



USEF/USEA Cross-Country Course Advisor Program Policies and Procedures Updated August 23, 2023



Overview: The USEF/USEA Cross-Country Course Advisor Program is a jointly funded safety and education-based program developed to provide a standard for cross-country courses from the Modified to Advanced levels, throughout the United States. FEI equivalent levels may be inspected as deemed necessary.

Initially, the focus of the Cross-Country Course Advisor Program was to evaluate courses at upper-level National Horse Trials. Due to an increase in the number of FEI Eventing competitions in the United States and its importance to high performance preparation, the Program was expanded to include FEI competitions.

The focus of the Program will be safety of cross-country courses and consistent standards nationwide.

Establishment of Course Visit List: Prior to each competition season, USEF and USEA staff will work together with the Course Advisors to develop a mutually agreeable schedule.

Events and Course Designers are selected for visits on a rotating basis, so that each Course Designer at the Modified level and above has the opportunity to work with a Course Advisor within a two to three year cycle. Events may also be selected for the following reasons:

- Change of Course Designer (CD)
- Change of levels offered, such as the addition of a Modified, Preliminary, Intermediate, or Advanced course
- Upon recommendation by a Technical Delegate (TD) in a report
- Rider Reports or Confidential Competition and Licensed Officials Evaluations
- At the recommendation of a Course Advisor
- Venue or course designers who request a Course Advisor visit

Updates to the Established Course List: USEA will notify USEF of any Course Designer changes that are applicable to the Course Advisor Program. Additional visits may be scheduled throughout the year dependent on availability of the Course Advisors, the number of available visits per annum, and the priority of the change.

Letters of Introduction: Competition Organizers, Course Designers, and Technical Delegates will be emailed a Letter of Introduction if their event has been selected for a visit.

The Letters of Introduction are distributed by USEF. The Course Advisor and USEA Senior Director of Education will be copied on the correspondence.

Course Advisor Visit: The Course Advisor will coordinate with the Course Designer to schedule a visit for a date and time agreed upon. The cross-country course must be set prior to the Course Advisor's visit and the Course Designer should be present. Technical Delegates are not required to be present but are encouraged to attend.

The Course Advisor will review the design of the proposed course, including:

- The distance covered
- The terrain, condition, and quality of the track
- The number of obstacles, their construction, and variety and marking or flagging



- The number of combinations
- The appropriateness of the course for level of competition

Submission of the Course Advisor Report: Within 10 days after the visit, the Course Advisor must submit the USEF Course Advisor Report to USEF that will indicate recommended, priority, or essential changes as well as any general comments from the Course Advisor.

- Recommended: Changes which would improve the course e.g., the appearance, flow, visibility of fences, etc., but will not result in removal from the course if not completed.
- Priority: Changes which are highly recommended for the current competition and must be completed if the same fence is to be used for the next subsequent competition.
- Essential: These changes must be completed prior to the competition, or the Technical Delegate must remove the fence from the course.

It is encouraged that any concerns or compliments be submitted with the report for documentation.

Distribution of the Course Advisor Report: USEF will distribute the Course Advisor Report to the USEA, Competition Organizer(s), Course Designer, and Technical Delegate for the upcoming event.

The Course Advisor and USEA Senior Director of Education will be copied on the correspondence.

Technical Delegate Comments & Technical Delegate Report: The Technical Delegate is responsible for ensuring that all Essential changes are completed prior to the competition. If the change has not occurred, the fence must be removed from the course.

The Technical Delegate must complete the comment section on the Course Advisor Report and submit it to USEF as an addendum to the TD Report.

Follow-Up on Essential, Priority and Recommended Changes: USEF will review the Technical Delegate Report for comments on if and how the Course Advisor recommendations and required changes were addressed. Priority changes that have not been addressed must be completed by the next competition.

USEF will notify the Technical Delegate of the next competition of any outstanding items.

ADMINISTRATIVE PROCESSES

Appointment of Course Advisors: Course Advisors are appointed by the USEF CEO in consultation with the Managing Director of Eventing and USEA CEO.

Course Advisor Letters of Agreement (LOAs): USEF will be responsible for the execution of the Course Advisor LOAs.

Course Advisor Payments: USEF will be responsible for Course Advisor payments, based on the installments as outlined in the individual LOAs.

USEA will provide support to the Program as outlined in the Affiliate Agreement.

Documentation: USEF will maintain the documents as outlined below:

- Course Advisor Letters of Agreement

- Letters of Introduction
- Course Advisor Reports
- Course Advisor schedule

Documents will be uploaded to AHSD and shared with the USEA. The Compliance and Competitions Departments will be notified of any concerns raised during or following the Course Advisor visits.