



PROCEDURES for RECORDED 'r' EVENTING TECHNICAL DELEGATE LICENSE

Listed below are the procedures required for recorded 'r' licensure as an Eventing Technical Delegate. Consult GR1053 in Chapter 10 of the USEF Rules for a full description. Any questions should be directed to the Licensed Officials Department through the following email address: LOinquiry@usef.org.

TRAINING PROGRAM – Training Program requirements must be completed in the three years prior to application. They include Cross Country and Jumping Training Sessions, Independent Study, Apprenticeships, and the Final Exam. (See descriptions on Page three.)

Training Sessions - The Training Sessions are administered by the U.S. Eventing Association. Information is available on USEA's website www.useventing.com or from the USEA Director of Education, 525 Old Waterford Road NW, Leesburg, VA 20176 (703) 669-9997.

Exceptions:

- Licensed Eventing Judges must complete only the Cross Country apprentice requirements.
- Licensed Jumper Judges must complete the Cross Country Training Program, i.e. the Jumping Training Program is not required.

LICENSE REQUIREMENTS – The following requirements must be met before submitting an application.

- In accordance with **GR1004.2**, you must be at least 21 years of age and a **Senior** active member in good standing of USEF.

In addition, applicants must accumulate a minimum of 10 points from Riding, Organizational, and/or Officiating Experience:

- Verifiable Riding Experience – To be counted, a ride must have achieved a Qualifying result and be from the past 15 years or otherwise verifiable. Points are per Qualifying Result.
 - CCI4*, CCI3*, CIC3* - 10 points
 - CCI2* - 8 points
 - CIC2* or CCI1* - 6 points
 - Advanced – 8 points
 - Intermediate – 6 points
 - Preliminary – 2 point
 - Training – 1 (maximum of 2 points from Training)
- Organizational Experience – At least one point must come from this category
 - Organizer of an FEI event – 6 points in total, not per event
 - Organizer of a USEF licensed/Endorsed Eventing competition - 4 points in total, not per event
 - Secretary of a USEF licensed/Endorsed Eventing competition - 1 point in total, not per event
 - Member of an Organizing Committee – 1 point (in total, not per event)
 - ICP Certified Level 1 – 1 point
 - ICP Certified Level 2 or above – 1 point (in addition to the point for Level 1)
- Officiating Experience
 - USEF 'r' Eventing Judge or Course Designer – 4 points
 - USEF 'R' Eventing Judge or Course Designer – 6 points
 - FEI Eventing Judge, Judge or Course Designer – 10 points
 - 'Certified' or 'Uncertified' Cross-Country Course Designer – 2 points

LICENSE APPLICATION PROCESS – USEF is responsible for the licensing of officials. Information, applications, and related forms are available on the USEF website www.usef.org or by sending an email to LOinquiry@usef.org.

The Licensed Officials Committee meets three times a year to review applications. Meeting and deadline dates for receiving applications in the Federation office are available on our website at <https://www.usef.org/IFrames/LicensedOfficials/natlicInfo.aspx>.

License Application and Required Documents – Various apprenticing and other experiences are required as part of the Training Program. **Please provide the appropriate evaluation form to the person with whom you apprentice/sit/etc. and ask that they be returned directly to the Licensed Officials Department at USEF, 4047 Iron Works Parkway, Lexington, KY 40511.**

Once the requirements on the attached check list have been met, your application for licensure may be submitted to the Licensed Officials Department. The LOC will take the results of the Final Examination into consideration when considering licensure. Examination results will be reviewed by the LOC and forwarded to the applicant following LOC review.

- Upon receipt of all information, your application, fee and required information (see attached list) will be processed to determine if all requirements have been met.
- Licensed Officials Department staff will contact you upon application processing.
- When the Licensed Officials Department has verified that you have fulfilled the requirements, they will send reference evaluations regarding your experience and abilities to the
 - People listed on your application; and also to
 - Members of the USEF Eventing Committee.
 - USEA, through their Officials' Committee, will also be asked to comment.

Reference Evaluations: No application will be considered by the LOC unless and until 15 Reference Evaluations which actually evaluate the applicant are returned from USEF Licensed Eventing Officials or current members, 12 of which must be from the current roster of Eventing Technical Delegates, Eventing judges, or current members of the Federation Eventing Committee.

- Do NOT include members of USEF's Licensed Officials, Stewards/Technical Delegates, or Eventing Technical Committees in your list of references as they will automatically receive your evaluation (Committee lists are available at www.usef.org).
- A letter notifying you of the Committee's decision will be sent within approximately two-three weeks after the Committee meets.
- If the required number of Reference Evaluations has not been 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.

RECORDED 'r' EVENTING TECHNICAL DELEGATE REQUIREMENTS CHECKLIST

**** Please see the PROCEDURES for 'r' EVENTING TECHNICAL DELEGATE LICENSE to verify which Training Sections are required dependent on other licenses held, e.g. Eventing or Jumper Judge. *Don't forget to obtain PRIOR permission from each competition organizer and judge/technical delegate in advance of any *Independent Study activities or apprenticeships.***

Jumping Training Program – The Jumping Training Program consists of a Training Session, Independent Study, and Apprenticing.

- Independent Study is defined only by the time as stated below; and is separate from Apprenticing. Independent Study SHOULD be completed prior to the Training Session.
 - Sitting with Eventing or Jumper judge (minimum 4 hours)
 - Independent Study forms are to be sent directly to USEF by the official.
- 2 ½ Day Training Session (Verified by Certificate sent by USEA to USEF)
- Apprenticing (MUST attend Training Session prior to apprenticing)
 - Apprentice judge (minimum 8 hours)
 - Minimum of 2 Preceptors (Eventing Judges or TD's)
 - Minimum of 2 Competitions
 - Apprenticing Evaluation forms are to be sent directly to USEF by the Preceptor.

Cross Country Training Program – The Cross Country Training Program consists of a Training Session, and Apprenticing.

- 2 ½ Day Training Session (Verified by Certificate sent by USEA to USEF)
- Apprenticing
 - May complete no more than 2 apprenticeships prior to attending Training Session
 - Must have completed at least 2 apprenticeships before Final Exam
 - Apprentice with a minimum of 4 TD Preceptors, 2 of whom must have their 'R' or 'S'
 - Apprentice at a minimum of 4 Competitions
 - One apprenticeship MUST include the pre-event inspection.
 - Must apprentice at least once at each level
 - Beginner Novice
 - Novice
 - Training
 - Preliminary
 - Apprenticing Evaluation forms are to be sent directly to USEF by the Preceptor.

USEA PRECEPTOR LIST

Effective: May 15, 2015

Official/Contact Information	Type/License
Sharyn Antico	"r" Eventing TD
Southwick, MA	
413-454-4158	
sharynantico@gmail.com	
James Atkinson	'S' Eventing CD
San Marcos, CA	
413-454-4158	
xcbuilder@yahoo.com	
Deborah Boeh	"r" Eventing Judge and TD
Morrow, OH	
513-404-3485 or 513-899-2839	
debbieboeh@hotmail.com	
Helen Brettell	"S" Eventing Judge
Philomont, VA	
540-270-3993	
helenbrettell@me.com	
Janet Briggs	"S" Eventing Judge
Northwood, NH	("r" Dressage Judge)
603-942-8619	
meadowfm@metrocast.net	
Gretchen Butts	"S" Eventing Judge and TD
Laytonsville, MD	3*/4* FEI Eventing Judge & TD
240-401-4010	FEI Level 2 Eventing Steward
gretchenbutts@gmail.com	
Mary Coldren	"R" Eventing TD
Kelton, PA	
302-547-0695	
coldrenmary@gmail.com	
Cheryl Connell-Marsh	"r" Eventing Judge
East Lansing, MI	("R" Dressage Judge)
517-332-1278	
nottinghamEC@gmail.com	
Tremaine Cooper	Course Advisor
Bluemont, VA	"S" Eventing Course Designer
413-478-7839	3*/4* FEI Eventing Course Designer
ccdcooper@aol.com	"R" Eventing Jumper Course Designer
Debra Dealcuaz	"r" Eventing TD
Rockwall, TX	
214-908-3369	
td.debra@gmail.com	

USEA PRECEPTOR LIST

Effective: May 15, 2015

Official/Contact Information	Type/License
Cindy De Porter	"S" Eventing Judge and TD
Oxford, NC	3*/4* FEI Eventing TD
919-855-4557	FEI 'Level 1' Eventing Steward
cindy.deporter@dhhs.nc.gov	("R" Dressage TD-Meas Certificate)
Bea di Grazia	"R" Eventing Judge
Carmel Valley, CA	
831-659-4886	
beadigrazia@gmail.com	
Mary Duenow	"S" Eventing TD
"r", "R", and "S" Eventing show jumping and cross-country only	1*/2* FEI Eventing TD
Napa, CA	FEI 'Level 1' Eventing Steward
707-738-3336	
mary.duenow@gmail.com	
John Michael Durr	"r" Eventing CD
Shelby, NC	
707-529-8397	
Durreventing@gmail.com	
Robyn Fisher	"R" Eventing Judge
Moorpark, CA	
707-590-6207	
birdie008@aol.com	
Ann Forer	"r" Eventing Judge
"r" and "R" Eventing Dressage Only	"R" Dressage Judge
Milford, NJ	
908-995-4632	
ann@annforer.com	
Ann Marie Gregoire	"r" Eventing Judge
"r" Eventing Dressage Only	("r" Dressage Judge)
Southwick, MA	
413-569-5230	
silvercrystfarm@gmail.com	
Nancy Guyotte	"S" Eventing Judge
Hill, NH	
603-848-6566	
nguyotte@comcast.net	
Julianna Joyner	"r" Eventing TD
Aiken, SC	
803-645-8161	
Julianna.joyner@gmail.com	

USEA PRECEPTOR LIST

Effective: May 15, 2015

Official/Contact Information	Type/License
Loris Henry	"S" Eventing Judge
Fresno, CA	("S" Dressage Judge)
559-255-7761	
lorisahenry@gmail.com	
Malcolm Hook	"S" Eventing TD
Aurora, OR	1*/2* FEI Eventing TD
503-678-1016	FEI 'Level 1' Eventing Steward
msghook@centurylink.net	
Sally Ike	"S" Eventing Judge and TD
Oldwick, NJ	"R" Eventing Jumper Course Designer
908-872-0537	
sally.ike@usef.org	
Terri Kemp	"S" Eventing Judge and TD
Phoenix, AZ	
623-465-7827	
fivestarfarm@yahoo.com	
Carolyn Lindholm (Doran)	"r" Eventing Judge
"r" Eventing Dressage Only	("R" Dressage Judge, "R" Western Dressage
Los Angeles, CA	
213-219-2609	
tocarolynlindholm@gmail.com	
Janis Linnan	"S" Eventing Judge
Sandpoint, ID	3*/4* FEI Eventing Judge
208-861-2885	FEI 'Level 3' Eventing Steward
eventjudge@att.net	FEI Steward General
Janine Preece McClain	"r" Eventing CD
Bethel, VT	
802-522-2939	
janine@wintertalefarm.com	
Tim Murray	"R" Eventing TD
Hamilton, MA	
978-338-2931	
cmurray@sandw.com	
Frances O'Reilly	"S" Eventing Judge
Vashon, WA	
206-463-4255	
oreilly.frances7@gmail.com	

USEA PRECEPTOR LIST

Effective: May 15, 2015

Official/Contact Information	Type/License
Tom Ordway	"S" Eventing TD
"r", "R", and "S" Eventing show jumping and cross-country only	
Princeton, ID	
208-875-0974	
tdordway@potlatch.com	
Amelia (Muffin) Pantaze	"r" Eventing Judge
Lexington, VA	"R" Eventing TD
540-460-5568	
mpantaze@yahoo.com	
Marilyn Payne	"S" Eventing Judge and TD
Califon, NJ	3*/4* FEI Eventing Judge
908-334-0105	FEI 'Level 1' Eventing Steward
applewoodfarm@comcast.net	("S" Dressage Judge)
Wayne Quarles	"S" Eventing Judge and TD
Lexington, KY	3*/4* FEI Eventing Judge & TD
859-433-8458	FEI 'Level 1' Eventing Steward
waynequarles@aol.com	("R" Dressage Judge, "r" Connemara Judge)
Morgan Rowsell	"S" Eventing CD
Long Valley, NJ	1*/2* FEI Eventing CD
908-303-2837	
morganrowsell@gmail.com	
Ana Schravessande	"r" Eventing Judge
Baird, TX	"S" Eventing TD
254-216-0075	
a.m.schrave@gmail.com	
Sue Smithson	"S" Eventing Judge
Southern Pines, NC	"r" Eventing TD
910-692-1788	("R" Dressage Judge, "r" Dressage TD)
smithson@pinehurst.net	
Vicky Stashuk-Matisi	"r" Eventing Judge
"r" Eventing Dressage only	("R" Dressage Judge)
831-818-0429	
vicky@casarch.com	
Robert (Bobby) Stevenson	"S" Eventing Judge and TD
Big Horn, WY	1*/2* FEI Eventing Judge & TD
910-528-0278	FEI 'Level 1' Eventing Steward
wyeventjudge@gmail.com	

USEA PRECEPTOR LIST

Effective: May 15, 2015

Official/Contact Information	Type/License
Cathy Tucker-Slaterbeck	"r" Eventing Judge
Reisterstown, MD	("r" Dressage Judge)
410-404-8223	
cathy-slaterbeck@earthlink.net	
Wendy Wergeles	"r" Eventing Judge
Los Alamos, CA	"S" Eventing TD
805-714-7181	
wergeles@earthlink.net	
Kathleen (Kathy) White	"r" Eventing TD
Warrenton, VA	"R" Eventing Jumper Course Designer
540-347-4518	
kwhite6624@aol.com	
Susan Graham White	"S" Eventing Judge
St. Leonard, MD	3*/4* FEI Eventing Judge
410-610-2711 or 410-610-2711	("R" Dressage Judge)
susangrahamwhite@gmail.com	
Pamela Wiedemann	"R" Eventing Judge
Christiana, PA	"r" Eventing TD
717-529-1063	
pamwiedemann@hotmail.com	
John Williams	"S" Eventing CD
Lakeview, NC	3*/4* FEI Eventing CD
540-270-7552	"R" Eventing TD
johnwilliamsdesign@gmail.com	"R" Eventing Jumper Course Designer
Cleon Wingard	"r" Eventing TD
"r" Eventing show jumping and course design only	("R" Dressage TD-Meas. Certification)
Lebanon, OH	
513-560-6902	
cleonwingard@hotmail.com	
Karen Winn	"S" Eventing Judge
Lexington, KY	3*/4* FEI Eventing Judge
859-229-5224	("R" Dressage Judge)
clovercreekbt@gmail.com	
Rev: 7/31/17	



VERIFICATION OF INDEPENDENT STUDY

Jumping

Eventing 'r' Technical Delegate

Name of Candidate (*print*): _____ USEF # _____

Name of Official (*print*): _____ USEF # _____

(Must be either Eventing or Jumper Judge)

Competition Name: _____ COMP ID: _____

Competition date & location (city, state): _____

Total Number of Hours: _____

Any comments or observations about the candidate (optional):

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.....
.....
.....
.....

I hereby verify the above stated information.

Signature of Official: _____ Date: _____

ALL APPRENTICING FORMS ARE TO BE SENT DIRECTLY TO THE FEDERATION BY THE OFFICIAL!

Return completed forms to:
United States Equestrian Federation, Inc.®
4047 Iron Works Parkway Lexington, KY 40511
Phone (859) 258-2472 Fax (859) 231-6662



JUMPING
APPRENTICE EVALUATION FORM
Recorded 'r' Technical Delegate

Name of Applicant (*print*): _____ USEF # _____
Name of Preceptor (*print*): _____ USEF # _____
Competition Name & Date: _____ COMP # _____
Number of Hours Apprenticed: _____

Using a scale of 1-5, 5 being “exceptional applicant” and 1 being “not ready for Recorded ‘r’ status”; rate the applicant’s ability per the following statements. If rated 3 or lower, you must provide detailed comments following each statement.

I. Understanding theory of course design, including:

_____ Track of the course; placement of the fences along the track; related distances; dimension and type of fence; equipment used to build the fence; effects of terrain and footing; the inter-relationship of all the above; appropriateness for the level of competition; options; safety

Comments: _____

II. Understanding methodology of evaluating a course, including:

_____ Course legal and correctly built; course appropriate for the level; course diagram complete and correct; measurement of fences and the track, understands “suggested” vs. mandatory changes.

Comments: _____

III. Ability to judge:

_____ Organization; scoring of faults: including disobediences, knockdowns, falls; timing; eliminations; problem solving.

Comments: _____



**CROSS COUNTRY
APPRENTICE EVALUATION FORM
Recorded 'r' Technical Delegate**

Name of Applicant (*print*): _____ USEF # _____

Name of Preceptor (*print*): _____ USEF # _____

Competition Name & Date: _____ COMP# _____

Select those that apply:

Beginner Novice

Novice

Training

Preliminary

Did the Apprenticeship include a Pre-event Inspection? YES _____ NO _____

Using a scale of 1-5, 5 being “exceptional applicant” and 1 being “not ready for Recorded ‘r’ status”; rate the applicant’s ability per the following statements. If rated 3 or lower, you must provide detailed comments following each statement.

I. Understanding Theory of Course Design, including:

_____ Types of fences and construction flow of course and effects of terrain, appropriateness for level of competition, fences with options, safety.

Comments: _____

II. Understanding Footing Management:

_____ Evaluation and control of footing, safe footing, coordination with course builder, organizer

Comments: _____

III. Evaluation of course (including six-week pre-inspection):

_____ Measurement of fences and/or track, suggested vs. mandatory changes, completion of paperwork.

Comments: _____

IV. Course Construction & Repair:

_____ Understands the concepts of how each obstacle is constructed and is able to communicate with the course designer and course builders regarding modifications and methods of repair.

Comments: _____

V. Rules for Cross-Country and Judging:

_____ Weather and footing problems, cancellation of phase, elimination of fence, holds on course, inquiry, protest, appeal, briefings at competition, medical and veterinary emergencies.

Comments: _____

GENERAL

I. General ability, including:

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

Comments: _____

II. Safety/Crisis Plan:

_____ Understands criteria for establishing and evaluating the Safety/Crisis Plan and is able to exert authority when necessary to direct implementation of the Plan.

Comments: _____

III. Veterinarian/Medical:

_____ Understands responsibility of the Veterinarians and Medical personal and how other officials interact to provide the best possible competition for the exhibitors and their horses.

Comments: _____

IV. Roles and Responsibilities of Eventing Officials:

_____ Standard of conduct of officials, relationship between Course Designer, TD, and GJ, "Spirit of the Sport", dispute prevention and resolution.

Comments: _____

V. Stabling:

_____ Understands the needs of optimum stabling facilities for the horses and is able to work with management to correct any stabling insufficiencies.

Comments: _____

VI. Current rule 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.

Comments: _____

VII. Drugs and Medications:

_____ Understands current rules and reporting procedures for equine Drugs and Medications.

Comments: _____

VIII. Warning cards/charges and protests:

_____ Understands how and when to issue a warning card in place of filing a charge vs. placing someone on the Watch List. Able to explain the protest procedure to management and to exhibitors and assist in the conduct of any hearing held at the competition.

Comments: _____

Overall Comments: *(may be shared with the applicant)*

Strengths: _____

Weaknesses: _____

Confidential Remarks for the USEF Licensed Officials Committee: *Do not leave this section blank!*
Please make specific comments on the candidate’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.

Preceptors Signature and Date: _____

ALL APPRENTICING FORMS ARE TO BE SENT DIRECTLY TO THE FEDERATION BY THE PRECEPTOR!

Return completed forms to:
United States Equestrian Federation, Inc.® 4047
Iron Works Parkway Lexington, KY 40511
Phone (859) 258-2472 Fax (859) 231-6662

IV. Understanding of Show Jumping management:

_____Appropriate and legal warm-up areas(s); Necessary officials, including briefings; importance of “teamwork” between officials, organizers and staff; Chain of command between officials, organizers and staff; “Rapping” and other violations; physical inspections(s) of course; Criteria for each level.

Comments: _____

Overall Comments: *(may be shared with the applicant)*

Strengths: _____

Weaknesses: _____

Confidential Remarks for the USEF Licensed Officials Committee: *Do not leave this section blank!*
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.

Preceptor’s Signature and Date: _____

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Iron Works Parkway Lexington, KY 40511
Phone (859) 258-2472 Fax (859) 231-6662

I have completed the following program as outlined in the USEF Licensure Requirements.

4. Jumping Training Program:

a. Independent Study: List the events at which you have scribed or sat with an Eventing or Jumper Judge, listing the activity, judge with whom you worked, the competition ID, and number of hours worked.

<i>Scribe/Sit</i>	<i>Judge</i>	<i>Comp ID& Year</i>	<i>Hours Worked</i>

b. USEA Jumping Training Session:

Training Program Location _____ Date _____

c. Apprenticing: List the events at which you have apprenticed with an Eventing Judge or Technical Delegate, listing the official with whom you worked, the competition, ID # and hours apprenticed.

<i>Preceptor</i>	<i>Name of Competition</i>	<i>Comp ID&Year</i>	<i>Hours Apprenticed</i>

5. Cross Country Training Program

d. USEA Cross Country Training Session:

Training Program Location _____ Date _____

e. Apprenticing: List the events at which you have apprenticed with an Eventing TD, the competition, ID#, hours apprenticed and at what level.

<i>Preceptor</i>	<i>Name of Competition</i>	<i>Comp ID & Date</i>	<i>Apprenticed Levels indicated with 'X'</i>			<i>Preliminary</i>
			<i>Beg. Novice</i>	<i>Novice</i>	<i>Training</i>	

f. Pre-Event Inspection: List the event(s) at which your apprenticeship included the pre-event inspection.
(At least one.)

Comp ID _____ Name of Competition _____

Comp ID _____ Name of Competition _____

6. Final Testing

Exam Location _____ Date _____

