



PROTOCOL FOR THE IGEIQ EQUESTRIAN PASSPORT

- 1.** Any IGEQ member federation may apply to the Secretary to issue passports to its instructors. An official email from the Federation is required stating how many passports are required.
- 2.** It is not necessary for a federation to have its own instructor qualification system. It can still issue passports to its instructors provided they hold a qualification on the List of Eligible Qualifications and they have checked it is valid with the federation that issued the certificate. Passports must not be issued if the qualification held is not on the List.
- 3.** If a Federation introduces qualifications they wish to be included on the List of Eligible Qualifications, the requirements must meet the Matrix of Minimum Requirements and be submitted for mapping to IGEQ. Following this an Observer visit will be arranged to offer advice if required and ensure the matrix is met. Following this the qualifications will be added to the List and will then be eligible for the Passport.
- 4.** Passports should only be issued to permanent residents. If an instructor is from another country but has permanent residence, e.g. working and paying taxes, then the Federation of that country should issue a passport if requested. If an instructor holds qualifications issued by another country, it is very important to check the person has passed the exam for the qualifications claimed and the level, by contacting the issuing Federation. Once this is confirmed there is no reason not to issue a passport.
- 5.** If appropriate, due to their own federation not issuing passports (perhaps because they have no instructor qualifications or some other valid reason) the federation who issued the qualification may issue a passport (provided it is on the list of Eligible Qualifications), on request from an instructor provided their home federation does not object.
- 6.** Passports are available for Riding, Driving, Vaulting, Western and Tourism instructors. Therapeutic Instructors must hold a Level 1 Riding qualification to be eligible for a passport and their Therapeutic qualification will be listed on the Endorsement Page of the passport.
- 7.** It is important that federations 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 Federation stamp. It is important to show which discipline the passport is issued for, e.g. Riding, Driving, Vaulting, Western or Tourism.
- 8.** Passports are valid for 10 years, provided they are endorsed with a Federation stamp on the renewal pages. The expiry date should therefore be 10 years from the date of issue, when a new passport should be issued.
- 9.** Passports should be re-validated annually by endorsing with a Federation stamp in one of the 10 blank boxes. This can also confirm membership of Federation.

10. Additional qualifications, e.g. First Aid, Judge, Examiner, Professional Development, etc, may be listed on the Endorsements pages, if required
11. A free IGEQ badge should be issued with each passport.
12. **IMPORTANT** – since 2008 the passport contains a table to show those with only part qualification in individual disciplines at Level 2 and Level 3.
 - If the full level is achieved, complete the details on the first half of the page and endorse with the federation stamp, as previously. Stamp across all the boxes and date. Note: if your Level 2 and/or Level 3 does not include Eventing, leave the 2 Eventing boxes blank.
 - If only part of the level is achieved, e.g. Teaching Dressage and/or Show Jumping, Riding, etc, then leave the first half of the page blank, except for confirming the discipline, endorse and date just the relevant boxes achieved with your federation stamp, leaving the other boxes blank. These can then be endorsed and dated in due course, as further sections of the level are achieved. It is important to only use your federation stamp. Once all the boxes are endorsed and dated, then complete the first half of the page with the name of the full qualification, place and date the full level was achieved.

If it is not clear how to complete the passport, or there are any questions, please contact Carole Payne (Secretary) on carole@igeq.org for assistance.