



PROCEDURES for RECORDED 'r' EVENTING COURSE DESIGNER LICENSE

Listed below are the procedures required for recorded 'r' licensure as an Eventing Course Designer. Consult GR1054 in Chapter 10 of the USEF Rules for a full description. Questions about licensure 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 the Course Design Training Session, Apprenticeships, and the Final Exam.

- The Course Design Training Session is 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. It includes:
 - The Role of the Course Designer
 - Common Requirements of all Officials
 - Matters in which all Officials will be Involved
 - The Layout of an Event Site
 - Cross Country Course Design
 - Requirements for Course Designers
 - Track Layout
 - Footing, Terrain, and Emergency Access
 - The Selection of Appropriate Obstacles
 - What the Horse Perceives and the Use of Decoration
 - Spectators on the Course
 - Location of and facilities for Warm Up
 - The Jumping Test
 - Responsibility of the Course Designer
 - Working with a Jumping Course Designer
 - Practical Work – Obstacles
 - Obstacles – Appropriate Questions, Appropriate Places
 - Striding – Combinations and Related Obstacles
 - The Use of Options and Alternatives
 - The Impact of Terrain
 - The Impact of Poor Footing Conditions
 - Dealing with Weather – Preparation and Maintenance
 - Obstacle Construction
 - Guidelines for Use of Portables
 - Practical Work – Course Evaluation
 - Flow of Course – What are the Beginning, Middle, and End?
 - The Track – How does it use the terrain available?
 - The Obstacles – Are they appropriate? Are they in a logical sequence?
 - Practical Exercise
 - Obstacle Location and Design of Obstacles
 - Design Exercise at Specified Level(s)

Procedures for recorded 'r' Eventing Course Designer License

- Apprenticeships - The Course Design Training Session must be completed prior to apprenticing. The following apprenticeships are required:
 - Minimum of 8 hours with two (2) different Course Designers
 - One (1) must take place during the design work on courses at the Preliminary and Intermediate Levels.
 - The second apprenticeship must take place during the design work on courses at the Novice and Training Levels at a different site with a different Course Designer.

*Don't forget that you must obtain PRIOR permission from each official and competition organizer in advance of the apprenticeship.

- Final Examination.

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 and Design Experience. At least 6 points must come from Design Experience and 4 points from Riding Experience.

- Verifiable Riding Experience – To be counted, a ride must have achieved a Qualifying result and be from the past 15 years or be otherwise verifiable. Points are per Qualifying Result.
 - CCI4*, CCI3*, CIC3* - 5 points
 - CCI2* - 4 points
 - CCI1* or CIC2* - 3 points
 - Advanced – 4 points
 - Intermediate – 3 points
 - Preliminary – 2 points
 - Training – 1 point
- Design Experience – At least 4 points must come from the Training Level. Designs must have been done at a minimum of two different sites.
 - Design a Novice or Training course at an unrecognized event that is inspected by and receives a positive evaluation from a R Technical Delegate or Course Designer - 1 point
 - Assistant CD at a USEF licensed/Endorsed Eventing competition at the Training level with a positive evaluation from the listed Course Designer – 1 point
 - Assistant CD at a USEF Preliminary event with a positive evaluation from the listed Course Designer – 2 points
 - Be the designer for a Training Level Cross Country Course – 2 points
 - Be the designer for a Novice Level Cross Country Course – 1 point

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 have been met, your application for licensure may be submitted to the Licensed Officials Department. The LOC will take the results of the Final Exam into consideration when considering licensure.

- 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 members who are Licensed Eventing Officials or current members of the Federation Eventing Committee.

- Do NOT include members of the Licensed Officials Committee or the USEF Eventing Committee 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.



**EVENTING COURSE DESIGNER
APPRENTICE EVALUATION FORM
Recorded 'r' Course Designer**

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

Name of Course Designer (*print*): _____ USEF # _____

Competition Name & Date: _____ COMP # _____

Select those that apply:

Novice Training Preliminary Intermediate

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.

COURSE DESIGN

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

Comments: _____

II. Understanding footing management—evaluation and management of footing, ‘safe’ footing, impact of poor footing conditions, dealing with weather-preparation and maintenance.

Comments: _____

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

Comments: _____

IV. Understands how to evaluate courses (including six-week pre-inspection): Measurement of fences and/or track, suggested vs. mandatory changes, completion of paperwork.

Comments: _____

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

Comments: _____

VI. Understands the 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. Understands the criteria for the Safety/Crisis Plan.

Comments: _____

III. Understands responsibility to organizer, other officials including show jumping designer, details related to safety of cross country phase and current rules associated with the duties and standards of the role.

Comments: _____

IV. Understands the roles and responsibilities of Eventing Officials, i.e. the standard of conduct of officials, relationship between Course Designer, TD, and GJ, "Spirit of the Sport".

Comments: _____

V. Understands 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: _____

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.

Course Designers Signature and 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



EVENTING 'r' RECORDED COURSE DESIGN LICENSING APPLICATION

(You must be a current Active Senior member of the Federation be at least 21 years of age.
Your application will be processed in accordance with Chapter 10.)

Name _____ Membership No. _____ Birthdate _____

Address _____
Number and Street City State Zip Code

Telephone No. _____ Fax No. _____ Email: _____

The following information and references may be listed on a separate sheet of paper and attached to the application.

1. General Experience: (Give your experience as an owner, breeder, trainer, instructor, and rider. May be listed on a separate page)

2. List all of the applicable information towards a minimum of 10 point accumulation total:

a. Verifiable Riding Experience:

To be counted, a ride must have achieved a qualifying result and be from the past 15 years or otherwise verifiable. At least 4 points must come from Riding Experience.

<i>Name of Competition</i>	<i>Comp ID & Year</i>	<i>Name of Horse</i>	<i>Placing</i>	<i>Level</i>	<i>Points (See Requirements)</i>

b. Design Experience:

At least 6 points must come from Design Experience. At least 4 points must come from the Training Level. Designs must have been done at a minimum of two different sites.

<i>Name of Competition</i>	<i>USEF Comp ID & Date (USEA Comp ID for TR & Below)</i>	<i>Location</i>	<i>Officiating Capacity & Level</i>	<i>Points (See Requirements.)</i>

