



THE LICENSING OF OFFICIALS

BACKGROUND, PROCESS &
RESOURCES

MARCH 2021

TED STEVENS OLYMPIC AND AMATEUR SPORTS ACT

- ▶ USEF is governed by the Ted Stevens Olympic and Amateur Sports Act in all areas 'central to governance'
- ▶ The licensing of officials is considered an area 'central to governance'

LICENSING OF OFFICIALS

- ▶ There are 154 different licenses
- ▶ Who can be a USEF Licensed Official?
 - ▶ USEF active members in good standing
 - ▶ Other requirements are dependent on each individual license
- ▶ Where can I find those requirements?
 - ▶ USEF's website
 - ▶ www.usef.org



LICENSE REQUIREMENTS

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Interscholastic Programs

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COVID-19 Resources for High Performance

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LICENSE REQUIREMENTS

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Policies & Procedures
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Licensed Officials Policies and Procedures - Clean

Updated April 3, 2020 - Version 3.2 includes Dressage typo corrections and addition of the Hunter/Jumper handbook to the Hunter, Hunter/Jumping Seat Equitation, Hunter Breeding, and Jumper licenses. The 2021 version goes into effect on December 1, 2020.

 [2020 Download](#)
 [2021 Download](#)

Licensed Officials Policies and Procedures - Marked Up

Updated April 3, 2020 - Version 3.2 includes Dressage typo corrections and addition of the Hunter/Jumper handbook to the Hunter, Hunter/Jumping Seat Equitation, Hunter Breeding, and Jumper licenses.

 [2020 Download](#)
 [2021 Download](#)

Licensed Official Fees

Fee schedule for licensed official related items.

 [2020 Download](#)
 [2021 Download](#)

Licensed Officials Social Media Policy

Social Media Policy to provide guidance for licensed officials.

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Licensed Officials Code of Ethics

Code of Ethics policy for all USEF licensed officials.

 [2021 Download](#)

US EQUESTRIAN'S ROLE

- ▶ Who makes the decision that someone can be a USEF Official?
 - ▶ USEF, with input from USEF's Licensed Officials Committee (LOC)
 - ▶ But first....
 - ▶ If applicable, the list of applicants meeting all requirements is sent to
 - ▶ Members of the respective USEF Committee and
 - ▶ The respective affiliate
- ▶ Who is on the LOC?
 - ▶ 12 people appointed by the President
 - ▶ Representatives from many breeds/disciplines are included

US EQUESTRIAN'S ROLE

- ▶ How often does the LOC meet?
 - ▶ The LOC meets multiple times throughout the year to review applicants for USEF licenses
 - ▶ The Committee reviews each application at length.
 - ▶ The LOC also meets several times a year by conference call to review other business.

MAINTENANCE REQUIREMENTS

- ▶ I am now a USEF licensed official. How do I maintain my license?
 - ▶ Exams
 - ▶ Clinics/Courses
 - ▶ Officiating
 - ▶ Affiliate Membership
 - ▶ Safe Sport Training
 - ▶ Background Check
- ▶ A list of exam, clinic/course, and officiating requirements broken down by each breed & discipline is available on USEF's website
 - ▶ www.usef.org

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Licensed Officials

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Licensed Official Fees

2020 fees for licensed official related items.

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Licensed Officials Social Media Policy

Social Media Policy to provide guidance for licensed officials.

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Code of Ethics policy for all USEF licensed officials.

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Application Information for FEI Permitted Equine Therapists

FEI Permitted Equine Therapist Information and Application Process

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Conflict of Interest Rule Guidelines

Chart showing different categories of Conflict of Interest Rules.

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Evidence Gathering Guidelines

These guidelines were established to assist USEF Licensed Officials with ensuring the information and evidence collated at a competition will be of value not only throughout an investigation but also within any formal proceedings.

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Extension/Reinstatement Request Form

Complete this form if you did not attend a clinic in the year you were due or have not officiated the required number of competitions to renew your license. This form is reviewed and if approved gives you an additional competition year to meet requirements.

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U.S. FEI Licensed Officials Extension Request Form

This form is to be completed by FEI officials whose national governing body is U.S. Equestrian and who are not up to date on their FEI course or officiating requirements.

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MAINTENANCE REQUIREMENTS

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Requirements to Maintain Licenses & Certifications

List of clinic, examination, and officiating requirements for currently licensed officials, broken down by each breed & discipline.

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Licensing of Officials: Background, Process & Resources

This PowerPoint reviews the background and process behind how/why USEF licenses officials, requirements to become licensed and maintain that license, ethics, and additional resources.

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Member's Confidential Evaluations

Member's Evaluation Forms are available for members to evaluate the quality and competence of USEF licensed officials.

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New/Newly Promoted Officials

List of people approved into USEF training programs, as well as USEF officials granted a new license or promoted to a higher level of licensure. This is the list from the August 2019 Licensed Officials Committee meeting.

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Verification of FEI Officials at USEF/FEI Events

To be completed and returned by the FEI Chief Steward of USEF/FEI Events

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Verification of FEI Officiating Experience

Submit this signed form for FEI officiating experience outside of the United States.

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MAINTENANCE REQUIREMENTS

- ▶ How do I check my personal exam, course/clinic, and officiating records/history?
- ▶ In addition, how do I complete my Safe Sport Training and Background Check?
 - ▶ Member & Licensed Official Dashboards through USEF's website
 - ▶ www.usef.org

LICENSED OFFICIALS & MEMBER DASHBOARDS



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MEMBER DASHBOARD



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12/1/2018 - 11/30/2019
UPGRADE

Member Card



Background Check Completed


Due Date: 8/3/2019




Safe Sport Training Completed On 11/7/2018

Due Date: 11/6/2019


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FEI Rider Registration




FEI Horse Registration




Athlete Dashboard




Licensed Officials Dashboard



Sign Code of Conduct



Sign Waiver



Amateur/Professional Status Declaration



LICENSED OFFICIALS DASHBOARD



Due Date: 8/3/2019

Due Date: 11/6/2019

LICENSED OFFICIAL CODE OF ETHICS

- ▶ As a USEF licensed official, you agree to this Code of Ethics and Social Media Policy each time you renew your license(s).
- ▶ The LOC reviews the Code of Ethics annually.

LICENSED OFFICIAL CODE OF ETHICS

- ▶ As a licensed official of the United States Equestrian Federation, I will conduct my duties with the highest level of integrity. My primary concern is the welfare of the horse while giving full attention to exhibitors and respect to my colleagues.
 - ▶ I will endeavor to have complete and accurate knowledge of all rules governing the competition.
 - ▶ I will exercise my responsibilities in a positive and professional manner, refraining from conducting business and socializing with exhibitors during the event.
 - ▶ I will officiate from a positive perspective in word and deed and complete my duties with consistency and without bias.
 - ▶ My personal behavior will reflect my integrity, character and respect for the sport and the United States Equestrian Federation.
 - ▶ I will exude a professional and respectful attitude and behavior at all times toward USEF Staff, other licensed officials, and competition staff.
 - ▶ I will abide by the US Equestrian Social Media Policy for Licensed Officials.

RESOURCES

USEF Rulebook & Rule Changes

- ▶ How do I find the Rulebook and Rule Changes?
 - ▶ USEF's website
 - ▶ www.usef.org

RULEBOOK



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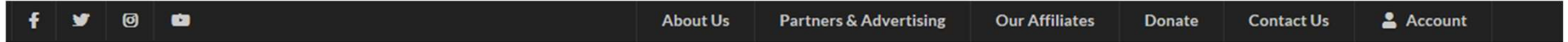
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e. We will do
in advance

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RULEBOOK

GR10



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GR9 Competition Prize Lists and Entries	GR10 Licensed Officials	GR11 Federation Records and Awards	GR12 Competition Officials, Employees, and Volunteers	GR13 Competition Participants and Associated Individuals
AL Andalusian/Lusitano Division	AR Arabian, Half-Arabian and Anglo-Arabian Division	CO Connemara Division	CP Carriage Pleasure Driving Division	DR Dressage Division

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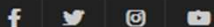
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DC Driving - Combined Driving Division	EN Endurance Riding Division	EP English Pleasure Division	EQ Equitation Division	EV Eventing Division
FR Friesian Division	HJ Hunter/Jumper Competitions	HK Hackney Division	HU Hunter Division	JP Jumper Division
MO Morgan Horse Division	NS National Show Horse Division	PF Paso Fino Horse Division	PH Parade Horse & Saddle Horse or Pony, Western Equipment Division	RN Reining Horse Division
RD Roadster Division	SB American Saddlebred Horse Division	SP Shetland Pony Division	VA Vaulting Division	WL Welsh Pony and Cob Division
WS Western Division	WD Western Dressage	I Index		

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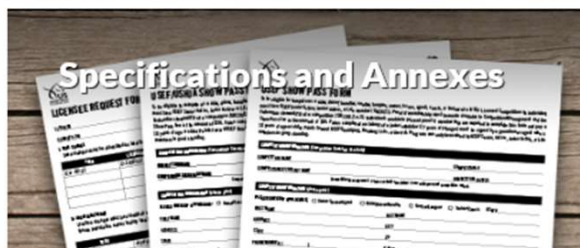
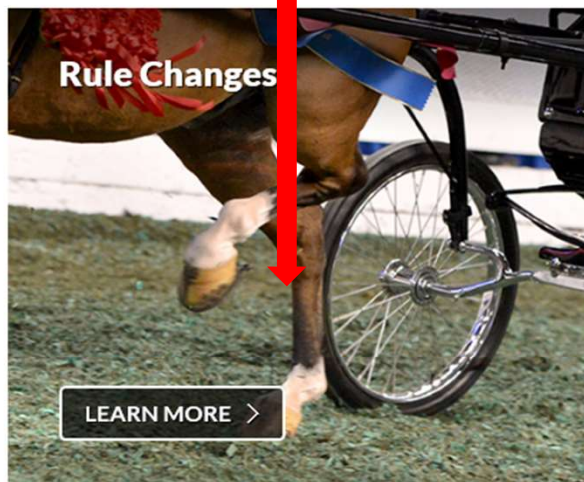
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Rule Changes

Proposed Rule Changes

The deadlines to submit proposed rule changes to be considered by the Board of Directors at their 2020 summer meeting are:

- September 6, 2019 for members;
- September 6, 2019 for committees and affiliates for proposed rule changes to the General Rules; and
- March 1, 2020 for committees and affiliates for proposed rule changes to the Breed and Discipline rules.

The September 1 deadline for members, committees, and affiliates has been extended to September 6, 2019 as the USEF office will be closed and all USEF resources will be unavailable August 30 to September 3 while we move to our new building.

Rule change proposal portal <http://prc.usef.org/login.aspx> - please use your USEF website credentials to log in.

For assistance submitting a rule change proposal please contact Sarah Gilbert at sgilbert@usef.org.

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Currently Active Proposed Rule Changes By Category

All



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RESOURCES – STAFF CONTACTS

Licensed Officials Department:

- ▶ **Alina Brazzil**, Director
- ▶ **Lindsey Sanquenetti**, Licensed Officials Coordinator
 - ▶ Breeds, C1/C2 Stewards, Dressage, Endurance, and Western Dressage
- ▶ **Isabella O'Brien**, Licensed Officials Coordinator
 - ▶ Hunter/Jumper, Certified Schooling Supervisors, Eventing, and Driving
- ▶ **Amber Braun**, Education Specialist

QUESTIONS?

Contact:

- ▶ Licensed Officials Department:
 - ▶ LOinquiry@usef.org
 - ▶ Phone: 859-258-2472
- ▶ Business Hours
 - ▶ M-F 8:30 am - 5 pm ET