



EQUESTRIAN  
AUSTRALIA

# Jumping

## Course Designer Pathway & Application Forms



Australian Government  
Australian Sports Commission

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How to Become a Jumping Course Designer Information Guide – Fourth Edition (version 1:25)  
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# HOW DO I BECOME A JUMPING COURSE DESIGNER?

Thank you for your enquiry regarding the steps involved in becoming a Jumping Course Designer.

Course Design is an important part of the school of jumping and a key success factor of good competition.

The development of a competent and experienced Course Designer comes from a long and demanding apprenticeship, building at small, later at medium and then at big national shows. The practical experience of many small shows (and where possible the successful experience of jumping) and the close collaboration with leading national and international teachers are necessary parts of a career to becoming a Course Designer.

The way to becoming a successful Course Designer is long, hard and often bumpy and needs a lot of enthusiasm, passion and patience.

On the other hand, Course Design is a fascinating, rewarding and creative task that should motivate young, open-minded and flexible jumping enthusiasts to be interested in such a career.

State Branches are responsible for the accreditation of officials at Preliminary Level, Level 1 and Level 2. Applications for EA Level 3 officials must be submitted to and approved by the applicant's State Branch who will forward the approved application to the EA National Office and who will facilitate the final approval with the Equestrian Australia Jumping Committee.

The following information has been based on the Equestrian Australia Jumping Rules. EA members applying for accreditation as a Jumping Course Designer must direct their application to the State Branch

Please see contact details on the last page of this booklet.

## **Terminology and Abbreviations:**

### **Course Designer (CD)**

The Course Designer is the person who must put into practice the technical aspects of the different competitions at an event, on the grounds that are well prepared and in good condition, with suitable obstacles, adapting the track to the tables used or to the type of competition scheduled.

### **Assistant Course Designer (ACD)**

The ACD should support the responsible CD. This is an appointment with the purpose of providing further education, offering additional experience and knowledge. The ACD should be instructed in and be able to:

- Draw official course plans
- Make suggestions about obstacle material
- Make plans for different types of classes according to the event schedule
- Make suggestions regarding heights and distances

- Organise the arena crew
- Measure the length of the course
- Make suggestions for logistic questions, e.g. course changes or jump-offs
- Take part in the course inspection with the CD and the Judges
- Practise co-operation with Judges and Stewards
- Observe the competition
- Analyse the competition after it is finished
- Observe co-operation between the CD and the Organiser and the Media

Entries of the ACD's activity in the logbook to be signed by the responsible CD.

The rules that govern the sport of Jumping are incorporated into the current Equestrian Australia (EA) **National Jumping Rules**. The rulebook may be obtained by the following methods:

Electronic (**free of charge**):

- downloaded from the EA website at [www.equestrian.org.au](http://www.equestrian.org.au).

Printed and bound (**for purchase from EA National Office**):

- Downloaded the order form from the EA website, or request from National Office
- Send order form to the National office, PO Box 673, Sydney Markets, NSW, 2129.
- Call the National office on (02) 8762 7777 and pay by credit card via phone.

#### **Article 259.2 Requirements to be an Accredited Jumping Course Designer**

- Financial members of EA, who are interested in becoming an Official Jumping Course Designer, must complete and submit an application form detailing their experience and referees according to the criteria for promotion and maintenance on the following pages.
- Upon satisfactory completion of the requirements of each level, you will be accredited as a Jumping Course Designer and added to the National database.
- Accredited Course Designer benefits include insurance cover at EA events, EA support, Officials badge, qualified mentors, available ongoing education, name and contact details on web search and news. Each Course Designer will also receive a letter, certificate, and badge from Equestrian Australia verifying their accreditation.
- In order to remain accredited on the National Course Designers list you must meet compulsory Course Designer activity and professional development requirements every three years. Further information on this can be found on the EA website and will be sent when accredited as a Course Designer.

**The pathway to becoming a National Jumping Judge is outlined in article 259.1 in the National Jumping Rules:**

Preliminary Level	Branch Jumping Committee appointment
• EA Level 1	Branch Jumping Committee appointment
• EA Level 2	Branch Jumping Committee appointment
• EA Level 3	National Jumping Committee appointment
• FEI Levels 1-4	FEI appointments

**To become a Preliminary Jumping Course Designer you must:**

- be at least 18 years of age
- be a current financial EA member with your State Branch and, in NSW, a current financial member of Jumping NSW.
- Attend an EA approved Jumping Course Designer clinic or seminar held over two days conducted by an Equestrian Australia Jumping Committee approved presenter for introductory or Level 1 course designers and successfully complete the exam requirements as detailed in Attachment 2
- Obtain a score of 5.5 at course plans prepared at the course
- complete the online [ASC Community Officiating Essential Skills Course](#)
- meet the practical experience requirements (see Table 1 below) to note EA Jumping events is the whole EA competition not individual classes or days
- Complete the Preliminary application form below and forward it to your state branch
- (Participants do not have to be a member of EA to attend an initial seminar)

**A preliminary course designer can only build to a height of 1.05m and below**

**To become a Level 1 Course Designer you must:**

- be a member of EA and a current financial member of Equestrian Australia (in NSW also a member of Jumping NSW)
- be at least 18 years of age
- be currently registered as a preliminary Course Designer for at least 1 year  
or  
Competed annually at 1.30m or above for a period of 4 years  
or  
Current EA Registered Level 2 Jumping Coach
- Attend an EA approved Jumping Course Designer clinic or seminar held over two days conducted by an approved EA Course Presenter for a minimum of Level 1 course designers and successfully complete the exam requirements as detailed in Attachment 2
- complete the online [ASC Community Officiating Essential Skills Course](#)
- Meet the practical experience requirements (see Table 1 below)
- Complete the application form below and forward it to your State branch

**It is recommended that a Level 1 course designer designs courses up to 1.20m**

**To become a Level 2 Course Designer you must:**

- be a member of EA and a current financial member of Equestrian Australia (in NSW also a member of Jumping NSW).
- be a currently registered EA Level 1 Jumping CD for minimum of 2 years
- Attend an EA approved Jumping Course Designer clinic or seminar held over two days, conducted by an Equestrian Australia Jumping Committee approved presenter for a minimum of Level 2 course designers and successfully complete the exam requirements as detailed in Attachment 3
- meet the practical experience requirements (see Table 1 below)
- complete the application form below and forward it to your State branch

**It is recommended that a Level 2 course designer designs courses for competitions up to 1.35m.**

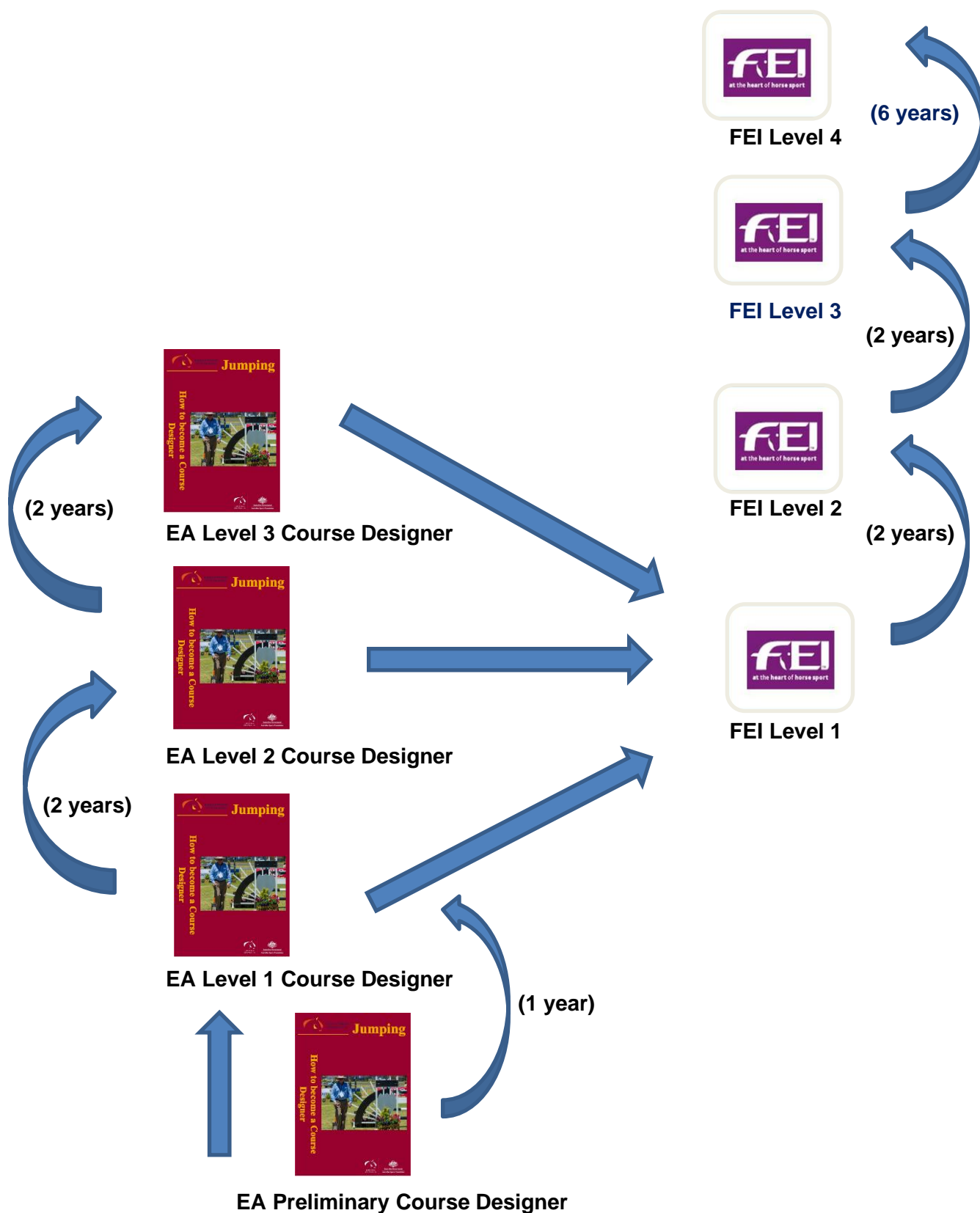
**To become a Level 3 Course Designer you must:**

- be a member of EA and a current financial member of Equestrian Australia (in NSW also a member of Jumping NSW).
- be a currently registered EA Level 2 Jumping CD for minimum of 2 years
- attend an EA approved Jumping Course Designer clinic or seminar held over two days, conducted by an Equestrian Australia Jumping Committee approved presenter for a minimum of Level 3 course designers and successfully complete the exam requirements as detailed in Attachment 1
- Have been active as a Level 2 course designer for a minimum of two years
- Meet the practical experience requirements (see Table 1 below)
- complete the application form below and forward it to your State branch, Once approved this will be forwarded to EA National Office for final approval form EAJC.

**A Level 3 course designer can design courses for all levels of competition unless there is a specific requirement listed.**



## Pathway for Jumping Course Designers EA & FEI Opportunities



## WHAT MAKES A GOOD OFFICIAL?

As an official you have to be highly organised and professional. You have to be able to focus, make decisions quickly and firmly, be confident of the training you have received and the knowledge and experience you have acquired as a judge. You must possess diplomacy, tact, common sense and preferably a sense of humour. You have to be able to recognise and acknowledge mistakes you may make whilst officiating and also be able to diffuse a volatile situation.

You are part of a team and if you are the responsible Course Designer, you lead that team. You must be approachable and be able to liaise well with the Judge, the Organising Committee, and other officials and riders.

As a Course Designer you must **be consistent and fair and have a thorough knowledge of Jumping rules and their application.**

It is important for officials to be:

- Physically fit
- Be able to be consistent and fair from the beginning to the end of the competition
- Mentally alert and able to concentrate for long periods of time

The official must have a thorough knowledge of jumping theory as well as practical jumping training.



**Requirements to attain and maintain Jumping Course Designer accreditation**

<b>CD Level</b>	<b>Initial Requirements</b>	<b>Theory Requirements</b>	<b>Practical Requirements</b>	<b>To Maintain Accreditation</b>
FEI Level 1-4	<p>Refer to FEI promotion requirements FEI Level 2 Course</p> <p>Candidates need to have completed 6 EA events at National Level as a CD in a minimum of 2 years and at a minimum height of 1.25m to be eligible to be put forward to a FEI Level 2 Course</p> <p>FEI Level 1 Course</p> <p>Candidates need to be a current EA Level 1 or above Course Designer to be eligible for considered to attend a FEI Level 1 Course. Priority will be given to highest EA accredited applicants</p>			
Level 3 National	<ul style="list-style-type: none"> <li>• Current EA Member</li> <li>• Be a currently registered EA Level 2 Jumping CD for minimum 2 years</li> </ul>	<ul style="list-style-type: none"> <li>• Attend an EA Jumping CD Level 3 Course in the previous three years</li> <li>• Pass EA Jumping CD assessment requirements for Level 3 by obtaining a score of 7 or above on the course plans prepared at the course</li> </ul>	<ul style="list-style-type: none"> <li>• Officiated as a Level 2 CD at a minimum of eight EA Jumping events in the previous three years;</li> <li>• Worked as an assistant CD at four separate EA or FEI Jumping events with two different FEI Level 2 CD's or higher, in the previous three years</li> </ul>	<ul style="list-style-type: none"> <li>• Attend the first day of a CD Update or Refresher Clinic or Course once every three years</li> <li>• Draw a satisfactory course plan at this clinic and achieve a score of 7 or above</li> <li>• Meet re-accreditation requirements set by EA</li> </ul>
Level 2 National	<ul style="list-style-type: none"> <li>• Current EA Member</li> <li>• Be a currently registered EA Level 1 Jumping CD for minimum 2 years</li> </ul>	<ul style="list-style-type: none"> <li>• Attend an EA Jumping CD Level 2 course over 2 days in the previous three years</li> <li>• Pass EA Jumping CD assessment requirements for Level 2 by obtaining a score of 6.5 or above on course plans prepared at the course</li> <li>• Endorsed* by two CDs of EA Level 3 or FEI Level 2 or higher</li> </ul>	<ul style="list-style-type: none"> <li>• Officiated as a Level 1 CD at a minimum of six EA Jumping events in the previous three years</li> <li>• Worked as an assistant at four separate EA Jumping events for a minimum of 6 days in total with two different Level 3 or higher CD's previous two years.</li> </ul>	<ul style="list-style-type: none"> <li>• Attend the first day of a CD Update or Refresher Clinic or Course once every three years</li> <li>• Draw a satisfactory course plan at this clinic and achieve a score of 6.5 or above</li> <li>• Meet re-accreditation requirements set by EA</li> </ul>
Level 1 National	<ul style="list-style-type: none"> <li>• Current EA Member</li> <li>• Be at least 18 years</li> <li>• Be currently registered as a preliminary Course Designer for at least 1 year</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>• Competed annually at 1.30m or above for a period of 4 years</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>• Current registered EA Level 2 Jumping Coach</li> </ul>	<ul style="list-style-type: none"> <li>• Attend EA CD Level 1 Course over two days, in the previous three years</li> <li>• Pass EA Jumping CD assessment requirements for Level 1 by obtaining a score of 6 or above on course plans prepared at the course. If using competition pathway need to score 6.5 or above on course plans prepared at the course</li> <li>• Endorsed* by two CD of EA Level 2 or higher</li> <li>• Complete ASC Community Officiating Essential Skills Course</li> </ul>	<ul style="list-style-type: none"> <li>• Competed annually at 1.30m or above for a period of 4 years</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• Worked as an assistant at four separate EA Jumping events for a minimum of 6 days in total with two different Level 2 or higher CD's in previous 2 years.</li> </ul>	<ul style="list-style-type: none"> <li>• Attend the first day of a CD Update or Refresher Clinic or Course once every three years</li> <li>• Draw a satisfactory course plan at this clinic and achieve a score of 6 or above</li> <li>• Meet re-accreditation requirements set by EA</li> </ul>

Preliminary	<ul style="list-style-type: none"> <li>• Current EA Member</li> <li>• Be at least 18 years</li> </ul>	<ul style="list-style-type: none"> <li>• Attend an EA CD prelim Course over 2 days in the previous three years</li> <li>• Pass EA Jumping CD assessment requirements for Preliminary by obtaining a score of 5.5 or above on course plans prepared at the course •</li> <li>• Endorsed* by two CD of EA Level 2 or higher</li> <li>• Complete ASC Community Officiating Essential Skills Course</li> </ul>	<ul style="list-style-type: none"> <li>• Assisted 3 different EA Level 1 or higher CD on three occasions in previous three years at EA Jumping Events</li> </ul>	<ul style="list-style-type: none"> <li>• Attend the first day of a CD Update or Refresher Clinic or Course once every three years</li> </ul>
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\*Endorsed – The person endorsing must have worked with the applicant in an active role as a course designer or assistant course designer and their opinion as an EA Official the applicant is up to officiating at the required level of competency at their stage of learning.

Record of Course Designing Experiences for Equestrian Australia Accreditation

Name: ..... Address:.....

Current EA Judges/ Course Designer Level: ..... Email:.....

Phone BH: ..... AH: ..... Mobile: ..... Page:.....

Date	Event	Duties	Comments	Name,Signature & Phone contact of overseeing Judge or Course Designer
				..... .....
				..... .....
				..... .....
				..... .....
				..... .....
				..... .....

Use additional forms as needed. These forms are to be forwarded to your State EA Branch, Jumping Committee, with a form requesting EA accreditation upgrade. Refer to the EA National Jumping Rules for more information.



# EA JUMPING COURSE DESIGN APPLICATION FORM FOR EA PRELIMINARY ACCREDITATION



This form is to be sent directly to the State Jumping Committee for verification **with your attached summary sheet/s of practical Record of Experience Course Design**. Successful applications are forwarded by the State to the National Office to be added to National database.

Name:		EA Member Number:	
<b>Verification Form</b>		<b>Mentor/Staff</b>	<b>Signature</b>
Attend and pass EA Jumping Course Design Preliminary Clinic with a score of 5.5 or above on course plans prepared at the course  (over 2 consecutive days in previous 3 years)	Date: Location:	Attach Certificate	
Complete the ASC Community Officiating Essential Skills Course	Attach Certificate		
Endorsed by two EA Level 2 (or higher level) Course Designers	CD 1:	Attach Endorsement	
	CD 2:	Attach Endorsement	
Practical Experience (completed in previous 3 years)	EA Jumping Event = the whole competition not individual classes or days		
Assistant with 3 different EA Level 1 (or higher level) CD.s  3 x EA Events	CD: Date: Location: Name CD:	Attach Record of Experience	
	CD: Date: Location: Name CD:		
	CD: Date: Location: Name CD:		
Endorsement from the respective EA State Jumping Committee	Name:	Signature SJC	
<b>SJC please make sure all requirements have been met and all documentation supplied and submitted with application</b>			

**NOTE: Shaded boxes are for Office/Mentor/SJC Use Only. To help provide check list**

Please provide the following details so Equestrian Australia can provide your accreditation:

Please note some contact information will show in online Officials search, please advise if you do not wish for this to happen

Name:	Date of Birth:	
Address:		
Suburb:	State:	Post Code:
Mobile:	E-Mail:	

Don't forget the application form on page 14



## EA JUMPING COURSE DESIGN APPLICATION FORM FOR EA LEVEL 1 ACCREDITATION



This form is to be sent directly to the State Jumping Committee for verification **with your attached summary sheet/s of practical Record of Experience Course Design**. Successful applications are forwarded by the State to the National Office to be added to National database.

Name:		EA Member Number:	
<b>Verification Form</b>		<b>Mentor/Staff</b>	<b>Signature</b>
Be registered as an EA Preliminary Jumping CD for 1 year <b>or</b> competed as Competitor outlined below <b>or</b> EA Level 2 Jumping Coach	Date Appointed as Prelim CD or Level 2 Coach	Attach Certificate	
Attend and pass EA Jumping Course Design Level 1 clinic with a score of 6 or above on course plans prepared at the course over 2 days in previous 3 years. If using Competitor pathway must be a score of 6.5 or above	Date: Location:	Attach Attendance Certificate	
Complete the ASC Community Officiating Essential Skills Course	Attach Certificate		
Endorsed by two EA Level 2 (or higher level) Course Designers	CD 1:	Attach Endorsement	
	CD 2:	Attach Endorsement	
<b>Practical Experience</b>			
Competitor – competed annually at 1.30m or above for a period of 4 years  <b>OR</b>	Attach Results		
Assistant 2 different EA Level 2 (or higher level) CD.s  4 separate EA Jumping events for a minimum of 6 days in total  <b>OR</b>	CD: Date: Location:	CD: Date: Location:	Attach Record of Experience
	CD: Date: Location:	CD: Date: Location:	
	CD: Date: Location:	CD: Date: Location:	
Currently Registered as an EA Jumping Coach – Level 2	Attach copy of certificate		
Endorsement from the respective EA State Jumping Committee	Name:	Signature SJC	
<b>SJC please make sure all requirements have been met and all documentation supplied and submitted with application</b>			

**NOTE: Shaded boxes are for Office Use Only**

Please provide the following details so Equestrian Australia can provide your accreditation:

Please note some contact information will show in online Officials search, please advise if you do not wish for this to happen

Name:	Date of Birth:
Address:	
Suburb:	State:      Post Code:
Mobile:	E:Mail

**Don't forget the application form on page 14**



# EA JUMPING COURSE DESIGNER APPLICATION FORM FOR EA LEVEL 2 ACCREDITATION



This form is to be sent directly to the State Jumping Committee for verification **with your attached summary sheet/s of practical record of experience course design.**

Successful applications are forwarded by the State to the National Office to be added to the National database.

<b>Name:</b>		<b>EA Member Number:</b>	
<b>Verification Form</b>		<b>Mentor/Staff</b>	
<b>Signature</b>			
Registered EA Level 1 Jumping CD minimum of 2 years	Date Obtained:	Attach Certificate	
Attend and pass EA Jumping Course Designer Level 2 Course with a score of 6.5 or above on course plans prepared at the course over 2 days in previous 3 years	Date: Location:	Attach Attendance Certificate	
Endorsed by two EA Level 3 (or higher level) Course Designer	CD 1:	Attach Endorsement	
	CD 2:	Attach Endorsement	
<b>Practical Experience</b>			
Officiated as an EA Level 1 CD  6 x EA Jumping Events previous 3 years	Date: Event:	Date: Event:	Attach Record of Experience
	Date: Event:	Date: Event:	
	Date: Event:	Date: Event:	
Assistant with 2 different EA Level 3 (or higher level) Course Designers  4 separate EA Jumping events for a minimum of 6 days in total over 2 years	CD: Date: Event: Number of Days:	CD: Date: Event: Number of Days:	Attach Record of Experience
	CD: Date: Event: Number of Days:	CD: Date: Event: Number of Days:	
Endorsement from the respective EA State Jumping Committee	Name:	Signature SJC	
<b>SJC please make sure all requirements have been met and all documentation supplied and submitted with application</b>			

**NOTE: Shaded boxes are for Office. To help provide check list**

Please provide the following details so Equestrian Australia can provide your accreditation:

Please note some contact information will show in online Officials search. Please advise if you do not wish for this to happen

**Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Suburb:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Post Code:** \_\_\_\_\_

**Mobile:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Don't forget the application form on page 14**



# EA JUMPING COURSE DESIGNER APPLICATION FORM EA LEVEL 3 ACCREDITATION



This form is to be sent directly to the State Jumping Committee for verification **with your attached summary sheet/s of practical record of experience course design..**  
Successful applications are forwarded by the State to the National Office to be forwarded to EAJC for approval.

Name		EA Member Number:	
<b>Verification Form</b>		<b>Mentor/Staff</b>	<b>Signature</b>
Registered EA Level 2 Jumping Course Designer minimum of 2 years	Date Obtained:	Attach Certificate	
Attend EA Jumping Course Designers Level 3 Course (in previous 3 years)	Date: Location:	Attach Attendance Certificate	
Practical Experience (completed in previous 3 years)			
Officiated as an EA Level 2 Course Designer  8 x EA Jumping Event	Date: Event:	Date: Event:	Attach Record of Experience
	Date: Event:	Date: Event:	
	Date: Event:	Date: Event:	
	Date: Event:	Date: Event:	
Assistant with two different FEI Level 2 (or higher level) Judges  4 x EA/FEI Jumping Events	CD: Date: Event:	CD: Date: Event:	Attach Record of Experience
	CD: Date: Event:	CD: Date: Event:	
Endorsement from the respective EA State Jumping Committee	Name:	Signature SJC	
<b>SJC please make sure all requirements have been met and all documentation supplied and submitted with application</b>			

**NOTE: Shaded boxes are for Office Use Only. To help provide check list**

Please provide the following details so Equestrian Australia can provide your accreditation:

Please note some contact information will show in online Officials search. Please advise if you do not wish for this to happen

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Post Code: \_\_\_\_\_

Mobile: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Don't forget the application form on page 14



## Application form Page 2

***Your EA membership must be current and both pages of the application form and supporting documents received by the State Jumping Committee before your EA Official registration can be processed.***

### Your Declaration

Equestrian Australia Limited (EA) is the Australian national sports organisation for the sport of equestrianism, in each of its specific disciplines and variations (together, the **Sport**).

EA, its Branches (as defined in EA's **Constitution**), and its affiliated organisations each have a duty of care that is owed to their respective members, people associated with the Sport, and to the people and organisations that participate in the Sport conducted under the encouragement, promotion, organisation, administration and control of EA and its Branches and affiliated organisations.

In accordance with the procedures set out in the Constitution, EA has adopted various rules, regulations, by-laws and policies (together the **EA Policies**) for the purpose of EA pursuing its objectives stated in the Constitution.

One of the EA Policies is EA's **Child Safeguarding Policy**, which commenced into force on 17 December 2021 and which is adopted by EA as part of EA's **National Integrity Framework**. Any reference in this declaration to the Child Safeguarding Policy is a reference to that document which came into force on 17 December 2023, as amended from time to time thereafter.

In accordance with its duty of care, and as required by its Child Safeguarding Policy, EA must investigate and collect information, in relation to any person who makes application for registration as an **EA Official**. EA requires the submission of this declaration as part of its investigation and information-gathering process.

A person cannot be, and will not be registered as an EA Official, unless the person is a current Member of EA.

Any person who is a current EA Member, and who wishes to be registered by EA as an EA Official **must** make and complete the following declaration, in addition to the other requirements set out in the EA Policies governing the registration of EA Officials.

**NOTE:** Any declaration submitted by any person, which is purported to be made by a person with any mark, deletion, addition to, obliteration of, or amendment to any of the below paragraphs [1] to [13] shall be deemed by EA to be a declaration which is void ab initio for all purposes. In any event or circumstances where a person cannot truthfully make the declaration in the format required by this document, the person must contact EA's Integrity Unit to further discuss the matter.

**I solemnly and sincerely declare** that each of the following statements is true and factual as at the date that this Officials Declaration is dated and made by me:

1. I meet all of the requirements in relation to state and territory-specific legislation regarding police checks and working with children checks, and I hold a valid working with children check or equivalent in the state/territory I reside. I have **attached** evidence as required.
2. There are no criminal charges that have been laid against me in any jurisdiction in Australia or elsewhere, which are pending or which are yet to be determined and finalised.
3. I have never, in any jurisdiction in Australia or elsewhere, been convicted of any criminal offence.
4. Further to the generality of paragraph [3] above, I have never, in any jurisdiction in Australia or elsewhere, been **charged with or convicted of** any criminal offence involving illegal or illicit substances; violence; stalking; intimidation; dishonesty; sexual violence; any criminal offence involving sexual activity or actions of indecency; child abuse; child pornography; or mistreatment or neglect of a child.
5. I have never had any disciplinary or similar proceedings brought against me by any employer, former employer, sporting organisation or similar body, involving child abuse; sexual misconduct; sexual harassment (which for the avoidance of doubt has the same meaning as given to the term by EA's **Member Protection Policy**, where the term **sexual harassment** is defined to mean and include conduct which is any unwanted or unwelcome sexual behaviour, where a reasonable person would anticipate the possibility that the person being harassed would feel offended, humiliated or intimidated); harassment; acts of violence; intimidation; bullying or other similar forms of harassment.
6. I have never been sanctioned for an **Anti-Doping Rule Violation** (within the meaning given to that term by the **World Anti-Doping Code**) within the Sport, or any other sport.
7. I have never participated in, facilitated or encouraged any practice, behaviour or conduct prohibited by the World Anti-Doping Code or any other anti-doping policy or similar policy applicable to me, including the EA **Anti-Doping Policy** and the **FEI Equine Anti-Doping and Controlled Medication Rules** adopted by EA and amended from time to time.

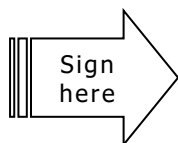
Initial \_\_\_\_\_

8. I have never been sanctioned for any breach of the FEI Equine Anti-Doping and Controlled Medication Rules or any other rules in force in any sport in Australia or elsewhere, relating to animal doping or the medication of and control of medication given to animals.
9. I have never, in any jurisdiction in Australia or elsewhere, been charged with or convicted of any criminal, disciplinary, sporting or animal racing-related offence relating to animal cruelty, whether in relation to a horse or any other animal or creature.
10. To the best of my knowledge after due inquiry, there are no other facts, matters or circumstances relevant to me, that EA (if it were aware of those facts, matters and circumstances) may reasonably consider to constitute a risk to, its Branches' and its affiliated organisations' respective members, people associated with the Sport, and to the people and organisations that participate in the Sport under the encouragement, promotion, organisation, administration and control of EA and its Branches and affiliated organisations.
11. I will immediately notify the chief executive officer of EA and each Branch(es) and affiliated organisation(s) engaging me, upon me becoming aware of any facts, matters or circumstances meaning that any of the matters declared by me and set out in clauses [1] to [10] above (inclusive) have changed for whatever reason, so that the declaration made by me is no longer true and correct either wholly or to any extent.
12. I acknowledge that I have read and agree to abide by the EA **Code of Conduct for Officials**. I acknowledge I may be subject to disciplinary action if I breach the code. (Code of Conduct is available to view via [www.equestrian.org.au](http://www.equestrian.org.au)).
13. I acknowledge and agree that by signing this declaration, I am providing true and accurate information. If it is subsequently demonstrated that the information which I have provided is untrue, false, incomplete, or misleading either wholly or to whatever extent, then I acknowledge and accept that I may be subject to sanction under the EA Policies.

WWCC/Blue Card Number:

Expiry Date:

Please attach copy of WWCC/Blue Card if not already provided.



NAME : \_\_\_\_\_

SIGNED : \_\_\_\_\_

DATE : \_\_\_\_\_

***State Contact – Please return a copy of these forms to the Equestrian Australia for Official to be accredited and database updated.***

Pathways Officer - Officials

EA National Office

PO Box 673, SYDNEY MARKETS, NSW 2129

Email (preferred) : [amy.mcgregor@equestrian.org.au](mailto:amy.mcgregor@equestrian.org.au)

**NOTE:** Applications that are incomplete and do not have all additional paperwork will not be accepted and returned to the state.



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Sydney Markets NSW 2129  
**P** +61 2 8762 7777  
**E** [info@equestrian.org.au](mailto:info@equestrian.org.au)  
**W** [www.equestrian.org.au](http://www.equestrian.org.au)  
ABN 190 7745 5755

*Codes of Conduct as per Attachment A of the EA Member Protection Policy*

## The EA Code of Conduct for Officials

In addition to the EA General Code of Behaviour, the following requirements are imposed on EA Officials during any activity held or sanctioned by EA, or as an official appointed by the organisation or one of its affiliates:

- Respect the rights, dignity and worth of others
- Be fair, equitable, considerate and honest in all dealing with others
- Use facilities and equipment for their proper purposes and care for and maintain such facilities and equipment correctly
- Refrain from anything which may abuse, intimidate or harass others
- Provide a safe environment for training and competition
- Place the safety and welfare of the riders/participants above all else
- Abide by the principles of the FEI Code of Conduct for the Welfare of the Horse
- Maintain a 'duty of care' towards others and an accountability for matters relating to training and competition
- Accept responsibility for all actions taken
- Be impartial
- Avoid any situation which may lead to a conflict of interest
- Be courteous, respectful and open to discussion and interaction
- Value the individual in sport
- Preserve and protect the standing and reputation of the organisation
- Understand the repercussions if you breach, or are aware of any breaches of the EA Member Protection Policy.



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*Codes of Conduct as per Attachment A of the EA Member Protection Policy*

## The FEI Code of Conduct for the Welfare of the Horse

1. The Fédération Equestre Internationale (FEI) expects all those involved in international equestrian sport to adhere to the FEI's Code of Conduct and to acknowledge and accept that at all times **the welfare of the horse must be paramount and must never be subordinated to competitive or commercial influences.**
2. At all stages during the preparation and training of competition horses, welfare must take precedence over all other demands. This includes good horse management, training methods, farriery and tack, and transportation.
3. Horses and competitors must be fit, competent and in good health before they are allowed to compete. This encompasses medication use, surgical procedures that threaten welfare or safety, pregnancy in mares and the misuse of aids.
4. Events must not prejudice horse welfare. This involves paying careful attention to the competition areas, ground surfaces, weather conditions, stabling, site safety and fitness of the horse for onward travel after the event.
5. Every effort must be made to ensure that horses receive proper attention after they have competed and that they are treated humanely when their competition careers are over. This covers proper veterinary care, competition injuries, euthanasia and retirement.

The FEI urges all involved with the sport to attain the highest levels of education in their areas of expertise.

## Attachment 1

# Syllabus Preliminary and Level 1

- Structure of Equestrian Australia
- Role of Course Designer
- Aims of Course Design
- Course designer training and promotion
- Types of Obstacles
- Safety Issues
- Measuring Height and Width of Obstacles
- Line/Rhythm
- Arena Balance
- Start- Finish Line
- First Obstacle and Opening Line
- Importance of In/Out Gate
- First Combination
- Suitable Combinations
- Distances in Combinations
- Related Line Distances
- Factors influencing stride distances
- Basic Scale
- Course Plan Requirements
- Jump-off
- Layout of course
- Practice Arena
- Squaring combinations and straight related lines
- Speed of competitions and time allowed
- Measurement of course
- Specialist obstacles
- Obstacle construction
- Analysing Course Plan
- Competitions other than Table A (Special requirements)

## Attachment 2

# Syllabus Level 2

- Structure of Equestrian Australia
- Types of Obstacles
- Safety Issues
- Height and Width of Obstacles
- Line/Rhythm
- Suitable Combinations
- Distances in Combinations
- Related Line Distances
- Factors influencing stride distances
- Scale for medium to large arenas
- Jump-off
- Layout of course
- Speed of competitions and time allowed
- Measurement of course
- Specialist obstacles
- Obstacle construction
- Obstacle Colour
- Liverpools
- Competitions other than Table A (Special requirements)

## Attachment 3

# Syllabus Level 3

- Structure of Equestrian Australia
- Types of Obstacles appropriate for various levels of competition
- Height and Width of Obstacles
- Line/Rhythm
- Suitable Combinations
- Distances in Combinations
- Related Line Distances
- Factors influencing stride distances
- Scale for large arenas
- Jump-off
- Layout of course
- Speed of competitions and time allowed
- Measurement of course
- Specialist obstacles Obstacle design and sponsor jumps
- Obstacle construction
- Liverpools
- Water Jump
- Obstacle Colour
- Competitions other than Table A (Special requirements)
- Making recommendations to organising committees



**Attachment 4**

# Assessment of Course Plans Prelim/EA Level 1

- All assessments are to be completed by course director.
- Prelim An average of 5.5 and above is a pass. 5.4 is not successful.
- Level 1 An average of 6.0 and above is a pass. 5.9 is not successful.
- All course plans to be freehand drawn. (No computer drawing allowed.)
- All course plans to be completed at seminar.
- All course plans to be drawn to scale. (For level 1 the scale to be used is 1:400)
- All plans to show:
  - Position of entry /exit
  - Position of obstacles
  - Dimensions of obstacles
  - Position of Start/ Finish line
  - Distances in Combinations
  - Distances in related lines
  - Jump-off or second phase or second round obstacles
  - Specialty obstacles, wall, Liverpool, stile/narrow obstacle, obstacle with plank on top
- One plan is to be prepared for a
  - 238 2.2 Table A with Jump-offand one plan can be chosen from the following competitions if they have been covered in the seminar
  - 238 2.1            Table A One round
  - 273 2.3            Competition over two rounds
  - 263/239           Table C Speed and Handiness
  - 269    Accumulator
  - 274    Competition in 2 Phases.
- The following elements of the plan are marked out of 5
  - **Plan:** Does the plan contain all of the required information and can the plan be easily read by a ring crew.
  - **Dimensions:** Do all obstacles have fence dimensions, are dimensions showing a progression in difficulty, are dimensions appropriate for the stated height of the competition.
- The following elements of the plan are marked out of 10
  - **Distances:** Are the distances varied and are they appropriate for the competition height and competitors.
  - **Balance:** Is there a balance in the arena of the location of the obstacles.
  - **Jump-off, second round:** Are they suitable and do they fulfil the requirements for the competition.
  - **Layout.** *Did the layout agree with the plan, were changes made during the layout to improve the flow of the course (This is not always possible to do at a seminar as it takes considerable time)*
- The following elements of the plan are marked out of 20
  - **Line:** Does the line for the course appear to flow and is there a balance of left rein, right rein, and straight.

To obtain the score for each participant the 5 (or 6 scores if layout is included) are added and divided by 5 (or 6) . The average of two assessors scores gives the final score for the participant if there is a dispute.

**Attachment 5**

## Assessment of Course Plans EA Level 2

- All assessments are to be completed by course director
- An average of 6.5 and above is a pass. 6.4 is not successful.
- All course plans to be freehand drawn. (No computer drawing allowed.)
- All course plans to be completed at seminar.
- All course plans to be drawn to scale. (For level 2 the scale to be used is 1:400 for one plan and another plan is 1:500) Arena Size is 80m by 50 metres for the first course plan. For the second plan the arena 100m by 60m
- All plans to show:
  - Position of entry /exit
  - Position of obstacles
  - Dimensions of obstacles
  - Position of Start/ Finish line
  - Distances in Combinations
  - Distances in related lines
  - Jump-off or second phase or second round obstacles
  - Specialty obstacles, wall, Liverpool, stile/narrow obstacle, obstacle with plank on top
- One plan is to be prepared for a
  - 238 2.2 Table A with Jump-off Maximum height 1.20m Day 1 of a 2 day showand using this original plan a further plan be chosen from the following competitions if they have been covered in the seminar
  - 238 2.1 Table A One round
  - 263/239 Table C Speed and Handiness
  - 269 Accumulator
  - 274 Competition in 2 Phases.
  -
- One Plan for a Competition over 2 Rounds Article 273 3.3. Maximum height 1.40m Day 3 of a 3 day show
- The following elements of the plan are marked out of 5
  - **Plan:** Does the plan contain all of the required information and can the plan be easily read by a ring crew.
  - **Dimensions:** Do all obstacles have fence dimensions, are dimensions showing a progression in difficulty, are dimensions appropriate for the stated height of the competition.
- The following elements of the plan are marked out of 10
  - **Distances:** Are the distances varied and are they appropriate for the competition height and competitors.
  - **Balance:** Is there a balance in the arena of the location of the obstacles.
  - **Jump-off, second round:** Are they suitable and do they fulfil the requirements for the competition.
  - **Layout.** *Did the layout agree with the plan, were changes made during the layout to improve the flow of the course (This is not always possible to do at a seminar as it takes considerable time)*
- The following elements of the plan are marked out of 20
  - **Line:** Does the line for the course appear to flow and is there a balance of left rein, right rein, and straight.

To obtain the score for each participant the 5 (or 6 scores if layout is included) are added and divided by 5 (or 6) . The average of the assessors scores gives the final score for the participant if there is a dispute.

## Attachment 6

## Assessment of Course Plans EA Level 3

- All assessments are to be completed by course director
- An average of 7.0 and above is a pass. 6.9 is not successful.
- All course plans to be freehand drawn. (No computer drawing allowed.)
- All course plans to be completed at seminar.
- All course plans to be drawn to scale. (For level 3 the scale to be used is 1:400 for one plan and another plan is 1:500) Arena Size is 80m by 50 metres for the first course plan. For the second plan the arena 100m by 80m, for the third plan the arena is an indoor arena 75m by 35m. The outdoor plans may have permanent obstacles in the arena
- All plans to show:
  - Position of entry /exit
  - Position of obstacles
  - Dimensions of obstacles
  - Position of Start/ Finish line
  - Distances in Combinations
  - Distances in related lines
  - Jump-off or second phase or second round obstacles
  - Specialty obstacles, wall, Liverpool, stile/narrow obstacle, obstacle with plank on top, water jump
- One plan is to be prepared for a
  - 238 2.2 Table A with Jump-off Maximum height 1.20m Day 1 of a 2 day show
 and using this original plan a further plan be chosen from the following competitions if they have been covered in the seminar
  - 238 2.1 Table A One round
  - 263/239 Table C Speed and Handiness
  - 269 Accumulator
  - 274 Competition in 2 Phases.
- One Plan for a Competition over 2 Rounds Article 273 3.3 Maximum height 1.40m Day 3 of a 3 day show
- The following elements of the plan are marked out of 5
  - **Plan:** Does the plan contain all of the required information and can the plan be easily read by a ring crew.
  - **Dimensions:** Do all obstacles have fence dimensions, are dimensions showing a progression in difficulty, are dimensions appropriate for the stated height of the competition.
- The following elements of the plan are marked out of 10
  - **Distances:** Are the distances varied and are they appropriate for the competition height and competitors.
  - **Balance:** Is there a balance in the arena of the location of the obstacles.
  - **Jump-off, second round:** Are they suitable and do they fulfil the requirements for the competition.
  - **Layout.** *Did the layout agree with the plan, were changes made during the layout to improve the flow of the course (This is not always possible to do at a seminar as it takes considerable time)*
- The following elements of the plan are marked out of 20
  - **Line:** Does the line for the course appear to flow and is there a balance of left rein, right rein, and straight.

To obtain the score for each participant the 5 (or 6 scores if layout is included) are added and divided by 5 (or 6) . The average of two assessors scores gives the final score for the participant if there is a dispute.

# CONTACT AND REFERENCE INFORMATION

These are available from the EA National Office, the EA and the FEI websites.

## Rules

### *EA Jumping Rules page*

- [www.equestrian.org.au/jumping-rules](http://www.equestrian.org.au/jumping-rules)

### *EA World Cup Jumping page*

- [www.equestrian.org.au/jumping](http://www.equestrian.org.au/jumping)

### *FEI Jumping Rules page*

[www.inside.fei.org/fei/disc/jumping/rules](http://www.inside.fei.org/fei/disc/jumping/rules)

## General Information

- Equestrian Australia is the National Federation (NF) for National and International Competitions in Australia, the High Performance Management, funding, National Rules, Policies, Education/Training and Promotion of the Sport.  
See the website for more information. [www.equestrian.org.au](http://www.equestrian.org.au)
- The (Government) Australian Sports Commission (ASC) authorises and funds Australian Sport.
- EA Branches are responsible for Registrations, Affiliated Clubs and Schools programmes.

## Reference points

- EA National [www.equestrian.org.au](http://www.equestrian.org.au)
- Official list: on EA website [www.equestrian.org.au/members/search/official](http://www.equestrian.org.au/members/search/official). It can be further filtered by Level and State.
- FEI - [www.fei.org](http://www.fei.org)
- FEI Jumping Officials [www.inside.fei.org/fei/your-role/officials/jumping](http://www.inside.fei.org/fei/your-role/officials/jumping)
- Certificate – issued by National Office
- Code of Conduct **for the Welfare of the Horse**
- Code of Conduct for Officials



# CONTACT INFORMATION

**Equestrian Australia**

P.O Box 673, Sydney Markets

NSW, 2140

Tel: 02 8762 7777

State	Contact Details	Role	Contact and Email
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		<b>State Branch Contact</b>	<a href="mailto:enquiries@equestrianqld.com.au">enquiries@equestrianqld.com.au</a>
	<b>Jumping NSW</b> <b>Postal Address:</b> PO Box 118 Camden NSW 2570 Tel: 02 9620 2660	<b>State Jumping Committee Chair</b>	Jane Kibble
		<b>State Branch Contact</b>	<a href="mailto:info@ensw.org.au">info@ensw.org.au</a>
	<b>Equestrian TAS</b> <b>Postal Address:</b> PO Box 277, Brighton TAS 7030 TEL: 03 62685261	<b>State Jumping Committee Chair</b>	<a href="mailto:jumpingtasmaania@gmail.com">jumpingtasmaania@gmail.com</a>
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	<b>Equestrian VIC</b> <b>Postal Address:</b> PO Box 616, Werribee VIC 3030 Tel: 03 9013 0707	<b>State Jumping Committee Chair</b>	Bernie Hearn <a href="mailto:berniehearn@equestrianvictoria.com.au">berniehearn@equestrianvictoria.com.au</a>
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	<b>Equestrian WA</b> <b>Postal Address:</b> 303 Cathedral Avenue Brigadoon Western Australia 6069 Tel: 08 9296 1200	<b>State Jumping Committee Chair</b>	Sophie Parkes <a href="mailto:jumping@equestrianwa.org.au">jumping@equestrianwa.org.au</a>
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