



Eventing IRELAND

Grass Roots to Gold Medals

**NATIONAL COURSE DESIGNER
LOGBOOK**

EVENTING IRELAND NATIONAL COURSE DESIGNER LOGBOOK

NAME	
ADDRESS	
POSTCODE	
MOBILE	
E-MAIL	
CURRENT LEVEL (eg. List C)	
CANDIDATE/ ACCREDITATION LEVEL (eg. List B)	

Once completed, please return the entire Logbook to Alison Packman by email to alison@eventingireland.com

Please note if posted, your Logbook will not be returned unless specifically requested.

Last revised: February 2026

TABLE OF CONTENTS

1	National Course Designer Accreditation Procedure.....	1
1.1	Applications	1
1.2	About The Logbook.....	1
1.3	Professional and Restricted Designers	1
1.4	Assessment Content	2
1.5	Application and Assessment Procedure	2
1.5.1	List D EI Accredited National Course Designer (EI90/EI100)	2
1.5.2	List C EI Accredited National Course Designer (EI110)	4
1.5.1	List B EI Accredited National Course Designer (EI115).....	6
1.5.2	List A EI Accredited National Course Designer (EI120).....	8
1.6	Fast Tracking.....	10
1.7	Continued Professional Development.....	11
1.8	Personal Mentorship	11
1.9	Continued Appraisal of National Course Designers.....	11
2	Roles of the National Course Designer	13
2.1	Responsibilities	13
2.2	Remuneration.....	13
3	National Course Designer Assessment Form for Accreditation	14
4	Final Report Form	18
5	Criteria and Guideline Notes	19
5.1	List D EI Accredited National Course Designer Guidance Notes	19
5.1.1	Site Layout	19
5.1.2	Design Including Balance and Flow	19
5.1.3	Fence Placement	19
5.1.4	Setting Out Distances.....	19
5.1.5	Appropriate Use of Terrain.....	20
5.1.6	Use of Varying Fence Profiles.....	20
5.1.7	The Principles Behind Varying Levels of Competition	20
5.1.8	Rules	20
5.1.9	Fence Construction and Choice of Materials	20
5.1.10	Fence Dressing	20
5.1.11	Ground Preparation and Maintenance	20
5.1.12	Budgeting	21
5.1.13	General Impressions	21
5.2	List C EI Accredited National Course Designer Guidance Notes	21
5.2.1	Site Layout	21
5.2.2	Design Including Balance and Flow	21

5.2.3	Fence Placement	21
5.2.4	Setting out Distances	22
5.2.5	Appropriate Use of Terrain	22
5.2.6	Use of Varying Fence Profiles.....	22
5.2.7	The Principles Behind Varying Levels of Competition	22
5.2.8	Rules	22
5.2.9	Fence Construction & Choice of Materials.....	23
5.2.10	Fence Dressing	23
5.2.11	Ground Preparation and Maintenance	23
5.2.12	Budgeting	23
5.2.13	General Impressions	23
5.3	List B EI Accredited National Course Designer Guidance Notes	23
5.3.1	Site Layout	23
5.3.2	Design Including Balance and Flow	24
5.3.3	Fence Placement	24
5.3.4	Setting out Distances	24
5.3.5	Appropriate Use of Terrain	24
5.3.6	Use of Varying Fence Profiles.....	24
5.3.7	The Principles Behind Varying Levels of Competition	25
5.3.8	Rules	25
5.3.9	Fence Construction & Choice of Materials.....	25
5.3.10	Fence Dressing	25
5.3.11	Ground Preparation and Maintenance	25
5.3.12	Budgeting	25
5.3.13	General Impressions	25
5.4	List A EI Accredited National Course Designer Guidance Notes	26
5.4.1	Site Layout	26
5.4.2	Design Including Balance and Flow	26
5.4.3	Fence Placement	26
5.4.4	Setting Out Distances.....	26
5.4.5	Appropriate Use of Terrain	27
5.4.6	Use of Varying Fence Profiles.....	27
5.4.7	The Principles Behind Varying Levels of Competition	27
5.4.8	Rules	27
5.4.9	Fence Construction & Choice of Materials.....	27
5.4.10	Fence Dressing	28
5.4.11	Ground Preparation and Maintenance	28
5.4.12	Budgeting	28
5.4.13	General Impression	28

APPENDIX 1: Additional Reading and Support	29
APPENDIX 2: Notes for Assessors	30
APPENDIX 3: Confirmation Of Professional Status Form - Designer	31
APPENDIX 4: List A Candidate National Course Designer Confirmation Of Assessment	32
APPENDIX 5: List Of Approved Eventing Ireland Course Designer Assessors	33
APPENDIX 6: National Course Designer Accreditor	33
APPENDIX 8: Regional Head Steward	33
APPENDIX 9: Costs for National CD Assessment	33
APPENDIX 10: Example of Fence Dimension Sheet	34
APPENDIX 11: Fence Type Codes.....	35

1 National Course Designer Accreditation Procedure

1.1 Applications

A National Course Designer wishing to hold or upgrade to Eventing Ireland Accredited status must first apply for EI Candidate status at the desired level.

Applicants for EI Candidate National Course Designer status must be a paid-up Membership with Eventing Ireland and be at least 18 years of age in order for their application to be successful.

The application process detailed here will apply to both new applicants and existing Eventing Ireland Accredited National Course Designers wishing to upgrade. Applications should be submitted Alison Packman (alison@eventingireland.com) enclosing letters of support, if applicable plus an up-to-date CV, which includes the applicant's involvement in horse trials in any of the following roles:

- Organising Committees
- Cross country course designing
- Cross country course building
- Officiating
- Competing

Plus any details of Eventing Ireland, British Eventing and/or FEI courses attended.

If successful, the applicant will then be issued with a National Course Designer Logbook and be provided with Candidate status for the requested or appropriate level.

1.2 About The Logbook

It is the Candidate's responsibility to make sure his/her Logbook is filled in correctly. The Logbook should be signed by the appropriate Official(s) at each step in the procedure. If the Candidate is required to gain more experience in a certain section or sections before being recommended as 'Competent' and the Logbook being signed off, the Assessor will indicate that further training is required. Each level of EI Accredited National Course Designer has different assessment requirements; please see Part 1.5. for more details. Please refer to Part 5 of this Logbook for Guideline Notes to be used by Candidates and Assessors to identify the competency requirements for each level of EI Accredited National Course Designer.

A person will only continue to hold Candidate status at any level for a maximum of two years. If the Candidate does not progress within this time their Candidate status will be downgraded by one level. A downgraded Candidate will be required to wait one year before re-applying to regain their original Candidate level. Because of this it is important that each Candidate ensures they are involved in a variety of projects throughout the process and is confident that he/she is working at the Candidate level appropriate to that which they are applying for.

1.3 Professional and Restricted Designers

A List A, B, C or D EI Accredited National Course Designer can be classified either as 'Professional' or 'Restricted'. Professional EI Accredited National Course Designers will have had experience of designing EI affiliated competition courses at a level relevant to their Accreditation at more than one EI event venue. If a Candidate's Assessments take place at more than one event venue, once their Logbook is signed off they will hold 'Professional' Status.

Restricted EI Accredited National Course Designers will have had experience of designing EI affiliated cross country courses at one EI event venue only. If a Candidate's Assessments take place at one event site only, once their Logbook is signed off they will hold 'Restricted' Status up to List C, EI110 level.

Existing EI Accredited National Course Designers wishing to move from Restricted to Professional status must have designed a course at a secondary site which is then assessed as being at an acceptable standard by an

Assessor. The Assessor must complete and sign the Confirmation of Professional Status form (see Appendix 3) and this form must then be sent to the EI office.

1.4 Assessment Content

Candidates must provide evidence of satisfactory performance and/or knowledge and understanding in the following areas:

- Design principles
- The meaning of flow and balance
- The importance of appropriate tests for the levels of competition
- The balance between education and test at specific levels of competition
- Appropriate use of terrain and questions
- Eventing Ireland Rules and where to find them
- The effect of fence profiles
- Frangible/deformable fences
- Ground preparation and maintenance
- Basic construction of both portable and permanent fences
- Placing and securing portable fences
- Distances in combinations and related fences
- Appropriate use of fence dressing
- The roles of Officials at events
- Relevant Health and Safety procedures
- Budgeting for fences and courses
- Ability to use the Cross Country App to design maps, log dimensions and implement courses

See Part 5 for more detailed criteria.

1.5 Application and Assessment Procedure

The Assessment will be carried out on the cross country course of an EI Event at which the Candidate is the named National Course Designer. It is the Candidate's responsibility to source the event and venues at which they are going to design. The Assessor will use an informal question and answer session to gain an understanding of the Candidate's level of ability and fill in Part 3 of the Logbook which will be provided by the Candidate. Please refer to guidance on the requirements for each level of EI Accredited National Course Designer.

Once the Logbook has been completed by the Assessor and the Candidate has been recommended as 'Competent' at the required level, the Candidate will be required to submit his/her Logbook to the Eventing Ireland Office along with the required payment. This will be reviewed by the EI Assessment Panel for approval. If the Candidate is successful he/she will be given EI Accredited Status at the appropriate level of National Course Designer and will be issued with a certificate confirming this.

More information about the assessment requirements at each level of EI National Course Designer are below:

1.5.1 List D EI Accredited National Course Designer (EI90/EI100)

If a Candidate has not previously had any cross country course design experience but is interested in getting involved, a good first step is to go on an EI training course for National Course Designers. In addition it is also recommended that the Candidate arranges to spend at least one day with an EI Accredited National Course Designer to learn first-hand what is involved.

Please see Part 1.1 for details of how to apply to become an EI Candidate National Course Designer.

An Assistant must design two EI affiliated competition cross country courses (eg: EI90 and EI100) which

will then be assessed as part of the process. These cross country courses can be at the same event on the same day provided that not more than 20% of the fences are shared between courses. In addition, they must be mentored by the Course Designer Mentor. A list of members of Assessor Panel is available from the EI Office and published on the Eventing Ireland website. At Assistant List level a Mentor will be the Assessor of the Candidate's level of ability in order to complete in Part 3 of the Candidate's Logbook.

If the mentor assigned to the event at which the assessment will take place carries out the Mentoring and assessment this will form part of their normal duties for that event and there will be no cost to the Candidate. If a Candidate chooses to be mentored by a member of Assessor Panel the Candidate will be required to cover any costs associated with this. Direct conflicts of interest between the Mentor and Candidate should be avoided (eg. employers and employees).

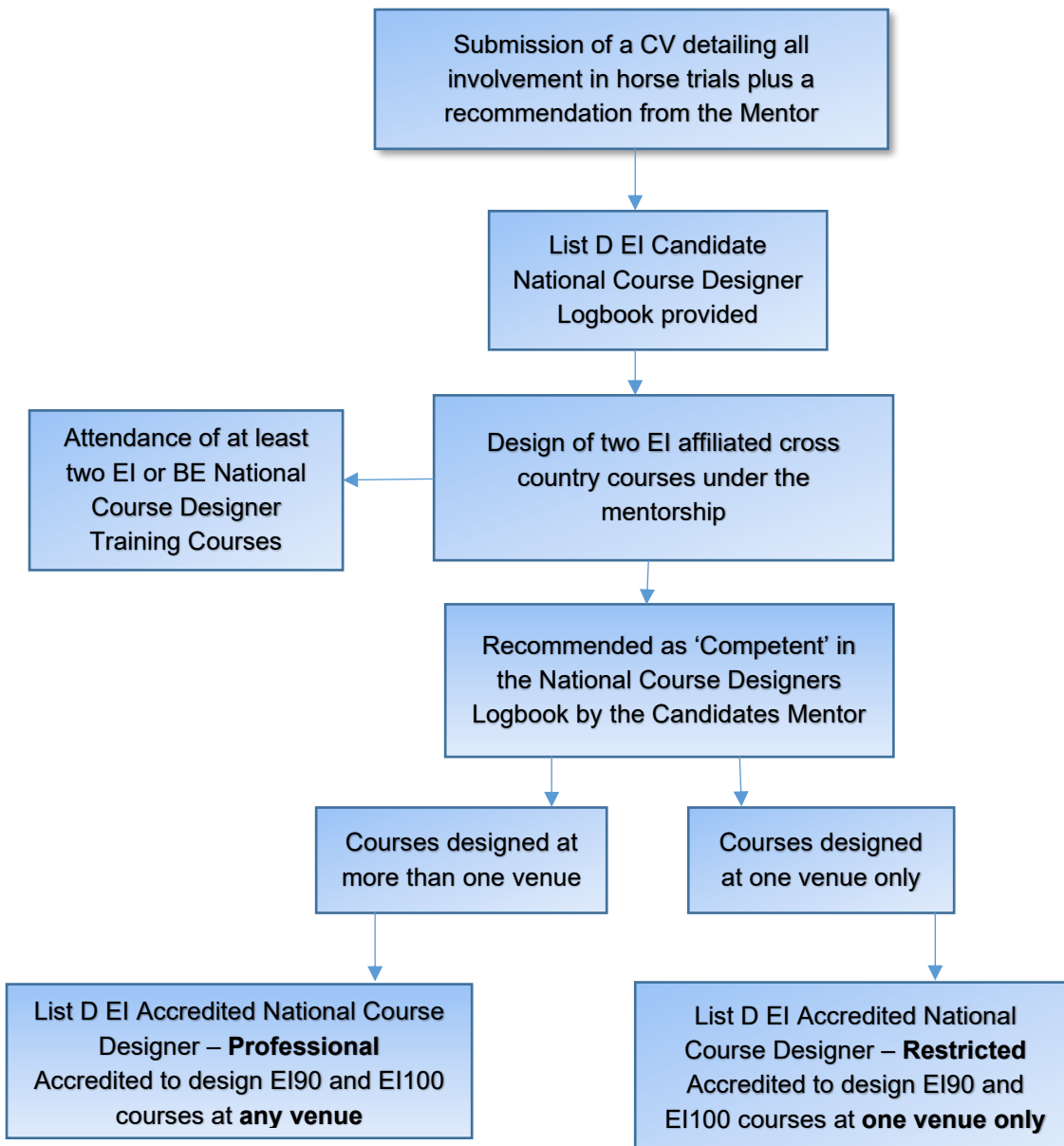
The process will include at least two course walks prior to the event. During the first course walk the Mentor/Assessor and Candidate will discuss any plans and ideas that the Candidate has for the development of the cross country course(s). The second course walk should take place approximately one week prior to the event or at any time after all the fences have been put in position that suits both parties. During the second course walk the Mentor/Assessor and Candidate will talk about the finished product and discuss any potential issues that might arise during the cross country phase.

The Candidate should where possible attend the normal Steward cross country course inspections that occur prior to any EI Event. Following the course walks the Mentor/Assessor will complete Part 3 of the Candidate's Logbook and recommend the Candidate as either 'Competent' or 'Not Yet Competent' with recommendations for improvement.

If for any reason it is not possible for the Candidate to walk the course with the Steward assigned to the event, resulting in an additional date for a course walk assessment being scheduled, it will be the responsibility of the Candidate to cover any costs associated with this.

Please see part 1.5 for more details about the assessment process.

Figure 1. Flow Chart: List D EI Accredited National Course Designer (EI80/90/EI100)



In special circumstances a List D EI Accredited Course Designer may be recommended by an Assessor to become a Restricted EI110 EI Accredited National Course Designer. A National Course Designer will only receive such recommendation at a venue that he/she knows well. A National Course Designer given this classification will be restricted to designing up to this level only at the specific venue for which they received the recommendation.

1.5.2 List C EI Accredited National Course Designer (EI110)

For an applicant to successfully become a List C EI Candidate National Course Designer they must have designed at least six EI affiliated courses, two of which should be at EI100 level. A number of these courses can be at the same event on the same day provided not more than 20% of the fences are shared between courses.

Please see Part 1.1 for details of how to apply to become an EI Candidate National Course Designer.

A List C Candidate must design two EI affiliated competition cross country courses at EI110 level under the mentorship of either the Assessor assigned to that event or a member of the National Course Designer Assessment Panel (Assessor Panel). A list of members of Assessor Panel can be found on the EI website. These cross country courses will then be assessed as part of the process. The courses can be at the same event on the same day provided that not more than 20% of the fences are shared between courses. At List C level the Mentor will assess the Candidate's level of ability in order to complete in Part 3 of the Candidate's Logbook.

Direct conflicts of interest between the Mentor and Candidate should be avoided (eg. employers and employees).

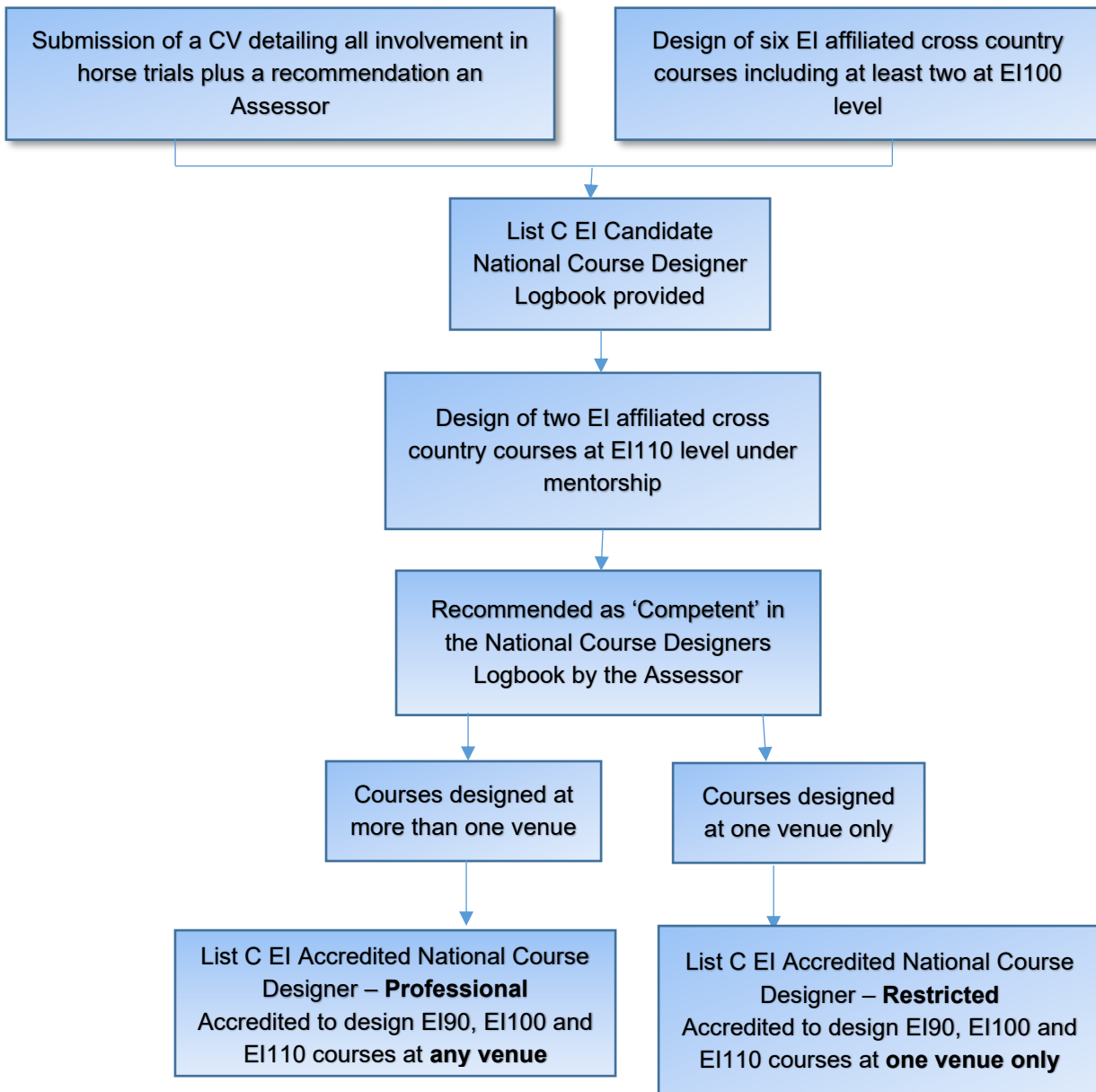
The process will include at least two course walks prior to the event. During the first course walk the Mentor/Assessor and Candidate will discuss any plans and ideas that the Candidate has for the development of the cross country course(s). The second course walk should take place approximately one week prior to the event, or at any time after all the fences have been put in position that suits both parties. During the second course walk the Mentor/Assessor and Candidate will talk about the finished product and discuss any potential issues that might arise during the cross country phase.

The Candidate should where possible attend the normal Assessor course inspections that occur prior to any EI Event. Following the course walks the Mentor/Assessor will complete Part 3 of the Candidate's Logbook and recommend the Candidate as 'Competent' or 'Not Yet Competent' with recommendations for improvement.

If for any reason it is not possible for the Candidate to walk the course with the Assessor assigned to the event, resulting in an additional date for a course walk assessment being scheduled, it will be the responsibility of the Candidate to cover any costs associated with this.

Please see part 1.5 for more details about the assessment process.

Figure 2. Flow Chart: List C EI Accredited National Course Designer (EI110)



1.5.1 List B EI Accredited National Course Designer (EI115)

For an applicant to successfully become a List B EI Candidate National Course Designer they must have designed at least six EI affiliated courses, two of which should be at EI110 level. A number of these courses can be at the same event on the same day provided not more than 20% of the fences are shared between courses.

Please see Part 1.1 for details of how to apply to become an EI Candidate National Course Designer.

A List B Candidate must design two EI affiliated competition cross country courses at EI110 and EI115 level under the mentorship of either the Assessor assigned to that event or a member of the National Course Designer Assessment Panel (Assessor Panel). A list of members of Assessor Panel can be found on the EI website. These cross country courses will then be assessed as part of the process. The

courses can be at the same event on the same day provided that not more than 20% of the fences are shared between courses. At List B level the Mentor will assess the Candidate's level of ability in order to complete in Part 3 of the Candidate's Logbook.

Direct conflicts of interest between the Mentor and Candidate should be avoided (eg. employers and employees).

The process will include at least two course walks prior to the event. During the first course walk the Mentor/Assessor and Candidate will discuss any plans and ideas that the Candidate has for the development of the cross country course(s). The second course walk should take place approximately one week prior to the event, or at any time after all the fences have been put in position that suits both parties. During the second course walk the Mentor/Assessor and Candidate will talk about the finished product and discuss any potential issues that might arise during the cross country phase.

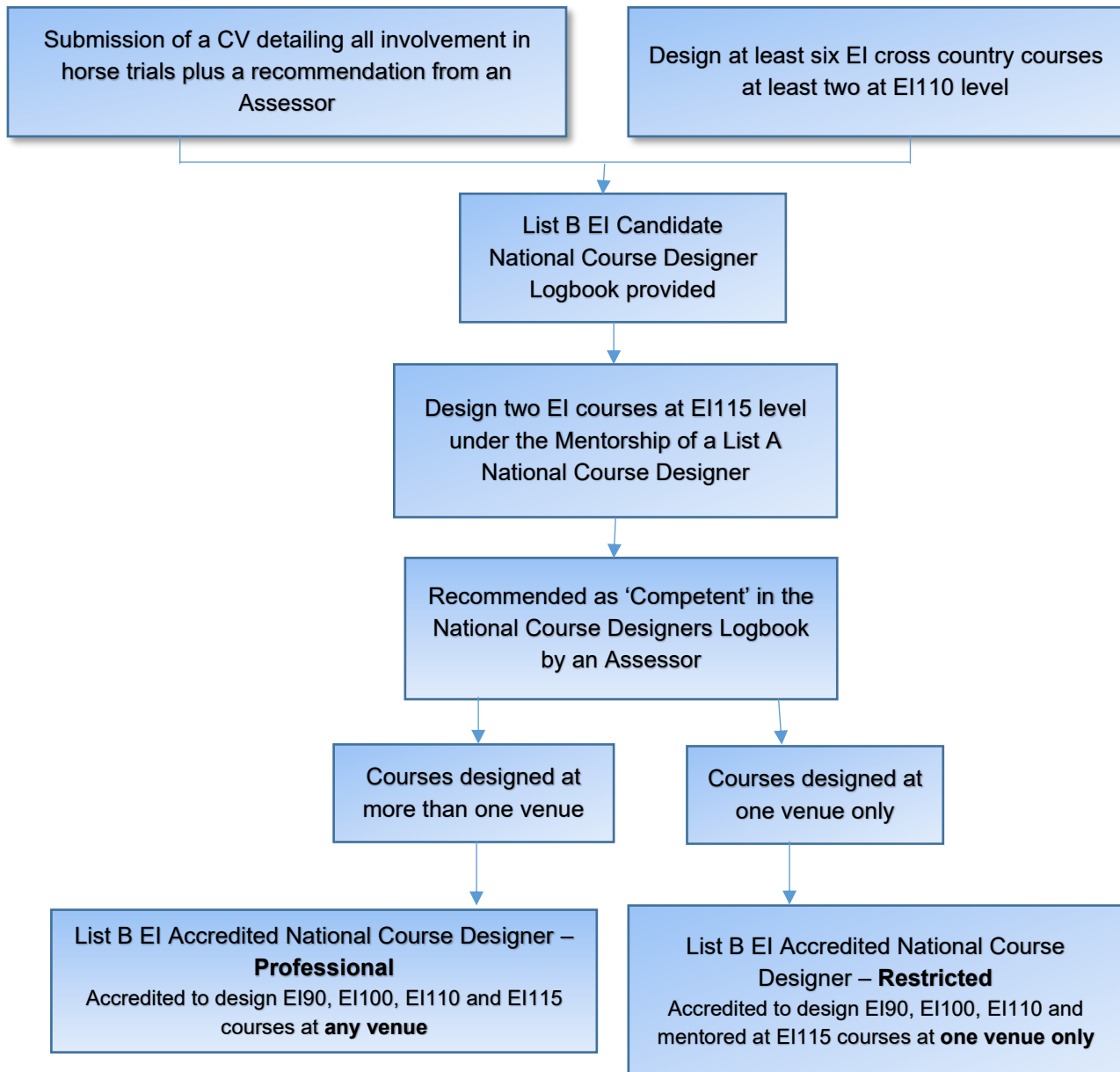
The Candidate should where possible attend the normal Assessor course inspections that occur prior to any EI Event. Following the course walks the Mentor/Assessor will complete Part 3 of the Candidate's Logbook and recommend the Candidate as 'Competent' or 'Not Yet Competent' with recommendations for improvement.

If for any reason it is not possible for the Candidate to walk the course with the Assessor assigned to the event, resulting in an additional date for a course walk assessment being scheduled, it will be the responsibility of the Candidate to cover any costs associated with this.

In addition to the above, the EI115 course must be to the maximum distance, have maximum jumping efforts (as per the EI Rules) and must be at least 90% up to height. Statistics from Eventing Ireland and EquiRatings may also be used in respect of completions and eliminations from previous events as part of the assessment.

Please see part 1.5 for more details about the assessment process.

Figure 3. Flow Chart: List B EI Accredited National Course Designer (EI115)



1.5.2 List A EI Accredited National Course Designer (EI120)

For an applicant to successfully become a List A EI Candidate National Course Designer they must have designed at least four EI affiliated cross country courses at EI EI115 level. A number of these courses can be at the same event on the same day provided not more than 20% of the fences are shared between courses.

Please see Part 1.1 for details of how to apply to become an EI Candidate National Course Designer.

An A List Candidate must design one EI affiliated competition cross country course at EI115 level which will then be assessed as part of the process. If an A List Candidate designs two courses on the

same site with more than 70% of the fences shared between courses, only one of these courses can count for an assessment.

At List A level, unlike List B, C and D, the Mentor will be different from the Assessor. The Assessor, who will be a member of the Assessor Panel should be chosen by the Candidate and should reside no more than 100 miles from the EI Event at which the assessment will take place. A list of members of Assessor Panel can be provided by the EI office. Direct conflicts of interest between Candidate and Assessor should be avoided (eg. employers and employees).

In addition to the above, the EI120 course must be to the maximum distance, have maximum jumping efforts (as per the EI Rules) and must be at least 90% up to height. Statistics from Eventing Ireland and EquiRatings may also be used in respect of completions and eliminations from previous events.

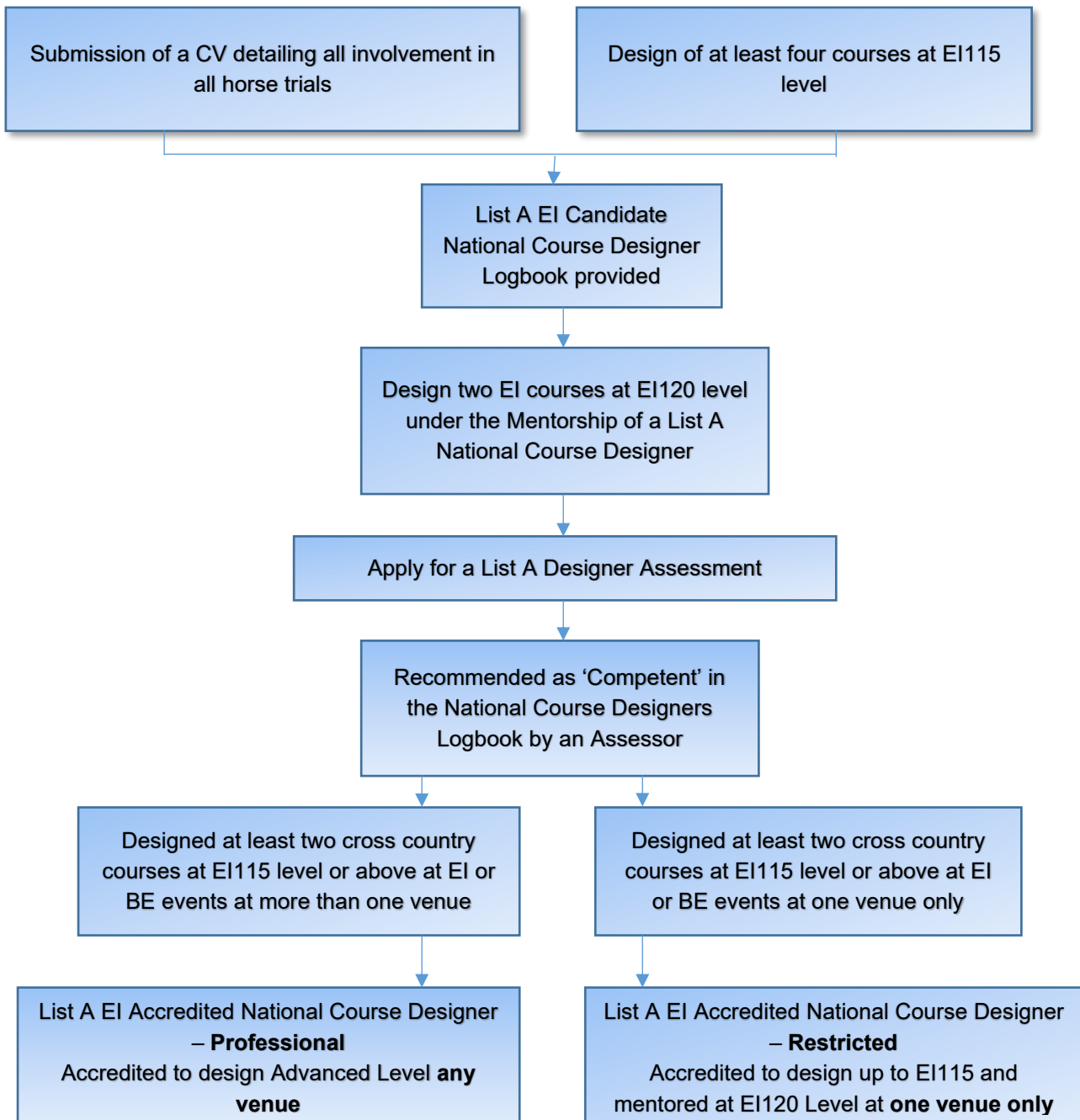
The Candidate will be responsible for arranging for the assessment to take place during the EI Event at which the Candidate has designed his or her course. The timing of this assessment should ideally be during, or as close to the cross country phase of the event as possible. This will allow the Assessor to view and discuss the finished product with the Candidate as well as giving the Candidate an opportunity to show and explain his/her finished work. The Assessor may discuss the Candidate's presented work with the Candidate's Mentor and the event Organiser prior to the assessment in order to gain any appropriate information about the Candidate's abilities, particularly with regards to event preparation, budgeting and ability to work within a team. Following the assessment the Assessor will complete Part 3 of the Candidate's Logbook

Logbook and recommend the Candidate as 'Competent' or 'Not Yet Competent' with recommendations for improvements. If the Candidate fails to achieve a recommendation of 'Competent' at the first assessment he/she may apply to be reassessed providing they are able to fulfil the criteria laid down above at another suitable event.

The cost to the Candidate for the Assessment at List A Level will be €250, payable to Eventing Ireland. To apply for a List A Assessment Candidates must complete the List A National Course Designer Candidate Confirmation of Assessment form (see Appendix 4) and submit to the EI office.

Please see 1.5 for more details about the assessment process.

Figure 4. Flow Chart: List A EI Accredited National Course Designer (EI120)



1.6 Fast Tracking

In exceptional circumstances Candidates can be fast tracked through any of the stages of the assessment process, for example, a professional rider.

Fast tracking is considered on a case by case basis by the Course Designers Committee who make recommendations for each case to Head Office.

1.7 Continued Professional Development

As well as successful completion of the Logbook, the Candidate will be required to complete regular Continued Professional Development (CPD) in order to continue to hold EI Accredited National Course Designer status. EI runs annual National Course Designers and Builders Education Days. All details of forthcoming training will be sent to current Course Designers or prospective Course Designers.

1.8 Personal Mentorship

It is recommended that any Candidate National Course Designer works with a Mentor. This should be an experienced List A or B EI Accredited National Course Designer who is at a higher level than the Candidate. It is important that the Candidate chooses a Mentor who they feel they can work well with and someone who will be able to provide them with suitable guidance through the process. This relationship can work in a way that best suits Candidate and Mentor but may involve course walks, discussions and career guidance.

1.9 Continued Appraisal of National Course Designers

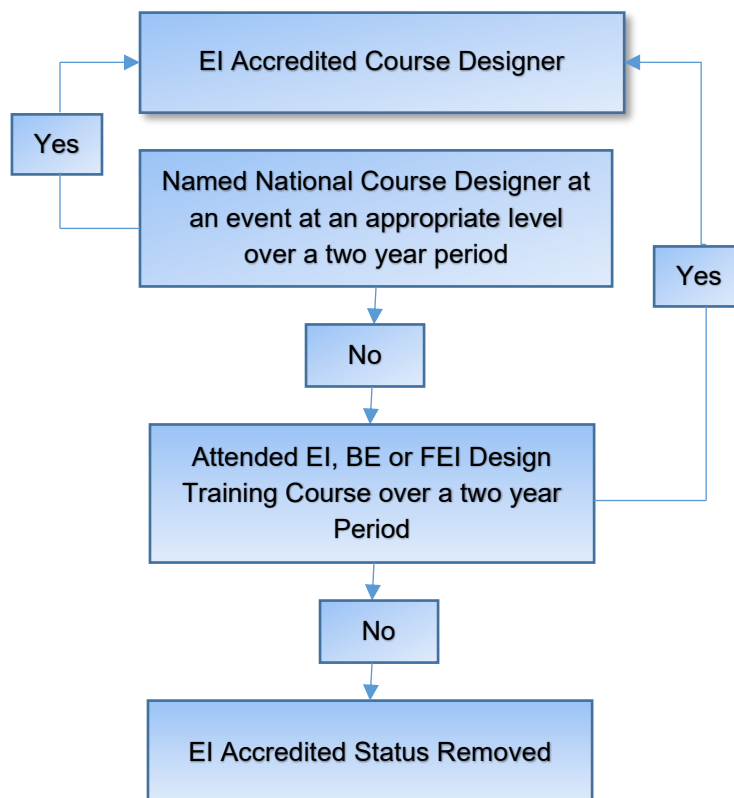
All EI Accredited National Course Designers will go through continuous review processes throughout their careers. Reviews will take place in the following situations:

- National Course Designers have not attended the required training days
- Restricted Course Designers

These reviews will be conducted in whatever form the Steward for the event in question decides best fits the situation.

An EI Accredited National Course Designer may lose their Accredited status if they have not performed as a named National Course Designer at an EI event at a level appropriate to their Accreditation status for a period of more than two years and have not attended any EI, EI or FEI National Course Designer or Builder training courses for the same period. See Figure 5.

Figure 5. Continued Appraisal Process: Accredited Status



A National Course Designer wishing to regain EI Accredited status will be required to complete the assessment process from the beginning as detailed in 1.5. The National Course Designer cannot be accredited at a higher level than previously awarded.

2 Roles of the National Course Designer

2.1 Responsibilities

An EI Accredited National Course Designer is responsible for designing the cross country course(s) for the cross country phase of any EI event he/she has been appointed. The National Course Designer appointed to an EI event will be responsible for designing the cross country course for each class running at an event and should work closely with the Assessor and Steward to ensure that the cross country course for each class is appropriate for that level of competition. In exceptional circumstances the Steward has the right to make alterations or remove fences from a course without the consent of the National Course Designer if he decides it is necessary. Although not compulsory, it is strongly advised that the National Course Designer should attend the event during the cross country phase of the event to view the results of his or her work.

Specifically, the National Course Designer is responsible for the following:

- Working to the Eventing Ireland Cross Country Course Designer Guidelines
- Working with the EI Accredited Course Builder at an event to ensure the dressing and general look of the course are suitable and comply with the rules of that level of competition.
- Ensuring that the obstacle dimensions given to the Course Builder comply with the rules of that level of competition
- Carrying out ground preparation to ensure the ground is of a suitable standard for the event to run
- Working with the Eventing Ireland Steward in respect of any changes required either before or during an event

2.2 Remuneration

A National Course Designer will be employed directly by the Event Organiser and all details regarding remuneration are strictly between the National Course Designer and the Event Organiser.

3 National Course Designer Assessment Form for Accreditation

The Assessor should complete and sign this form along with Section 4 of this Logbook immediately after each assessment course walk and return them to the Candidate.

The Candidate must keep these forms in their Logbook. Once Sections 3 and 4 of the Logbook have been completed with a recommendation of 'Competent' for the required level, the entire Logbook should be submitted to Eventing Ireland Head Office.

Working towards level: (for office use only)	
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Candidate Name	
Assessor Name	
Level of cross country course or courses assessed (eg. EI100, EI110)	
Assessment Location	
Assessment Date	

Please refer to Part 5 for guidance notes on the standard required at each level.

COURSE DESIGNING

Aspect	Comments	Assessment Level				
		5	4	3	2	1
Site and course layout including emergency access						

Aspect	Comments	Assessment Level				
		5	4	3	2	1
Design including balance and flow						
Fence placement						
The setting out of distances between related fences and combinations						
Appropriate use of terrain						
Appropriate use of varying fence profiles						

Aspect	Comments	Assessment Level				
		5	4	3	2	1
Understanding of the principles behind the varying levels of competition and the suitability of the course(s) for the level(s) of competition						
Ground preparation and maintenance						
General comments, to include the Candidate's creative ability, general attitude and ability to work within a team						
Knowledge of the EI Rules						
Fence construction/ choice of materials/ breakable devices						

4 Final Report Form

To be signed by the Assessor and Regional Head Steward in whose area the Candidate resides once he/she is happy that the process has been carried out properly and appropriately.

This section is only to be filled in when the Candidate has been recommended as 'Competent' and must be signed before the Logbook is submitted to Eventing Ireland for authorisation (See page 1 for contact details).

 Eventing IRELAND NATIONAL COURSE DESIGNER ACCREDITATION
Name of Candidate: _____
Name of Assessor: _____
Level achieved: _____
Name of Regional Head Steward: _____
Signature: _____ Date: _____

5 Criteria and Guideline Notes

This section details the criteria against each level (eg. List A, List B, List C or List D assessment) of EI Accredited National Course Designer. See 1.5. for more information about the assessment process. The Assessor may discuss the Candidate's work with the Mentor and the Event Organiser prior to any assessment in order to establish the Candidate's level of ability in timely event preparation, budgeting and role within the team.

Please see 1.6. for more information on fast tracking.

5.1 List D EI Accredited National Course Designer Guidance Notes

A List D EI Accredited National Course Designer is accredited to design cross country courses at EI90 and EI100 level. Professional status can only be achieved if the assessments are carried out on at least two different sites. Eventing Ireland to appoint the Assessor.

Please see Figure 1 for more information on the Accreditation process for List D National Course Designers.

5.1.1 Site Layout

- The Candidate must have a good general knowledge of an event site's requirements and understanding of a suitable layout. He/she must be aware of what is required for the lorry park, dressage and show jumping areas and how they are best located in relation to one another. He/she should be especially aware of how the cross country course should be best located in relation to other areas (e.g. dressage and cross country should not be together).
- The Candidate must be aware of emergency access routes to all areas of the cross country course and an understanding of the general administration that is relevant to the cross country phase and running of the event.

5.1.2 Design Including Balance and Flow

- The Candidate must have an understanding of what makes a satisfactory start and finish to a cross country course. He/she must understand how to achieve a satisfactory effect using the first five fences and the last three fences of the course.
- The Candidate must understand what is meant by the 'balance and flow' of the course.
- The Candidate must be aware of the relationship and differences between combination fences and simple 'run and jump' fences.
- The Candidate must be able to explain where stringing is appropriate and how it can be used to aid the approach to certain fences.

5.1.3 Fence Placement

- The Candidate must have an understanding of how the placement of fences can affect the way horses travel across country and what types of fences best suit particular environments.

5.1.4 Setting Out Distances

- The Candidate must demonstrate the ability to set out fences at appropriate distances a variety of stride patterns. (This should be shown within the course itself).
- The Candidate must be aware of the effect different terrain and water has on a horse's stride.

5.1.5 *Appropriate Use of Terrain*

(This may be discussion-based as it is accepted that examples of suitable terrain may not be available at the assessment site.)

- The Candidate must show an understanding (this may be through discussion) of the use of varying pieces of terrain and their appropriateness to different levels of competition.
- The Candidate must be able to identify fences and questions which would best realise the potential of particular pieces of terrain for an EI100 level course.

5.1.6 *Use of Varying Fence Profiles*

- The Candidate must be able to give examples of different profiles of fences and where they would be placed to best fit into a cross country course.
- The Candidate must supply a Fence Dimension sheet in advance to their Assessor and explain reasons if certain fences are not up to height.

5.1.7 *The Principles Behind Varying Levels of Competition*

- The Candidate must know and understand the principles of course design behind all classes up to and including EI100 level.
- The Candidate must understand the importance of education at the lower levels and be able to give examples of how this can be achieved.
- The Candidate should have knowledge of what is an appropriate question at EI100 level.

5.1.8 *Rules*

- The Candidate must know where to find the relevant rules on distances of courses and dimensions of fences for EI competitions.
- The Candidate must be familiar with the Cross Country Course Design Guidelines, particularly the sections on EI90 and EI100 cross country courses.

5.1.9 *Fence Construction and Choice of Materials*

- The Candidate must have a basic knowledge of fence construction.
- The Candidate must be able to demonstrate the various methods used to secure fences and explain why this is important.
- The Candidate must have an understanding of breakable devices.

5.1.10 *Fence Dressing*

- The Candidate must be aware of how simple dressing of a fence can affect the way the horse jumps.
- The Candidate must demonstrate an understanding of when and where ground lines should be used to be appropriate.

5.1.11 *Ground Preparation and Maintenance*

- The Candidate must demonstrate the ability to produce a plan for the maintenance of the ground in adverse weather conditions.
- The Candidate must be aware of the relevant ground treatment equipment that is available for dry weather and hard ground.

- The Candidate must be able to demonstrate (through discussion) an understanding of long-term planning for the improvement of the ground on the course.

5.1.12 Budgeting

- The Candidate must be able to make a reasonable estimate of the cost of building a variety of simple fences.
- The Candidate must understand what is required to produce a budget for a cross country course.

5.1.13 General Impressions

- The Assessor must be confident that the Candidate is capable of designing a cross country course at EI90 or EI100 level.
- The Assessor must be confident that the Candidate has a good understanding of all the elements that make up a cross country course of the level being assessed and that the cross country courses he/she produces in the future will be of a suitable standard for the level of competition.

5.2 List C EI Accredited National Course Designer Guidance Notes

A List C EI Accredited National Course Designer is accredited to design cross country courses at EI90, EI100 and EI110 levels. Professional status can only be achieved if the assessments are carried out on at least two different sites. A Candidate List Course C Designer should hold a body of experience in cross country course design, some of which may be as a competitor or a Course Builder.

Please see Figure 2 for more information on the accreditation process for List C National Course Designers.

5.2.1 Site Layout

- The Candidate must have detailed knowledge of what is involved in the planning of an event site. He/she must be aware of what is required for the dressage, show jumping, cross country and lorry parking areas and how they are best located in relation to one another. He/she should know how the cross country course should be best located in relation to other areas and how the layout will influence the administration of the event (eg. placement of control and collecting rings).
- The Candidate must have detailed knowledge and understanding of the emergency access routes to all areas of the course and an understanding of the general administration that is relevant to the cross country phase and running of the event.

5.2.2 Design Including Balance and Flow

- The Candidate must have a good understanding of what is meant by the 'balance and flow' of the course at all levels up to and including EI110. He/she should also be able to describe how terrain affects the balance and flow.
- The Candidate must have a sound understanding of the relationship and differences between combination fences and simple 'run and jump' fences and how this alters within the varying levels of competition up to and including EI115.
- The Candidate must be able to explain what is meant by the rhythm of a course.

5.2.3 Fence Placement

- The Candidate must be able to explain how the placement of fences can affect the way a

horse travels across country and what types of fences best suit particular environments up to and including EI110 level.

- The Candidate must supply a Fence Dimension sheet in advance to their Assessor and explain reasons if certain fences are not up to height.

5.2.4 *Setting out Distances*

- The Candidate must demonstrate the ability to set out fences on a variety of different terrain at appropriate distances on a variety of stride patterns including bounces. (This should be shown in the course itself).
- The Candidate must be aware of the effects that various factors (such as a fence being early or late in the course, galloping or off a turn) have on a horse's stride pattern and how these should influence the calculated distances between the various elements of a combination.

5.2.5 *Appropriate Use of Terrain*

(This may be discussion-based as examples of suitable terrain may not be available at the assessment venue.)

- The Candidate must show an understanding (this may be through discussion) of the use of varying pieces of terrain and their appropriateness to different levels of competition up to and including EI115.
- The Candidate must be able to identify fences and questions which would best realise the potential of particular pieces of terrain for a EI115 level course.

5.2.6 *Use of Varying Fence Profiles*

- The Candidate must be able to demonstrate an understanding of different profiles of fences and where they might fit into a cross country course.
- The Candidate must have a good knowledge of what fence proportions are required to make different types of fence (e.g. what makes a flat fence).
- The Candidate must supply a Fence Dimension sheet in advance to their Assessor and explain reasons if certain fences are not up to height.

5.2.7 *The Principles Behind Varying Levels of Competition*

- The Candidate must know and understand the principles of course design behind all classes up to and including EI115 level.
- The Candidate must understand the importance of education through course design at the lower levels and at what point the course design starts to move from educating to testing the horse and rider. He/she should be able to give examples of both situations.
- The Candidate must be able to demonstrate an understanding of what would be appropriate questions for cross country courses at EI110 level.

5.2.8 *Rules*

- The Candidate must know, or know where to find the relevant rules on distances of cross country courses and dimensions of fences for both EI and FEI competitions.
- The Candidate must be familiar with the Cross Country Course Design Guidelines, particularly with regards to cross country courses up to and including EI115 level.

5.2.9 Fence Construction & Choice of Materials

- The Candidate must have a basic knowledge of fence construction and ground work.
- The Candidate must demonstrate an understanding of how the shape of the ground can be changed to positively affect the way a horse jumps a fence.
- The Candidate must be aware of the importance of securing fences and the different methods used to do this.
- The Candidate must have an understanding of the different frangible fence systems and be able to describe when and where these might be used.
- The Candidate must supply a Fence Dimension sheet in advance to their Assessor and explain reasons if certain fences are not up to height.

5.2.10 Fence Dressing

- The Candidate must be aware of how dressing of a fence can affect the way the horse jumps.
- The Candidate must demonstrate an understanding of when and where ground lines should be used to be appropriate including the size of the ground line and how this can affect the way the horse jumps.

5.2.11 Ground Preparation and Maintenance

- The Candidate must be able to demonstrate an understanding of the importance of long-term planning for the improvement of the footing over a 12-month period.

5.2.12 Budgeting

- The Candidate must be able to make a reasonable estimate of the cost of building a variety of simple fences including revetting steps and ditches.
- The Candidate must demonstrate experience of budgeting for cross country fences and show a good understanding of the process involved in setting a budget for a cross country course.

5.2.13 General Impressions

- The Assessor must be confident that the Candidate is capable of designing a cross country course at EI90, EI100 or EI110 level.
- The Assessor must be confident that the Candidate has a good understanding of all the elements that make up a cross country course of the level being assessed and that the cross country courses he/she produces in the future will be of a suitable standard for the level of competition.

5.3 List B EI Accredited National Course Designer Guidance Notes

A List B EI Accredited National Course Designer is accredited to design cross country courses at EI90, EI100, EI110 and EI115 levels. Professional status can only be achieved if the assessments are carried out on at least two different sites. A Candidate List B National Course Designer should hold a body of experience in cross country course design, some of which may be as a competitor or a Course Builder.

Please see Figure 2 for more information on the accreditation process for List B National Course Designers.

5.3.1 Site Layout

- The Candidate must have detailed knowledge of what is involved in the planning of an event site. He/she must be aware of what is required for the dressage, show jumping, cross country and lorry

parking areas and how they are best located in relation to one another. He/she should know how the cross country course should be best located in relation to other areas and how the layout will influence the administration of the event (e.g. placement of control and collecting rings).

- The Candidate must have detailed knowledge and understanding of the emergency access routes to all areas of the course and an understanding of the general administration that is relevant to the cross country phase and running of the event.

5.3.2 Design Including Balance and Flow

- The Candidate must have a good understanding of what is meant by the 'balance and flow' of the course at all levels up to and including EI115. He/she should also be able to describe how terrain affects the balance and flow.
- The Candidate must have a sound understanding of the relationship and differences between combination fences and simple 'run and jump' fences and how this alters within the varying levels of competition up to and including EI115.
- The Candidate must be able to explain what is meant by the rhythm of a course.

5.3.3 Fence Placement

- The Candidate must be able to explain how the placement of fences can affect the way a horse travels across country and what types of fences best suit particular environments up to and including EI115 level.
- The Candidate must supply a Fence Dimension sheet in advance to their Assessor and explain reasons if certain fences are not up to height.

5.3.4 Setting out Distances

- The Candidate must demonstrate the ability to set out fences on a variety of different terrain at appropriate distances on a variety of stride patterns including bounces. (This should be shown in the course itself).
- The Candidate must be aware of the effects that various factors (such as a fence being early or late in the course, galloping or off a turn) have on a horse's stride pattern and how these should influence the calculated distances between the various elements of a combination.

5.3.5 Appropriate Use of Terrain

(This may be discussion-based as examples of suitable terrain may not be available at the assessment venue.)

- The Candidate must show an understanding (this may be through discussion) of the use of varying pieces of terrain and their appropriateness to different levels of competition up to and including EI115.
- The Candidate must be able to identify fences and questions which would best realise the potential of particular pieces of terrain for a EI115 level course.

5.3.6 Use of Varying Fence Profiles

- The Candidate must be able to demonstrate an understanding of different profiles of fences and where they might fit into a cross country course.
- The Candidate must have a good knowledge of what fence proportions are required to make different types of fence (e.g. what makes a flat fence).

5.3.7 The Principles Behind Varying Levels of Competition

- The Candidate must know and understand the principles of course design behind all classes up to and including EI115 level.
- The Candidate must understand the importance of education through course design at the lower levels and at what point the course design starts to move from educating to testing the horse and rider. He/she should be able to give examples of both situations.
- The Candidate must be able to demonstrate an understanding of what would be appropriate questions for cross country courses at EI110 and EI115 levels.

5.3.8 Rules

- The Candidate must know, or know where to find the relevant rules on distances of cross country courses and dimensions of fences for both EI and FEI competitions.
- The Candidate must be familiar with the Cross Country Course Design Guidelines, particularly with regards to cross country courses up to and including EI115 level.

5.3.9 Fence Construction & Choice of Materials

- The Candidate must have a basic knowledge of fence construction and ground work.
- The Candidate must demonstrate an understanding of how the shape of the ground can be changed to positively affect the way a horse jumps a fence.
- The Candidate must be aware of the importance of securing fences and the different methods used to do this.
- The Candidate must have an understanding of the different frangible fence systems and be able to describe when and where these might be used.

5.3.10 Fence Dressing

- The Candidate must be aware of how dressing of a fence can affect the way the horse jumps.
- The Candidate must demonstrate an understanding of when and where ground lines should be used to be appropriate including the size of the ground line and how this can affect the way the horse jumps.

5.3.11 Ground Preparation and Maintenance

- The Candidate must be able to demonstrate an understanding of the importance of long-term planning for the improvement of the footing over a 12-month period.

5.3.12 Budgeting

- The Candidate must be able to make a reasonable estimate of the cost of building a variety of simple fences including revetting steps and ditches.
- The Candidate must demonstrate experience of budgeting for cross country fences and show a good understanding of the process involved in setting a budget for a cross country course.

5.3.13 General Impressions

- The Assessor must be confident that the Candidate is capable of designing a cross country course at EI90, EI100, EI110 or EI115 level.
- The Assessor must be confident that the Candidate has a good understanding of all the elements

that make up a cross country course of the level being assessed and that the cross country courses he/she produces in the future will be of a suitable standard for the level of competition.

5.4 List A EI Accredited National Course Designer Guidance Notes

A List A EI Accredited National Course Designer is Accredited to design cross country courses at EI90, EI100, EI110, EI115 and EI120 levels. Professional status can only be achieved if the National Course Designer has had courses assessed on at least two different sites (see section 1.3.). A Candidate List A National Course Designer should have substantial experience in cross country course design and show a good level of imagination and flair for course designing. A Candidate List A National Course Designer should have worked on a number of different sites.

Please see Figure 3 for more information on the Accreditation process for A List National Course Designers

5.4.1 Site Layout

- The Candidate must have a detailed knowledge of what is involved in the planning of an event site. He/she must be aware of what is required for the dressage, show jumping, cross country and lorry parking areas and how they are best located in relation to one another. He/she should know how the cross country course should be best located in relation to other areas and how the layout will influence the administration of the event (e.g. placement of control and collecting rings). He/she should also be aware of what factors need to be taken into important consideration when planning sites for events where large numbers of the public will attend.
- The Candidate must hold detailed knowledge and understanding of emergency access routes and demonstrate the ability to plan emergency access routes to all areas of the course. He/she must also demonstrate an understanding of the general administration issues that are relevant to the cross country phase and running of the event including sectors at three day events.

5.4.2 Design Including Balance and Flow

- The Candidate must have a good understanding of what is meant by 'balance and flow' of the course at all levels. He/she should also be able to describe how terrain affects the balance and flow.
- The Candidate must have a sound understanding of the relationship and differences between combination fences and simple 'run and jump' fences and how this alters within the varying levels of competition up to and including EI120.
- The Candidate must be able to explain what is meant by the rhythm of a course.
- The Candidate must demonstrate an understanding of designing CCI courses and be able to describe how the greater distance affects the way horses travel and jump towards the end of the course. He/she should understand the relationship between jumping efforts and distance travelled.

5.4.3 Fence Placement

- The Candidate must be able to explain how the placement of fences can affect the way a horse travels across country and what types of fences best suit particular environments up to and including EI120 level.
- The Candidate must supply a Fence Dimension sheet in advance to their Assessor and explain reasons if certain fences are not up to height.

5.4.4 Setting Out Distances

- The Candidate must demonstrate the ability to set out fences on a variety of different terrain and situations at appropriate distances on a variety of stride patterns including bounces. (This should be

shown in the course itself).

- The Candidate must be aware of the effects that various factors (such as a fence being early or late in the course, galloping or off a turn) have on a horse's stride pattern and how these should influence the calculated distances between the various elements of a combination, particularly with regards to CCI courses.

5.4.5 *Appropriate Use of Terrain*

(This may be discussion-based as examples of suitable terrain may not be available at the assessment venue.)

- The Candidate must show an understanding (this may be through discussion) of the use of varying pieces of terrain and their appropriateness to different levels of competition up to and including EI120.
- The Candidate must be able to identify fences and questions which would best realise the potential of particular pieces of terrain for a EI120 level course.

5.4.6 *Use of Varying Fence Profiles*

- The Candidate must be able to demonstrate an understanding of different profiles of fences and where they might fit into a cross country course.
- The Candidate must have a good knowledge of what fence proportions are required to make different types of fence (e.g. what makes a flat fence).

5.4.7 *The Principles Behind Varying Levels of Competition*

- The Candidate must know and understand the principles behind Course Design and the considerations that should be made when designing for all classes up to and including EI120 level, including FEI competitions.
- The Candidate must understand the importance of education through Course Design at the lower levels and at what point the course design starts to move from educating to testing the horse and rider. He should be able to give examples of both situations.
- The Candidate must be able to demonstrate an understanding of what would be appropriate questions for cross country courses at each level of competition and be able to give examples of progression up the levels.

5.4.8 *Rules*

- The Candidate must know, or know where to find the relevant rules on distances of cross country courses and dimensions of fences for both EI and FEI competitions.
- The Candidate must be familiar with the Cross Country Course Design Guidelines for all levels of competition.

5.4.9 *Fence Construction & Choice of Materials*

- The Candidate must have a basic knowledge of fence construction and ground work.
- The Candidate must demonstrate an understanding of how the shape of the ground can be changed to positively affect the way a horse jumps a fence.
- The Candidate must be aware of the importance of securing fences and the different methods used to do this.
- The Candidate must have an understanding of the different frangible and deformable fence systems and be able to describe when and where these might be used.
- The Candidate must have an understanding of how varying diameters of timber can affect the look of the fence and way that a horse will jump.

5.4.10 Fence Dressing

- The Candidate must be aware of how dressing and colour of a fence can affect the way the horse jumps.
- The Candidate must demonstrate an understanding of when and where ground lines should be used to be appropriate including the size of the ground line and how this can affect the way the horse jumps.

5.4.11 Ground Preparation and Maintenance

- The Candidate must be able to demonstrate an understanding of the importance of long-term planning for the improvement of the footing over a 12 month period.
- The Candidate must be able to produce a suitable plan for the improvement of the ground over a prolonged period. He/she should also be able to identify suitable remedial actions which would result in the best footing during the build-up to an event in various exceptional circumstances.
- The Candidate must have a good knowledge of ground care equipment for the long term improvement of footing.

5.4.12 Budgeting

- The Candidate must be able to make a reasonable estimate of the cost of building a variety of simple fences including revetting steps and ditches and water jumps.
- The Candidate must demonstrate experience of budgeting for cross country fences and show a good understanding of the process involved in setting a budget for a cross country course including fence dressing.

5.4.13 General Impression

- The Assessor must be confident that the Candidate is capable of designing a cross country course at all levels including EI120.
- The Assessor must be confident that the Candidate has a good understanding of all the elements that make up a cross country course of the level being assessed and that the cross country courses he/she produces in the future will be of a suitable standard for the level of competition.

APPENDIX 1: Additional Reading and Support

- EI Rule Book
- EI Cross Country Course Designer Guidelines (Available to download from the EI website [HERE](#))
- Cross Country Design and Construction by Mike Etherington-Smith (Available to buy online via Amazon approx £28)
- FEI Eventing Rules and Course Design Guidelines (available on www.fei.org)

APPENDIX 2: Notes for Assessors

This section details key points that Assessors should take into account.

List D

- The Assessor assigned to the Event at which the assessment will take place will carry out the Mentoring and assessment as part of their normal duties and all associated costs will be covered by their normal daily rate, there will be no accreditation cost to the candidate.

List C, B and A

- The Assessor may discuss the Candidate's presented work with the Candidate's Mentor and the event Organiser prior to the assessment in order to gain any appropriate information about the Candidate's abilities, particularly with regards to event preparation, budgeting and ability to work within a team.
- The Assessor must complete and sign Part 3 and Part 4 immediately after the course walk assessment and hand back to the Candidate, who will be required to keep the forms in his/her Logbook.
- If in the Assessors opinion the Candidate is not yet competent at the standard required they *must* recommend them 'Not Yet Competent' and detail, in the general comments box, the specific areas that they feel the Candidate needs to develop in order to reach the required standard.

APPENDIX 3: Confirmation Of Professional Status Form - Designer

This form may be used by existing EI Accredited National Course Designers who wish to move from Restricted to Professional Status (see 1.3 for further details).

Candidate Name	
Level of existing Accreditation (eg. List B)	
Name of Assessor	
Level of Cross Country Course Assessed (eg. EI100, EI110 etc.)	
Location	
Date	

I confirm that the previously Restricted EI Accredited National Course Designer named has designed an EI Accredited Cross Country course at a secondary EI event under the mentorship of an Assessor or Course Builder of a higher level.

The cross country course is suitable for the level of competition and has been designed at an acceptable standard for the Designer's current level within the EI Accredited system.

The Designer named can now be added to the list of Professional EI Accredited Designers at the current level.

Signature of Approved Mentor/Assessor: _____

Signature of National Course Designer: _____

Date signed: _____

Once completed, please send this form to Alison Packman, ideally via email to alison@eventingireland.com or by post to Eventing Ireland, 1st Floor Beech House, Millennium Park, Osberstown, Naas, Co Kildare

APPENDIX 5: List Of Approved Eventing Ireland Course Designer Assessors

NAME	National	International	CONTACT DETAILS
Paul Brady	List A	FEI Level 3	086 8353345
Peter Fell	List A	FEI Level 3	086 8560666
Andrew Fell	List A	FEI Level 3	
Dereck Hamilton	List B	FEI Level 2	085 8276330
Adam Stevenson	List B	FEI Level 2	
Ray Doyle	List B	FEI Level 1	

APPENDIX 6: National Course Designer Accreditor

NAME	National	International	CONTACT DETAILS
Mike Etherington-Smith	BE List A	FEI Level 3	Via Eventing Ireland
Jonathan Clissold	BE List A	FEI Level 3	Via Eventing Ireland
Ian Stark	BE List A	FEI Level 3	Via Eventing Ireland

The Advisory Panel will be picked and reviewed annually by the Eventing Ireland Board. The EI Board reserves the right to amend or add to the Advisory Panel at any time.

APPENDIX 8: Regional Head Steward

NAME	Region	CONTACT DETAILS
Ger Crehan	Leinster	
Pat Coleman	Munster	087 2110525
Stuart Stirling	Northern	+44 (0)7707 018296

APPENDIX 9: Costs for National CD Assessment

CD Level	Track	Type	Cost	Assessor Required
List A	EI120	Professional	€250	List A
List B	EI115	Professional	€250	List A or B
List C	EI110	Professional	€150	List A or B
List C	EI110	Restricted	€100	List A or B
List D	EI80/90/EI100	Professional	EI Subsidised	List A or B
List D	EI80/90/EI100	Restricted	EI Subsidised	List A or B

Notes:

- Restricted = Designs tracks at one venue only per year up to EI110 level
- Professional = Designs tracks at two or more venues per year
- For List B and List A, the National Course Designer must be actively designing tracks at more than one venue per year
- Eventing Ireland will recommend to HSI if a Course Designer wishes to be FEI Accredited.

APPENDIX 10: Example of Fence Dimension Sheet

Name of Event:

Scheduled Date:

E190 Class

Fence No and Element (ie: 3 a,b,c)	Height	Width	Combination / related (Y/N)	Type of Fence (Code)	Route (direct/option)	Breakable Device * (Y/N)	Portable (Y/N)	Take off out of water	Take off into water	Associated with water (Y/N)	Approach up/level/down	Landing up/level/down	Ground Line? (Y/N)	Off a bend? Left/Right

NOTES

Distance of Track:

Optimum Time:

Max Height 90cm

Efforts 18-25

Remarks

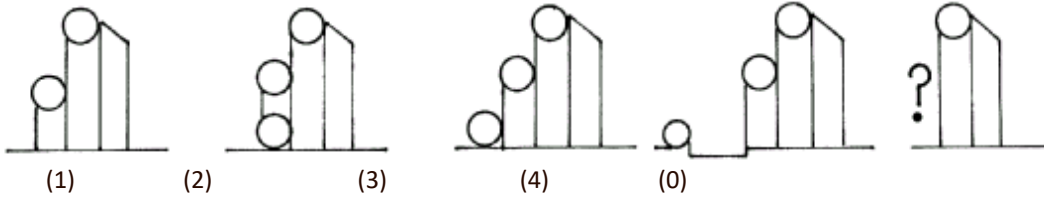
* please include type of breakable device

Forms can be downloaded from the Eventing Ireland website.

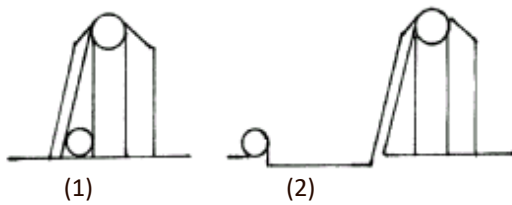
APPENDIX 11: Fence Type Codes

For the purposes of completing the Fence Dimension Sheets, the type of fence should be recorded then the category, ie: Fence 1: A 3 (ie: post and rails, pic 3)

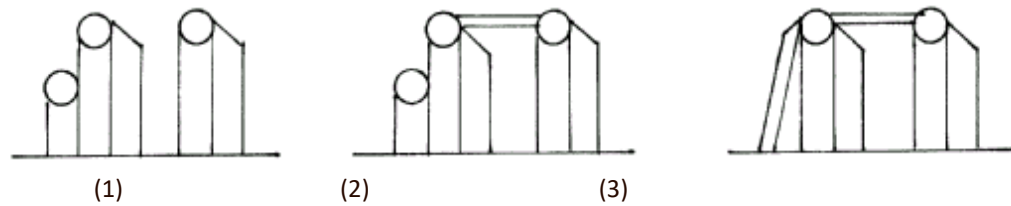
A POST & RAILS



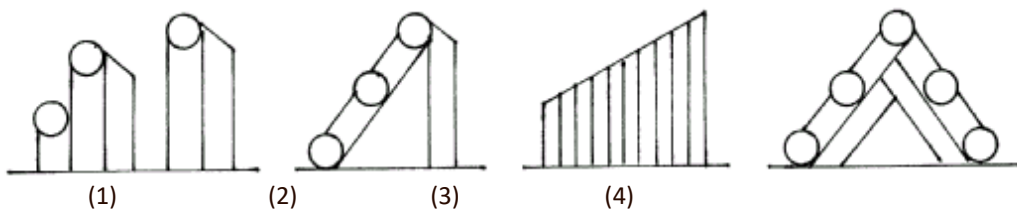
B PALISADE



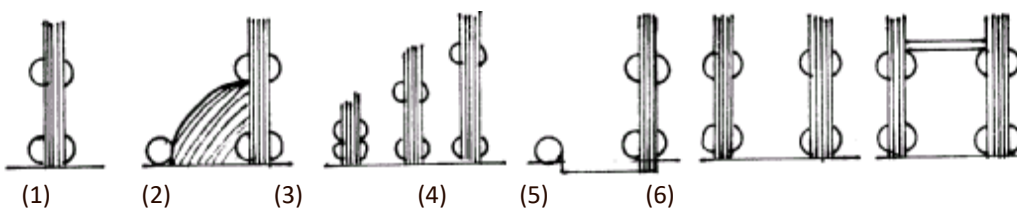
C SQUARE SPREAD



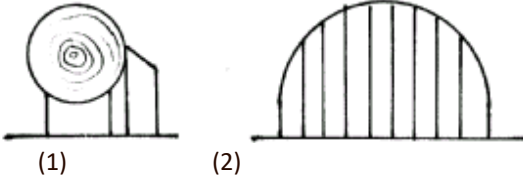
D ASCENDING SPREAD



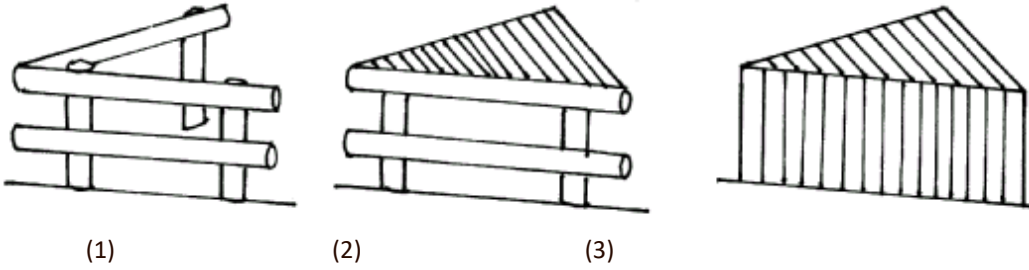
E BRUSH



F ROUND

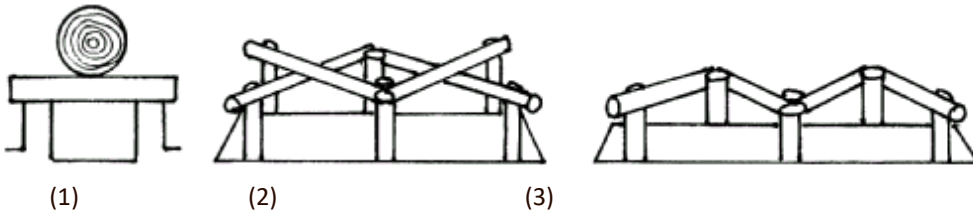


G CORNER

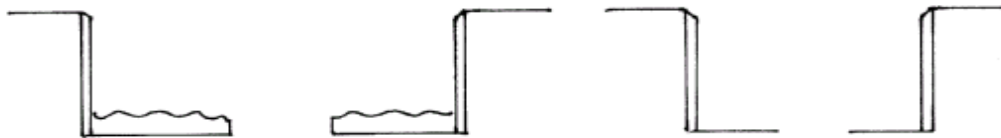


Please state in the remarks column whether **left** (as shown) or **right** corner.

H TRAKEHNER



J STEP

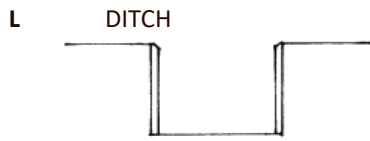


(2) step into water (3) step out of water (4) step down (5) step up

NOTE: Category (1) is an old category and no longer used.

K WATER





M FENCE NOT PICTURED

Please record the fence on your Fence Dimension Sheet as M (0) with a description, ie: Upright Gate, or Table