



REQUIREMENTS FOR PROMOTION

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.

To be eligible to apply for promotion to 'R' Jumper Course Designer the following requirements must be met prior to submission of the application:

- Held a 'r' for two years
- Designed courses at a minimum of 8 Level 1 or higher competitions and a minimum of 2 Level 2 or higher competitions. (verified by steward's reports)
- Have apprenticed with two FEI Level 3 Course Designers for classes of \$25,000 or more. The FEI Course Designer must submit recommendations as to the applicant's knowledge and experience.
- Attend a USEF or FEI Course Design Clinic within the 2 years prior to application.

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 Registered 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 printed in *equestrian* magazine and 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.

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