



# 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 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](mailto:info@britishshowjumping.co.uk)
- **Judges are divided into the following categories:**
  - Level 1 Judge
  - Level 2 Judge
  - Level 3 Judge
  - Timekeeper
  - Writer
  
  - 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 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 **Education System**. GBR NF Recommendations will only be given to those candidates who are current National Officials (~~in the relevant Official category~~), 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 **remain** current National Officials (~~in the relevant Official category~~), 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 **whose** 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 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. So to help show depth of knowledge and experience. Logbooks can be downloaded here. [\(OF11\)](#)

#### Level 1 Judge

##### 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 [\(OF2\)](#)
- Attend a British Showjumping Induction Day at National Training Centre
- On completion of Induction day and acceptance of application by British showjumping, contact details for the Regional Official Mentor passed over to the Trainee Judge to arrange getting some experience 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 understanding the role of a Judge, the responsibilities of a Judge, operating and setting up the timing equipment, operating the backup stopwatch and writing the results cards for the Judges at affiliated events
- 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 and obtain a satisfactory report
- Show a basic understanding of the Judges App
- Completion of log book detailing events attended and roles complete [\(OF11\)](#)
- Before appointment, the Trainee Judge must have a written report recommending them for appointment as a Level 1 Judge from a Level 3 Judge or 2 x Level 2 Judges with endorsement of application by Regional Official Mentor. [\(OF13\)](#) and must have a recommendation from a Level 4 or above Course Designer.
- Area Representative informed of appointment.
- Once the above has been completed, the Trainee Judge is then appointed as a L1 Judge
- 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
- **Completion of Self-Declaration and Disclosure Form**

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

- To be, for at least 1 years, a Level 1 Judge
- Complete a **minimum** of 12 show days as Level 1 Judge with a variety of lead officials at a variety of show categories, completing a variety of roles within the judges box, prior to applying for upgrade
- Completion of log book detailing events attended and roles complete (OF11)
- Attend an Officials Training Event as per retention policy
- Judge with a Level 3 or 2 x Level 2 judges obtaining a satisfactory report (OF13)
- Submit an Application for Upgrade with completed log book, endorsed by your Regional Official Mentor detailing appropriate experiences and reports (OF13)
- Attend 1 full Day with a Level 5 Course Designer to understand how to walk a course, the principles of Course Designing and what constitutes a safe course and obtain a satisfactory report
  - Or Attend 1 x Level 2 Course Designers assessment day, Theory Day (first Day only)
- Attend 1 Day with a Level 3 (Stipendiary) or Level 2 (National) 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
- Successfully pass the Level 2 Assessment Day including,
  - written exam,
  - oral exam,
  - timing test
  - Course walk.
  - Judges App Test
- Appointed as a Level 2 Judge

### 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
- **Completion of Self-Declaration and Disclosure Form**

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**

- To be, for at least 2 years, a Level 2 Judge
- Complete a minimum of 48 show days as Level 2 Judge prior to applying for upgrade
- Must have passed Level 2 assessment day (within a period of **Five** Years)
- Completion of log book detailing events attended and roles complete (OF11)
- Attend an Officials Training Event as per retention policy
- Judge with a Level 3 judge obtaining a satisfactory report (OF9)
- Submit an Application for Upgrade with completed log book, endorsed by your Regional Official Mentor detailing appropriate experiences and reports. (OF9)
- All applications to be submitted no later than 30<sup>th</sup> April of the year in which the candidate is to be assessed
- Successfully Pass Part 1, the Level 3 Written paper and Interview. Only those candidates that successfully pass the “Part 1” will progress to “Part 2 Live Assessment”
- Successfully pass Part 2, Live assessment at Major National, multiple day event, to be arranged by British Showjumping
- Appointed as a Level 3 Judge

Those Candidates assessed for “Part 1” and not meeting the criteria may not apply for the following year’s assessment period. However subsequent applications after the following year will be accepted for reassessment.

Those Candidates assessed for “Part 2” and not meeting the criteria may be recommended by the assessors to retake “Part 2” (Part 2b) only, no sooner than 6 months from the date of the original Part 2 assessment. It will be at the discretion of the assessor/s as to whether this option is offered, if not the candidate may not apply for the following year’s assessment period. However subsequent applications after the following year will be accepted for reassessment.

Those Candidates assessed for “Part 2b” and not meeting the criteria may not apply for the following year’s assessment period. However subsequent applications after the following year will be accepted for reassessment.

## **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 person
- Must demonstrate commitment to continuing professional development (CPD)
- Must attend an officials training event once every two years
- Attend Refresher seminar every 3 years
- **Completion of Self-Declaration and Disclosure Form**

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

## FEI Judges Education System – How to participate.

BS Level 3 Judges are eligible, subject to the conditions below, to seek recommendation from BS to be put forward to join the FEI Education System.

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

Before applying to join the FEI Education System, it is essential that BS Level 3 Judges familiarise themselves with that system – see link below. Plus, the two pathways (A & B) set out below.

<https://inside.fei.org/fei/your-role/officials/jumping/education-system>

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 – see link below

<https://data.fei.org/Calendar/OfficialCourseSearch.aspx>

### Pathway A (National Judges Pathway)

- To be, for at least 1 year, a BS Level 3 Judge.
- Receive a formal recommendation from GBR NF 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.
- Attend and pass a Transfer Up Level 1 Course for Judges with examination. Note - this is an “**in person course**”. 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 BS’s “Equivalency” Status)

- To be, for at least 1 year, a BS Level 3 Judge
- To gain international experience at an FEI show(s) by undertaking the role of Secretary to the Ground Jury.
- To receive written recommendation from Two 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 GBR NF 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 with an examination
- Pass an **online** interview

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. **On successful completion of pathway B, there is no time period before applicants can proceed to Level 2 within the FEI Education System.**

### Over 75's Review

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

### Over 75's Review Days

- Successfully pass the Over 75 Assessment Days (Review Day to be commensurate with current level),
- Judges (Review may be conducted at level 2 assessment day or Live review to be completed in the field by, Regional Development Officer & Regional Mentor)
  - Judges are to book onto an assessment day or submit dates where they will be officiating in the capacity of their current level
  - Written review (Level 1,2 & 3)
  - Oral review (Level 1,2 & 3)
  - Timing review (Level 2 & 3)
  - Course walk review (Level 2 & 3)
- Course designers.
  - Levels 1 & 2 to attend standard Assessment day for review (commensurate with current level).
  - Levels 3, 4 & 5 - Live Review. In the field by, "Course Designer Assessor"
  - Levels 3, 4 & 5 to submit dates where they will be officiating in the capacity of their current Level.
- For Officials who do not achieve the required standard at the 75 Review 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 follow up Review (*to focus on areas identified in Review day*).
- Where Officials do not meet the criteria for their current level. The findings and review 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 Continuous Assessment Procedure**

### **Instigation criteria**

British Showjumping has the power to review at any time the ability and competence of any official by way of unannounced inspection, 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 Continuous Assessment Process**

- Official identified via reports submitted to Head Office or by random selection
- Assessor appointed and deployed
- Assessors reports to be submitted to the Officials Coordinator with one of the following recommendations
  1. No Further action required
  2. Identify training needs
    - Officials who have training needs identified by the Assessor will need to show a commitment to the training and proactively seek opportunity to develop in the identified areas, within the timescale identified.
  3. In cases of serious concern, suspension and/or re-classification pending re assessment.
- Where the recommendation, suspension and/or re-classification pending re assessment recommendation is returned, the case will be put to the Officials Review Panel (Role specific). Review Panel to be made up of at least 3 from specific Working Group & Officials Co-ordinator
- Review panel to review the findings of the assessor and put forward one of the following recommendations.
  1. Identify training needs and re-visit
    - Officials who have training needs identified by the Review Panel will need to show a commitment to the training and proactively seek opportunity to develop in the identified areas, within the timescale identified. Review panel to set time scale for re-visit
  2. Full re-assessment
    - Where it is considered that the Official has fallen short of the criteria for the grade they currently hold, a full re assessment commensurate with their current level will be implemented
    - Those officials not meeting the criteria within the reassessment will be re classified
  3. Immediate Re- classification and Full re-assessment
    - In cases of serious concern, where Officials do not meet the criteria for their current level. The review panel can recommend the Official is re-classified pending full re assessment.
    - The findings and assessment results will be submitted to the Officials Review Panel for recommendation. The Review Panel will return one of the following recommendations.
      - i. Re-Training (with specific areas identified) & full re-assessment*



ii. *Re- classification (with recommendations as to new classification) & full re-assessment*

iii. *Removal from the Officials Panel*

- The recommendations of the review panel will be submitted to the National Sport Committee of final approval

### **Officials Integration from FEI – GBR National**

#### **FEL Level 1 Judges**

- Applications accepted via normal Pathway to GBR National Level 1

#### **FEL Level 2 Judges**

- Applications submitted to the Officials coordinator, **no later than 8 weeks prior the first appointment as GBR JD.**
- Integration & Assessment Fee £100
- Application must be accompanied with 2 x recommendation from (GBR) Level 2 Judge, supporting the candidates integration into the National System
- **Candidate to complete Officials Safeguarding course before appointment.**
- Candidate to be integrated at GBR LEVEL 2 Judge (12 Months probationary),
  
- Successfully pass the Level 2 Assessment Day including,
  - written exam,
  - oral exam,
  - timing test
  - Course walk.
- Appointed as a Level 2 Judge
- Candidate appointed Level 2 Judge, Normal COD, Pathway & Retention criteria Apply

#### **FEL Level 3 Judges**

- Applications submitted to the Officials coordinator, **no later than 8 weeks prior the first appointment as GBR JD.**
- Integration Fee £300
- Application must be accompanied with 2 x recommendation from (GBR) Level 3 Judge, supporting the candidates integration into the National System
- **Candidate to complete Officials Safeguarding course before appointment.**
- Candidate to be integrated at GBR LEVEL 2 Judge (12 Months probationary),
- Candidate to submit GBR dates for immediate assessment.
- British Showjumping Judge Assessor to attend one of the dates supplied unannounced and assess Judge.
  - At Category 2 or 3 Show
  
- Successfully pass the Judges assessment
- Candidate appointed Level 3 Judge. Normal COD, Pathway & Retention criteria Apply

#### **FEL Level 4 Judges**

- Applications submitted to the Officials coordinator, **no later than 8 weeks prior the first appointment as GBR JD.**
- Integration Fee £300
- Application must be accompanied with 2 x recommendation from (GBR) Level 3 Judge, supporting the candidates integration into the National System
- **Candidate to complete Officials Safeguarding course before appointment.**
- Candidate to be integrated at GBR LEVEL 2 Judge (12 Months probationary),
- Candidate to submit GBR dates for immediate assessment.

- British Showjumping Judge Assessor to attend one of the dates supplied unannounced and assess Judge.
  - At Category 2 or 3 Show
- Successfully pass the Judges assessment
- Candidate appointed Level 3 Judge. Normal COD, Pathway & Retention criteria Apply.