



REQUIREMENTS FOR ENROLLMENT recorded ('r') Dressage Technical Delegate

At the time of application for enrollment in the recorded (r) Dressage Technical Delegate Training Program, the applicant must be a Senior active member in good standing of the United States Equestrian Federation (USEF).

The following requirements for enrollment in the “r” Dressage Technical Delegate Training Program must be completed within eight (8) years of the application date. Along with the application form and required fees, please include documentation from separate competitions for the requirements under #1 and #2:

1. Serve as an active member of the organization committee at five or more USEF licensed Dressage Competitions.
 - This service should include participation as the *qualified manager or *qualified secretary (including either entry and/or competition secretary positions) of at least two competitions with responsibility for the respective duties that are outlined in USEF Chapter 12. The applicant must have been on the grounds throughout the two competitions.
 - At least two of the five competitions must have separate competition recognition numbers, and be two or more days in length
 - At least two competitions must be at separate locations.
 - At least four of these competitions must be Level 2 or higher.

** Must be qualified for the manager and secretary positions according to USEF Dressage Levels criteria, and must be the manager or secretary of record with USEF and USDF.*

2. Serve for a minimum of five *full days, one each at a minimum of three different USEF Dressage Competitions operated under at least three different managers and three different Licensees.
 - At least one day of secretarial work and one day of scoring, including freestyles, is required.
 - For the remaining three days, serve in three or more of the following positions: scribe, scorer, stable manager, grounds manager, chief ring steward, volunteer coordinator or a similar position of responsibility.

**A full day is a minimum of six working hours at competition. Working less than six hours per day cannot be used to fulfill this requirement but may be used as additional experience.*

3. Attendance at the USDF Apprentice TD program and at one or more USEF Dressage TD clinics.
See Requirements of the Training Program for additional information.

Documentation is required using the USEF verification form. Verification forms must list the duties that the applicant performed as a member of management and for each staff/volunteer position, including the approximate number of hours worked at each competition. Additional documentation can be in the form of signed letters from competition management, including a copy of the prize list and/or program book from the competition, etc.

One of the following is also required, along with appropriate documentation. **Additional experiences are highly recommended:*

1. Experience at three different USEF Dressage Competitions as a competitor, trainer, or coach of a competitor.

2. Participation as part of management or as a competitor at five separate non-USEF licensed/USDF-recognized Dressage Competitions that may include USEF licensed Regular Competitions, USDF Jr/YR or Adult Team competitions, schooling or Pony Club dressage competitions.

**Attendance at USDF Annual Convention meetings for Technical Delegates and Competition Managers, or USEF educational seminars for competition managers will be considered as additional experiences, but are not required.*

'R' **Category 2** (C2) Stewards who have been licensed by the Federation for a minimum of five (5) years, and who have officiated at a minimum of five (5) USEF licensed Regular Competitions holding Dressage classes, may apply for enrollment in the recorded (r) Dressage Technical Delegate Training Program upon completion of at least three *full days service in two or more of the following positions at a Dressage Competition: manager, secretary, or scorer. Appropriate documentation must be submitted, as stated above.

**A full day is a minimum of six working hours at competition. Working less than six hours per day cannot be used to fulfill this requirement but may be used as additional experience.*

Once your application and the required verifications have been received, confidential evaluations will be mailed on your behalf to each of the individuals you list as a reference. DO NOT include members of the USEF Licensed Officials Committee or USEF Dressage Committee; Confidential Evaluations will be sent from USEF staff directly to each member of the USEF Dressage Committee. At least 15 evaluations which actually evaluate the candidate must be returned from members of the Federation, 12 of which must be from the current roster of USEF Dressage Judges, Dressage Technical Delegates, or members of the USEF Dressage Committee.

If the required number of evaluations is received, your application will be presented at the next Licensed Officials Committee meeting; meetings are normally scheduled three times a year. Applicants will be notified by letter within two weeks following the meeting as to the Committee's decision regarding the enrollment application.

'r' Dressage Technical Delegate Training Program

Once an applicant is accepted into the "r" Dressage Technical Delegate Training Program, the requirements of the training program must be completed within two years after the applicant has been approved into the program, unless given additional time by the Licensed Officials Committee.

Requirements of the Program:

1. Dressage Technical Delegate candidates must complete both the USEF/USDF approved Dressage Technical Delegate Training session and the USEF Dressage Technical Delegate clinic within one year of acceptance into the training program and prior to field apprenticeship.
2. Candidates must field apprentice at a minimum of four different USEF licensed Dressage Competitions under at least three different Federation licensed Dressage Technical Delegates, two of whom must be Registered (R) DTDs approved by USEF to accept apprentices. Recorded (r) DTDs who accept apprentices must have at least five years experience as a Dressage Technical Delegate, and must be approved by USEF to accept apprentices. Apprenticeships with DTDs who are not on an approved list will not be counted towards the minimum number required for the DTD training program. At least three of the competitions used for apprenticing must be longer than one day. Three of the four must offer FEI level classes. The competitions must be in at least two different locations, at least one of which must be with a USEF approved "R" DTD in a location outside the apprentice's home USDF Region and one in a location outside of the apprentice's home state. Multiple competitions held on consecutive days under the same Management and Licensee will be counted as one competition for the purpose of apprenticing.

In order for an apprenticeship to be counted in the minimum required, the apprentice must attend the entire competition and perform no other activities related to the competition (i.e. competing, management). Each of the officials with whom you apprentice must return your evaluation to the USEF Licensed Officials Department.

3. After contacting competition management for permission to apprentice, the candidate must then obtain consent from the official Technical Delegate that the candidate wishes to apprentice with and submit an Apprentice Card Application form to the Federation. There is no limit to the number of times an individual can be granted permission to apprentice. The apprentice DTD will need to bring a DTD report to complete for educational purpose. This report will be reviewed by the licensed DTD for the competition but will not be forwarded to the Federation office. The report will not be used to supplement or contradict the report of the official DTD. An apprentice DTD has observer status only and has no authority to perform the duties of a licensed DTD.
4. When the applicant has completed a USEF/USDF Dressage Technical Delegate Training session and all apprenticeships described in #2 above, he/she must notify the Federation in writing that the information is complete. The applicant must then complete a written examination that consists of 60% closed book and 40% open book, which will be administered each year at the USDF Annual Convention, before or after the annual Dressage TD clinic, or at another time and location approved and supervised by the USEF Licensed Officials Department. Applicants must receive an overall score of 80% or better score on the exam.
5. DTD applicants must complete the USEF Dressage/DSHB Pony Measurement Certification program prior to being licensed by USEF.
6. Providing all evaluations are present, all requirements met, and a passing score is received on the written exam and Pony Measurement Certification exam, the LOC will review the materials and the applicant will be notified within two weeks following the meeting regarding the decision.

*United States Equestrian Federation, Inc.®
4047 Iron Works Parkway
Lexington, KY 40511
Phone: 859-258-2472 fax: 859-231-6662*



Dressage Technical Delegate Training Program

Documentation of Experience

Competition name: _____ Competition # _____

Date: _____ Location: _____
City, State

Competition Manager: _____

This is to confirm that _____ Member # _____ served in the following
Name

capacity at the above listed competition:	# Days	# Hours	Date
Organizing Committee	_____	_____	_____
Competition Manager	_____	_____	_____
Assistant Manager	_____	_____	_____
Secretary	_____	_____	_____
Assistant Secretary	_____	_____	_____
Scoring	_____	_____	_____
Scribing	_____	_____	_____
Other _____	_____	_____	_____

Describe duties:
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Signature of competition official

Title.....Date.....

You may submit documentation in another manner, if more convenient, as long as similar information is provided.

Submit form with application for enrollment
United States Equestrian Federation, Inc.®
4047 Iron Works Parkway
Lexington, KY 40511