



## REQUIREMENTS FOR ENROLLMENT

### **Jumper Course Designer**

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

**Enrollment into Program:** To be eligible to apply for enrollment into the 'r' Jumper Course Designer Program the following requirements must be completed within the two years preceding application (see below for application requirements): (GR1064.2)

**Membership:** You must be at least USEF Senior Member and a USHJA Member, 21 years of age or over.

**Prerequisites:** Applicants must have assisted as a Jumper Course Designer at a minimum of 3 rating 1 or higher licensed competitions, under a minimum of two different 'R' or FEI Jumper Course Designers. Each Applicant must receive, in writing, from "R" Course Designer:

- Verification that the Applicant has assisted, throughout two or more days of competition with all aspects of course design and building.
- Verification that they believe that the Applicant has demonstrated the knowledge necessary to design suitable courses and be issued a "r" license by the Federation

Exemption from the apprenticing requirement will be given for any individual who has served as the Jumper Course Designer of record (listed in the prize list) at a minimum of 5 licensed Rating 1 or higher competitions within the previous 3 years.

Upon completion of the above, applicants must submit the 'r' Jumper Course Designer Training Program form to the USEF Licensed Officials Department. Upon receiving verification from the Licensed Officials Department that you have completed the prerequisites listed above, the applicant is eligible to complete the requirements for 'r' status.

**Requirements to obtain 'r' status:** To be eligible to apply for 'r' status, the following requirements must be completed within 2 years preceding application (see below for application requirements). (GR1064.3)

**Apprenticing:** The applicant will apply to a "R" or FEI Jumper Course Designer and the Competition Manager for permission to work as an apprentice course designer. The applicant must work at a minimum of three USEF Licensed Rating 1 or higher Jumper competitions, with a minimum of three days at each, under the supervision of a minimum of two different "R" or FEI Course Designers within the previous three years. These Course Designers will certify whether or not they believe that the applicant has demonstrated the knowledge necessary to design suitable courses and be issued an 'r' license by the Federation.

**Clinic:** Attend a USEF or FEI Course Design Clinic within 2 years of application for 'r' status.

**Exam:** Take, and receive a passing score (85%), on the Federation Jumper Judges Examination. The exam will be sent to the applicant after the application has been received and upon verification that the above requirements have been completed.

**Application requirements:** An application for enrollment into the program or for 'r' status should not be submitted until all requirements have been completed. Once your application, fee and required information is received, it will be processed and determined if all requirements have been met. When verified, questionnaires regarding your experience and abilities will be sent out by the Federation office to those people listed on the reverse side of the application.

**Evaluations:** 10 questionnaires must be returned from members of the Federation, 2 of which must be from current members of the USEF Jumper Committee (GR1064.1). *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 of receiving applications in the Federation office and clinic dates are available on the Federation website.

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

United States Equestrian Federation, Inc.®  
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Phone: (859) 258-2472      [www.usef.org](http://www.usef.org)      Fax: (859) 231-6662



# 'r' Jumper Course Designer Training Program

(You must be a current Active Senior member of USEF and USHJA. You must be at least 21 years of age. Your application will be processed and in accordance with Chapter 10.)

Name \_\_\_\_\_ Membership No. \_\_\_\_\_ Birthdate \_\_\_\_\_

Address \_\_\_\_\_  
Number and Street City State Zip Code

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_ Email: \_\_\_\_\_

The following information and references may be listed on a separate sheet of paper and attached to the application.

**General Experience:** (Give your experience as an owner, breeder, trainer, instructor, rider, and course designer)

**Courses Apprenticed:** *Apprentice 3 competitions with two 'R' different Course Designers (GR1064.2)*

<i>Date</i>	<i>Name of Competition</i>	<i>Jumper levels</i>	<i># of classes</i>	<i>Prize money offered</i>

Or

**Courses Designed:** *Course Designer of record at 5 or more Rating 1 or higher competition within 3yrs (GR1064.2)*

<i>Date</i>	<i>Name of Competition</i>	<i>Jumper levels</i>	<i># of classes</i>	<i>Prize money offered</i>

By signing this application, I agree that the confidentiality of all evaluations and submissions regarding my application shall be maintained under the United States Equestrian Federation (USEF) rules (GR1002), and I hereby waive and release any right to examine my file and agree to hold USEF, the USEF Licensed Officials Committee, members of any USEF Committee, all USEF licensed officials and USEF members, officers, directors, and employees harmless from all liability and all claims, including claims for negligence, regarding this application and any action taken regarding it. I have read, understand and agree to be bound by the rules addressing the application process (GR1001 through GR1078). I further agree to be bound by the bylaws and all other rules of the USEF.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_