



## REQUIREMENTS FOR ENROLLMENT

### Vaulting Judge

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.

In accordance with GR1004.1, you must be a Senior Active member of USEF, 21 years of age or over to be eligible to become licensed.

Prior to submitting an Application for Enrollment you must have fulfilled the minimum requirements:

**Enrollment Requirements:** enrollment in the Vaulting Division will not be considered unless:

- a. The applicant is licensed by the FEI in Vaulting, or
- b. The applicant is licensed by the American Vaulting Association, or
- c. The applicant has successfully completed a training program for vaulting judges approved by Federation and the AVA.

**Clinic Requirement:** Attend the Federation/AVA Judges Forum or AVA Judges Training sessions of equal hours.

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 9 questionnaires must be returned, 3 of which must be from licensed Vaulting Judges or members of the USEF Vaulting Committee. Staff automatically sends evaluations to every member of the USEF Vaulting 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 printed in **equestrian** and available on our website.

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

United States Equestrian Federation, Inc.®  
4047 Iron Works Parkway Lexington, Ky. 40511  
Phone: (859) 258-2472 [www.usef.org](http://www.usef.org) Fax: (859) 231-6662



