USEF/USEA
Apprentice Evaluation Form
Eventing Course Designer

Name of Applicant (print): ____________________________ USEF ID: _________________

Name of Official (print): ____________________________ USEF ID: _________________

Competition Name: _______________________________________________________________________________

Competition Location and Date: _____________________________________ Competition ID: _______________

Select the levels that apply:

☐ Beginner Novice  ☐ Novice  ☐ Training  ☐ Modified
☐ Preliminary  ☐ Intermediate  ☐ Advanced  ☐ CCI1* (S or L)
☐ CCI2* (S or L)  ☐ CCI3* (S or L)  ☐ CCI4* (S or L)  ☐ CCI5* (S or L)

**COURSE DESIGN**

I.  Theory of Course Design

Understands the theory of course design, including the ability to evaluate the strengths and weaknesses of courses and the differences in the levels.

☐ Criteria Met

☐ Partially Met (if partially met please give a detailed explanation as to the areas not met)

☐ Not Met (if not met please give a detailed explanation as to why)

Comments: __________________________________________________________________________

____________________________________________________________________________

II.  Footing Management

Understands footing management – evaluation and management of footing, safe footing, impact of poor footing conditions, dealing with weather preparation, and maintenance.

☐ Criteria Met

☐ Partially Met (if partially met please give a detailed explanation as to the areas not met)

☐ Not Met (if not met please give a detailed explanation as to why)

Comments: __________________________________________________________________________

____________________________________________________________________________
III. Site Layout
Understands overall site layout, integration of all aspects of the venue site, logistics, emergency access, spectator and vehicular traffic, warm up facilities, etc.

☐ Criteria Met
☐ Partially Met (if partially met please give a detailed explanation as to the areas not met)
☐ Not Met (if not met please give a detailed explanation as to why)

Comments: ________________________________________________________________
________________________________________________________________________
________________________________________________________________________

IV. Evaluation of Course (six week pre-inspection)
Understands how to evaluate courses (including the six-week pre-inspection), measurement of fences and/or track, suggested versus mandatory changes, completion of paperwork.

☐ Criteria Met
☐ Partially Met (if partially met please give a detailed explanation as to the areas not met)
☐ Not Met (if not met please give a detailed explanation as to why)

Comments: ________________________________________________________________
________________________________________________________________________
________________________________________________________________________

V. Design Layout
Understands cross-country track layout, flow of the course, the use of terrain, the logical sequence of obstacles, and the suitability for level and calendar date for that demographic area.

☐ Criteria Met
☐ Partially Met (if partially met please give a detailed explanation as to the areas not met)
☐ Not Met (if not met please give a detailed explanation as to why)

Comments: ________________________________________________________________
________________________________________________________________________
________________________________________________________________________

VI. Rules for Cross-Country and Judging
Understands the rules for cross-country and judging: weather and footing problems, cancellation of the phase, elimination of fences, holds on course, inquiries, protests, appeals, briefings at competitions, and medical and veterinary emergencies.

☐ Criteria Met
☐ Partially Met (if partially met please give a detailed explanation as to the areas not met)
☐ Not Met (if not met please give a detailed explanation as to why)

5/20/20
GENERAL
I. General Ability

Interest in the job, organization, ability to express ideas, sensitivity to safety, manner with competitors, other officials, and the organizer.

☐ Criteria Met
☐ Partially Met (if partially met please give a detailed explanation as to the areas not met)
☐ Not Met (if not met please give a detailed explanation as to why)

Comments: __________________________________________________________
__________________________________________________________

II. Safety/Crisis Plan

Understands the criteria for the safety/crisis plan.

☐ Criteria Met
☐ Partially Met (if partially met please give a detailed explanation as to the areas not met)
☐ Not Met (if not met please give a detailed explanation as to why)

Comments: __________________________________________________________
__________________________________________________________

III. Duties as an Eventing Official

Understand the responsibility to the organizer, other officials (including show jumping designer), details related to safety of the cross-country phase, current rules associated with duties, standards of the role.

☐ Criteria Met
☐ Partially Met (if partially met please give a detailed explanation as to the areas not met)
☐ Not Met (if not met please give a detailed explanation as to why)

Comments: __________________________________________________________
__________________________________________________________
IV. Roles and Responsibilities of Eventing Officials

Understands the roles and responsibilities of Eventing officials, i.e. the standard conduct of officials, understands the “Spirit of the Sport”, and the relationship between the Course Designer, the Technical Delegate, and the Ground Jury (GJ).

☐ Criteria Met

☐ Partially Met (if partially met please give a detailed explanation as to the areas not met)

☐ Not Met (if not met please give a detailed explanation as to why)

Comments: ____________________________________________________________

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________________________________________________________________________

V. Current Rules Changes

Understands the current USEF and FEI rules, including the most recent changes and where to locate them, and has a plan to keep up to date with any future changes.

☐ Criteria Met

☐ Partially Met (if partially met please give a detailed explanation as to the areas not met)

☐ Not Met (if not met please give a detailed explanation as to why)

Comments: ____________________________________________________________

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________________________________________________________________________

VI. Officials Values/Behavior

Carefully listens to others to gain a full understanding of the issues. Exhibits a courteous, conscientious, and business-like manner in all work-related activities, and when communicating with others. Acts for the spirit of the sport without regard to convenience or self-interests. Cooperates with others to accomplish common goals, treats others with dignity and respect, and maintains a friendly demeanor. Understands and responds non-judgmentally to different ideas and individuals, using negotiation and persuasion to mobilize others toward a common goal. Communicates confidentially and clearly information including intended outcomes and foreseeable risks. Is open and honest in these communications and is considered trustworthy and dependable.

☐ Criteria Met

☐ Partially Met (if partially met please give a detailed explanation as to the areas not met)

☐ Not Met (if not met please give a detailed explanation as to why)

Comments: ____________________________________________________________

________________________________________________________________________

________________________________________________________________________
Please make specific comments on the applicant’s performance that will confirm your decision either to recommend or not recommend him/her. Do not hesitate to continue on an additional sheet of paper.

☐ Recommend    ☐ Do Not Recommend

Official’s Signature and Date: ________________________________________________________________

Apprentice’s Signature and Date: ______________________________________________________________

The judge will complete and sign the form and give a copy to the apprentice. The apprentice is responsible for uploading the completed and signed form to their licensing checklist on the USEF website.

5/20/20