

**COURSE DESIGNER EDUCATIONAL AND  
PROMOTIONAL SYSTEM  
FEBRUARY 2014**

Amended Version February 2014

# MOTIVATION FOR NEW STRUCTURE OF COMMUNICATION, MANAGEMENT, TRAINING AND PROMOTION FOR COURSE DESIGNERS IN SOUTH AFRICA.

- South Africa would like to formalise, expand and develop its system of educating and examination for promotion of Course Designers so as to dovetail with the FEI programmes for Course Designers.
- Whilst all Course Designers have a responsibility to the sport, a senior Course Designer has a certain social and moral responsibility to assist in the training of the next generation. This responsibility needs to be demonstrated by assisting in further training , attending seminars and then passing on their knowledge , new findings and experiences verbally, and by publishing them and putting them up for discussion .

# STRUCTURE OF THE NATIONAL COURSE DESIGNERS COMMITTEE

## DEFINITION

- The committee is a sub-committee of the South African Show Jumping
- The committee reports to the sub committee or portfolio holder of South African Show Jumping and may not override or alter any decision of the SASJ

## NAME

The name of the Committee is the National Course Designers Committee. Or abbreviated (SASJ)

# COMPOSITION

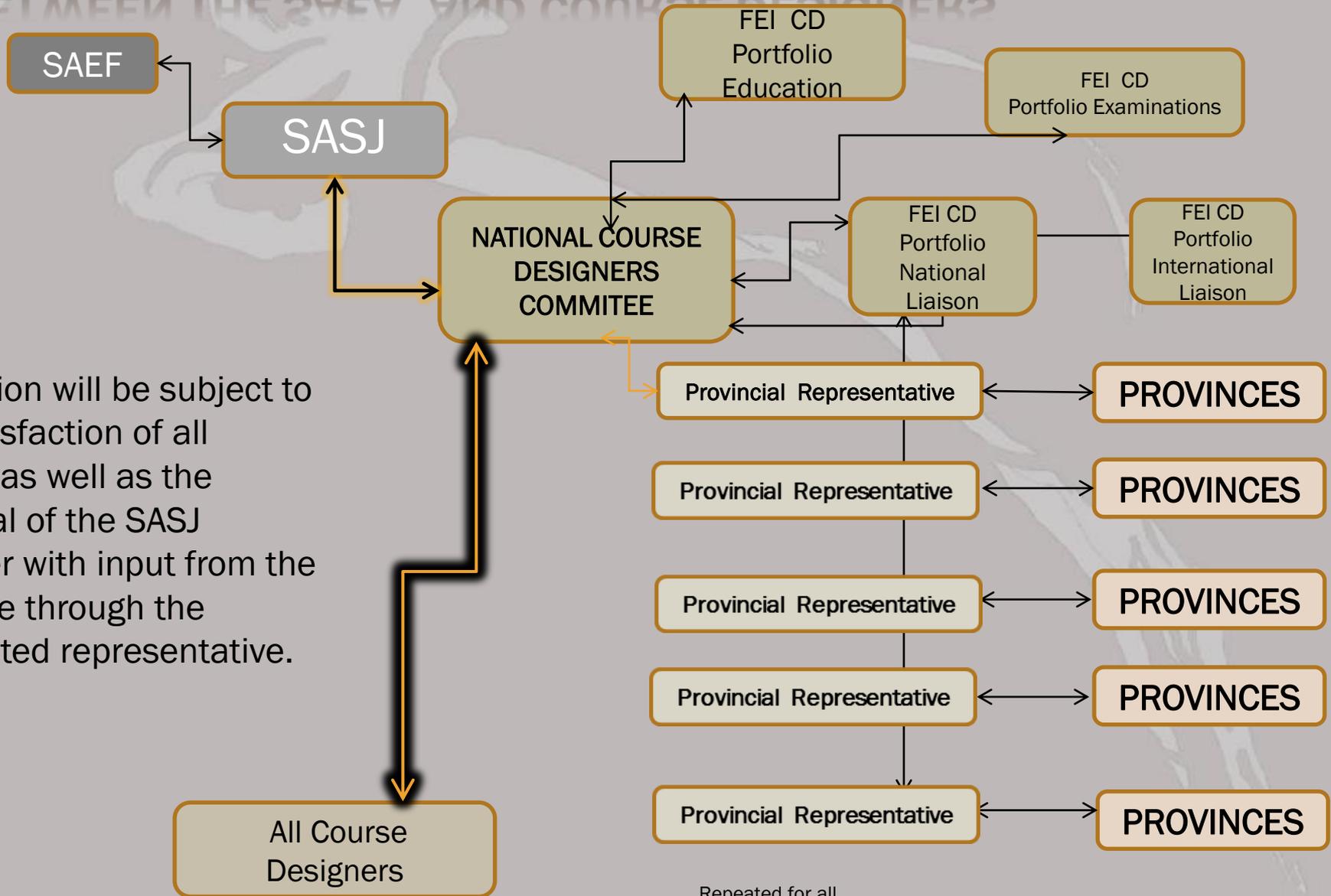
This committee will consist of **three** to **five** members :

- **The core structure shall be made up of all Current FEI Course Designers and retired FEI Course Designers who shall have an automatic right to be entitled a seat on the committee** - the balance of the committee (if need be )shall be made up of **National Course Designers**.
- There will be no co-option of members to this committee.
- Each committee member will hold office for a two year period and may offer themselves for re-election.
- Each member shall have one vote.
- If there are more than 5 available FEI members, an election will take place.
- Each member of the committee will be responsible for a portfolio.
- All proposals resulting from work done for portfolios will be discussed and agreed upon by the committee before submission to the SASJ.
- The SASJ delegated portfolio holder “Officials’ sub-committee” will chair the Course designers Subcommittee but will not have a vote. ■
- **ALL DECISIONS REACHED AND STUCTURES CREATED MAY NOT BE IMPLEMENTED UNLESS RATIFIED BY THE SASJ.**

## DUTIES AND RESPONSIBILITIES

- To implement a structured system of education and mentorship for all CDs in South Africa.
- To ensure that the system is applied and managed throughout the provinces.
- To control all promotions and demotions.
- To establish a list of officials that can oversee others for promotion.
- To make recommendations for promotion and demotions to and from the senior panels to the SASJ.
- To provide a knowledge base which will be both hard copy and/or internet based
- To arrange , manage and host seminars.
- To set curriculum, examination papers & attend to the marking of same.
- To apply directives received from SASJ.
- To give advice, feedback and recommendations to the SASJ regarding the discipline rules and regulations.
- **ALL DECISIONS REACHED AND STUCTURES CREATED MAY NOT BE IMPLEMENTED UNLESS RATIFIED BY THE SASJ.**

# PROPOSED INTERACTION AND COMMUNICATION STRUCTURE BETWEEN THE SAEA AND COURSE DESIGNERS



Promotion will be subject to the satisfaction of all criteria as well as the approval of the SASJ together with input from the Province through the nominated representative.

Repeated for all provinces

## Portfolios of the New National Course Designer Committee .

- **Creation and Rollout of Educational system** including:
  - syllabus
  - support system
  - manage and host seminars.

**National Liaison**

**International Liaison**

**Examination and promotion**

# MOTIVATION :

All promotion and or demotion :

- Will be managed by senior members of the NCDC, represented by National/FEI Course Designers.
- Will be based on a standardised curriculum and examination process.
- There will be a direct 2 way communication and interaction between the members of the National Course Designer Committee (NCDC), and the Course Designers themselves.
- All Course Designer activities will be monitored, managed and controlled through this committee.
- Provincial representatives will be nominated by each province to liaise with the person on NCDC carrying the portfolio of National Liaison. Together they will manage the framework of seminars, workshops and mentorship of CDs below National level.
- The person carrying the portfolio of International Liaison on the NCDC will manage the same for FEI level CD's.
- On-going education will be provided from entry level upwards, using the broad knowledge base that exists at top level, and therefore provide all the participants with sufficient skills and information levels to move forward-at their own pace.
- This knowledge base would also represent the content of the syllabus required for a seamless promotion from the lowest level to FEI Level 1 .

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# BENEFITS OF THE NEW SYSTEM

- ❑ Direct two way communication, control and development of all Course Designers from a uniform platform of expertise, judgement and regulation.
- ❑ Warranted promotions will be recognised earlier .
- ❑ A common broad knowledge base will be shared - not limited to the knowledge base available to the smaller regions .
- ❑ Will provide an on-going education program, which will be available to all registered CD's.
- ❑ Will allow the talented CD to develop at a quicker pace and the less skilled to advance at a pace at which he is more comfortable.
- ❑ More consistent course design standards.
- ❑ More confident horses and riders coming up through the grades.

# THE PROMOTIONAL STRUCTURE PYRAMID

**FEI level  
II & III**

National level Course Designer  
/ FEI level 1

Provincial Level 3  
Candidate  
( Formerly National Candidate )

Provincial level 2  
( Formerly level A and B

Provincial Level 1  
( Formerly Apprentice and Learner combined )

Introductory Level

# PROMOTIONAL REQUIREMENTS :

## Introductory level

### Participants:

- Open to all interested parties who are over 18 y o.
- and who are registered with the National Federation and SASJ ( recommended though not enforceable. )
- and have registered with the NCDC.

### Requirements:

- Receive a copy of the procedure of advancement and examination as well as log book.
- Attend and study all training material issued.
- Interact regularly with higher level course designers (see Provincial Level 1 requirements . )
- The senior course designer shall complete an indepenant appraisal form, a copy of which shall be forwarded to the course designer themselves and to the NCDC.



Introductory Level

## Promotional requirements to Provincial level 1.

### **Participants:**

- Open to all interested parties who are over 18 y. o. and
- who are registered with the National Federation and SASJ
- and have registered with the NCDC.

### **Minimum Experience Requirements :**

- To have worked as an assistant with 2 different course designers of at least Provincial level 2 at a min of 10 Graded events. and have been evaluated and recommended by 2 senior course designers of a FEI level 1 (approved by the National Course Design committee) to go to Provincial level 1 .
- The senior course designer shall complete an independent appraisal form, a copy of which shall be forwarded to the course designer themselves and to the NCDC.
- A history of coaching and or riding at a higher level would be beneficial .

### **Attended seminars.**

- Successful completion of all modules for this level .
- Full attendance of all each seminar is mandatory and such attendance needs to be signed off in their log book by Facilitator and NCDC.

### **Test:**

- passed a written or oral test as well as a practical test appropriate to this level of examination.

### **Status after successful test:**

- to be able to build up to 1.00m classes ,firstly under supervision for a minimum of 3 show ,and then on their own at the appointed senior course designer's/ mentors' discretion and who is at least a FEI level 1 or higher .
- Criteria to remain listed: to assist and or build at a min of 6 graded events within 2 years.  
(Registered in the log book).

# Promotional requirements Provincial Level 1

FEI  
level 1

National level Course Designer

Provincial level 3

Candidate

( Formerly National Candidate )

Provincial level 2

( Formerly level And B



Provincial Level 1

Introductory Level

# Promotional requirements

## Provincial Level 2

### Participants:

- Open to all interested parties who are over 18 yr.
- who are registered with the SAEA and SASJ.
- and who have registered with the NCDC.
- and who have passed **Provincial Level 1** criteria.

### Minimum Experience requirements :

- To have built and or worked as an assistant and with 2 different course designers of a minimum Provincial level 3 at a min of 10 graded events.  
and have been independently assessed and recommended by 2 senior course designers of minimum FEI level 1 approved by the NCDC.
- The senior course designer shall complete an independent appraisal form, a copy of which shall be forwarded to the course designer themselves and to the NCDC.

### Attended seminars.

- To have successfully completed the appropriate modules required for this provincial level.
- Full attendance of each seminar is mandatory and such attendance needs to be signed off in their log book by Facilitator and( SASJ).

**Test:** pass a written or oral as well as a practical test.

### Status after successful test:

- to be able to build from 1.10m up to 1.40 classes firstly under supervision by a senior course designer of a minimum level FEI level 1 for a further 3 graded events and then on their own, at the senior course designer's/ mentors discretion (*who is nominated by the NCDC and who is of at least at FEI level 1.*)

### Criteria to remain listed:

- To assist and or have built at a min of 6 graded events at the range of the relevant height category within 2 years. (Registered in the log book).



Provincial level 2

Provincial Level 1

Introductory Level

# Promotional requirements Provincial Level 3

## Promotional requirements to Provincial level 3 (Transition panel to FEI level 1)

Participants:

Open to all parties who are over 18 yr and .

- Who are registered with the SAEA and SASJ .
- Who have registered with the NCDC.
- Who are recognised existing National Course designers
- Who have passed Provincial level 2 exams.
- Whose application is supported by all necessary documentation required.

### Minimum Experience Required :

- Show sufficient maturity & expertise to be deemed capable of designing for CN status shows.
- To have built and or worked as an assistant and with 2 different course designers who are of a minimum of FEI level 2 at a min of 10 graded events at an open level.
- To have been independently assessed and positively evaluated and recommended by 2 FEI course designers, approved by the SASJ, on two separate occasions (building for Open level competitions at show over more than 1 day).

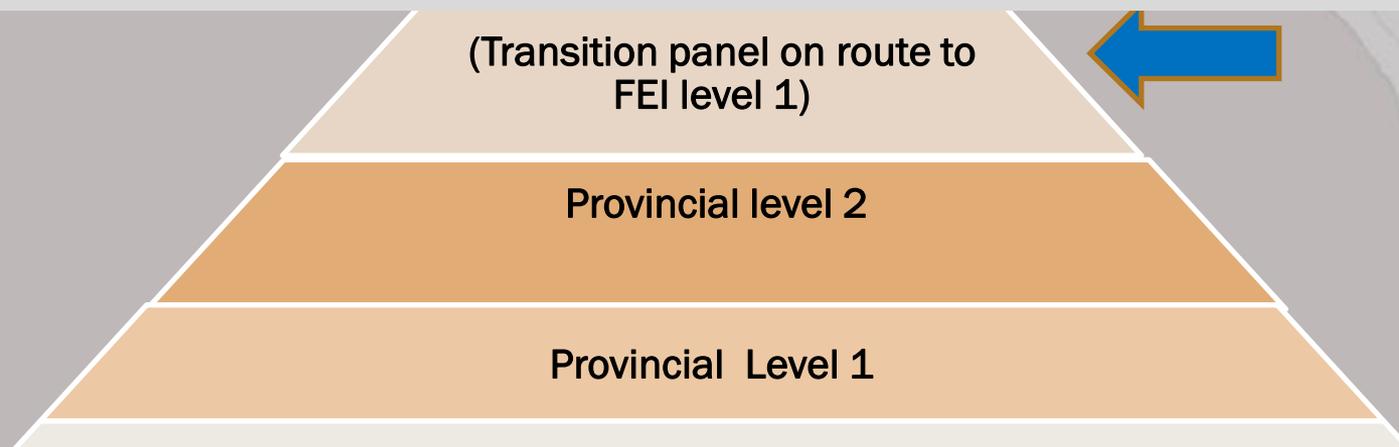
### Attended seminars.

- To have successfully completed all the relevant modules including one seminar during the preceding period of 1 year.
- Full attendance of all applicable seminars is mandatory and such attendance needs to be signed off in their log book by Facilitator and SASJ.

**Test:** to pass a written or oral as well as a practical test.

**Status after successful test :** To be able to build up to 1.40 and then up to 1.50 under the mentorship of a senior course designer of a minimum of FEI level 2 , approved by the SASJ.

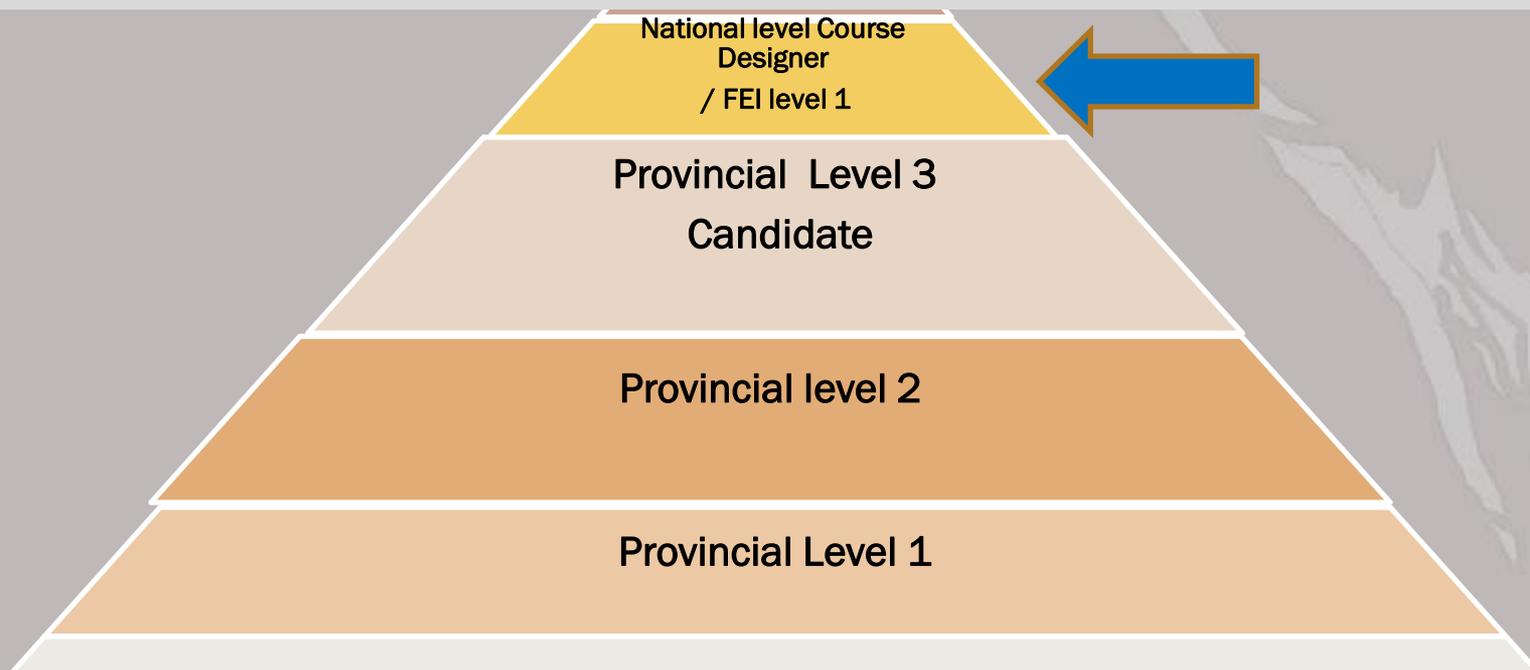
**Criteria to remain listed:** to assist and or have built at a min of 6 graded events at the range of the relevant height category within 2 years. (Registered in the log book) The senior course designer shall complete an indepenant appraisal form, a copy of which shall be forwarded to the course designer themselves and to the NCDC.



## Promotion to National Course Designer / Level 1 FEI

### Must :

- Have fulfilled all requirements of the various Provincial Levels including full attendance of all seminars and the confirmation of such attendance having been signed off for all the above seminars and workshops and successfully completed all the modules.
- Have fulfilled the **FEI Level 1 requirements**. i.e. attended and passed a FEI level 1 course exam.
- Have earned the respect of show organisers and riders alike.
- Be able to design and build high quality tracks that provide a good competition, balance of test to both horse and rider.
- Have good communication and organisational skills and be able to work with other CD's of varying levels of experience, as well as teams to set up the competition arena.
- Be able to design on a computerised Course design programme to deliver professional, accurate course plans which are easy for the jury and riders to "read".
- Demonstrate artistic flair and a good knowledge of all the requirements of each type of competition and level.
- Be able to maximise the use of equipment and facilities and the benefits to sponsors of their fence material or other arena décor.
- Be able to assist show organisers with the planning of the schedule, the timetable, the consecutive classes, and the number of competitors through a day at their show.
- Should assist FEI Level 2 and 3 course designers at major events. (Registered in the log book).
- STATUS after promotion : to be able to build at CN \* and \*\* CN status show



# FEI LEVEL II & III

- To have conformed to all of the criteria as set out by FEI in accordance with the promotional requirement for FEI level II.
- To be recommended by the NCDC, the SASJ and the SAEA.

Under FEI Control

