



REQUIREMENTS FOR ENROLLMENT

Shetland Judge

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

Licensing Requirement: Applicants for enrollment in the Shetland Division will not be considered unless:

- a. Licensed by the American Shetland Pony Club as a 'R' Modern and Classic Judge.
- b. A Senior Active Member in good standing with USEF and a member in good standing with ASPC.

Although not required, If you plan on Learner Judging: remember that you must completed the Lerner Judge Card application process as stated in the Federation rules. Also refer to the Learner Judge Card Memorandum for additional guidelines.

Clinic Requirement: All applicants for enrollment must have attended an ASPC/USEF clinic within three years preceding application and receive a passing grade (85% or better) on an exam.

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: At least 10 questionnaires must be returned, 5 of which must be form the current roster of judges or members of the USEF Shetland Committee. Staff automatically sends evaluations to every member of the USEF Shetland 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 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 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 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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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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