice 2<sup>nd</sup> Round
    - National Amateur Qualifiers 2<sup>nd</sup> Round
    - National Minor & Major Veterans Championships
    - Pony Discovery 2<sup>nd</sup> Round
    - Pony British Novice 2<sup>nd</sup> 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

### FEL Level 4 Course Designers

- Applications submitted to the Officials coordinator
- Integration & Assessment Fee £0
- Application must be accompanied with 2 x recommendation from (GBR) Level 5 Course Designers, supporting the candidates integration into the National System
- 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).