

(Document 2)



# **Fédération Equestre Internationale 2011 FEI Eventing Courses**

## **SYLLABUS FOR FEI EVENTING COURSES & SEMINARS**

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**SYLLABUS FOR SEMINARS FOR POTENTIAL '1&2 star' &  
'3&4 star' JUDGES, TDs AND CDs**

**ALL PARTICIPANTS ARE EXPECTED TO BE FAMILIAR WITH THE CONTENTS OF THIS SYLLABUS PRIOR TO ATTENDING A SEMINAR.**

THE OBJECT OF THE SEMINAR IS TO EXAMINE THE PARTICIPANT'S KNOWLEDGE, TO SHARE EXPERIENCE AND TO ENSURE THAT ALL FUTURE FEI OFFICIALS AND THOSE ALREADY 'LISTED' FEI OFFICIALS HAVE A SUFFICIENT KNOWLEDGE TO BE PROMOTED ON TO THE '1&2 STAR' LIST OF OFFICIALS, OR IF ALREADY 'LISTED', TO BE 'UP-DATED' WITH THE RULES, ETC. AND / OR BE RECOMMENDED FOR PROMOTION TO "3&4 STAR" OFFICIAL.

**I. ORGANISATION OF SEMINARS**

1. The Course Director(s) will expect to cover all matters in this syllabus during a FEI seminar. National Candidates will naturally have a lot less experience than qualified International Officials, but are nevertheless expected to be familiar with everything in this syllabus should they wish to be proposed for acceptance on to the FEI list of Eventing Officials.
2. Simultaneous courses for Judges and TDs or CDs and TDs have proved very successful. Joint Sessions will frequently be organised. While Judges are concentrating on the dressage, the TDs can discuss organisation and site inspection requirements, etc.
3. The Course Director will forward a report on each of the participants to the FEI, with a recommendation to the National Federation/FEI as to what status a participant should receive. The FEI will then communicate this recommendation to the relevant NF.

**II. COMMON REQUIREMENTS FOR ALL POTENTIAL & LISTED FEI OFFICIALS**

**RULES**

All potential & listed FEI Officials should be in possession of, and familiar with, the **current edition of the:**

- Rules for Eventing
- Rules for Dressage
- Rules for Jumping
- Manual for Stewards
- Veterinary Regulations
- General Regulations

Also, the Eventing Memorandum (Aide Memoire) for Officials, OCs and competitors which does not contain Rules but is an invaluable guide to best practice and interpretation and which expands on many of the administrative requirements.

Familiarity with these Rules does not mean that every Official is expected to know them by heart. Rather, it is expected that they will know the most important provisions, especially those that concern their particular function, and that they will know where to find the relevant rule or guideline when required.

At an event, the TD should ensure that there is at least one fully 'up-to-date' copy of each of the Rule Books, readily available.

**COOPERATION**

All Officials must accept and understand that a successful International Event depends on **effective teamwork**. The objective of the Jury, TD, CD, Stewards, Veterinarians and OC must always be a friendly and well-run event. Therefore the first priority for all Officials must be cooperation with each other.

The atmosphere generated by teamwork between all Officials, riders and chefs d'équipe will be very positive and help towards a happy event.

### **RESPONSIBILITIES**

The responsibilities of each category of Officials are set out in the Rules.  
The Rules can only give a brief statement of the most important aspects of responsibility.

### **DECISIONS**

There should be an acceptance that no FEI Official should ever take an arbitrary or unilateral decision or one that ignores the requirements of other Officials, the OC or the riders.

### **SUFFICIENCY**

At most Events, Officials will have to decide whether something is insufficient! The level and category of Event will be a crucial factor in this decision. It is important to remember that we must not insist on practices at every Event that we would expect at a CCIO4\*! The test must be:

**Is it safe, is it fair? Is it within the Rules?**

**III. MATTERS IN WHICH ALL OFFICIALS WILL BE INVOLVED AND NEED TO DEMONSTRATE A THOROUGH UNDERSTANDING**

**1. Risk Management (including Dangerous riding/Fall Report Forms/Fence Description Forms)**

Updated information regarding the FEI Eventing Risk Management Policy and Action Plan and latest developments regarding frangible/deformable Cross-Country fences must be covered during all seminars. All Officials must understand the importance of their specific role to play within the risk management framework. Disciplinary and reporting procedures will be specifically covered (Dangerous riding, Fall Report Forms and Fence Description Forms).

**2. Clean Sport**

Please check the latest updates on clean sport directives and guidelines on <http://www.feicleansport.org/>

**3. Approving the courses, arenas**

The CD is initially responsible for all aspects of the layout, but must consult with the TD at every stage, to gain approval and advice.

The Jury will not inspect until the last moment, but will then bring a fresh eye and may well see things that others have missed.

**4. Amendments to courses – e.g. weather conditions**

The CD and TD must be able to demonstrate enough knowledge and judgment to react to adverse weather conditions, and to produce contingency plans that will include discussions with the Jury, Veterinary Delegate and the Stewards.

**5. Horse Inspections**

The OC is responsible for the planning and setting up, with input from both the TD and the Veterinary Delegate. All Officials must have an understanding of both the purpose and management of all Horse Inspections.

**6. Judging the Cross-Country**

All Officials must be aware and understand the process of judging the Cross-Country. This includes communicating judging issues to fence Judges, along with the format for handling any subsequent objection.

**7. Emergency services, communications, Cross-Country control**

The TD is responsible for checking with the OC that the appropriate arrangements have been made in respect of the above. All Officials should be aware of the rules in respect of emergency cover.

**8. Health & Safety (Organisational aspects)**

All Officials must have an understanding of the Health & Safety provisions and how they can be applied at each event.

**9. Dangerous riding - Abuse of horses and other disciplinary cases**

All Officials should be aware of the FEI legal system and prepared to 'use' the available penalties, when appropriate.

**10. Exercise areas, training areas**

It is the responsibility of the CD to incorporate exercise and training areas within the overall design and the TD should then make a further check.

**11. Serious accidents**

All FEI Officials should be aware of the "Crisis Management" procedures, which must be prepared for all events in case of a serious accident.

## **12. Press and other media**

FEI Officials must recognise their obligations to represent the sport in a positive light at all times.

## **13. Officials**

All FEI Officials must demonstrate an understanding of the roles of the other Officials.

# **IV. REQUIREMENTS FOR JUDGES**

## **1. EVENT ORGANISATION AND THE LEGAL SYSTEM**

Judges are expected to be familiar with those parts of the Rules that cover administration. With the TD, they must check on the arrangements for:

- Correct set up of the Dressage arena[s], including the Jury Boxes and the letters.
- Competitors briefing, including information given before the event starts.
- Scoring and publication of results.
- Stewarding of training and warm up areas.
- Stabling and stable security, as appropriate.
- Veterinary Facilities including Medication Control and arrival examinations.
- Medical facilities.
- Checking of saddlery, equipment and dress.
- Layout of 1<sup>st</sup>, 2<sup>nd</sup> horse inspection (when applicable).
- Timekeeping procedures.

1.1 Judges must be familiar with the FEI Code of Conduct.

1.2 Judges must understand how to conduct a hearing in the event of an objection, complaint or disciplinary matter (e.g. abuse of horse and dangerous riding) and have an appreciation of the appropriate level of penalty for a particular offence.

1.3 Judges must understand the varying responsibilities of the Appeal Committee, the Ground Jury, the FEI Tribunal and the Court of Arbitration for Sport.

1.4 The Ground Jury is ultimately responsible for the judging of the event and for settling all problems that may arise during its jurisdiction. If after consultation with the Technical Delegate, the Ground Jury is not satisfied with the arrangements or the course, it is authorised to modify them.

## **2. HORSE INSPECTIONS**

2.1 Judges must be familiar with the guidelines on the layout of inspections, including the holding area. They must also be familiar with the current guidelines on the conduct of the inspections and the standards to be applied.

2.2 Judges must prepare for the 1<sup>st</sup> Horse Inspection a meeting with the Veterinarians to be involved in the presence of the TD.

2.3 Standards in respect of 'unfitness to compete' or lameness should be discussed in advance. A horse that is obviously lame in the eyes of an average spectator cannot be accepted.

## **3. DRESSAGE**

3.1 Judging the Dressage is the most important single role that a Jury member fulfils. This is the area in which he is required to show greatest expertise. He will not receive any assistance while judging, he cannot easily refer to rulebooks and his decisions will directly affect the results of the competition.

3.2 The Jury should check the arrangements for the Dressage – positioning of Jury Boxes, arena, letters, bell, writers, computers, flowers, flags, music, steward, TV / Video cameras, etc.

3.3 The Jury should discuss the procedure for handling matters that require quick decisions

during a test – errors of course and test, incorrect saddlery or dress, and lameness. In doubtful cases it is recommended to allow the rider to finish the test before discussing the case.

3.4 **Principles of Dressage** - the FEI Rules for Dressage set out the principles of Dressage, which are therefore the targets for the training of the horse and the judging of his performance. All Judges should be completely familiar with these Rules and also with the **Training Scale** (Rhythm, Suppleness, Contact, Impulsion, Straightness, Collection, Throughness). The ingredients of the collective marks, the paces and movements that are well set out, must be the basis for all discussion and judging.

The judging of Dressage in Eventing must follow exactly the same principles as judging “pure” Dressage. The ‘background’ of an FEI Eventing test will differ from the FEI pure Dressage tests, as the Eventing test may have a lower degree of difficulty. An Eventing test has many equivalents in National Dressage in most countries and should be judged accordingly.

3.5 The average event horse being an all round athlete and probably exhibiting tension due to a high level of fitness may perform less accurately than a Dressage horse. That is why precision should not be the main criteria of Dressage Judging in Eventing. Basic problems such as paces (rhythm & regularity), relaxation (without which it is unlikely that rhythm & regularity can be achieved), and accepting the bridle (being on the bit) are much more likely to be seen in the event horse and must be seriously marked by the Judge.

3.6 Although less collection is expected or demanded in the Eventing tests, flowing forward movement with some degree of self-carriage and suspension, particularly in the medium and extended movements, should be expected. Sufficient suspension in trot and canter as well as an acceptance of the bridle, based on an elastic contact to the rider’s giving and receiving hands should have special attention. The correct straightness of the horse, which gives an additional indication of obedience, should also be appreciated.

The impulsion needed to create this degree of training, should result in a steady head position within each of the working, medium or extended paces, which is an important characteristic of the acceptance of the bridle and obedience to the rider’s light hands. Impulsion must be accompanied by a ‘lengthening’ of the frame as the horse moves from working to medium and extended paces, with the consequent and relative adjustment to the position of the head.

3.7 The traditional system of training horses has proved to be helpful also for Judges to differentiate between major and minor problems of a horse. Faults arising from major elements of this system must be marked down much more seriously than other less important problems.

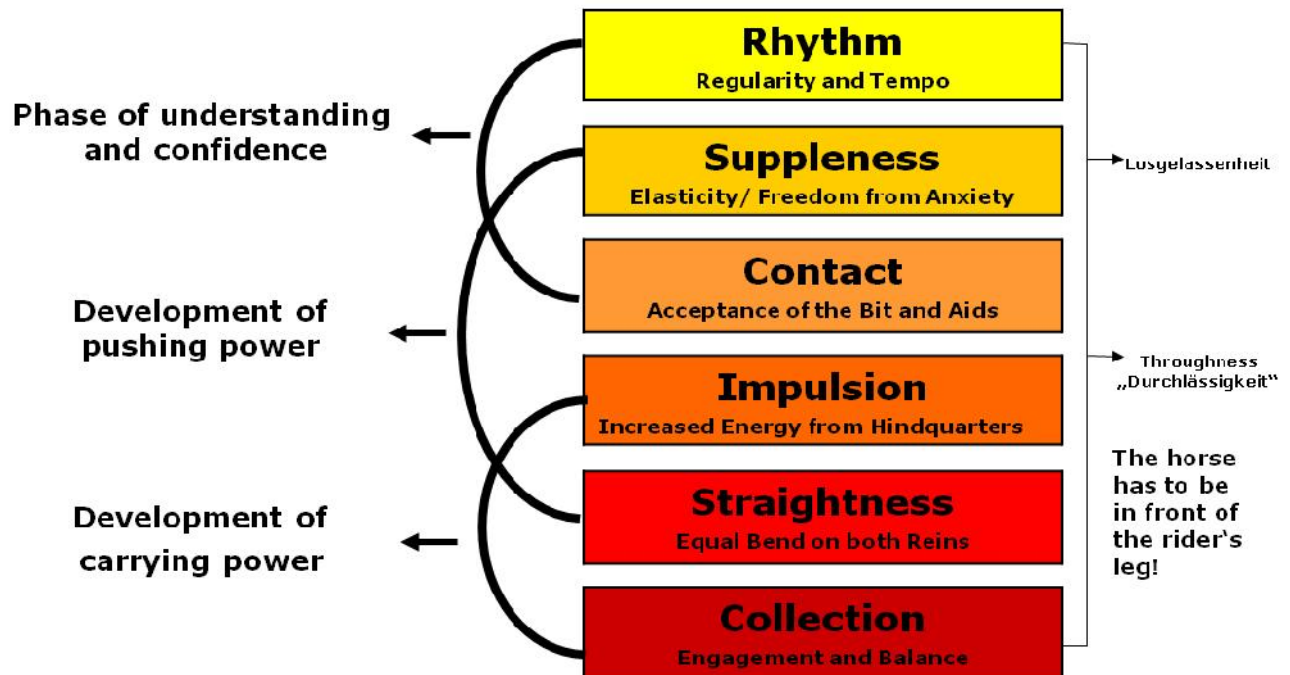
The base for training horses is a series of logical steps from target to target (1-6); to develop Dressage according to FEI Dressage Rules Article 401, especially targets 1 and 2.

#### **THE BALANCED HANDY HORSE MOVING EASILY FORWARD**

1. Paces [rhythm and regularity]
2. Relaxation [free from tension]
3. Accepting [taking] the bridle
4. Impulsion
5. Straightness [bending]
6. Collection

The sequence of the targets does not change and the boundary between them is fluid. Basic faults within one target step will always produce ‘negative’ consequences in the next step(s). In consequence, brilliance or problems within the first target steps should be given greater weight by the Judge than those within the later ones. The Judge is expected to give a statement in respect of the level of education of the horse.

The criteria by which each of these will be measured are:



3.8 Judges will be expected to have a very clear grasp of the basic principles of Dressage – training, performance and judging, which will determine the collective marks given for each performance. For additional aspects, please refer to the Dressage Handbook.

3.9 A short guide to the difference between serious and minor faults is shown below:

PRIORITY	SERIOUS FAULTS	MINOR FAULTS
<b>Paces</b>		
Regularity & Cadence, in clear rhythm	Irregular or uneven paces	Temporary interruptions of a balanced and relaxed horse, accepting the bridle
	No suspension in the trot/canter (e.g. a 4 beat canter) A "lateral walk"	
<b>Impulsion</b>		
Hindquarters that 'carry' the horse	Hurried Paces	A 'temporary' insecurity
Lengthening steps and strides in trot and canter	Lacking suspension	A certain, tolerable lack of impulsion
Lengthening the frame in the medium/extended trot & canter and at extended walk	Physical tension (riders hands used as a '5 <sup>th</sup> ' leg)	
Suspension/cadence in working trot/canter and a clear 4 beat sequence at the walk	Hindquarters 'escaping'	
	No extension shown	



<b>Obedience</b>		
Obedience to the aids, giving relaxed movements, correct bending and clear transitions	Problems with accepting the bridle, relaxation and bending	Temporary problems of a more or less obedient horse, working in the correct way
	Disobedience and Resistance	
<b>Rider</b>		
Correct seat, with discrete use of the aids	Substantial seat problems	Minor seat problems, when aids are smooth and accepted
Correct movements	Incorrect movements	
Overall performance	Incorrect or rough aids (e.g. backward use of the hands at transitions)	

Every movement within the Eventing tests requires consideration of its major and minor aspects, in order to be judged correctly.

3.10 Judges should not consider the results of basic faults as 'one off' mistakes. It is always important to try to ascertain the origin of the problem.

Some examples:

<b>Visible Mistake</b>	<b>Possible basic fault</b>	<b>Possible basic fault</b>
4 Beat Canter		Lacking rhythm, regularity and engagement
Tongue out Open, dry mouth Position of poll Over flexed		Not accepting the bridle
Tilted head		Straightness, not accepting the bridle
Hindquarters swinging out		Bending/straightness
Hollow back		Rhythm, impulsion, relaxation
Resting a leg		Lacking engagement
Breaking of pace		Tension, lacking collection and relaxation

3.11 While the basic training of the horse will always produce the greatest influence on the Judge's marks, the directives for each movement in the test will affect the marks for that movement but probably no other. Each movement asks specific questions and it is perfectly acceptable for a Judge to mark a horse well down on one movement and well up on another, if the horse is basically correct in his work but making errors.

3.12 A Judge must use the full range of marks. A spread of 80-100 individual Judges' good marks can normally be expected to reflect the difference between the top 10% and the bottom 10%. If Judges 'play safe' and use 5, 6, 7 they are using a spread of only 48 marks, which causes little controversy, but makes no valuable contribution to the overall result of the competition (in regards to the relative influence to the penalties of the other tests (XC country/Show Jumping)).

3.13 A difference of 1 mark on any movement, or up to 10% on the test overall, is acceptable

and can be accounted for by minor differences of assessment, different position of Judges etc. GJ members are recommended to discuss the results of their score after the completion of the Dressage tests.

#### **4. CROSS-COUNTRY**

- 4.1 The Inspection and approval of the Cross Country Course by the Ground Jury is an essential part of their function and in which they **must** all participate. Risk Management and fairness must be their first considerations together with compliance with the Rules.
- 4.2 The Jury should always ask the TD &/or CD to justify their work, if and when this is appropriate. This does not mean the Jury will change anything, but the course walk should not just be a pleasant stroll with friends – there is a serious 'job' to do!
- 4.3 The course walk for the Jury particularly relies on cooperation and teamwork and at some events the Chief Steward, the Veterinary Delegate and Chief Medical Officer may also be invited to accompany the Ground Jury.
- 4.4 Judges are expected to understand the rules and guidelines with regard to the judging of the Cross-Country test and particularly the obstacles. While a good working knowledge of the Rulebook is desirable, there will nearly always be the opportunity to look up and check a rule (which is in any case recommended).
- 4.5 Certain rules (e.g. dangerous riding, abuse of the Horse) must be known by heart by the Judge so that he can act instantly, if necessary.
- 4.6 The respective roles of the two or three members of the Ground Jury on the Cross-Country day must be understood.
- 4.7 At seminars there will be theoretical discussions / case studies of significant examples of judging problems – e.g. refusals, falls, outside assistance, timekeeping issues, errors of course, sanctions, dangerous riding, legal issues etc...
- 4.8 The Rulebook contains rules where the Ground Jury may exercise its discretion and others where it has no option once the facts are clear.

Judges must clearly understand the difference between these two situations and have a clear idea of how discretion should be exercised, when permitted.

#### **5. JUMPING TEST**

- 5.1 The Ground Jury will normally inspect and approve the course just before the competitors. The Jury must pay special attention to any judging problems that might arise, e.g. what is a faultable element and the timing equipment.
- 5.2 The Jury may of course ask for modifications but these would normally be confined to small adjustments.
- 5.3 The Ground Jury will check the visibility of the whole course and if necessary ask for a 'flagger'. It is also advisable to check the Judges' box and equipment in plenty of time.
- 5.4 Judges are expected to have an excellent knowledge of those parts of the current FEI Jumping Rules and Eventing Rules that require instant decisions by the Jumping Judge – for instance the use of the bell and stopping the clock.
- 5.5 The respective role of the Ground Jury and the specialist Jumping Judge must be reviewed and agreed in advance, when applicable.

## V. REQUIREMENTS FOR TECHNICAL DELEGATES

### 1. OVERALL ROLE

To have an overall understanding of both the Rules and the organising of an event and to be able to assist the OC in conforming to required standards. A TD must have the relevant experience to be able to assess the whole competition and to advise both the CD and the OC accordingly.

The TD would normally make a number of visits prior to an event.

### 2. ADMINISTRATION

It is important to remind all Officials that it is their duty to help the OC to have the best possible event within the FEI Rules.

The following is a useful "Aide Memoire" to outline the key areas in which a TD will have to concentrate.

<b>Parking</b>	Competitors - lorries and cars, Officials and Public parking
<b>Timetable</b>	Number of competitors, provisional timetable
<b>Entries</b>	Check that all horses and riders are 'eligible' to compete - Riders FEI ID, Minimum Eligibility Requirements (MER)
<b>Stabling</b>	Staff, feed, bedding, farriers, lighting, security, electricity, water, fire precautions
<b>Grooms</b>	Accommodation, food, showers
<b>Officials</b>	Accommodation, food, transport, briefings
<b>Competitors</b>	Accommodation, food, transport, briefings
<b>Medical</b>	Facilities for the public, emergencies, access to the course[s]
<b>Veterinary</b>	Availability at the stables, on the course. Examinations and inspections. Euthanasia, Post-mortems
<b>Safety</b>	Liaise and advise on Health & Safety
<b>Site layout</b>	Public/horse segregation, training areas
<b>Exercising</b>	Practice arenas, hacking, fast work, training obstacles
<b>Stewarding</b>	Timetables and FEI personnel
<b>Secretariat</b>	Competitor and Officials information
<b>Scoring</b>	Scoring, timing, results publication and distribution, scoring materials and an Official Scoreboard.
<b>Public Facilities</b>	Information, parking, seating, toilets, food, drink, First Aid, Lost & Found, meeting points
<b>Media facilities</b>	Press Office, equipment, Press and TV management, and TV and photographers positions, on each phase, finalization of Cross Country related Press statements
<b>Dressage</b>	Arena, surface, letters, jury boxes, bell, clock or stop watch, tack and other stewards, 'gate openers' etc.
<b>Cross Country</b>	Course evaluation, control centre and system, communications, fence repair, assistance area[s], emergency plans,(Plan B) flagging, numbering, crowd control, Crisis Management plan
<b>Jumping</b>	Arena, jury box, jump material, arena party, timing system,

	manual stopwatches, emergency services, spare material
<b>Officials</b>	Jump Judges, stewards, key personnel
<b>Communications</b>	Public address, availability of radios for the Ground Jury and other Officials.
<b>Presentations</b>	Protocol and management
<b>Reporting</b>	Coordination of reporting after event to include all Officials involved to provide feedback, report positive and/or negative comments – to be discussed 1 <sup>st</sup> with OC and written report to be forwarded to FEI

### **3. TD REPORTING**

The TD is responsible for compiling the TD report with all information and collect all reports from individual Officials (Chief Medical Officer, Veterinarian Delegate, Chief Steward and Appeal Committee, if applicable). He also ensure that fall reports forms and fence description forms are issued, duly completed and returned to the FEI, as per Rules for Eventing, art. 549.2.7

## **VI. REQUIREMENTS FOR COURSE DESIGNERS**

A challenging Cross Country Course that respects the Risk Management principles is the most important single aspect of Eventing. The Course Designer has great scope to put his own stamp on a course but at the same time has a great responsibility for observing the rules.

It would be expected the '1&2 star' CD would have significant experience at national Level and be able to show the requisite skills in planning the layout of any site to its best advantage.

The Eventing Committee guidelines for Cross Country Design latest version 2011 sets out the fundamental aims and expectations of the FEI Eventing Committee with regard to the different levels and types of competition

(see - FEI website: <http://www.fei.org/disciplines/eventing/rules> )

At the lower levels the emphasis is on the education of horse and rider introducing both parties to a wide variety of fences and simple questions. As the levels progress so the degree of difficulty of the courses should suitably reflect the particular level. At the highest level the balance is more on the examination of the skills of the horse and rider in a sophisticated manner. The 'intensity' of the courses increase as the levels become higher.

### **FENCE DESCRIPTION FORMS**

The CD is responsible for the completion of these forms for all FEI Events and giving them to the TD for sending to the FEI immediately after the Event., The TD has the responsibility to ensure that all fences are within the rules .

### **THE JUMPING COURSE**

The CD is expected to understand the basic principles of jumping course design, types of obstacles, alternative fences, what they test, related distances, distances in combinations, accurately measuring the length of the course, depth of cups, and of the rules.