



## HUNTER COURSE DESIGNERS

Although the procedures for becoming a USEF licensed course designer are outlined in the rulebook under Chapter 10, this guideline may help eliminate any confusion regarding the process.

**Recorded (r) status:** To be eligible to apply for licensing as an 'r' Hunter Course Designer the following requirements must be met.

Requirements for enrollment into the 'r' program:

- a. Must have verifiable experience designing hunter/equitation courses at USEF "B", "C", Local and non-rated competitions
- b. Submit application for enrollment, along with appropriate fees, into the Program

The USEF Licensed Officials Committee will review the application and approve or decline for the Program, with input from the USHJA Course Designer's Task Force considered. The application may be reviewed either by a sub-committee, composed of a minimum of three members of the Licensed Officials Committee, or at a full meeting of the Committee

Requirements for 'r' status:

- a. The Apprentice must work at all competition days at a minimum of four USEF-licensed "A" or "AA" rated competitions assisting at least three different "R" Hunter Course Designers at three different locations within two years from the date of approval. Permission to apprentice must be obtained in advance from the Competition Managers and course designers
- b. At the beginning of each competition, the Apprentice must present the course designer with an evaluation form, which the course designer will complete and submit directly to the USEF following the competition

Prior to application, all applicants for "r" status must have attended an USEF Hunter Course Design Clinic.

**Registered (R) status:**

- a. Hold a Recorded 'r' Hunter Course Designer's license for at least two years (24 months)
- b. Have served as the official Hunter Course Designer of record at a minimum of five "A" or three "AA" horse shows during or within the previous two years

**All Applicants:** Must be an Active member in good standing with the USHJA.

**Equine Canada Licensed Hunter Course Designers:** Will be given the same status for the Federation.

Once you have completed the above requirements, your application 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, questionnaires regarding your experience and abilities will be sent out by the USEF office to those people listed by the applicant.

**Evaluations from References:** At least 10 questionnaires must be returned, 5 of which must be from relevant comparable discipline licensed judges, stewards, technical delegates, USEF Hunter and/or USHJA OE Committees. Staff automatically sends evaluations to every member of these Committees. *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. (the Committee lists are available on the USEF 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 course designer 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 are available on our website.

If you have any questions with regard to procedure, please contact the Licensed Officials Department at (859) 258-2472.

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