



PROTOCOL FOR IGEQ EQUESTRIAN PASSPORT GREEN)

1. The passport is the result of IGEQ members harmonising equestrian educator qualifications worldwide and establishing a recognised procedure to measure these at three International Levels. This agreement also enables a Level 1 or Level 2 passport holder to enter the next level examination in another member country (subject to national legal requirements).
Note: wherever the word 'Federation' occurs, this may be the National Equestrian Federation, Governing Body or other organisation authorised by Government, who is a Member of the Group.
2. Any IGEQ paid up Member may apply to the Treasurer to issue passports to its educators. An official email is required stating how many passports are required, with an order number if necessary. These will be mailed and an invoice issued as soon as possible.
3. Members are not required to have an equestrian education and qualification system in place. Passports can still be issued to educators, provided they hold a recognised qualification included on the List of Eligible Qualifications from another member country and this has been checked to be valid. A passport **MUST NOT** be issued if the qualification held is not on the List.
4. If a Member wishes its qualifications to be added to the List of Eligible Qualifications for the Passport, the syllabus must meet the Matrix of Minimum Requirements and Guidelines and be submitted in English to IGEQ for mapping by the Technical Delegate. If any Member is unsure whether their qualifications meet the minimum requirements it is strongly recommended that they seek expert advice and guidance, and perhaps a visit, by a member of the Executive.
5. Members wishing to change the Level of their qualifications already on the List of Eligible Qualifications should contact the Technical Delegate, who will work with the Regional Delegate to ensure the amended qualifications meet the matrix and guidelines at the higher level. Once confirmed the Treasurer will be requested to update the List on the web site. Note: the qualifications already on the List will remain unaltered, as there may be Educators holding these who will still be eligible for a passport at the original level.
6. Passports should only be issued to permanent residents. If an educator is from another country but has permanent residence, e.g. working and paying taxes, then the IGEQ member of the country where they live should issue a passport, if requested. If an educator holds qualifications issued by another member country, it is very important to check the person has passed the exam for the qualifications claimed and the level, by contacting the issuing country. Once this is confirmed there is no reason not to issue a passport.
7. If appropriate, e.g. due to their own country not issuing passports (perhaps because they have no educator qualifications, are not a member of IGEQ, or some other valid reason) the Member who issued the qualification may issue a passport (provided it is on the List of Eligible Qualifications), on request, provided their home member has no valid objection.
8. Passports are available for Riding (All Round), Driving, Vaulting, Western, Tourism instructors and Discipline Competition Coach (in either Dressage, Show Jumping or Eventing). Therapeutic Instructors must hold a Level 1 Riding (All Round) qualification to be eligible for a Level 1 passport and their Therapeutic qualification will be listed on the Endorsement Page of the passport.

NOTE: Discipline Competition Coach is specific to Show Jumping, Dressage or Eventing. A passport issued for Discipline Competition Coach Qualifications is **NOT** transferable and will not be accepted as equivalent to a Riding (All Round) Instructor passport (which indicates a complete, all round education as indicated in the Riding (All Round) Matrix).

9. It is important that members check the applicant's qualifications and that they are on the IGEQ List of Eligible Qualifications. Ensure each level is endorsed at the bottom of the page with the Member stamp. It is important to show which discipline the passport is issued for, e.g. Riding (All Round), Driving, Vaulting, Western, Tourism or Discipline Competition Coach and in the case of Discipline Competition Coach, whether for Dressage, Show Jumping or Eventing).
10. It is expected that most applicants will progress through the Levels, 1, 2 & 3, and all should be shown in the passport as they are achieved. However, some Members allow direct entry to Level 2 and/or Level 3 for experienced educators. In this case but they must hold a complete qualification on the List to qualify for a passport.
11. Passports are currently valid for 10 years. Once the back page is completed, with photograph and stamp, seal with the plastic sheet. A stamp every year is no longer required.
12. Additional qualifications, First Aid, Judge, Examiner, Professional Development, etc, may be listed on the Endorsements pages, if required.
13. A free IGEQ badge should be issued with each passport.

IMPORTANT – since 2008 the passport contains a table to show those with only part qualification of Riding (All Round) at Level 2 and Level 3, as many members allow individuals to specialise in Dressage, Show Jumping, Eventing at these levels. **Note: not all members offer Eventing & the table may differ slightly in newer passports).* It may be that qualifications which allow discipline specialisation may be more compatible with the Discipline Competition Coach matrix. Members should contact the Treasurer if they wish to move qualifications from the Riding (All Round) Eligible List to the Discipline Competition Coach Eligible List.

Riding (All Round)	Teaching	Riding	Stable Management
Dressage			
Show Jumping			
Eventing *			

- If the qualification is either Dressage, Show Jumping or Eventing specific, they have completed the Riding, Teaching and Stable Management of a qualification on the Eligible List, this is recognised as a Riding (All Round) Level 2 or Level 3 Dressage, Show Jumping or Eventing specialist, **BUT** it is not a **full** Level 2 or Level 3 passport. For a full Level 2 or Level 3 passport the person must hold a complete qualification on the Eligible List (dressage, show jumping and eventing if available).
- It is also possible to show that someone has achieved part of the next level, 2 or 3. The Member must stamp each of the relevant boxes as they are achieved for each discipline. Once a complete qualification on the Eligible List is gained, then the qualification can be added to the appropriate level in the passport and stamped.

IMPORTANT NOTE: to be eligible for a part Level 2 or Level 3 Riding (All Round) passport the person **MUST** hold a full Level 1 Riding (All Round) qualification on the Eligible List and this must be included in the passport.

If it is not clear how to complete the passport, or there are any questions, please contact the Treasurer (victorialewis6082@gmail.com) for assistance.