



Eventing Officials Licensing Procedures And Training Programs For Judges, Technical Delegates and Course Designers



Enclosed is information about the licensing procedures and training programs and for Eventing judges, technical delegates, and course designers. Information on the programs is also available on the USEF website www.usef.org Official/Education –LicensingProcedures – National Licensing Procedures or from either the USEF Assistant Director, Licensing, USEF Licensed Officials Department, 4047 Iron Works Parkway, Lexington, KY 40511 (859) 225- 6971 or the USEA Director of Education, U.S. Eventing Association, 25 Old Waterford Road NW, Leesburg, VA 20176 (703) 779-0440, ext. 3007.

Licensing Procedures – The United States Equestrian Federation (USEF) is responsible for licensing all Eventing officials (judges, technical delegates, and course designers).

Enclosed is information about the programs for the Recorded “r” and Registered “R” licenses, as well as those for the Mentored Fast Track for judges, technical delegates, and course designers, the Associate Judge Fast Track, and the Eventing Jumping Course Designer.

Training Programs – The U.S. Eventing Association (USEA) is responsible for the Training Programs for all Eventing officials (judges, technical delegates, and course designers).

Enclosed is information for the Dressage, Jumping, Cross Country, and Course Design sections for those interested in licensure as a Recorded “r” official.

Also enclosed is information for the Advanced Dressage and Advanced Course Evaluation Sections, which are required for those interested in licensure as a Registered “R” official.



Eventing Officials Licensing Procedures (Judges, Technical Delegates and Course Designers)

Eventing officials [Judges, Technical Delegates (TD), and Course Designers (CD)] are licensed by the United States Equestrian Federation (USEF) at the “r”, “R” and FEI levels. Information on the programs can be obtained from the USEF website www.usef.org Official/Education –LicensingProcedures – National Licensing Procedures OR from either the USEF Assistant Director, Licensing, USEF Licensed Officials Department, 4047 Iron Works Parkway, Lexington, KY 40511 (859) 225- 6971 or the USEA Director of Education, U.S. Eventing Association, 25 Old Waterford Road NW, Leesburg, VA 20176 (703) 779-0440, ext. 3007.

Minimum requirements (see attached chart) are required to be considered for each level. Training programs followed by a final exam are also required for the “r” and “R” license.

The purpose of this document is to describe each program and outline the steps necessary to become a “r” or “R” Judge, Technical Delegate, or Course Designer.

“r” Judges, Technical Delegates, Course Designers – Individuals wishing to be an Eventing “r” judge, technical delegate, or course designer should review the requirements outlined in the USEF Rule Book (GR1040). In addition, they must meet the minimum criteria to be considered (see attached chart), complete the “r” Training Program for Eventing Officials (TPEO), and pass the final exam to be licensed. The Training Program (see attached) includes training sessions, independent study, and apprenticing, and varies according to the license.

In addition to those seriously pursuing licensure through USEF, the “r” TPEO is also open to USEA members who are interested in learning more about Eventing, but are not interested in pursuing a license as an official. Training Program space is limited, however, with preference given to individuals working on their “r” license.

“R” Judges, Technical Delegates, Course Designers – “r” officials seeking promotion to be an Eventing “R” judge, technical delegate, or course designer should review the requirements outlined in the USEF Rule Book (GR1040). In addition, they must meet the minimum criteria to be considered (see attached chart), complete the “R” Training Program for Eventing Officials (TPEO), and pass the final exam to be licensed. The Training Program (see attached) includes training sessions, independent study, and apprenticing, and varies according to the license.

Except for the Eventing Jumping Course Designer license, for which no “r” program is offered, the “R” TPEO is open only to “r” officials seeking “R” licensure.

FEI Candidate License for Judges, Technical Delegates, Course Designers – “R” officials seeking promotion to FEI status must meet the criteria outlined in the attached chart, including completion of an FEI Course. Upon completion of the Program, applications are reviewed by the USEF Eventing Technical and Licensed Officials Committees, before a recommendation is made to the FEI.

**USEF Licensing Procedures for Eventing Officials
Recorded Status (r)**

	Judges	Technical Delegates	Course Designers
<p>Minimum Criteria for Recorded Status</p> <p>All Licensed Officials must be 21 years of age or older, and must be Senior Members of USEF.</p> <p><i>Note also that portions of the experience required of a candidate may be waived by the Licensed Officials Committee, upon recommendation of the Eventing Technical Committee.</i></p>	<p>To have ridden two horses that have completed four or more horse trials at the Preliminary Level or higher. - Waivers may be granted to this requirement for those who have trained two or more horses or coached two or more riders that have completed four or more horse trials at the Preliminary Level or higher.</p> <p>Have been an active member of an organizing committee, if possible as the director or secretary, and worked as a scorer, timer or fence judge.</p>	<p>To have ridden two horses that have completed four or more horse trials at the Preliminary Level or higher. - Waivers may be granted to this requirement for those who have trained two or more horses or coached two or more riders that have completed four or more horse trials at the Preliminary Level or higher.</p> <p>Have been an active member of an organizing committee, if possible as the director or secretary, and worked as a scorer, timer or fence judge.</p>	<p>To have ridden two horses that have completed four or more horse trials at the Preliminary Level or higher. - Waivers may be granted to this requirement for those who have trained two or more horses or coached two or more riders that have completed four or more horse trials at the Preliminary Level or higher.</p> <p>Have been the CD at three horse trials that included the Training Level, preferably at two different sites.</p>
<p>Training Required for Recorded Status</p> <p>Note that the training required for Judges and Technical Delegates varies if the candidate holds other USEF licenses.</p> <p><i>Note also that portions of the training required of a candidate may be waived by the Licensed Officials Committee, upon recommendation of the Eventing Technical Committee.</i></p> <p><i>For those actively pursuing licensure, a single additional apprenticeship with a R (Registered) Technical Delegate prior to attending the Training Program session is highly recommended.</i></p>	<p>Licensed Dressage Judges: Complete the cross country and jumping sections of the USEA Training Program.</p> <p>USDF “L” Graduates: Complete the apprenticeship requirements of the dressage section, as well as the cross country and jumping sections of the USEA Training Program.</p> <p>Licensed Eventing TDs: Complete the dressage section of the USEA Training Program.</p> <p>Licensed Jumper Judges: Complete the cross country and dressage sections of the USEA Training Program.</p> <p>All Other Candidates: Complete the dressage, cross country, and jumping sections of the USEA Training Program.</p>	<p>Licensed Eventing Judges: Complete apprentice requirements of the Training Program.</p> <p>Licensed Eventing CDs: Complete the cross country and jumping sections of the USEA Training Program.</p> <p>Licensed Jumper Judges: Complete the cross country section of the USEA Training Program.</p> <p>All Other Candidates: Complete the cross country and jumping sections of the USEA Training Program.</p>	<p>All Candidates: Complete the course design section of the USEA Training Program.</p>
<p>Minimum Required for Recorded Status</p>	<p>Receive a minimum of 15 evaluations from Licensed Eventing Officials or current members of the Federation Eventing Technical Committee.</p> <p>Pass the final examination.</p>	<p>Receive a minimum of 15 evaluations from Licensed Eventing Officials or current members, 12 of which must be from the current roster of Eventing technical delegates, Eventing judges, or current members of the Federation Eventing Technical Committee.</p> <p>Pass the final examination.</p>	<p>Receive a minimum of 15 evaluations from Licensed Eventing Officials or current members of the Federation Eventing Technical Committee.</p> <p>Pass the final examination.</p>
<p>Maintenance of Recorded Status</p>	<p>Every three years: Judge a minimum of three horse trials.</p> <p>Attend a Continuing Education Clinic for Recorded (r) Judges, as well as either a USEF Dressage Judges Clinic or a USEF Dressage for Eventing Judges Clinic.</p> <p>Pass the written test.</p>	<p>Every three years: TD a minimum of three horse trials.</p> <p>Attend a Continuing Education Clinic for Recorded (r) TDs.</p> <p>Pass the written test</p>	<p>Every three years: CD a minimum of three horse trials.</p> <p>Attend a Continuing Education Clinic for Recorded (r) CDs.</p> <p>Pass the written test.</p>

USEF Licensing Procedures for Eventing Officials

STEPS TO BECOME A “r” EVENTING JUDGE, TECHNICAL DELEGATE, OR COURSE DESIGNER

- Applications to be Licensed Officials are reviewed by the USEF Licensed Officials Committee (LOC).
- Training Programs and final exams are coordinated by the USEA, but it is the USEF which licenses the official.
- Individuals seeking to become “r” officials should review Chapter 10 (Licensed Officials) in the USEF Rule Book, especially GR1054, 1055, and/or 1056. They should also read the enclosed information carefully to be sure that the minimum criteria to be considered is met, and that they understand the requirements of the training sessions, independent study, and apprenticing components.
- Contact the USEA Director of Education at the USEA office (703) 779-0440 to receive details about the next scheduled Training Program.
- Complete the Training Session application and other forms and submit them with the required fee to the Director of Education at the USEA. Registration fees will be refunded only in the event of withdrawal prior to the start of the program.
- Notice of approval/disapproval of the Training Session application will be sent by the USEA to the applicant. Please allow four (4) weeks for processing of the application.
- Complete the “r” TPEO (Independent study and apprenticing may be completed prior to submitting your application and/or the Training Session, or even after the final exam.).
- Complete your “r” application (available on the USEF website [www.usef.org Official/Education –LicensingProcedures – National Licensing Procedures](http://www.usef.org/Official/Education-LicensingProcedures-NationalLicensingProcedures) or through the USEF Assistant Director, Licensing, USEF, 4047 Iron Works Parkway, Lexington, KY 40511) and submit it with the enrollment fee to the USEF Assistant Director, Licensing, including permission to take the final exam. The USEF will notify you before the test if permission has been granted. The application should be submitted to the USEF a minimum of 3 months before the planned final exam.
- Take the final examination.
- Submit documentation of independent study and apprenticing to the USEF Assistant Director, Licensing, as well as the Eventing Program Confirmation of Completion form. These forms verify that all aspects of the Training Program (training sessions, independent study and apprenticing) have been completed.
- Submit a list of a minimum of 15 references appropriate to the license being applied for to the USEF (space is available on back of the Eventing Program Confirmation of Completion form). An application for a license will not be considered until 15 evaluations have been received. The deadline for the LOC to receive applications is published in “Equestrian” magazine and is also posted on the USEF website www.usef.org and is approximately two months before LOC meets.
- The Licensed Officials Department will confirm that evaluations have been received from the officials with whom the apprentice worked and will confirm attendance and passing scores at the final exam. Confidential Evaluation forms will be sent to the references listed by the applicant and to the USEF Eventing Technical Committee.
- The LOC will review all the information contained in the applicant’s file. Written notice of the LOC action will be sent to the applicant within two weeks following the meeting.

**Requests for a waiver for experience and/or training requirements to be a Licensed Official must be submitted in writing to the USEF Assistant Director, Licensing, 6 months prior to the planned final examination. Waivers are reviewed on a case-by-case basis by the USEF Eventing Technical and Licensed Officials Committees and must be accompanied by recommendations from a minimum of five (5) “R” or FEI Eventing officials, none of whom may have a conflict of interest with the candidate. The USEA Officials Committee will also be asked to comment on any requests for waivers.

USEF Licensing Procedures for Eventing Officials

Registered Status (R)

	Judges	Technical Delegates	Course Designers
<p>Minimum Criteria for Registered Status</p> <p><i>Note that portions of the experience required of a candidate may be waived by the Licensed Officials Committee, upon recommendation of the Eventing Technical Committee.</i></p>	<p>Either: have ridden two horses, trained two horses, or coached two riders, that have completed two or more horse trials at the Intermediate Level or higher, and a CCN or CCI.</p> <p>Have a current license as a Recorded (r) Eventing Judge.</p> <p>Have judged ten horse trials, including five at the Preliminary Level as a member of the Ground Jury</p>	<p>Either: have ridden two horses, trained two horses, or coached two riders, that have completed two or more horse trials at the Intermediate Level or higher, and a CCN or CCI.</p> <p>Have a current license as a Recorded (r) Eventing TD.</p> <p>Have been the TD at ten horse trials, including five at the Preliminary Level.</p>	<p>Either: have ridden two horses, trained two horses, or coached two riders, that have completed two or more horse trials at the Intermediate Level or higher, and a CCN or CCI.</p> <p>Have a current license as a Recorded (r) Eventing CD.</p> <p>Have been the CD at ten horse trials, including five at the Preliminary Level.</p>
<p>Training Required for Registered Status</p> <p><i>Note that portions of the experience required of a candidate may be waived by the Licensed Officials Committee, upon recommendation of the Eventing Technical Committee.</i></p>	<p>Complete apprenticeships with two different Presidents of the Jury of horse trials at the Intermediate Level or higher, and with a President of a Ground Jury of a CCN or CCI.</p> <p>Apprentice with one of the U.S. Course Advisers.</p> <p>Licensed Dressage Judges: Complete the advanced course evaluation section of the USEA Training Program.</p> <p>Licensed Eventing TDs: Complete the advanced dressage section of the USEA Training Program.</p> <p>Licensed Eventing “r” Judges: Complete the advanced course evaluation and advanced dressage sections of the USEA Training Program.</p>	<p>Complete apprenticeships with two different TDs of horse trials at the Intermediate Level or higher, and with a TD of a CCN or CCI.</p> <p>Apprentice with one of the U.S. Course Advisers.</p> <p>All Candidates: Complete the advanced course evaluation section of the USEA Training Program.</p>	<p>Complete apprenticeships with two different CDs of horse trials at the Intermediate Level or higher, and with a CD of a CCN or CCI.</p> <p>Apprentice with one of the U.S. Course Advisers.</p> <p>All Candidates: Complete the advanced course evaluation section of the USEA Training Program.</p>
<p>Minimum Required for Registered Status</p>	<p>Receive a minimum of 15 evaluations from Licensed Eventing Officials or current members of the Federation Eventing Technical Committee.</p> <p>Pass the final examination.</p>	<p>Receive a minimum of 15 evaluations from Licensed Eventing Officials or current members, 12 of which must be from the current roster of Eventing technical delegates, Eventing judges, or current members of the Federation Eventing Technical Committee.</p> <p>Pass the final examination.</p>	<p>Receive a minimum of 15 evaluations from Licensed Eventing or current members of the Federation Eventing Technical Committee.</p> <p>Pass the final examination.</p>
<p>Maintenance of Registered Status</p>	<p>Every three years: Judge a minimum of three horse trials.</p> <p>Attend a Continuing Education Clinic for Registered (R) Judges, as well as either a USEF Dressage Judges Clinic or a USEF Dressage for Eventing Judges Clinic.</p> <p>Pass the written test.</p>	<p>Every three years: TD a minimum of three horse trials.</p> <p>Attend a Continuing Education Clinic for Registered (R) TDs.</p> <p>Pass the written test.</p>	<p>Every three years: CD a minimum of three horse trials.</p> <p>Attend a Continuing Education Clinic for Registered (R) CDs.</p> <p>Pass the written test.</p>

USEF Licensing Procedures for Eventing Officials

STEPS FOR PROMOTION TO BE A “R” EVENTING JUDGE, TECHNICAL DELEGATE, OR COURSE DESIGNER

- Individuals considering promotion to “R” status should review Chapter 10 (Licensed Officials) in the USEF Rule Book, especially GR1054, 1055, and/or 1056. They should also read the enclosed information carefully to be sure you meet the minimum criteria to be considered for the “R” license and understand the requirements of the training sessions, independent study, and apprenticing components.

Note: Only “r” officials who have submitted their “R” license application to the USEF may participate in the “R” Training Program.

- Complete your “R” application [available on the USEF website www.usef.org Official/Education – LicensingProcedures – National Licensing Procedures or through the USEF Assistant Director, Licensing, at USEF, 4047 Iron Works Parkway, Lexington, KY 40511, (859) 225-6971] and submit it with the appropriate fee to the Assistant Director, Licensing at the USEF. The application should be submitted to the USEF a minimum of 3 months before the planned final exam.
- Submit a list of a minimum of 15 references appropriate to the license being applied for to the USEF Assistant Director, Licensing. An application for a license will not be considered by the USEF Licensed Officials Committee (LOC) until 15 evaluations have been received back. The deadline for the LOC to receive applications is published in **equestrian** magazine and is also posted on the USEF website www.usef.org and is approximately two months before LOC meets.
- Contact the USEA Director of Education at the USEA (703) 779-0440, ext. 3007 to receive details about the next scheduled “R” Training Program and final examination.
- Complete the Training Session application and other forms and submit them with the required fee to the USEA Director of Education. Registration fees will be refunded only in the event of withdrawal prior to the start of the program.
- Complete the “R” TPEO (Independent study and apprenticing may be completed prior to the Training Session.) and take the final examination. Attendance of the ‘R’ Training Sessions **does not** replace attendance of the required Continuing Education Clinic.
- Submit documentation of independent study and apprenticing to the USEF Assistant Director, Licensing, as well as the Eventing Program Confirmation of Completion form. These forms verify that all aspects of the Training Program (training sessions, independent study and apprenticing) have been completed.
- The Licensed Officials Department will confirm that evaluations have been received from the officials with whom the apprentice worked and will confirm attendance and passing scores at the final exam.
- The LOC will review all the information contained in the applicant’s file. Written notice of the LOC action will be sent to the applicant within two weeks following the meeting.

**Requests for a waiver for experience and/or training requirements to be a “R” Licensed Official must be submitted in writing to the USEF Assistant Director, Licensing, 6 months prior to the planned final exam. Waivers are reviewed on a case-by-case basis by the USEF Eventing Technical and Licensed Officials Committees and must be accompanied by recommendations from a minimum of five (5) “R” or FEI Eventing officials, none of whom may have a conflict of interest with the candidate. The USEA Officials Committee will also be asked to comment on any requests for waivers.

Mentored Fast Track for Eventing Officials

In addition to the regular program for licensing as an Eventing official, there is also available a mentored fast track program. The premise of the fast track program is that a rider with extensive Eventing experience may, with guidance, be more quickly developed into and as an effective Eventing official.

Qualifications for the Program – The mentored fast track program is available to candidates who have ridden successfully at the highest levels of the sport, and who have received extensive training as a rider. All candidates must be 21 years of age or older and must be Senior Members of the USEF.

Approval to Enter the Program – Candidates for the mentored fast track program shall be approved by the Eventing Technical Committee upon recommendation of the USEA Eventing Officials Committee.

Assignment of a Mentor – The assignment of a mentor to a candidate, proposed by the candidate or selected by the committees, shall be approved by the Eventing Technical Committee upon recommendation of the USEA Eventing Officials Committee. A mentor shall be a currently licensed official with significant national and international experience as an official.

The Fast Track Program – A candidate may be approved to work with a mentor to become a licensed official. A candidate may also be approved to work with a mentor to gain higher status as an official. Candidates in the fast track program must still progress from the “r” to the “R” status. Work under the mentor’s supervision replaces the regular training program (including training programs, independent study, and apprenticing). The mentor thus must be satisfied that the candidate has the necessary understanding of his or her role and responsibilities.

	Judges	Technical Delegates	Course Designers
Understanding to the satisfaction of the Mentor:	Rules of Eventing, Evaluation of Courses, Dressage - <ul style="list-style-type: none"> • Theory of Judging, • Methodology, • Judging Criteria, • Biomechanics, Cross Country Judging, Jumping Judging, and Dangerous Riding	Rules of Eventing, Evaluation of Courses, Layout, Scheduling, Safety Issues, Footing, Technical Briefings, Handling Inquiries, Jumping Judging, and USEF Responsibilities	Rules of Eventing, Evaluation of Courses, Layout and Use of Land, Sequence and Flow, Appropriate Questions, Footing, Construction, Safety Issues, and Jumping Courses

Submittals for Licensing or Change of Status – The Eventing Technical Committee shall inform the Licensed Officials Committee (LOC) of all approved candidates to enter the fast track program together with the assignment of mentors. The candidate will then take the final examination for the license. Mentors and examiners shall submit their recommendation of the candidates to the LOC. The Candidate will submit their application to the LOC listing mentored competitions and final examination dates. In addition, the LOC must receive at least 15 evaluations from licensed Eventing officials or current members of the Eventing Technical Committee regarding the candidate.

USEF Licensing Procedures for Eventing Officials

The Eventing Associate Judge Fast Track

It is recognized that for some experienced riders, the mentored fast track program may not be sufficient to become a judge. Training in the methodology of judging dressage and jumping is often necessary even for the most experienced rider. The Eventing Associate Judge Program provides a modified training plan for these candidates.

Qualifications for the Program – The Eventing Associate Judge Program is available to candidates who have completed CCI's at the 3* or 4* level who are 21 years of age or older, and who are Senior Members of the USEF.

Approval to Enter the Program – Candidates for the Associate Judge Program shall be approved by the Eventing Technical Committee upon recommendation of the USEA Eventing Officials Committee, or by the candidate's mentor if previously approved to enter the mentored fast track program.

The Associate Judge Program – The Program provides a way to gain experience judging Beginner Novice, Novice, and Training Horse Trials.

An approved candidate, upon successful completion of the first Dressage Training Session, will be allowed to be an additional dressage judge at USEA Beginner Novice, Novice, and Training Horse Trials. The first Dressage Training Session includes methodology, biomechanics, theory of judging, and judging criteria.

An approved candidate, upon successful completion of the Jumping Training Session, will be allowed to be an additional Jumping judge at USEA Beginner Novice, Novice, and Training Horse Trials. The Jumping Training Session includes methodology, the use of the bell, timing, and course evaluation.

Associate judges may not be members of a Ground Jury at a horse trial, but they are encouraged to accompany the Ground Jury on course inspections and during the competition as time allows.

Submittals for Approval as an Associate Judge – The Eventing Technical Committee shall inform the USEA of all approved candidates to enter the Eventing Associate Judge Program. Instructors at the training sessions shall verify successful completion of a course to the USEA. The USEA shall maintain lists of Associate Eventing Dressage and Jumping judges.

Licensing – Associate judges that have gained experience as additional judges for both dressage and jumping may apply to the Licensed Officials Committee (LOC) for an "r" Eventing judge's license. They will then take the final examination for "r" status. The examiners shall submit their recommendation on the candidate to the LOC and the USEA will confirm their experience as an Associate Judge. In addition, the LOC must receive at least 15 evaluations from Licensed Eventing Officials or current members of the Eventing Technical Committee regarding the candidate.

USEF Licensing Procedures for Eventing Officials

Registered Status for Eventing Jumping Course Designers

As of 2009, the FEI requires nationally licensed Course Designers for jumping in 2* divisions and above. The Licensed Officials Committee (LOC) has approved the Eventing Technical Committee's recommendation to establish the Registered Status for Eventing Jumping Course Designers. At this time there is no requirement for a license to design at national competitions.

Minimum Criteria – The candidate must have designed the jumping course at a minimum of two Intermediate Level or higher horse trials at two separate competitions within the current or previous two years. Note that this requirement may be waived by the LOC upon recommendation of the Eventing Technical Committee.

Training Required – The candidate must have attended a USEF Jumper Course Design Clinic or a clinic given by the Eventing Jumper Course Advisor within the current or previous two years. The candidate also must have assisted two different, non-Eventing jumper course designers who have USEF "R" or FEI status. This work must have been for two or more consecutive days at a non-Eventing USEF or FEI recognized jumper competition within the current or previous two years, and must include all aspects of course design and building.

Minimum Required – The LOC must receive a minimum of 15 evaluations of the candidate, including: two from technical delegates who have approved jumping courses designed by the candidate, and two from athletes who have ridden over courses designed by the candidate. The referenced courses must have been at the Intermediate Level or higher and must have been within the current or previous two years. Recommendations from the Eventing Jumper Course Advisor will be taken under advisement.

Maintenance of Status – Every three years the licensed official must be the Jumping Course Designer at a minimum of two separate horse trials at the Intermediate Level (or FEI 2* level) or higher, and must attend a USEF Jumper Course Design Clinic or a clinic given by the Eventing Jumper Course Advisor.

Grandfathering Existing Eventing Jumping Course Designers – This is available in 2009 for those candidates who have submitted at least two courses under the current Eventing Course Advisory Program within the current or previous two years. These candidates must have attended a USEF Jumper Course Design Clinic or a clinic given by the Eventing Jumper Course Advisor within the current or previous two years. The LOC must receive a minimum of 15 evaluations of the candidate, including: two from technical delegates who have approved jumping courses designed by the candidate, and two from athletes who have ridden over courses designed by the candidate. The referenced courses must have been at the Intermediate Level or higher and must have been within the current or previous two years. Recommendations from the Eventing Jumper Course Advisor will be taken under advisement.

USEF Licensing Procedures for Eventing Officials

International Candidate Status (C)

	Judges	Technical Delegates	Course Designers
<p>Minimum Criteria for Candidate Status</p> <p>USEF and FEI requirements must be met before the Applicant may be recommended to the FEI.</p> <p>Applicants for Technical Delegate or for Course Designer must be under the age of 60.</p> <p>Apart from the experience and training required by the USEF, the qualifications noted are taken from the following FEI Articles: 551 (Judges), 552 (Technical Delegates), 553 (Course Designers).</p>	<p><i>Either: have ridden two horses, trained two horses, or coached two riders, that have completed two or more horse trials at the Intermediate Level or higher, and a CCN or CCI.</i></p> <p>Have been a Registered (R) Eventing Judge for at least three years.</p> <p><i>Have been President of the Ground Jury at ten horse trials, including five at the Intermediate or Advanced Levels.</i></p> <p>Have been President or member of a Ground Jury at a minimum of two CCIs*, CCNs or CICs, during the current or preceding two years.</p> <p><i>It is recommended that applicants have their USEF “r” or “R” Dressage judges’ license.</i></p>	<p><i>Either: have ridden two horses, trained two horses, or coached two riders, that have completed two or more horse trials at the Intermediate Level or higher, and a CCN or CCI.</i></p> <p>Have been a Registered (R) Eventing Technical Delegate for at least three years.</p> <p><i>Have been the Technical Delegate at ten horse trials, including five at the Intermediate or Advanced Levels.</i></p> <p>Have been the Technical Delegate at a minimum of two CCIs*, CCNs or CICs.</p> <p><i>Have served as an assistant to an Int’l TD at a CCI.</i></p> <p>This requirement may be reduced if the TD is an International Judge or International Course Designer</p>	<p><i>Either: have ridden two horses, trained two horses, or coached two riders, that have completed two or more horse trials at the Intermediate Level or higher, and a CCN or CCI.</i></p> <p>Have been a Registered (R) Eventing Course Designer for at least three years.</p> <p><i>Have been the Course Designer at ten horse trials, including five at the Intermediate or Advanced Levels.</i></p> <p>This requirement may be reduced if the Course Designer has experience as an international rider.</p>
<p>Training Required for Candidate Status</p>	<p><i>Work on an Organizing Committee of a CCI. Apprentice with the President of a Ground Jury of a CCI. Apprentice with the Technical Delegate of a CCI.</i></p> <p>Successfully complete an FEI approved course for Candidate Judges, including demonstration of sufficient knowledge of the rules and conduct of Eventing and a satisfactory ability to judge dressage and jumping.</p>	<p><i>Work on an Organizing Committee of a CCI. Apprentice with the Technical Delegate of a CCI. Apprentice with the Course Designer of a CCI.</i></p> <p>Successfully complete an FEI approved course for Candidate Technical Delegates, including demonstration of sufficient knowledge of the rules and conduct of Eventing, the General Regulations, and the standards of the various levels.</p>	<p><i>Work on an Organizing Committee of a CCI. Apprentice with the Course Designer of a CCI. Apprentice with the Technical Delegate of a CCI.</i></p> <p>Successfully complete an FEI approved course for Candidate Course Designers, including demonstration of sufficient knowledge of the Rules for Eventing and the standards of the various levels, within the past four years.</p>
<p>Evaluations Required for Candidate Status</p>	<p>Receive a minimum of 15 evaluations from Licensed Eventing Officials or from members of the Eventing Technical Committee.</p>	<p>Receive a minimum of 15 evaluations from Licensed Eventing Officials or from members of the Eventing Technical Committee.</p>	<p>Receive a minimum of 15 evaluations from Licensed Eventing Officials or from members of the Eventing Technical Committee.</p>
<p>Maintenance of Candidate Status</p>	<p>Judge at a minimum of two International Three Day Events (CCIs) during the current or preceding two years.</p> <p>Successfully complete an FEI approved course for judges every three years.</p>	<p>TD a minimum of one CCI during the current or preceding year.</p> <p>Successfully complete an FEI approved course for technical delegates every three years.</p>	<p>Have regular practice as a Course Designer at CCIs, CICs, or CCNs.</p> <p>Successfully complete an FEI approved course for course designers every three years.</p>

USEF Licensing Procedures for Eventing Officials

Status Required to Officiate at the Various Levels

Competition	Judges	Technical Delegates	Course Designers
Tests Cross Country	Licensed judge not required.	Licensed TD is required.	Licensed CD not required.
Tests Combined, Starter, Equitation, Young Horse	One licensed judge required.	Licensed TD not required.	Licensed CD not required.
Horse Trials - Beginner Novice Level Novice Level Training Level	USEF Recorded (r) USEF Registered (R) Additional Dressage judges may also be USEF r, R, S, or USEA Associate Dressage judges. Additional Jumping judges may also be USEF r or R Jumper Judges, USEF “r” or “R” Eventing Technical Delegates, or USEA Associate Jumping judges.	USEF Recorded (r) USEF Registered (R)	Licensed CD not required. However, CD must attend a USEA CD Training Session every three years.
Horse Trials - Preliminary Level	USEF Recorded (r) USEF Registered (R) Additional Dressage judges may also be USEF “r”, “R”, or “S” dressage judges. Additional Jumping judges may also be USEF r or R Jumper Judges or USEF r or R Eventing Technical Delegates.	USEF Recorded (r) USEF Registered (R)	USEF Recorded (r) USEF Registered (R)
Horse Trials - Intermediate Level Advanced Level Two Day Events	USEF Registered (R) Includes members of Ground Jury and additional judges of I, A, or two day event dressage tests. Dressage judges may also be USEF r, R, or S Dressage judges. Jumping judges may also be USEF r or R Jumper Judges or USEF r or R Eventing Technical Delegates.	USEF Registered (R)	USEF Registered (R)



Training Programs for Eventing Officials

Dressage Section - This section focuses on dressage judging. It includes two training sessions, independent study, and apprenticing. It is used for the training of applicants to become "r" judges.

Jumping Section - This section focuses on jumping officiating and jumping course evaluating. It includes a training session, independent study, and apprenticing. It is used for the training of applicants to become "r" judges and technical delegates.

Cross Country Section - This section focuses on cross country officiating and cross country course evaluating. It includes a training session, independent study, and apprenticing. It is used for the training of applicants to become "r" judges and technical delegates.

Course Design Section - This section focuses on cross country course design, obstacle design, and obstacle construction. It includes a training session, independent study, and apprenticing. It is used for the training of applicants to become "r" course designers and technical delegates.

Advanced Dressage Section – The Advanced Dressage Section is for Recorded “r” judges who are candidates to gain Registered “R” status. If the number of candidates warrant, it consists of a 2 ½ day training session and apprenticing. If there are only a few candidates, it will consist of independent study approved by the USEA Officials Committee.

Advanced Course Evaluation Section – The Advanced Course Evaluation Section is for recorded “r” judges and technical delegates who are candidates to gain Registered “R” status. If the number of candidates warrant, it consists of a 2 ½ day training session and apprenticing. If there are only a few candidates, it will consist of independent study approved by the USEA Officials Committee.

Final Examinations for Eventing Officials

Judges – The final examination includes a written test, a practical judging test in dressage and jumping, evaluations of courses, and oral questioning.

Technical Delegates - The final examination includes a written test, a practical judging test in jumping, evaluations of courses, and oral questioning.

Course Designers - The final examination includes a written test, evaluations of courses, and oral questioning.

**Continuing Education Courses
USEF Eventing Judges, Technical Delegates, and Course Designers**

**Independent Work
Evaluate a cross-country course:**

Judges, TDs, and CDs shall hand in their written cross-country course evaluation at 1:00 PM Saturday. They shall use the form sent to them, and shall evaluate the level of course indicated.

**Schedule for Friday
for Eventing Judges**
A day long session that includes:

8:00 – 9:00 Dressage Rules, Case Studies

Quiz on the Dressage Rules.
Discussion of the rules, including reviewing the quiz.
Dressage case studies

9:00 – 12:00 Theory of Judging

Discussion of Methodology, Judging Criteria, and Biomechanics.
Dressage judging DVD
Dressage judging power point presentation

1:00 – 5:00 Practice Judging

Individual movements and entire tests at appropriate levels
(using demonstration riders or video tapes)

**Schedule for Saturday Morning
for Eventing Judges and TDs**
A morning session that includes:

8:00 – 10:00 Responsibilities, General Rules, Case Studies

Quiz on the General Rules.
Discussion of the rules, including reviewing the quiz.
Power point presentation – general rules and responsibilities.
General case studies.

10:00 – 12:00 Judging Jumping, Jumping Rules, Case Studies

Quiz on the Jumping Rules
Discussion of the rules, including reviewing the quiz.
Power point presentation – judging jumping.
Jumping case studies

**Schedule for Saturday Afternoon
for Eventing Judges, TDs, and CDs**

An afternoon session that includes:

1:00 – All officials hand in their written cross-country course evaluation on the form provided.

1:00 – 3:00 Evaluation of cross-country courses

Power point presentation – the levels.

Discussion about the course that was evaluated.

3:00 – 5:00 Evaluation of jumping courses

Power point presentation - the levels.

Discussion of jumping courses (may include walking a course).

**Schedule for Sunday Morning
for Eventing Judges, TDs, and CDs**

A morning session that includes:

8:00 – 10:00 Judging Cross-Country, Cross-Country Rules, Case Studies

Quiz on the cross-country rules.

Discussion of the rules, including reviewing the quiz.

DVD on dangerous riding, jumping from a standstill, riding a tired horse.

Cross-country case studies.

10:00 – 12:00 General Wrap Up

Closed book test on the rules expected to be known by all participants.

Discussion of the rules, including reviewing the test.

Exercises on problem solving.

Concluding remarks for Judges and TDs

**Schedule for Sunday Afternoon
For Eventing CDs**

An afternoon session that includes:

1:00 – 5:00 Course Design Exercise

Practical exercises for course designers.

Discussion of construction techniques.

Discussion of frangible technology.

Concluding remarks for Course Designers.

Continuing Education Courses USEF Eventing Judges, Technical Delegates, and Course Designers

Summary

Eventing Judges – Eventing Judges will need to plan to attend on Friday (all day), Saturday (all day), and Sunday (morning), and will need to allow time to complete the written cross-country course evaluation. An Eventing Judge who also holds a license as a USEF Dressage Judge, and who has attended a Dressage CEC, within the current or previous year, may apply for a waiver from the LCO to not attend the Friday session.

Eventing Technical Delegates – Eventing Technical Delegates will need to plan to attend on Saturday (all day) and Sunday (morning), and will need to allow time to complete the written cross-country course evaluation.

Eventing Course Designers – Eventing Course Designers will need to plan to attend on Saturday (afternoon) and Sunday (all day), and will need to allow time to complete the written cross-country course evaluation.

Levels of Focus of Continuing Education Courses – Courses for recorded (“r”) officials will focus on the Beginner Novice through Preliminary levels. Courses for Registered (“R”) officials will focus on the Preliminary through Advanced levels.

Course Credits and Exceptions – Because of the need to have a different focus, credit will not be given to an “R” official attending an “r” course, or to an “r” official attending an “R” course.

The only exception permitted is for an Eventing Official who holds both “R” and “r” Eventing Licenses. Such officials must attend a CEC for “R” officials. They may attend and receive credit for that portion of the “R” CEC needed for their “r” license. For example, an official who is an “R” TD and an “r” Judge may attend the “R” Dressage Judging session on Friday. For example, an official who is an “R” TD and an “r” CD may attend the “R” course design session on Sunday afternoon. For this one exception, it is not necessary for the official to request a waiver from the LOC.

DRESSAGE SECTION

Section Structure

The Dressage Section is for candidates to become Recorded “r” Eventing judges who do not already have a Dressage judges license.

The Dressage Section consists of two training sessions, independent study, and apprenticing. It will use lectures, discussions, and practical exercises to demonstrate the work of a licensed judge during the dressage test.

The first training session of four days shall be conducted at a site with classroom and riding facilities. There will be lectures, discussions, and demonstrations. It shall be conducted by at least one Eventing judge with an “R” status, as well as a USDF or USEF Dressage Examiner.

The second training session of two days may be organized in conjunction with a dressage phase of a licensed competition or with demonstration rides. It shall be conducted by two different judges, each with an “R” status, one Eventing judge and one Dressage judge.

The independent study and the apprenticing shall be carried out individually by the candidate.

USDF L graduates are not required to complete the training sessions or Independent study of the Dressage Section of the Training Program, but must complete all apprenticing requirements and take the final examination.

Section Objectives

The objective is to produce competent and knowledgeable officials at the Novice, Training and Preliminary levels, with the education necessary to perform the work of a licensed judge during the dressage test of a licensed event, including:

- An understanding of the current USEF Rules associated with the duties, responsibilities, and standards required of a licensed official.
- An understanding of the methodology of dressage judging, including the responsibilities of the judge during tests.
- An understanding of the levels, including the standards of training and performance expected of horses and competitors appropriate to the Novice, Training, and Preliminary levels.
- An understanding of the dressage rules, including the definitions of gaits and paces, movements, and figures.
- An understanding of the relationships and responsibilities of the judge, technical delegate, other officials, organizer, and competitors.

USEA Training Program for Eventing Officials

Dressage – First Training Session – Four Days

1. Roles and Responsibilities of Eventing Officials
 - A. Standard Required of an Official
 - B. Working as a Team
 - C. Anticipating and Resolving Problems
 - D. Technicalities associated with the Role – Travel Concerns, Contracts, etc.

2. Theory of Judging
 - A. Basics
 - B. Training Scale
 - C. Biomechanics
 - D. Gaits and Paces

3. Methodology
 - A. Definition of scores and use of scale
 - B. Essence of movement
 - C. Modifiers
 - D. Arriving at consistent scores
 - E. Relationship between comments and scores
 - R. Errors, corrections and use of voice

4. Collective Marks and Basics
 - A. Gaits
 - B. Impulsion
 - C. Submission
 - D. Rider
 - E. What Correct Basics must be observed

5. Judging Criteria
 - A. Criteria of Levels
 - B. Movements and Figures
 - C. Test sheets and directives
 - D. Use of diagrams
 - E. Glossary

Dressage – Independent Study

Each candidate is responsible for completing the required independent study. It may be completed prior to or after the first training session. It must be completed before the second training session.

Each candidate makes arrangements to scribe for a total of four hours, and to sit with a Dressage judge for a total of eight hours. These studies should be with two or more judges during the dressage test of a licensed competition. The tests should be at the Novice, Training, and Preliminary levels.

Each candidate must obtain prior permission from the competition organizers and the judges in advance of the competition dates. Each candidate must bring a copy of the form provided by the USEF to verify independent study. The form shall be signed by the judge and returned to the USEF.

Dressage – Second Training Session – Two Days

This session consists of judging tests at the Novice, Training, and Preliminary levels. At convenient intervals, the instructors will discuss scores and comments with individual candidates or with the group.

USEA Training Program for Eventing Officials

Dressage – Apprenticing

Each candidate is responsible for completing the required apprenticing. Each candidate must attend the second training session prior to apprenticing.

Each candidate makes his or her own arrangements to apprentice with at least four different licensed Eventing or Dressage judges for a minimum of 75 dressage tests. The apprenticeships must take place at a minimum of two separate competitions, and include a total of at least fifteen tests each at the Novice, Training, and Preliminary levels.

Each candidate must obtain prior permission from each competition organizer and judge in advance of the proposed competitions. Each candidate must bring a copy of the USEF apprentice evaluation form, for the judge to sign and return to USEF.

In order for the judge to compare and discuss his or her own scoring and comments with those of the apprentice, it is necessary to make copies of the judge's score sheets. The apprentice should provide his or her own scribe.

Dressage – General Information

Following successful completion of the training sessions of the Dressage Section, participants will be issued a certificate of attendance.

Candidates should bring to all training sessions and to the final examination:

- USEF Rule Book sections: General Rules, Eventing Rules, Dressage Rules
- FEI Rules for Dressage
- Copies of the Novice, Training, and Preliminary level dressage tests
- Clipboards, notebooks, pen/pencils, and calculator

Suggested Resource Materials:

- FEI Dressage Handbook/Guidelines for Judging
- USEF Dressage Tests for Horse Trials (Novice through Preliminary)
- USDF Glossary of Dressage Judging Terms
- The Principles of Riding (Official Instruction Handbook, German FN)
- Advanced Techniques of Riding (Official Instruction Handbook, German FN)
- Advanced Techniques of Dressage (Official Instruction Handbook, German FN)
- Riding Logic, Wilhelm Museler
- The View from C, Dr. Dietmar Specht

JUMPING SECTION

Section Structure

The Jumping Section is for candidates to become Recorded “r” Eventing judges who do not already have an Eventing technical delegate or a jumper judges license. It is also for candidates to become Recorded “T” Eventing technical delegates who do not already have an Eventing judges license.

The Jumping Section consists of a training session, independent study, and apprenticing. It will use lectures, discussions, and practical exercises to demonstrate the work of a licensed judge or technical delegate during the jumping test.

The training session of two and one half days shall be conducted in conjunction with a licensed competition where it is possible to evaluate and observe several different levels. There is to be classroom work, course evaluations, and practice judging. It shall be conducted by an Eventing judge and an Eventing technical delegate, both with “R” status.

The independent study and the apprenticing shall be carried out individually by the candidate.

Section Objectives

The objective is to produce competent and knowledgeable officials at the Novice, Training, and Preliminary levels, with the education necessary to perform the work of a licensed judge or technical delegate during the jumping test of a licensed event, including:

- An understanding of the current USEF Rules associated with the duties, responsibilities, and standards required of a licensed official.
- An understanding of the theory of jumping course design, including the construction of various obstacles, and the technical and safety aspects appropriate for each level of competition.
- An understanding of the responsibilities of inspecting and approving each course, obtaining accurate obstacle specifications, using proper measuring devices and the actual measurement of the track, and validating the course map for competition.
- An understanding of the methodology of judging the jumping test.
- An understanding of the timing and scoring of the jumping test.
- An understanding of stewarding the jumper practice and warm up obstacles.
- An understanding of the relationships and responsibilities of the judge, technical delegate, course designer, jumping course designer, organizer, and competitors.

USEA Training Program for Eventing Officials

Jumping – Training Session – Two & One Half Days

1. Introduction
2. Roles and Responsibilities of Eventing Officials
 - A. Standard Required of an Official
 - B. Working as a Team
 - C. Anticipating and Resolving Problems
 - D. Technicalities associated with the Role – Travel Concerns, Contracts, etc.
3. Theory of Judging
 - A. Definitions of Faults
 - B. Use of the Bell
 - C. Timing
 - D. Time Corrections
4. Practice Judging

This portion will include discussion, observation and practice judging of several different levels of competition. It may also include use of the USEA's video *Judging Stadium Jumping*.
5. Warming Up
 - A. Size, Obstacles, Flagging
 - B. "Rapping" and Other Rule Violations
 - C. Briefing Stewards of the Warm Up Areas
6. Theory of Show Jumping Course Design and Course Evaluation
 - A. Track and Placement of Obstacles
 - B. Appropriate Obstacles, Equipment, Dimensions
 - C. Related Distances
 - D. Use of Options
 - E. Effects of Terrain and Footing
7. Evaluating and Approving Courses
 - A. Is the Course Legal, Correctly Built and Marked?
 - B. Is the Course Appropriate for the Level?
 - C. Is the Course Diagram Complete and Correct?
 - D. Measuring the Obstacles and the Track
 - E. Suggested vs. Mandatory Changes
8. Conclusion

USEA Training Program for Eventing Officials

Jumping – Independent Study

Each candidate is responsible for completing the required independent study. It should be completed prior to the training session.

Each candidate makes his or her own arrangements to sit with an Eventing or Jumper judge during the jumping test of a licensed competition for a total of at least four hours. The candidate may serve as the judge's secretary or as an auxiliary timer, provided that such service is performed at the judge's side.

Each candidate must obtain prior permission from the competition organizer and the judge in advance of the competition date. Each candidate must bring a copy of the form provided by the USEF to verify independent study. The form shall be signed by the judge and returned to the USEF.

Jumping – Apprenticing

Each candidate is responsible for completing the required apprenticing. Each candidate must attend the training session prior to apprenticing.

Each candidate makes his or her own arrangements to apprentice with at least two different licensed Eventing or Jumper judges for a minimum of eight total hours. The apprenticeships must take place at a minimum of two separate competitions.

Each candidate must obtain prior permission from each competition organizer and judge in advance of the proposed competitions. Each candidate must bring a copy of the USEF apprentice evaluation form, for the judge to sign and return to the USEF.

Jumping – General Information

Upon successful completion of the training session of the Jumping Section, each participant will be issued a certificate of attendance.

Candidates should bring to all training sessions and to the final examination:

- USEF Rule Book sections: General Rules and Eventing Rules
- Notebooks, pens, pencils, and a battery-operated calculator
- Long measuring tape (100 ft.), short tape (8 ft.), and measuring wheel

Suggested Resource Materials:

- FEI General Regulations
- FEI Rules for Eventing
- FEI Rules for Jumping
- FEI Memorandum (Aide Memoire) for Eventing
- FEI Memorandum (Aide Memoire) for Jumping
- FEI Manual for Stewards
- “The Basics of Show Jumping Course Design for Combined Training,” Sally Ike

CROSS COUNTRY SECTION

Section Structure

The Cross Country Section is for candidates to become Recorded “r” Eventing judges who do not already have an Eventing Technical Delegates license. It is also for candidates to become Recorded “r” Eventing Technical Delegates.

The Cross Country Section consists of a training session, independent study, and apprenticing. It will use lectures, discussions, and practical exercises to demonstrate the work of a licensed judge or technical delegate during the cross country test.

The training session of two and one half days shall be conducted in conjunction with a licensed competition that is within easy travel to a second cross-country course. At least one of the courses must be at the Preliminary level, and at least one must be at the Novice or Training level. There is to be classroom work as well as cross-country course walks. To be conducted by an Eventing Technical Delegate and an Eventing judge, both with “R” status.

The independent study and the apprenticing are to be carried out individually by the candidate.

Section Objectives

The objective of the Cross Country Section is to produce competent and knowledgeable officials at the Novice, Training, and Preliminary levels, with the education necessary to perform the work of a licensed judge or technical delegate during the cross country test of a licensed event, including:

- An understanding of the current USEF Rules associated with the duties, responsibilities, and standards required of a licensed official.
- An understanding of the timing and scoring of the cross country test, as well as the marking and judging of cross-country obstacles.
- An understanding of the evaluation of a course, including the ability to evaluate the sequence and appropriateness of obstacles, flow of the track, and the use of terrain.
- An understanding of the responsibilities of inspecting and approving each course, including measuring each obstacle as well as the length of each track, and validating the course map for competition.
- An understanding of potential footing and weather-related problems which affect cross country courses, and the methods of dealing with them.
- An understanding of the relevant aspects of event management.
- An understanding of the relationships and responsibilities of the judge, technical delegate, course designer, course builder, organizer, and competitors.

USEA Training Program for Eventing Officials

Cross Country – Training Session – Two & One Half Days

1. Roles and Responsibilities of Eventing Officials
 - A. Standard Required of an Official
 - B. Working as a Team
 - C. Importance of an Eventing Official to always be on course
 - D. Anticipating and Resolving Problems
 - E. Technicalities associated with the role – Travel Concerns, Contracts, etc.
2. Cross-Country Officiating
 - A. Dealing with Footing and/or Weather Problems
 - B. Inquiries, Protests, and Appeals
 - C. Charges and Abuse
 - D. Identifying and dealing with dangerous riding
 - E. Briefings of fence judges, timers, safety crew, bit and warm-up stewards, etc.
 - F. Dealing with Medical or Veterinary Emergencies
 1. Crisis management Plan
 2. Communication with Safety Officer and EMTs
 3. Press Releases
 4. Handling Press and Local officials
3. Cross Country Course Evaluating
 - A. Obstacles – Appropriate Questions, Appropriate Places
 - B. Striding – Combinations and Related Obstacles
 - C. The Use and Flagging of Options and Alternatives
 - D. The Impact of Terrain
 - E. The Impact of Weather
 - F. Emergency Access
 - G. Staking Portables
 - H. Correct Placement of Portables
4. Footing Management
 - A. Long Term Preparations
 - B. Maintenance of Good Footing
5. Course Evaluations – Pre-Event Inspection
 - A. Measuring Obstacles
 - B. Measuring the Track
 - C. Suggested vs. Mandatory Changes
 - D. Suggested speed considering terrain and number of combinations
6. Course Evaluations – Underlying Considerations
 - A. Sequence of Obstacles – What is the Beginning, Middle, and End?
 - B. Sequence of Obstacles – Problems and Restorers of Confidence
 - C. Appropriate Questions at Each Level
 - D. The Track – How Does it Use the Terrain Available?
 - E. Distance and Number of Efforts
7. Additional Requirements for Technical Delegates
 - A. Technical Delegate's Checklist
 - B. Inspecting the Dressage Arena
 - C. Scheduling
 - D. Scoring and Timing
 - E. Stabling and Parking
 - F. Services – Food, Toilets, etc.
 - G. Paperwork
 1. Filling out of Cross Country Statistics on TD Form
 2. Course Advisor Reports.

USEA Training Program for Eventing Officials

Cross Country – Independent Study

Each candidate is responsible for completing the required independent study. All or part of this work may have been completed prior to being accepted into the Training Program, but must be documented on forms provided by the Licensed Officials Department of USEF.

Each candidate is required to at the least, assist as an active member of an organizing committee, if possible as the director or secretary. Each candidate is also required to work as a scorer, timer, or fence judge.

Cross Country – Apprenticing

Each candidate is responsible for completing the required apprenticing. A candidate may complete no more than two apprenticeships prior to attending the training session. A candidate must have completed at least two apprenticeships prior to taking the final examination.

Each candidate makes his or her own arrangements to apprentice with four different licensed Technical Delegates, two of whom must be rated “R”, at four different competitions. One apprenticeship must include the pre-event inspection for a competition. Each candidate must apprentice at least once at each level: BN, N, T, P.

Each candidate must obtain prior permission from each competition organizer and technical delegate in advance of the apprenticeship. Each candidate must bring a copies of the USEF apprentice verification and evaluation forms for the technical delegate to sign and return to the USEF.

Cross Country – General Information

Upon successful completion of the training session of the Cross Country Section, each participant will be issued a certificate of attendance.

Candidates should bring to all training sessions and the final examination:

- USEF Rule Book sections: General Rules and Eventing Rules
- Notebooks, pens, pencils and battery-operated calculator
- Measuring equipment: level, long measuring tape (100 ft), short tape (with standard & metric), and GPS.

Suggested Resource Materials:

- FEI General Regulations
- FEI Rules for Eventing
- FEI Memorandum (Aide Memoire) for Eventing
- FEI Manual for Stewards
- ABC's of Cross-Country Course Design and Construction, Sally O'Connor
- USEA Cross-Country Obstacle Design Guidelines

COURSE DESIGN SECTION

Section Structure

The Course Design Section is for all candidates to become Recorded “r” Eventing course designers.

The Course Design Section consists of a training session, independent study where applicable, and apprenticing. It will use lectures, discussions, and practical exercises to demonstrate the work of a licensed course designer at the Novice, Training, and Preliminary levels.

The training session of two and one half days shall be conducted at two licensed competition sites. At least one of the courses must be at the Preliminary level, and at least one must be at Novice or Training level. Some fence construction may be included. To be conducted by at least one Eventing Course Designer with “R” or FEI status.

The independent study and the apprenticing are to be carried out individually by the candidate with a “R” or FEI Course Designer.

Section Objectives

The objective is to produce competent and knowledgeable course designers at the Novice, Training, and Preliminary levels, with the education necessary to perform the work of a licensed course designer at a licensed event, including:

- An understanding of the current USEF Rules associated with the duties, responsibilities, and standards required of a licensed course designer.
- An understanding of the timing and scoring of the cross country test, as well as the marking and judging of cross-country obstacles.
- An understanding of the theory of course design, including the ability to evaluate the strengths and weaknesses of courses.
- An understanding of the design and construction of obstacles appropriate to a level, including the ability to design obstacles and layout tracks within the specifications for a level.
- An understanding of potential footing and weather-related problems which affect cross country courses, and the methods of dealing with them.
- An understanding of the course designer’s responsibility for the layout, design, and construction of the jumping test.
- An understanding of the course designer’s relationship with the ground jury, technical delegate, course adviser, organizer, and competitors.

USEA Training Program for Eventing Officials

Course Design – Training Session – Two & One Half Days

1. Introduction
2. The Role of the Course Designer
 - A. Common Requirements of all Officials
 - B. Matters in which all Officials will be Involved
 - C. The Layout of an Event Site
3. Cross Country Course Design
 - A. Requirements for Course Designers
 - B. Track Layout
 - C. Footing, Terrain and Emergency Access
 - D. The Selection of Appropriate Obstacles
 - E. What the Horse Perceives and the Use of Decoration
 - F. Spectators on the Course
 - G. Location of and facilities for Warm Up
4. The Jumping Test
 - A. Responsibility of the Course Designer
 - B. Working with a Jumping Course Designer
5. Practical Work – Obstacles
 - A. Obstacles – Appropriate Questions, Appropriate Places
 - B. Striding – Combinations and Related Obstacles
 - C. The Use of Options and Alternatives
 - D. The Impact of Terrain
 - E. The Impact of Poor Footing Conditions
 - F. Dealing with Weather – Preparation and Maintenance
 - G. Obstacle Construction
 - H. Guidelines for Use of Portables
6. Practical Work – Course Evaluation
 - A. Flow of Course – What is the Beginning, Middle, and End?
 - B. The Track – How Does it Use the Terrain Available?
 - C. The Obstacles – Are they appropriate? Are they in a logical sequence?
7. Practical Exercise – Obstacle Location and Design of Obstacles
Design Exercise at Specified Level(s)
8. Conclusion

USEA Training Program for Eventing Officials

Course Design – Independent Study

Independent study is only required of those candidates who have not met the experience requirement. If a candidate has not been the course designer at a minimum of five horse trials that included the Training level, and/or if a candidate has not been the course designer at a minimum of two different sites, then independent study is required to supplement the candidate's background.

Each candidate needing independent study makes his or her own arrangements to work with two different licensed course designers on courses at the Training or Preliminary level. This work may be completed prior to or after the training session.

Each candidate must obtain prior permission from each competition organizer and course designer in advance of the proposed day(s) of work. Each candidate must bring a copy of the USEF verification form for independent study for the course designer to sign and return to the USEF.

Course Design – Apprenticing

Each candidate is responsible for completing the required apprenticing. Each candidate must attend the training session prior to apprenticing.

Each candidate makes his or her own arrangements to apprentice with two different licensed course designers for a total time of at least eight hours. One apprenticeship must take place during the design work on courses at the Preliminary and Intermediate levels. The second apprenticeship must take place during the design work on courses at the Novice and Training levels.

Each candidate must obtain prior permission from each competition organizer and course designer in advance of the proposed days of work. Each candidate must bring a copy of the USEF apprentice evaluation form for the course designer to sign and return to the USEF.

Course Design – General Information

Upon successful completion of the training session of the Course Design Section, each participant will be issued a certificate of attendance.

Candidates should bring to all training sessions and the final examination:

- USEF Rule Book sections: General Rules and Eventing Rules
- Notebooks, pens, pencils, and battery-operated calculator
- Long measuring tape (100 ft), short tape (25 ft), measuring wheel and/or GPS, 6 ft level, survey flags

Suggested Resource Materials:

- FEI General Regulations
- FEI Rules for Eventing
- FEI Memorandum (Aide Memoire) for Eventing
- ABC's of Cross-country Course Design and Construction, Sally O'Connor
- "The Basics of Show Jumping Course Design for Combined Training," Sally Ike
- USEA Cross-Country Obstacle Design Guidelines

ADVANCED DRESSAGE SECTION

Section Structure

The Advanced Dressage Section is for Recorded “r” Eventing judges who are candidates to gain Registered “R” status.

If the number of candidates warrant, it consists of a training session of two and one half days, using lectures, discussions, and practical exercises to demonstrate the work of a licensed judge during dressage tests at higher levels. It shall be conducted at a site with classroom and riding facilities that is near the site of a higher-level competition, preferably one with intermediate, advanced, and FEI competitions. To be conducted by an FEI Eventing judge and an “S” Dressage judge.

If there are only a few candidates, it will consist of independent study approved by the USEA Officials Committee.

Section Objectives

The objective is to produce competent and knowledgeable officials at the intermediate and advanced levels, as well as at FEI one and two star competitions, with the education necessary to perform the work of a licensed judge at a licensed event, including:

- An understanding of the current USEF Rules associated with the duties, responsibilities, and standards required of a licensed official.
- An understanding of the levels, including the standards of training and performance expected of horses and competitors at the intermediate and advanced levels.
- An understanding of the required rhythm, suppleness, acceptance of bridle, impulsion, straightness, and collection appropriate to the levels.
- An understanding of the current FEI Rules for Eventing and for Dressage, including the standards for Dressage at the one and two star levels.

USEA Training Program for Eventing Officials

Advanced Dressage – Training Session – Two & One Half Days

1. Theory of Dressage Judging
 - A. USEF and FEI Rules
 - B. Criteria of New Paces, Movements, and Figures
 - C. Recognizing Correct Basics at Higher Levels
 - D. Vocabulary – Remarks for Intermediate and Advanced Movements
2. Discussion of the Tests
 - A. Intermediate and Advanced Tests
 - B. CCI and CIC Tests
3. Judging Exercises, in which Riders Perform Selected Test Movements or Ride Complete Tests
 - A. Evaluating Collected, Medium, and Extended Paces
 - B. Evaluating Individual Movements
 - C. Evaluating Collective Marks
4. Practice Judging (candidates are encouraged to bring their own scribes)

Advanced Dressage – General Information

Following successful completion of the training session on Advanced Dressage, participants will be issued a certificate of attendance.

Participants must bring to the training session:

- USEF Rule Book: General Rules, Eventing Rules and Dressage Rules
- FEI Rules for Eventing
- FEI Rules for Dressage
- FEI Memorandum (Aide Memoire) for Eventing
- USEF Dressage Tests for Horse Trials
- FEI CCI and CIC Eventing Dressage Tests
- Clipboards, notebooks, pen/pencils, and calculator

Suggested Resource Materials:

- FEI Dressage Handbook/Guidelines for Judging
- USDF Glossary of Dressage Judging Terms
- The Principles of Riding (Official Instruction Handbook, German FN)
- Advanced Techniques of Riding (Official Instruction Handbook, German FN)
- Advanced Techniques of Dressage (Official Instruction Handbook, German FN)
- Riding Logic, Wilhelm Museler
- The View from C, Dr. Dietmar Specht

ADVANCED COURSE EVALUATION SECTION

Section Structure

The Advanced Course Evaluation Section is for Recorded “r” Eventing judges and technical delegates who are candidates to gain Registered “R” status.

If the number of candidates warrant, it consists of a training session of two and one half days, using lectures and discussions, as well as course evaluations. It shall be conducted at the sites of two licensed competitions, a horse trial and a three day event. The horse trial courses must be at the intermediate and advanced levels. The three day event may be at any level. Jumping courses will also be discussed. To be conducted by an Eventing technical delegate and an Eventing judge, both with “R” status.

If there are only a few candidates, it will consist of independent study approved by the USEA Officials Committee.

Section Objectives

The objective is to produce competent and knowledgeable officials at the intermediate and advanced levels, as well as at FEI one and two star competitions, with the education necessary to perform the work of a licensed judge or technical delegate at a licensed event, including:

- An understanding of the current USEF Rules associated with the duties, responsibilities, and standards required of a licensed official.
- An understanding of the evaluation of higher level cross-country courses, including the ability to evaluate the sequence and appropriateness of obstacles, flow of the track, and the use of terrain.
- An understanding of the evaluation of higher level jumping courses, including the ability to evaluate the appropriateness of the level and the increasing technicalities of the test.
- An understanding of the footing preparations and maintenance that is necessary for the speeds required at higher level competitions.
- An understanding of current FEI Rules for Eventing, including the standards of one and two star CIC’s and CCI’s.
- An understanding of the four phases of the cross-country test of a three day event, including recent changes to the standards.

USEA Training Program for Eventing Officials

Advanced Course Evaluation – Training Session – Two and One Half Days

1. Introduction
2. Cross-Country Courses
 - A. Cross-Country Obstacle Guidelines
 - B. Expectations at CIC's and CCI's
3. Jumping Courses
 - A. Trends in Technical Requirements
 - B. Appropriate Questions and Distances
4. Course Inspection
 - A. Appropriateness, Technical Aspects
 - B. Sequence, Flow, Use of Terrain
 - C. Footing Management
5. Practical Exercise – Evaluation of Course
6. Three Day Event
 - A. Logistics of Phases A, B, and C
 - B. Steeplechase Tracks and Obstacles
 - C. Cross-Country Course Inspection
7. Conclusion

Advanced Course Evaluation – General Information

Following successful completion of the training session on Advanced Course Evaluation, participants will be issued a certificate of attendance.

Candidates should bring to the training session:

- USEF Rule Book, sections: General Rules (Chapters I-XV) and Eventing
- FEI Rules for Eventing
- FEI Memorandum (Aide Memoire) for Eventing
- Notebooks, pens/pencils

Suggested Resource Materials:

- FEI General Regulations
- FEI Rules for Jumping
- FEI Memorandum (Aide Memoire) for Jumping
- “Basics of Show Jumping Course Design for Combined Training,” Sally Ike



United States Equestrian Federation Forms for Independent Study/Apprenticing Training Programs for Eventing Officials

FORMS ATTACHED:

- Apprentice Evaluation Dressage
- Verification of Independent Study Dressage Sitting/Scribing
- Tabulation Dressage Apprentice Judging
- Apprentice Evaluation Cross Country
- Verification of Independent Study Cross Country
- Apprentice Evaluation Jumper
- Verification of Independent Study Jumper
- Apprentice Evaluation Course Designer/Course Advisor
- Program Confirmation of Completion and References.

GENERAL INFORMATION:

After contacting event management for permission, the candidate must obtain consent from the Eventing official with whom he/she will be working. There is no limit to the number of times an individual may apprentice. Evaluation forms are to be completed and returned to the USEF Licensed Officials Department by the licensed official.

Failure to obtain permission from the competition management and from the official in advance of the competition may result in refusal by competition management or the licensed official to grant permission or the official may already have given permission to another candidate. Officials are strongly discouraged from working with more than one candidate per day. Also, please remember that the presiding official is under no obligation to perform this task. If you try to obtain permission by phone, do not expect the official in question to call back. It is best to ask for permission by mail or email and to include a copy of your resume, a prepared answering card and a self-addressed and stamped envelope to return the card to you.

It is **your** responsibility to provide the attendance, evaluation and tabulation forms that must be completed by the official. The forms are attached and available from the USEF Licensed Officials Department. If the proper forms are not filled out and signed, the apprentice judging will not count towards your licensing.

DRESSAGE PHASE OF TRAINING PROGRAM

Be sure to explain to competition management that you will need a place for you and your scribe to sit on the short side, as near to “C” as is feasible, and that your presence will not disrupt the competition or affect the scoring. Bring your own chairs, if there is any protection from the weather, etc. You must provide for your own scribe and calculator. Apprentice judges may not work with more than one instructor judge per day so as not to interfere with the discussion time between instructor judge and apprentice judge.

In advance you must arrange for a meeting with your dressage judge for either the evening before or the morning of the dressage phase of the competition to discuss the technicalities of the apprentice judging. For example, which levels (and sections of levels) should be used, how the tabulation forms should be filled in and at what time the presiding judge wants to meet with you to discuss the results of the apprentice judging.

You must arrive at the competition WELL IN ADVANCE so that you have ample time to set up your table and chairs in a spot that does not disturb the horses before the session begins and to prepare your test sheets (with pencil, carbon paper and paper clips) with those for the scribe of the instructor judge. Your test sheets must be labeled with competitor’s name/number. If you and the judge have agreed that you will judge fewer rides than a complete section, be sure to discuss with the judge the appropriate time for you and your scribe to be able to depart. Until then you must remain there quietly with your scribe, table and chairs for the remainder of the section, even if you do not judge the entire section, in order to preserve the same conditions for all the riders in that section.

After the practical judging, you must score and tabulate your test sheets and obtain the official scores and placings of the class from the office or from the posted scores. You must fill out the tabulation forms as you have discussed with the instructor judge.

After studying the material, the instructor judge may give back to you all the score sheets for safe keeping or he/she may elect to take them home if there wasn’t sufficient time at the competition. If you want to have the test sheets returned to you, you must furnish a self-addressed stamped envelope of suitable size and ample postage.

Do not expect the instructor judge to chat and educate you during the competition. The competition may not be interrupted for any reason regarding the apprentice judging. The judge may, however, ask some questions during breaks or scratches pertaining to judging in general, specific movements, basics, methodology, etc.

United States Equestrian Federation, Inc.®
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Eventing Course Advisors Contact Information

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Hardwick, MA 01037
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Fax: (413) 477-0197
ccdcooper@aol.com

Derek di Grazia

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Captain Mark Phillips

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Cell: (908) 230 – 4521

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EVENTING APPRENTICE EVALUATION FORM

DRESSAGE

as required for Eventing 'r' & 'R' Judge Training Program

Confidential: Evaluator is to complete, sign, and return this form to the USEF Licensed Officials Department.

Name of Candidate (*print*): USEF #.....

Name of Official (*print*):

Competition name and date:

Competition location (city, state):

When working with a Dressage Judge:

Each Candidate must obtain prior permission from each competition organizer and official in advance of the proposed days of work. Each participant must bring a copy of the USEF apprentice evaluation form and an addressed envelope for the official to sign and return to USEF office.

Recorded (r) Status: Each Candidate makes his or her own arrangements to apprentice with at least 4 different licensed Dressage Judges for a minimum of 75 Dressage tests. The apprenticeship must take place at a minimum of two separate competitions and include a total of at least fifteen (15) tests each at the Novice, Training and Preliminary levels. Candidates cannot start apprenticing until completion of the second training session.

Registered (R) Status: Each Candidate makes his or her own arrangements to apprentice with two different Presidents of the Ground Jury of horse trials at the Intermediate Level or higher and with a President of a Ground Jury of a CCN or CCI.

Number of hours candidate apprenticed: _____

Levels of courses apprenticed: _____

Comments on the candidate: _____

Recommendation to the Licensed Officials Committee: _____

Signature: _____ Date: _____

Name of Candidate (*print*): USEF #.....

Rate the candidate as Excellent, Above Average, Average, Below Average or N/A if Not Applicable # of Rides:

- ◆ Candidate understands criteria of Novice level _____
 - ◆ Candidate understands criteria of Training level _____
 - ◆ Candidate understands criteria of Preliminary level _____
 - ◆ Candidate understands criteria of Intermediate level _____
 - ◆ Candidate understands criteria of Advanced level _____
 - ◆ Judicial temperament to officiate _____
 - ◆ Attitude towards competitors _____
 - ◆ Impartiality in rendering decisions _____
 - ◆ Candidate is cooperative and willing to learn _____
 - ◆ Placement of riders within each class _____
 - ◆ Ability to give marks appropriate to comments _____
 - ◆ Addresses the essence of each movement _____
 - ◆ Ability to evaluate basics _____
 - ◆ Ability to evaluate components of collective marks _____
 - ◆ Knowledge of rules _____
 - ◆ Interpretation of rules _____
- ◆ Scores of candidate generally were: High_____ Within standard_____ Low_____

Additional Comments

Note to Official: Be sure to attach to this Evaluation Form the candidate's tabulation forms (showing the candidate's placings in the classes judged and the placings of the official).

United States Equestrian Federation, Inc. ®
4047 Iron Works Parkway Lexington, Ky 40511
Phone (859) 258-2472 Fax (859) 231-6662



**VERIFICATION OF INDEPENDENT STUDY
DRESSAGE SCRIBING AND SITTING**

as required for Eventing 'r' & 'R' Judge Training Program

Note to presiding judge:

Please enter the number of tests during which the candidate was with you, the approximate elapsed time and return it to the apprentice. This form is to be submitted to the USEF office once all program requirements are met. sign the form, and return the form to the candidate.

Name of Candidate (*print*):

Name of Official (*print*):

Competition name and Date:

Competition location (city, state):

Please enter the number of tests and approximate elapsed time in hours:minutes (eg, 0:40)

<u>LEVEL</u>	<u>TEST</u>	<u># of Tests</u>	<u>Sat/Scribed</u>	<u>elapsed time</u>
NOVICE		_____	_____	_____
TRAINING		_____	_____	_____
PRELIMINARY		_____	_____	_____
INTERMEDIATE		_____	_____	_____
ADVANCED		_____	_____	_____

Any comments or observations about the candidate (optional):

.....
.....
.....

I hereby verify the above stated information.

Signature of Official: _____ Date: _____



TABULATION FORM – DRESSAGE APPRENTICE JUDGING

Name of Competition _____ Date of Show _____

Name of Applicant _____ Member # _____

Official _____

	/		/		/		/		/		/		/	
1 st place														
2 nd place														
3 rd place														
4 th place														
5 th place														
6 th place														
7 th place														
8 th place														



EVENTING APPRENTICE EVALUATION FORM

COURSE DESIGNER/COURSE ADVISOR

As required for Eventing 'r' and 'R' Training Program

Confidential: Course Designer/Advisor is to complete, sign, and return this form to the USEF Licensed Officials Department.

Name of Candidate (*print*): USEF #.....

Name of Course Designer/Advisor (*print*):

Competition name:

Date:

Competition location (city, state):

When working with a Course Designer or Course Advisor:

Each Candidate must obtain prior permission from each competition organizer and course designer in advance of the proposed days of work. Each participant must bring a copy of the USEF apprentice evaluation form and an addressed envelope for the course designer to sign and return to USEF office.

Recorded (r) Status: Each Candidate makes his or her own arrangements to apprentice with Licensed Course Designers for a total of 8 hours. One apprenticeship must take place during the design work on courses at the Preliminary and Intermediate levels. The second apprenticeship must take place during the design work on courses at the Novice and Training levels.

Registered (R) Status: Each Candidate makes his or her own arrangements to apprentice with two different licensed Course Designers at horse trials at the Intermediate level or higher and with a Course Designer of a CCN or CCI. If not already holding 'R' status as a Judge or Technical Delegate, the Candidate must also apprentice with one of the US Course Advisors.

Number of hours candidate apprenticed: _____

Levels of courses apprenticed: _____

Comments on the candidate: _____

Recommendation to the Licensed Officials Committee: _____

Signature: _____ Date: _____

Name of Candidate (*print*): USEF #.....

Competition name:

Rate the candidate as Excellent, Above Average, Average, Below Average or N/A if Not Applicable

Understands the theory of course design, including the ability to evaluate the strengths and weaknesses of courses and the differences in the levels _____

Understanding footing management—evaluation and management of footing, ‘safe’ footing, impact of poor footing conditions, dealing with weather-preparation and maintenance _____

Understands overall site layout, integration of all aspects of venue site, logistics, emergency access, spectator and vehicular traffic, warm up facilities, etc. _____

Understands how to evaluate courses (including six-week pre-inspection): Measurement of fences and/or track, suggested vs. mandatory changes, completion of paperwork. _____

Understands cross country track layout, flow of course, the use of terrain, logical sequence of obstacles and suitability for level and calendar date for area _____

Understands ‘decorations’—what the horse perceives and use on course _____

Understands and is able to demonstrate the proper use of frangible fences - types, appropriate use, correct installation of pins _____

Understands the use of options and alternatives, flagging and judging concerns with each _____

Understands guidelines for use of portable fences, proper staking, striding-combinations and related distances _____

Understands timing and scoring of the cross country phase _____

Understands the concepts of how each obstacle is constructed and is able to communicate with the course designer and course builders regarding modifications and methods of repair. _____

Understands the rules for Cross-Country and Judging: Weather and footing problems, cancellation of phase, elimination of fence, holds on course, inquiry, protest, appeal, briefings at competition, ,medical and veterinary emergencies. _____

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EVENTING APPRENTICE EVALUATION FORM

CROSS COUNTRY

as required for Eventing 'r' & 'R' Judge & TD Training Program

Confidential: Evaluator is to complete, sign, and return this form to the USEF Licensed Officials Department.

Name of Candidate (print): USEF #.....

Name of Judge (print):

Competition name:

Date:

Competition location (city, state):

Number of Hours apprenticed:

Each Candidate must obtain prior permission from each competition organizer and official in advance of the proposed days of work. Each participant must bring a copy of the USEF apprentice evaluation form and an addressed envelope for the official to sign and return to USEF office.

Recorded (r) Status: Each Candidate makes his or her own arrangements to apprentice with four different licensed Technical Delegates, two of whom must be rated 'R' at four different competitions. Each candidate must apprentice at least once at each level: BN, N, T, P.

Registered (R) Status: Each Candidate makes his or her own arrangements to apprentice with two different 'R' Course Designers at horse trials at the Intermediate level or higher and with a Course Designer of a CCN or CCI. If not already holding 'R' status as a Judge or Technical Delegate, the Candidate must also apprentice with one of the US Course Advisors.

Comments on the candidate _____

Recommendation to the Licensed Officials Committee _____

Signature: _____ Date: _____

Rate the candidate as Excellent, Above Average, Average, Below Average or N/A if Not Applicable

1) Understanding Theory of Course Design, including:

- a) Appropriateness for level of competition _____
 - i. Novice _____
 - ii. Training _____
 - iii. Preliminary _____
 - iv. Intermediate _____
 - v. Advanced _____

Name of Candidate (*print*): USEF #.....

- b) Types of fences and construction _____
- c) Flow of course and effects of terrain _____
- d) Fences with options _____
- e) Safety _____
- 2) Understanding Footing Management:
 - a) Evaluation and control of footing _____
 - b) Safe footing _____
 - c) Coordination with course builder, organizer _____
- 3) Evaluation of Course at each level (including 6-week pre-inspection):
 - a) Measurement of fences _____
 - b) Measurement of track _____
 - c) Suggested vs. mandatory changes _____
 - d) Completion of paperwork _____
 - e) Awareness of trouble spots _____
- 4) Rules for Cross-country and Judging:
 - a) Knowledge and ability to interpret _____
 - b) Weather and footing problems _____
 - c) Cancellation of phase _____
 - d) Elimination of fence _____
 - e) Holds on course _____
 - f) Inquiry, Protest, Appeal _____
 - g) Briefings at competition _____
 - h) Medical and veterinary emergencies _____
- 5) Roles and Responsibilities of Eventing Officials:
 - a) Judgement in answering questions _____
 - b) Judicial temperament to officiate _____
 - c) Standard of conduct of officials _____
 - d) Relationship between Course Designer, TD, and GJ _____
 - e) "Spirit of the Sport" _____
 - f) Dispute prevention and resolution _____
- 6) General:
 - a) Interest in job _____
 - b) Organization _____
 - c) Ability to express ideas _____
 - d) Sensitivity to safety _____
 - e) Manner with competitors _____
 - f) Manner with other officials _____
 - g) Manner with organizer _____
 - h) Co-operative and willing to learn _____



VERIFICATION OF INDEPENDENT STUDY

CROSS COUNTRY

as required for Eventing 'r' Judge & TD Training Program

The Cross Country Training Program requires that the applicant serve as an active member of an organizing committee, possibly as the director or secretary. Each Candidate is also required to work as a scorer, timer or fence judge. Indicate below in what capacity the Candidate served at the competition, the number of rides and the approximate elapsed time. Please sign the form, and return it to the apprentice. This form is to be submitted to the USEF office once all program requirements are met.

Name of Candidate (*print*):

Name of Competition Manager (*print*):

Competition name and Date:

Competition location (city, state):

Duties at Competitions:

Please enter the number of rides and approximate elapsed time in hours: minutes (eg, 0:40)

<u>LEVEL</u>	<u># of Rides</u>	<u>elapsed time</u>
NOVICE	_____	_____
TRAINING	_____	_____
PRELIMINARY	_____	_____

Any comments or observations about the candidate (optional):
.....
.....
.....
.....

I hereby verify the above stated information.

Signature of Competition Manager: _____ Date: _____



EVENTING APPRENTICE EVALUATION FORM

JUMPING

as required for Eventing 'r' & 'R' Judge & TD Training Program

Confidential: Evaluator is to complete, sign, and return this form to the USEF Licensed Officials Department.

Name of Candidate (*print*): USEF #.....

Name of Judge (*print*):

Competition name:

Date:.....

Competition location (city, state):

Number of Hours apprenticed:

Each Candidate must obtain prior permission from each competition organizer and official in advance of the proposed days of work. Each participant must bring a copy of the USEF apprentice evaluation form and an addressed envelope for the official to sign and return to USEF office.

Recorded (r) Status: Each Candidate makes his or her own arrangements to apprentice with two different Licensed Eventing or Jumper Judges for a minimum of eight (8) total hours at a minimum of two competitions. One competition must offer Preliminary and one competition must offer Novice.

Registered (R) Status: Each Candidate makes his or her own arrangements to apprentice with two different 'R' Eventing or Jumper Judges for a minimum of eight (8) total hours at a minimum of two competitions at Intermediate level or higher.

Comments on the candidate: _____

Recommendation to the Licensed Officials Committee: _____

Signature: _____ Date: _____

Name of Candidate (*print*): USEF #

Rate the candidate as Excellent, Above Average, Average, Below Average or N/A if Not Applicable

- ◆ Candidate understands criteria of Novice level _____
- ◆ Candidate understands criteria of Training level _____
- ◆ Candidate understands criteria of Preliminary level _____
- ◆ Candidate understands criteria of Intermediate level _____
- ◆ Candidate understands criteria of Advanced level _____
- ◆ Understands theory of course design _____
- ◆ Ability to evaluate courses at each level _____
- ◆ Interest in job _____
- ◆ Organization _____
- ◆ Judicial temperament to officiate _____
- ◆ Candidate is cooperative and willing to learn _____
- ◆ Sensitivity to safety _____
- ◆ Manner with competitors _____
- ◆ Manner with other officials _____
- ◆ Manner with organizer _____
- ◆ Knowledge of rules _____
- ◆ Interpretation of rules _____
- ◆ Awareness of “trouble spots” _____
- ◆ Judgment in deciding questions _____

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VERIFICATION OF INDEPENDENT STUDY
JUMPING

required for Eventing 'r' Judge & TD Training Program

Note to presiding judge: The Jumper Training Program requires that the applicant sit with an Eventing Judge during the Jumping test of a licensed competition for a total of at least four (4) hours. The candidate may serve as the judge's secretary, or as an auxiliary timer, provided that such served is performed at the judge's side. Indicate below in what capacity the Candidate served at the competition, the number of rides and the approximate elapsed time. Please sign the form, and return it to the apprentice. This form is to be submitted to the USEF office once all program requirements are met.

Name of Candidate (*print*):

Name of Official (*print*):.....

Competition name and Date:

Competition location (city, state):

Duties at Competitions:.....

Please enter the number of rides and approximate elapsed time in hours:minutes (eg, 0:40)

<u>LEVEL</u>	<u># of Rides</u>	<u>elapsed time</u>
NOVICE	_____	_____
TRAINING	_____	_____
PRELIMINARY	_____	_____
INTERMEDIATE	_____	_____
ADVANCED	_____	_____

Any comments or observations about the candidate (optional):

.....
.....
.....
.....

I hereby verify the above stated information.

Signature of Official: _____ Date: _____



Eventing Program Confirmation of Completion

I have completed the following program as outlined in the USEF/USEA Training Program.

Category:

- Judge
- Technical Delegate
- Course Designer

Level:

- recorded ('r')
- Registered ('R')

Name: _____ USEF Member #: _____

Address: _____

City: _____ State: _____ ZIP: _____

Telephone: _____ Fax: _____ Email: _____

Training Program Locations _____ Date _____

.....
.....

Exam Location Date.....

Apprentice requirements completed (list events, officials and dates):

.....
.....
.....
.....
.....

'r' Candidates: Independent Study requirements completed (list events, officials and dates):

.....
.....
.....
.....

Signature: _____ Date: _____

Please return this confirmation to:
United States Equestrian Federation, Inc.®
ATTN: Licensed Officials Department
4047 Iron Works Parkway Lexington, KY 40511
Phone: (859) 258-2472 Fax: (859) 231-6662

