



REQUIREMENTS FOR ENROLLMENT

Hunter, Hunter Seat Equitation,
Hunter Breeding and Jumper

Although the procedures for becoming a United States Equestrian Federation (USEF) licensed judge are outlined in Chapter 10, this guideline may help eliminate any confusion regarding the process.

Learner Permits: Those applying for Hunter, Hunter Seat Equitation, Hunter Breeding and Jumper licenses, who do not already hold a license in one of these divisions, must first apply for a Learner Judges Permit through the United States Equestrian Federation (USEF) Licensed Officials' Committee. If already licensed in one of these divisions a Learner Permit is not required before starting to Learner Judge (see below).

- All persons applying for a Learner Judges Permit must be a Senior Active member of USEF and at least 21 years of age.
- All persons applying must have been an active competitor as either a rider, trainer, handler, breeder, coach or official in these divisions at USEF licensed competitions within the last four years.
- The completed application form along with the \$60 fee must be returned to the USEF Licensed Officials' Department.
- No application will be considered unless and until 10 forms with an evaluation of the application are returned from members of the Federation, 3 of which should be from licensed officials or committee members. In the Jumper division at least two recommendations must be from 'R' Jumper judges. See 'Evaluations' below for further information.
- The applicant may not begin learner judging until the Licensed Officials' Committee approves the Learner Judges Permit application.
- The Learner Judges Permit is valid for three years from the date of issuance. Please refer to **GR1012** Learner Judge and **GR1059 through GR1063** for minimum requirements for 'r' status (also see below).
- A Learner Judges Permit will not be granted to anyone who has, in the sole opinion of the Licensed Officials Committee, insufficient experience in the division(s) applied for. If denied, the applicant may reapply after one year.

After receiving a learner permit:

Learner Judging: All must be completed within three years preceding application.

HUNTER (GR1059.3a) Complete six full days of learner judging at a minimum of two USEF Licensed competitions, under a minimum of two different USEF Registered Hunter judges. Applicants must Learner judge at least two complete "A" Rated Conformation Hunter Horse sections. Attendance at the Federation Hunter Breeding Clinic or learner judging one Hunter Breeding (Horse or Pony) section may substitute for one conformation section. These requirements must be fulfilled within a three-year period preceding application.

HUNTER SEAT EQUITATION: (GR1061.2a) Learner judge at least ten Equitation classes from the following list: Open Equitation, Federation Medal, Federation Pony Medal, Federation Adult Equitation, ASPCA Maclay, USET Talent Search or WIHS. Classes must be at a minimum of two Federation licensed competitions, under a minimum of two different Federation Registered Hunter Seat Equitation Judges. At least one competition must have "A" rated Hunter sections.

HUNTER BREEDING: (GR1060.2a) Learner judge at least three complete Hunter Breeding sections at three Federation licensed competitions under three different Federation Hunter Breeding judges. **Exception:** A Registered Hunter Judge with five or more years of judging experience may apply after learner judging two complete Hunter Breeding sections and/or serving as a Guest Judge at two licensed competitions.

JUMPERS: (GR1063.2a) Learner judge 40 classes including four full days in the Jumper Division with two different Registered Jumper judge at a minimum of four Federation Licensed competitions offering \$2,500 or more

in prize money in their Jumper Division. Learner judges must demonstrate to the Registered Jumper Judge their ability to keep a jumper scorecard and also to operate the timing equipment. In addition, applicants must pass a written examination with a mark of 85% or better, administered at the Federation Jumper Judges Clinic.

For all divisions:

- The learner judge must apply for a Learner Judge card for each individual competition through the USEF Licensed Officials Department.
- Permission will not be granted for more than one Learner judge to be in the ring at any one time.
- Remember that when learner judging, your learner judge's card application must be received by the Federation at least 14 days prior to the first day of the competition with the required fee of \$40. If the application is not received in the Federation office at least 14 days prior to the first day of the competition, learner status will not be granted. You must contact the competition manager and the senior official with whom you will be learner judging and get permission to learner judge at the competition (GR1012). Learner judges are advised to email or send a stamped self addressed return post card to the judge with whom they wish to work telling them the name of the show and requesting permission. Be prepared to send a resume of your experience within the division if requested.
- An approval card or email will be sent to you prior to the competition at which you are approved to serve as a learner judge. Included will be the Evaluation of a Learner Judge form that must be brought with you the day of the competition
- The day of the competition the Evaluation of a Learner Judge form should be given to the official with whom you learner with an envelope marked 'Confidential: Licensed Officials'. The official completes this form and submits it to the Federation office. Evaluation forms must be received from every official with whom you learner judge.
- See the enclosed Learner Judge Memorandum for additional information.

Clinic: Per **GR1059 to GR1063**, all persons applying for enrollment or re-enrollment must have attended a Federation judges' clinic for each license category within two years preceding application. Information regarding the dates and locations of clinics is published in **equestrian** and is also available on our website.

Once you have completed the above requirements, your application for 'r' status may be submitted to the USEF office. When your application, fee and required information is received, it will be processed to determine if all requirements have been met. When verified, questionnaire forms regarding your experience and abilities will be sent out by the USEF office to those people listed on your application.

Evaluations from References: 15 forms, with an evaluation of the applicant must be received. Of those, 8 must be recommendations received from licensed officials or members of the USEF Hunter and/or Jumper and the USHJA Officials Committee. *NOTE: Do not include members of the Licensed Officials Committee or the relevant breed/discipline committee in your list of reference as they will automatically receive your evaluation. (Committee lists are available on the website)*

- If the required number of questionnaires is received, your application will be presented to the Licensed Officials Committee for consideration. It is at that time that the Committee determines whether or not to grant recorded status. A letter notifying you of the Committee's decision will be sent within approximately two weeks after the Committee meets.
- If the required number of references is not received, you will be notified in writing to submit additional names and addresses to be used as references and your application will be held for one additional meeting. You may contact the Licensed Officials Department within one month of the meeting date to review the number of questionnaires returned.

The Licensed Officials Committee meets three times a year. Meeting and deadline dates for receiving applications in the Federation office and clinic dates are available on our website.

If you have any questions with regard to procedure, please contact the Licensed Officials Department.

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Learner Judge Memorandum

Thank you for your interest in becoming a judge with USEF. While the USEF Rulebook outlines the requirements for becoming a judge, the following is a guideline that covers some frequently asked questions.

1. Submitting the Learner Judge Card application:
 - A Learner Judge is an individual **Senior** Active Member, 21 years of age or over. (GR1012)
 - Permission will not be granted for more than one Learner Judge to be in a ring at any time. (Exception: Hunter, Hunter Seat Equitation, Hunter Breeding and Jumper)
 - The Learner Judge Card application must be:
 - Signed by the **Competition Manager** on record with the Federation office.
 - The **completed** application received in the Federation office a **minimum** of **14 days** prior to the first day of the competition. Learner Judge Card applications received prior to the competition, **but less than 14 days prior, will receive no credit.** *The following information must be included to be considered complete: the Learner Judge's Name and USEF Number, the Competition name and USEF number, the names of the judges who have agreed to work with the learner judge, which division(s) you wish to learner judge and the Competition Manager's signature (no other signature, ie secretary, show chair, etc, will be accepted). The Competition name and number as well as the Competition Manager of record can be located on the USEF website's Competition Calendar.*
 - Be accompanied by the required fee of \$40, **which is not refundable**
 - Applications can be faxed or mailed to the Federation office.
 - There is no limit to the number of times a person may be granted a Learner Judge's card.
2. In accordance with **GR1012**, be sure to contact both the Competition Manager and the Judge for permission to serve as a learner judge at the competition **prior** to submitting the Learner Judge Card application to the Federation office. Be prepared to tell them a little about your background and why you are interested in pursuing a judge's license. It is best to request permission from the authorized Judge and competition manager by sending an email or brief note, including a prepared answering card and a self-addressed, stamped envelope. Be sure to include your resume. Remember that Managers and Officials are not likely to return long distance phone calls.
3. When selecting competitions where you will be serving as a Learner Judge, the Licensed Officials Committee suggests that you select at least one competition outside of your immediate area. Hopefully, this will give you an opportunity to see different horses and riders.
4. While it is not specifically prohibited by the rules, the Licensed Officials Committee recommends that you do not learner judge with a family member.
5. Do not Learner Judge at a competition where you are already working in another capacity (announcer, gateperson, manager, member of competition management), unless you are serving as a judge in another division.
6. Do not plan on competing in the same competition at which you are a learner judge. Remember that the conflict of interest rules that apply to judges (GR1304 and GR1038) should also apply to Learner Judges.
7. Do not Learner Judge at a competition where clients or family members are competing.
8. Do not bring pets, friends or relatives with you when you are learner judging.

9. Dress appropriately and professionally, keeping in mind ring and possible weather conditions (sunscreen, raincoat, etc.). By dressing appropriately, you show respect for the officials, exhibitors and management who have afforded you an opportunity to be at their competition.
10. The judge is sharing his/her expertise with you. Comments he/she shares with you about the competition, entries or exhibitors are confidential and should not be repeated to anyone, either at or outside the competition.
11. Although you are not listed in the prize list, be prepared to assume the same responsibilities as a Licensed Official. Attend the competition for the entire day and demonstrate good judgement in your association with exhibitors at the competitions.
12. Don't ask the judge questions during the class unless he/she initiates the conversation. Remember, the judge's primary responsibility is to select the ribbon winners. An appropriate time to discuss the details of the class would be after the judge has turned in his/her card.
13. Using the prize list as a guide, prepare judging cards prior to the competition; including class specifications. It is not the duty of the competition secretary or the competition management to provide an extra set of cards for you.
14. Bring the following supplies with you to the competition:
 - Current USEF Rule Book, **including any published rule changes** (these are located on our website)
 - The Learner Judge Evaluation form (sent by USEF with confirmation that the Learner Judge Card is approved)
 - Clipboard, pens, pencils
 - Judge's cards
 - Any Affiliate handbook that may assist you (NRHA, AHA, etc)
15. Following the competition, send a written thank you to show management and to the judge.

Any further inquiries regarding Learner Judging can be directed to the Licensed Officials Department.

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