

## **Annex 12 - Upgrading and Qualification of Officials Judges, Stewards and Course Designers**

### **Purpose**

This Annex is designed as a guide to enable Judges, Course Designers, and Stewards to progress through the various grades of achievement to a level where they feel comfortable. At no stage does the ESNZ Jumping Board guarantee advancement just by the completion of academic records. At various stages practical and written tests need to be achieved since the aim is competence in all aspects of judging, stewarding and/or course designing at jumping competitions. The succession pathway for Judges, Course Designers and Stewards is as follows:

National Level 1

National Level 2

National Level 3

FEI Level 1

FEI Level 2

FEI Level 3

Equestrian Sport New Zealand (ESNZ) will maintain a list of all qualified judges, stewards and course designers and will regularly update the list as the Jumping Board approves changes. All current listed Officials can be found on the website [nzequestrian.org.nz](http://nzequestrian.org.nz)

When an applicant feels they have enough experience to upgrade they should consult their Area committee and/or senior fellow officials for support and forward their CV to the ESNZ Jumping Technical Committee for consideration. With the approval of the Technical Committee the application will be passed to the ESNZ Jumping Board for approval once all upgrading criteria has been met.

### **National Level 1 Course Designers**

Requirements to become a National Level 1 Course Designer

1. Be a current member of ESNZ.
2. To have been a competitor or a regular assistant to a minimum National Level 2 Course Designer.
3. Send in a CV outlining personal details, ESNZ Area and membership Number, equestrian background, and experience. An example document can be found on the Jumping page of the ESNZ website.
4. To be recommended by your Area Committee or a minimum National Level 2 Course Designer to the Technical Committee as a suitable candidate.
5. To have attended at least one yearly seminar for National Level Course Designers.
6. Maintained a current CV of above activities that has been signed off by the relevant officials.

National Level 1 Course Designers should gain as much experience as possible as designers in their own right and as assistants to National Level 1, 2, & 3 Course Designers and/or FEI listed Course Designers at events sanctioned by ESNZ Jumping.

Once approved National Level 1 Course Designers may design at non-series competitions.

### **Promotion of National Level 1 to National Level 2 Course Designer**

Requirements:

1. Have acted as a National Level 1 Course Designer for at least 2 years.
2. Have acted regularly at ESNZ Jumping sanctioned events.
3. Attended at least one seminar for National level Course Designers in the last two years.
4. Keep a current CV that records all experience and knowledge gained and is signed off by the relevant officials.
5. Have been a regular Course Designer at ESNZ Jumping sanctioned events.
6. To be recommended by your area and 2 x National Course Designers or higher that you have worked with and completed all of the above.
7. Pass a written open book test at an annual seminar for National Level Course Designers.
8. Obtain a written recommendation from your Area and send it with an up-to-date CV to the ESNZ Jumping Sport Administrator.

Once approved National Level 2 Course Designers may design courses up to Grand Prix Series competitions.

### **Promotion of National Level 2 Course Designer to National Level 3 Course Designer**

1. Promotion will be based on the candidate's extensive experience and demonstrated proficiency as a Course Designer at high level competitions at Grand Prix events sanctioned by ESNZ Jumping.
2. Preferably have been a competitor.
3. Must in the last two years have attended at least one seminar for National Level Course Designers
4. Maintain a current CV signed off by the relevant Officials.
5. Have been a regular Course Designer at ESNZ Jumping sanctioned events.
6. Pass a written open book test at an annual seminar for National Course Designers.
7. To be recommended by your Area and 2x National Level 3 Course Designers or higher that you have worked with and completed all of the above.
8. Obtain a written recommendation from your Area and send it with an up-to-date CV to the ESNZ Jumping Sport Administrator.

#### **The next step:**

- On reaching a level that a course designer is happy and comfortable with, he/she can either remain at that level or attempt to move on to a higher level provided that all relevant criteria have been met.
- FEI Level 1 Course Designer would be the next step after gaining two to three years of knowledge and experience at National Level 3 Course Designer. All FEI Level 1 Officials must be approved by the ESNZ Jumping Technical Committee.
- ESNZ Jumping run a limited number of FEI competitions in a single season thus making FEI Course Designer positions difficult to attain. To remain listed, all FEI Technical Officials have to fulfil certain criteria within a set time frame.
- The FEI education system plus more information relating to FEI Courses being held worldwide can be found on the FEI website - <https://inside.fei.org/fei/your-role/officials/jumping>