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## **CHAPTER 10 LICENSED OFFICIALS**

### **SUBCHAPTER 10-A APPLICATION PROCESS**

#### **GR1001 Duties**

The Federation will act upon every completed application for enrollment, annual renewal, promotion, recommendation to the FEI, and change of status of judges, course designers, stewards and technical delegates. The Federation will issue a license to each approved applicant. Licenses are valid for the current competition year only. Decisions of the Licensed Officials Committee are subject to the approval of the Federation.

#### **GR1002 Applications**

1. The Federation will review all applications and take an action on the application, including but not limited to an approval, denial, or administrative hold.
2. If the Federation administers the education program for a license on behalf of an Affiliate, the Federation may solicit recommendations from the applicable Breed/Discipline Committees, Recognized National and FEI Affiliates and others as it deems appropriate. If the Federation does not administer the education program for a license on behalf of an Affiliate, the Federation will not solicit recommendations from the applicable Breed/Discipline Committees, Recognized National and FEI Affiliates, or others. The Federation may consider any recommendations received, along with competition reports, Licensed Officials Evaluations, and any other relevant information submitted to the Federation, whether solicited by the Federation or submitted by the Recognized Affiliate or others deemed appropriate.
3. In the Federation's sole discretion, unless warranted, applications will not be denied outside of an applicant's failure to meet the minimum licensing requirements, as outlined in the Federation's Licensed Officials Policies and Procedures.
4. The Federation may in its discretion revoke a current license, place a license on probationary status, reduce a license by one level, temporarily suspend, or refuse to renew an official's license at its expiration following a hearing with at least ten days written notice to the official in question who shall have the right to appear, to be represented, and to bring witnesses. The Federation shall issue its written ruling specifying the substance of the Federation's reasons for said decision. The Federation may consult with the applicable Recognized National or FEI Affiliate before taking a final action.
5. The Federation, in its discretion, may reinstate an official who has allowed their license to lapse for one year or may require the official to reapply.
6. All applications whether for enrollment, renewal, promotion, change of status, or recommendation to the FEI shall contain a statement to be signed by the applicant, indicating that the applicant has read and understands the rules governing the application process, and agrees to be bound thereby.

#### **GR1003 Procedural Review**

1. Any person whose application for enrollment, renewal, promotion, change of status, or recommendation to the FEI has been denied may request a procedural review by the Hearing committee Co-Chairs, or their designees, provided that the request is made in writing to the Federation within 30 days of the determination, specifying the ground for the procedural review.

### **SUBCHAPTER 10-B GENERAL RULES AND FEES**

#### **GR1004 General**

1. Any written agreement between the Federation and another National Federation regarding requirements for licensed officials shall supersede these rules.
2. With the exception of those who have been issued Guest and/or Special Cards (see GR1005, GR1011, GR1015, GR1024, and GR1025), only licensed officials in good standing may officiate at Licensed Competitions in those divisions covered by the rules and specifications of the current Rulebook.

- a. Unless stated otherwise, judges for Exhibition classes for Breed, hunter, jumper, or Western are not required to be licensed by the Federation nor is the competition required to obtain a guest card for the judge.
3. All Federation national and FEI officials must be Federation Competing Members.

## GR1005 Officiating Eligibility and Guest Cards

1. A judge licensed in a division restricted to one breed may judge all classes restricted to entries of that breed even though the judge may not be licensed in the divisions for all types of classes offered. Exceptions:
  - a. A licensed Dressage judge must judge Dressage classes.
  - b. Sport Horse classes in the Arabian, Half-Arabian and Anglo/Arabian Division must be judged by:
    1. Federation licensed Dressage Judge, Dressage Sport Horse Breeding Judge, Hunter or Jumper Judge, or
    2. Senior Equestrian Canada Dressage, Hunter, or Jumper Judge with a Guest Card, or
    3. Senior EC licensed Arabian Judge with an AHA Sport Horse Specialty Card and a Guest Card at non-Regional Championships or non-National Championship competitions, or
    4. Federation Arabian Judge with an AHA Sport Horse Specialty Card at non-Regional Championship or non-National Championship competitions, or
    5. Dually licensed Senior Equestrian Canada Arabian Judge, who also holds an EC Dressage, Hunter, or Jumper license (of any license level), with a Guest Card.
  - c. Refer to GR1005.36 for Western Dressage.
2. In classes restricted to entries of one breed, (i.e. Arabian, Morgan, Friesian), a judge licensed in a specific division (i.e. Hunter, Saddle Seat Equitation, Reining) may officiate the classes and sections at that competition in which they are licensed. In this case, a Guest Card is not required, nor is a Special Judge Card required for judges licensed in a specific division in order to judge these classes.
3. The following individuals shall comply with the background check and training requirements of USEF Safe Sport Policy:
  - a. All Federation Licensed Officials, including Guest Judges, Certified Eventing Cross Country Course Designers, and Certified Schooling Supervisors;
  - b. All individuals seeking FEI licensure through the Federation;
  - c. Current Federation FEI officials; and
  - d. All foreign FEI officials officiating in national classes in more than **two** Federation licensed and/or endorsed competitions within **the same Federation competition year**.
4. It is the responsibility of the Licensed Official to ensure that they are eligible to officiate by complying with all licensure and memberships requirements prior to first day of competition.
5. Judges licensed by the FEI are eligible to officiate in Federation Licensed Competitions in the division in which they are licensed (Exception: Vaulting). Guest Cards are not required.
  - a. Dressage: See GR1005.13
6. Guest Cards and Restrictions
  - a. A Guest official is a Federation Competing Member 21 years of age or over not enrolled as an official in a particular division, to whom the Licensed Officials Department may grant permission to officiate in that division upon the request of a Licensed Competition and for that competition only. The fee is not refundable. The application must be made on the official form and accompanied by the required fee. The statement on the form that the competition holds itself responsible that the individual applied for is familiar with the Federation rules and is capable to adjudicate as requested must be signed by the competition manager.
  - b. Notwithstanding the above, a full membership fee is not required for Guest Cards issued for classes in which the Federation does not have division rules or license officials and the applicant is not a Federation member, provided that a Show Pass fee for each such guest official accompanies the application in addition to the guest official fee.
  - c. The application for a Guest Card must be received in the Federation office at least 21 days prior to the start of the competition. In cases where the Guest Card application is received prior to the competition, but less than 21 days prior, the competition must pay a processing fee. If management disputes that the application was not timely filed or that the above fee is not properly owing, it may appeal in writing to the Federation within 30 days of management's receipt of the Federation's notice of fee, specifying the grounds for the appeal. The Federation's CEO or their designee, a special committee appointed by the

President or the Hearing Committee will consider the appeal and may waive a part or all of the fee upon a finding of good cause why the application was not timely filed and/or a finding that extreme hardship results from the fee.

- d. Guest Card applications must be received before the first day of the competition to be considered.
  - e. Guest Cards will not be issued to anyone whose application for enrollment, re-enrollment, promotion, or change of status has been denied by the Federation in the respective division in which the Guest Card is applied for.
  - f. Guest Cards are required for officials with foreign national licenses provided they have Senior status with their own federation and are officiating in the division for which they are licensed by their federation.
    1. Dressage: Foreign national judges are not eligible to officiate in the dressage division. See GR1005.14
  - g. Guest Cards will not be granted to any person more than twice in a lifetime in a particular division without the approval of the Federation's Licensed Officials Committee Chairman or their designee and any two members of the Federation's Licensed Officials Committee, unless outlined differently in these rules.
  - h. There is no limit to the number of Guest Cards an official may receive for classes recognized by a national breed or discipline association and for which the Federation has no division rules and does not license judges.
  - i. See GR1005.7-GR1005.37 for Guest Card restrictions and limitations within each division.
7. Andalusian/Lusitano
- a. A Federation Andalusian/Lusitano, Dressage, Driving, Hunter, or Jumper judge must officiate Andalusian/Lusitano Sport Horse classes.
  - b. A Technical Delegate is not required for Andalusian/Lusitano Sport Horse classes.
  - c. There is no limit to the number of Guest Cards an official may receive for Andalusian/Lusitano foreign experts.
8. Arabian
- a. Regional Shows and National Championships classes must be judged by a Federation Registered ('R) Arabian Division judge or a Senior Equestrian Canada (EC) judge who is on the AHA Recognized Judges List as an accredited National/ Regional judge.
    1. Exception: AHA "Specialty" classes: Working Hunter/Hunter Hack, Jumper, Cutting, Dressage, Western Dressage, Hunter/Jumping Seat Equitation, Saddle Seat Equitation, Reining Seat Equitation, Reining, Working Cow, Reined Cow Horse, Herd Work, Ranch Horse, Trail, Carriage Pleasure Driving, Breeding/In-Hand, and Sport Horse. Detailed specifications for these sections can be found in the AHA Handbook. Refer to the EC Guest card chart for EC eligibility.
    2. There is no limit to the number of Guest Cards an official may receive for Arabian Specialty carded judges (i.e. Reining, Working Cow Horse, Trail).
  - b. Breeding/gelding in-hand - Guest cards will only be granted to foreign breeding experts and/or those holding a Specialty Card with the Arabian Horse Association. A list of foreign experts will be maintained by the Federation Licensed Officials Department. There is no limit to the number of Guest Cards an official may receive for Arabian foreign breeding experts.
  - c. Reining – Judges licensed by the National Reining Horse Association (NRHA) and/or the National Reined Cow Horse Association (NRCHA) and/or those holding a Specialty Card with the Arabian Horse Association may officiate in Reining classes with a Guest Card.
  - d. Ranch, Trail, Working/or Reined Cow Horse, Herd Work Classes- National Reining Horse Association (NRHA), National Reined Cow Horse Association (NRCHA) judges licensed in another breed (i.e. AQHA, APHA, ApHC, etc.) and/or those holding a Specialty Card with the Arabian Horse Association may officiate in a Ranch, Train, Working or Reined Cow Horse, or Herd Work classes with a Guest Card.
  - e. Sport Horse –See GR1005.1.
9. Carriage Pleasure Driving
- a. Federation licensed judges in any breed division that includes Carriage Pleasure Driving classes are eligible to officiate as Guest Judges in the Carriage Pleasure Driving division.
  - b. There is no limit to the number of Guest Cards an official may receive for Carriage Pleasure Driving and Coaching Judges approved by Foreign National Driving Societies.
  - c. Coaching
    1. See CP301.
    2. Federation licensed Carriage Pleasure Judges may officiate in Coaching classes at Federation licensed competitions.

3. Foreign dignitaries approved by their National Driving Society may officiate in Coaching classes at Federation licensed competitions as Guest Judges.
- d. Driven Dressage
  1. See CP523 and CP524.
- e. Guest Cards for Technical Delegates are not permitted.
10. Category 1 and 2 Stewards
  - a. Guest Cards are not permitted.
11. Certified Schooling Supervisors
  - a. U.S. FEI Jumping Stewards are eligible to serve as Certified Schooling Supervisors in hunter, equitation, or jumper schooling areas. Foreign FEI Jumping Stewards are only eligible to serve as Certified Schooling Supervisors in jumper schooling areas.
12. Combined Driving
  - a. Combined Driving Judges from another country may officiate as Guest Judges. See DC970.
  - b. Guest Cards for Course Designers from a foreign country are permitted.
  - c. Guest Cards for Technical Delegates are not permitted.
13. Connemara
  - a. A Federation Connemara, Dressage Sport Horse Breeding, or Hunter judge with a Hunter Breeding Designation must officiate Connemara classes.
  - b. Judges must have approved status from the American Connemara Pony Society to officiate in any class in the Connemara division at regular or local competitions with a Guest Card.
14. Dressage
  - a. Current foreign FEI Dressage Level 3 or 4 judges may officiate in the dressage division without a Guest Card. These judges may officiate alone.
  - b. Guest Cards for Dressage Judges are not permitted.
  - c. Guest Cards for Technical Delegates are not permitted.
  - d. Guest Cards for Dressage Sport Horse Breeding are not permitted.
15. Endurance
  - a. Guest officials are not permitted.
16. English Pleasure
  - a. Guest judges may officiate alone at any competition.
  - b. English Pleasure Saddle Seat
    1. Judges licensed in any breed that includes a Saddle Seat or English Pleasure section are eligible to officiate English Pleasure Saddle Seat classes.
  - c. English Pleasure Hunter Seat
    1. Judges licensed in the Hunter division or any breed that includes a Hunter Pleasure section are eligible to officiate English Pleasure Hunter Seat classes.
  - d. English Pleasure Driving
    1. Judges licensed in any breed that includes a Pleasure Driving section are eligible to officiate English Pleasure Driving classes.
17. Eventing
  - a. An individual licensed as an eventing judge by another National Federation must obtain a Guest Card.
  - b. Guest Cards for Technical Delegates are not permitted.
  - c. Guest Cards for Course Designers are not permitted. Exception: Any individual currently licensed by the FEI as a Course Designer for Eventing shall automatically be eligible to officiate at Federation licensed competitions without a Guest Card in accordance with the rules below. There is no limit on the number of times that such an individual may officiate.
    1. Level 2 FEI Course Designers for Eventing shall automatically be eligible to officiate at the intermediate level.
    2. Level 3 FEI Course Designers for Eventing shall automatically be eligible to officiate at the Intermediate and Advanced levels.
  - d. See EV156.1 and EV159.
18. Friesian

- a. A Guest Judge may officiate alone in the Friesian division provided the judge is a Federation licensed official in at least one other recognized breed division. Guest judges are prohibited from officiating at Regional or National competitions.
  - b. Four Guest Cards may be granted in a lifetime.
    - 1. Exception: There is no limit to the number of Guest Cards an official may receive for Friesian foreign experts.
19. Hackney
- a. Guest Judges may officiate alone in the Hackney division provided the judge is Federation licensed in at least one other recognized breed division. In Hackney Pony classes, one Guest judge on a multiple judge panel is permitted.
20. Hunter
- a. A guest judge may not officiate in any Premier, National or Regional rated divisions or sections.
  - b. Guest Cards for Course Designers are not permitted.
21. Hunter Breeding
- a. A Federation Hunter judge or Hunter judge with a Hunter Breeding Designation must officiate the Pony Hunter Breeding section.
  - b. A Hunter judge with a Hunter Breeding Designation must officiate the Hunter Breeding section.
  - c. Guest Cards for Hunter and Pony Hunter Breeding are not permitted.
22. Hunter/Jumping Seat Equitation
- a. There is no limit to the number of Guest Cards an official may receive for the USEF Show Jumping Talent Search Finals, USEF Hunter Seat Medal Finals, ASPCA Maclay Finals, and/or WIHS Finals.
  - b. A Guest Judge may not officiate at any national or regional Hunter/Jumping Seat Equitation Finals. The following are exceptions:
    - 1. USEF Show Jumping Talent Search Class/Finals, see EQ111.7.h
    - 2. USEF Hunter Seat Medal Finals, see EQ111.5.d.5
    - 3. WIHS Equitation Finals, see EQ111.10
    - 4. ASPCA Maclay Finals, see EQ111.8.
  - c. Guest judges may not officiate alone in any Federation Medal class.
  - d. Guest Cards for Course Designers are not permitted.
23. Jumper
- a. Guest Judges are not permitted to officiate if the jumper division is offering \$2,500 or more in prize money at the competition.
  - b. Guest Cards for Course Designers are not permitted. Exception: Any individual currently licensed by the FEI as a Level 2 or higher Course Designer for Jumping shall automatically be eligible to officiate in the jumper division at Federation competitions without a Guest Card. There is no limit on the number of times that such an individual may officiate.
24. Morgan
- a. Guest Judges may officiate alone in the Morgan division provided the judge is Federation licensed in at least one other recognized breed division. One Guest judge is allowed on a three-judge panel and may serve as a call judge provided they are licensed by the Federation in at least one other division.
  - b. Reining – Judges licensed by the National Reining Horse Association (NRHA) may officiate in Reining with a Guest Card.
  - c. Working Western - Federation Western judges, Federation Morgan judges (preferably experienced in judging Working Western events), National Reining Horse Association (NRHA) judges, National Reined Cow Horse Association (NRCHA) judges, judges licensed in a non-affiliated breed for working western classes (i.e. AQHA, APHA, ApHC, etc.) and/or those holding a Specialty Card with the Arabian Horse Association must judge the Morgan Working Western section. A Guest Card is required for any judge other than a Federation licensed Western or Morgan judge. There is no limit to the number of Guest Cards an official may receive for the Morgan Working Western section.
    - 1. Exception: A Federation licensed Morgan judge is not permitted to officiate the Working Western classes at The Grand National & World Championship Morgan Horse Show.
25. National Show Horse
- a. A Federation Arabian or Hackney/Roadster/Saddlebred judge must officiate the National Show Horse division.
26. Parade
- a. A Federation Hackney/Roadster/Saddlebred judge must officiate the Parade division.

27. Para-Equestrian
  - a. Guest Cards for Para-Equestrian Classifiers are not permitted.
28. Paso Fino
  - a. No more than two (2) guest cards may be granted within the past five (5) competition years.
  - b. Guest Judges may officiate with a Federation Licensed Paso Fino Registered 'R' judge in any "B", "C", or Local rated competition. If the competition is a multi-breed competition, a Guest Judge may officiate alone.
29. Reining
  - a. Federation Western judges may officiate Reining classes in breed restricted competitions.
  - b. NRHA or AQHA Specialized (with a Reining certification) Judges must officiate Reining classes with a Guest Card.
30. Roadster
  - a. A Federation Hackney/Roadster/Saddlebred judge must officiate Roadster Pony classes.
  - b. Guest Judges may officiate alone in the Roadster division. One Guest Judge is allowed permitted on a multiple judge panel. Three Guest Cards may be granted in a lifetime.
31. Saddlebred
  - a. In the American Saddlebred division, if the previous year's competition had more than 250 horses competing in the Saddlebred sections, and:
    1. If the competition hires a multi-judge panel, at least two judges on the panel must be a Registered ('R') Hackney/Roadster/Saddlebred Judge. A special card cannot be used to fulfill this requirement.
    2. If the competition hires a single judge, then the judge must be a Registered ('R') Hackney/Roadster/Saddlebred Judge. A special card cannot be used to fulfill this requirement.
  - b. Guest Judges may officiate alone in the American Saddlebred division provided the judge is licensed by the Federation in at least one other recognized breed division. One Guest judge is permitted on a multiple judge panel.
32. Saddle Seat Equitation
  - a. A Guest Judge may not officiate at any national or regional Equitation Finals. One Guest Judge is permitted on a multi judge panel.
  - b. A Guest Judge may not officiate alone in any Federation Medal Class. Federation Arabian or Morgan licensed officials may officiate alone in the qualifying classes for the USEF Saddle Seat Medal and USEF Saddle Seat Adult Amateur Medal without a guest card.
  - c. Any individual currently licensed by Equestrian Canada or the Riding Horse Judges Association of South Africa, as a Senior Saddle Seat Equitation judge is eligible to officiate in the Saddle Seat division for the US Saddle Seat World Cup Trials, US Saddle Seat hosted Invitationals, and the Saddle Seat World Cup Competition hosted in US, with a Guest Saddle Seat Equitation Judge's Card. There is no limit on the number of times that such an individual may officiate.
33. Shetland
  - a. A Federation Connemara, Hackney/Roadster/Saddlebred, Shetland, or Welsh judge must officiate Shetland pony classes.
  - b. Guest Judges may officiate alone.
34. Vaulting
  - a. Guest cards are not permitted.
35. Welsh
  - a. Federation Hunter judges may officiate in "A" rated Welsh Pony Hunter classes and "A" rated Welsh Pleasure classes without a Guest Card.
  - b. A Welsh Pony and Cob Society of America Approved Judge is permitted to officiate in any Welsh Division classes at Federation licensed regular or local competitions with a Guest Card. See GR1005.6.g.
36. Western Dressage
  - a. Breed licensed judges may officiate Western Dressage Suitability, Western Dressage Hack, and Western Dressage Seat Equitation classes.
  - b. Guest Cards are not permitted.
37. Western Seat Equitation or Western
  - a. A Guest Judge may not officiate at any national or regional Equitation Finals.
  - b. A Guest Judge may not officiate alone in any Federation Western Seat Equitation Medal Class.
  - c. National breed association judges may officiate Western classes with a Guest Card.
  - d. For ranch classes, see WS138.7.

## **GR1006 Apprentice**

1. An Apprentice shall be a Federation Competing Member who is at least 21 years of age. Information on apprenticing procedure for each license is located on the Federation website. An Apprentice shall request approval prior to apprenticing from the Licensed Competition first followed by approval by the licensed official(s) with whom the apprentice will be apprenticing.
2. Apprenticing restrictions at competitions:
  - a. Apprenticing is limited to one Apprentice per arena. Exception: Arabian Apprenticing, Dressage Judge Group Apprenticing, Eventing, Vaulting and Western Dressage Group Apprenticing.
  - b. Licensed officials are limited to one Apprentice at any one time. Exception: Dressage Judge and Western Dressage Group Apprenticing, and Eventing Cross-Country and Jumping Tests. Vaulting Technical Delegates may accept up to two apprentices at any one time, in the case of schedule or other constraints causing hardship for the additional apprentice.
  - c. Individual dressage judge apprenticing is not allowed at any final selection trials for international representation. Individual dressage judge apprenticing is also prohibited in Federation National Championships, USDF Regional Championships classes and the US Dressage Finals.
3. The Licensed Competition may request additional specific information about an individual's experience before accepting the individual as an Apprentice.
4. There is no limit to the number of times a person may apprentice. When apprenticing, an Apprentice should use a scorecard to evaluate the various entries. Apprentices work under the direction of the Licensed Official with whom they are apprenticing and do not possess any authority.
5. Conflict of Interest
  - a. Individuals must not apprentice, shadow judge, sit-in, etc. ("apprentice") with a family member, cohabitant, companion, domestic partner, housemate, member of the household, client, employer, or employee.
  - b. Judge applicants must not apprentice in any classes where a family member, cohabitant, companion, domestic partner, housemate, member of the household, client, employer, or employee is competing.
  - c. Steward, Technical Delegate, Certified Schooling Supervisor, or Combined Driving Course Designer applicants must not apprentice at a Federation licensed competition where a family member, cohabitant, companion, domestic partner, housemate, member of the household, client, employer, or employee is competing.
  - d. An individual cannot compete in the same competition at which they apprentice, shadow judge, sit-in, etc.
  - e. Apprentices are not permitted to act as Competition Staff, Manager, Secretary, Directors, Officers, Chairman of the Show Committee, or Veterinarian at the same competition.
  - f. Any violation of this rule will lead to the apprenticing experience not counting towards licensing requirements. Apprenticing experience completed in violation of this rule will be considered an extra apprentice experience. In relation to this rule, the term apprenticing also applies to shadowing, observing, and the like.

## **SUBCHAPTER 10-C CLASSIFICATIONS - JUDGES**

### **GR1007 General**

Judges shall be licensed by the Federation as Senior, Registered, Recorded, Special, or Guest. A judge will not be licensed in more than 12 national divisions.

### **GR1008 Senior Judge**

Senior judge classification ('S') applies to Dressage and Eventing. Senior Dressage judges may officiate in all national and FEI Level Dressage classes at Federation Licensed Competitions. Senior Eventing Judges may officiate at any level of Eventing (see also EV153).

## **GR1009 Registered Judge**

1. A Registered judge ('R') may officiate alone at any competition in the divisions in which they are Registered.
2. Registered Dressage judges may officiate in classes at Fourth Level and below, FEI Junior Tests, FEI Pony Tests, FEI Childrens Tests, FEI Para-Equestrian Dressage Tests, FEI and USEF Dressage Tests for 4-year-old horses, and USEF and FEI Eventing Dressage Tests at all levels. Registered Dressage judges are not permitted to officiate in any classes above Fourth Level or FEI Dressage Tests for 5 and 6-year-old horses.
3. A Registered Eventing judge may officiate the Intermediate level and below (see also EV153).
4. A Registered Western Dressage Judge may officiate at any level of Western Dressage including Western Dressage Suitability, Western Dressage Hack and Western Dressage Seat Equitation classes.

## **GR1010 Recorded Judge**

1. A Recorded judge 'r' may officiate alone or independently in the following divisions:
  - a. American Saddlebred;
  - b. Andalusian/Lusitano, except for National Championship competitions;
  - c. Arabian;
  - d. English Pleasure, refer to GR1005 for specific licenses required to officiate this division;
  - e. Friesian;
  - f. Hackney;
  - g. Morgan;
  - h. National Show Horse;
  - i. Reining;
  - j. Roadster; and
  - k. Saddle Seat Equitation: in any open division except in the USEF Saddle Seat Medal Championship/Finals.
2. The following divisions have specific limitations for 'r' recorded judges:
  - a. Andalusian/Lusitano – A recorded ('r') Andalusian/Lusitano judge may officiate alone in any Andalusian/Lusitano class except for National Championship competitions.
  - b. Dressage - A Recorded Dressage judge may officiate at Second Level and below, in Eventing tests equivalent to Second Level or below, and in Eventing Competitions at the Intermediate Level or below. Recorded Dressage judges are not permitted to officiate at the Third Level and above, in FEI or USEF Dressage Tests for 4 and 5-year-old horses, FEI Childrens Tests, FEI Pony Tests, or FEI Para-Equestrian tests.
  - c. Eventing - A Recorded Eventing judge may officiate at the Preliminary level and below (see also EV153).
  - d. Hunter - A 'r' recorded judge is not permitted to officiate alone or independently in a Premier or National section. Exception: Recorded 'r' judges are permitted to officiate alone or independently in the following sections: Children's Hunter, Children's Pony Hunter, Adult Amateur Hunter, Low Children's Hunter Horse or Pony, Low Adult Amateur Hunter, Small Hunter, Thoroughbred Hunter, Ladies Side Saddle, Hunter and Pony Hunter Breeding, and any USHJA Hunter section.
  - e. Hunter/Jumping Seat Equitation - A 'r' recorded judge is not permitted to officiate alone or independently in any of the following Hunter/Jumping Seat Medal classes at a National or Premier rated Hunter competition: USEF Show Jumping Talent Search class, USEF Hunter Seat Medal Class, USEF Pony Medal Class, ASPCA Horsemanship class, WIHS Equitation, WIHS Pony Equitation, National PHA Medal class, USHJA Jumping Seat Equitation class.
  - f. Jumper - A 'r' recorded judge is not permitted to officiate alone or independently in a Jumper class offering more than \$2,500.
  - g. Paso Fino - A 'r' recorded judge is not permitted to officiate alone or independently in an 'A' rated section.
  - h. Western Dressage - A Recorded Western Dressage judge may officiate Introductory, Basic, and Level 1 only and also Western Dressage Suitability, Western Dressage Hack and Western Dressage Seat Equitation classes.

## **GR1011 Special Judge**

1. A Special judge is a Federation Competing Member already enrolled as a Recorded judge to whom the Licensed Officials Department may grant permission to officiate as a Registered judge in a division in which they are enrolled as a Recorded judge.
2. Such permission, which is not transferable, will be granted upon the request of a Licensed Competition for that competition only. The application must be made on the official form and accompanied by the required fee. The fee is non-refundable. The statement on the form that the competition holds itself responsible that the individual applied for is familiar with the Federation rules and is capable to officiate as requested must be signed by the competition manager.
3. Restrictions:
  - a. Special cards are not issued for the Dressage, Eventing, Hunter, or Western Dressage Divisions.
  - b. Recorded Saddle Seat Equitation judges may not receive a Special judges' card to officiate the USEF Saddle Seat Medal Championship/Final.
  - c. Special cards will not be issued to anyone whose application for re-enrollment, promotion or change of status has been denied by the Federation for the respective license applied for.
  - d. Authority to act as a Special judge will not be granted to any person more than twice in a lifetime, in a particular division without the approval of the Licensed Officials Committee Chairmen or their designee, and any two members of the Licensed Officials Committee.
  - e. Special Card applications must be received before the first day of the competition to be considered.
4. Application must be received by the Federation at least 21 days prior to the start of the competition. In cases where special applications are received prior to the competition, but less than 21 days prior, the competition must pay a processing fee. If management disputes that the application was not timely filed or that the above fine is not properly owing, it may request a procedural review of these issues before the Co-Chairs of the Hearing Committee or their designees, provided that the request is made in writing to the Federation within 30 days of management's receipt of the Federation's notice of fine, specifying the grounds for the procedural review. The Co-Chairs of the Hearing Committee or their designees may waive a part or all of the fee upon a finding of good cause why the application was not timely filed and/or a finding that extreme hardship results from the fee.

## **SUBCHAPTER 10-D CLASSIFICATIONS - STEWARDS**

### **GR1012 General**

1. Stewards shall be licensed by the Federation as Registered, Recorded, or Special, in either one or both of the following Categories.
  - a. Category 1 (C1) Steward is licensed to officiate the following specialized Divisions and Sections: Hunter, Hunter Breeding, Hunter/Jumping Seat Equitation, Jumper, Welsh, Connemara, and English Pleasure.
  - b. Category 2 (C2) Steward is licensed to officiate the following specialized Divisions and Sections: Andalusian/Lusitano, Arabian, Connemara, English Pleasure, Friesian, Hackney Harness, Morgan, National Show Horse, Parade, Paso Fino, Reining, Roadster, American Saddlebred, Saddle Seat Equitation, Shetland, Western/Reining Seat Equitation, Welsh, Western Dressage and Western.
2. A Category 1 or Category 2 steward is entitled to officiate in only the corresponding divisions and sections of the license category listed above.
3. Licensed Endurance Stewards are licensed by the Federation as Recorded.

### **GR1013 Registered Steward**

1. A Registered ('R') Category 1 or Category 2 steward is an individual so classified by the Federation.
2. A Registered Category 1 or Category 2 steward is entitled to officiate alone unless the competition requires more than one steward.

## **GR1014 Recorded Steward**

1. A Recorded ('r') Category 1 or Category 2, or Endurance steward is an individual so classified by the Federation.
2. A Recorded Category 1 steward may not officiate alone in any National, Premier, or Special Event or in a Jumper division at competitions above Jumper Level 2 rating. A minimum of one Registered 'R' C1 Steward must officiate.
3. A Recorded Category 2 steward may officiate alone in any of the specialized Divisions and Sections covered by Category 2 stewards as outlined in Subchapter 10-D-Classifications-Stewards. Exception: Regional and National Arabian, Morgan, Andalusian/Lusitano and Friesian competitions and National Show Horse Finals must have a minimum of one Registered 'R' Steward officiating the entire event.

## **GR1015 Special Steward**

1. A Special Category 1 (C1) steward is a Recorded 1 steward, to whom the Licensed Officials Department may grant permission to officiate as a Registered C1 steward at Federation licensed National rated Hunter competitions or Level 3 or 4 Jumper competitions. If the Federation approves the issuance of such card, a Recorded Category 1 steward may officiate alone at Federation licensed National rated Hunter competitions or Level 3 or 4 Jumper competitions.
2. Such permission, which is not transferable, shall be granted upon request of a particular Licensed Competition for that competition only. The application must be made on the official form and accompanied by the required fee. The fee is non-refundable. The statement on the form that the competition holds itself responsible that the individual applied for is familiar with the Federation rules and is capable to officiate as requested, must be signed by the competition manager.
3. Restrictions:
  - a. Special cards will not be issued to anyone whose application for re-enrollment, promotion or change of status has been denied by the Federation for the respective license applied for.
  - b. Special cards will not be issued for Federation licensed Premier rated Hunter competitions or Level 5 or higher Jumper competitions.
  - c. Special Steward Cards for Category 2 stewards are prohibited; a Registered Category 2 steward must officiate as required per the Recorded Steward rules in Chapter 10.
  - d. Authority to act as a Special Steward will not be granted to any person more than twice in a lifetime, in a particular division without the approval of the Licensed Officials Committee Chairman or their designee and any two members of the Licensed Officials Committee.
  - e. Special Card applications must be received before the first day of the competition to be considered.
4. Application must be received by the Federation at least 21 days prior to the competition. In cases where the special applications are received prior to the competition, but less than 21 days prior, the competition must pay a processing fee. If management disputes that the application was not timely filed or that the above fine is not properly owing, it may request a procedural review of these issues before the Co-Chairs of the Hearing Committee or their designees, provided that the request is made within 30 days of management's receipt of the Federation's notice of fine, specifying the grounds for the appeal. The Co-Chairs of the Hearing Committee or their designees may waive a part or all of the fine upon a finding of good cause why the application was not timely filed and/or a finding that extreme hardship results from the fee.

## **SUBCHAPTER 10-E CLASSIFICATIONS - TECHNICAL DELEGATES**

### **GR1016 General**

1. Technical Delegates shall be licensed by the Federation as Registered or Recorded in Dressage and Eventing. Eventing Technical Delegates may also be licensed as Senior. Carriage Pleasure Driving, Combined Driving, and Vaulting Technical Delegates shall be licensed as Registered.
2. Only licensed technical delegates in good standing may officiate at Federation Licensed Competitions.

## **GR1017 Senior and Registered Technical Delegates - Eventing and Dressage**

1. A Senior ('S') Eventing Technical Delegate is entitled to officiate alone in any division at any level of Eventing. A Registered ('R') Eventing Technical Delegate is entitled to officiate alone at the Intermediate Level and below (see also EV158.1a.)
2. A Registered Dressage Technical Delegate must officiate at Level 4 and Level 5 Dressage Competitions. A Registered Dressage Technical Delegate may officiate alone at USEF/USDF Championships, Federation Developing Program Championships, and USEF High Performance Championships, qualifying and selection trials and observation classes, at any Dressage Competition level or in the Dressage division or section at Regular or Local Competitions. (See GR1211)
3. Only Dressage Technical Delegates who are current Participating Members of the United States Dressage Federation may officiate at USEF/USDF Regional and National Dressage Championships.

## **GR1018 Recorded Technical Delegates - Eventing and Dressage**

1. A recorded ('r') Eventing Technical Delegate may not officiate alone at an Intermediate or Advanced Horse Trial or a Two or Three-Day Event but may officiate as the assistant to the Technical Delegate.
2. A Recorded Dressage Technical Delegate may officiate as the assistant to the Registered Technical Delegate(s) at Level 4 and Level 5 Dressage Competitions, and may officiate alone at Levels 1-3 Dressage Competitions. A Recorded Dressage Technical Delegate may not officiate alone at USEF/USDF Championships, Federation Developing Program Championships, and USEF High Performance Championships, qualifying and selection trials and observation classes, but may officiate as the assistant to the Registered Technical Delegate for these competitions or classes. A Recorded Dressage Technical Delegate may officiate alone in the Dressage division or section at Regular or Local Competitions. (See GR1211.4a).
3. Only Dressage Technical Delegates who are current Participating Members of the United States Dressage Federation may officiate at USEF/USDF Regional and National Dressage Championships.

## **GR1019 Driving Technical Delegates**

1. A Combined Driving Technical Delegate is an individual licensed by the Federation and is entitled to officiate alone in Combined Driving Events. See DC971 for information on Guest Cards for Combined Driving Technical Delegates.
2. A Carriage Pleasure Driving Technical Delegate is an individual so classified by the Federation, and is entitled to officiate alone in Carriage Pleasure Driving Competitions. See CP201.2 for information on Guest Cards for Carriage Pleasure Driving Technical Delegates.
3. See also GR1034.

## **GR1020 Vaulting Technical Delegates**

A Vaulting Technical Delegate is an individual licensed by the Federation, who may officiate alone at any level of national Vaulting competition.

## **SUBCHAPTER 10-F CLASSIFICATIONS - COURSE DESIGNERS**

### **GR1021 General**

Course designers shall be licensed by the Federation as Senior, Registered, Recorded, Certified, Regional, or Special. Course Designers are responsible for ensuring all courses or obstacles comply with Federation rules.

### **GR1022 Jumper Course Designers**

1. Any individual currently licensed by the FEI as a Level 2 or higher Course Designer for Jumping shall automatically be eligible to officiate in the jumper division at Federation competitions without a Guest Card. There is no limit on the number of times that such an individual may officiate.

2. See JP105 for Jumper Course Designer requirements at competitions.

## **GR1023 Hunter Course Designers**

1. See HU117 and EQ110 for Hunter Course Designer requirements at competitions.

## **GR1024 Special Hunter Course Designer**

1. A Special Hunter Course Designer is a Federation Competing Member already enrolled as a Recorded Hunter Course Designer to whom the Licensed Officials Department may grant permission to officiate a class or classes for which a 'R' Hunter Course Designer would otherwise be required, upon the request of a Licensed Competition and for that competition only.
2. Such permission, which is not transferable, will be granted upon the request of a Licensed Competition for that competition only. The application must be made on the official form and accompanied by the required fee. The fee is non-refundable. The statement on the form that the competition holds itself responsible that the individual applied for is familiar with the Federation rules and is capable to officiate as requested must be signed by the competition manager.
3. Restrictions:
  - a. Special cards will not be issued to anyone whose application for re-enrollment, promotion, or change of status has been denied by the Federation for the respective license applied for.
  - b. Authority to act as a Special Hunter Course Designer shall not be granted more than twice to any one individual per lifetime. Special Hunter Course Designers must be approved by the National Hunter Committee Chairman, or their designee, and any two members of the National Hunter Committee.
  - c. Special Card applications must be received before the first day of the competition to be considered.
4. Application must be received by the Federation at least 21 days prior to the start of the competition. In cases where special applications are received prior to the competition, but less than 21 days prior, the competition must pay a processing fee. If management disputes that the application was not timely filed or that the above fine is not properly owing, it may appeal in writing to the Federation within 30 days of management's receipt of the Federation's notice of fine, specifying the grounds for the appeal. The Federation's CEO or their designee, a special committee appointed by the President or the Hearing Committee will consider the appeal and may waive a part or all of the fee upon a finding of good cause why the application was not timely filed and/or a finding that extreme hardship results from the fee.

## **GR1025 Special Jumper Course Designer**

1. A Special Jumper Course Designer is a Federation Competing Member already enrolled as a Recorded Jumper Course Designer to whom the Licensed Officials Department may grant permission to officiate a class or classes for which a 'R' Jumper Course Designer would otherwise be required, upon the request of a Licensed Competition and for that competition only.
2. Such permission, which is not transferable, will be granted upon the request of a Licensed Competition for that competition only. The application must be made on the official form and accompanied by the required fee. The fee is non-refundable. The statement on the form that the competition holds itself responsible that the individual applied for is familiar with the Federation rules and is capable to officiate as requested must be signed by the competition manager.
3. Restrictions:
  - a. Special cards will not be issued to anyone whose application for re-enrollment, promotion, or change of status has been denied by the Federation for the respective license applied for.
  - b. Authority to act as a Special Jumper Course Designer shall not be granted more than twice to any one individual. Special Jumper Course Designers must be approved upon by the Jumping Sport Committee Chairman, or their designee, and any two members of the Jumping Sport Committee.
  - c. Authorization to act as a Special Course Designer will be granted to those individuals who have completed all the requirements for a 'R' Jumper Course Designer license but have not yet received their license.
  - d. Special Card applications must be received before the first day of the competition to be considered.

4. Application must be received by the Federation at least 21 days prior to the start of the competition. In cases where special applications are received prior to the competition, but less than 21 days prior, the competition must pay a processing fee. If management disputes that the application was not timely filed or that the above fine is not properly owing, it may appeal in writing to the Federation within 30 days of management's receipt of the Federation's notice of fine, specifying the grounds for the appeal. The Federation's CEO or their designee, a special committee appointed by the President or the Hearing Committee will consider the appeal and may waive a part or all of the fee upon a finding of good cause why the application was not timely filed and/or a finding that extreme hardship results from the fee.

### **GR1026 Eventing Course Designers**

1. A minimum of a Certified Eventing Cross Country Course Designer is required for Beginner Novice, Novice, and Training Horse Trials.
2. A minimum of a Recorded ('r') license is required to officiate at Preliminary Horse Trials, Modified Horse Trials, and National Three-Day Events.
3. A minimum of a Registered ('R') license is required to officiate at Intermediate Horse Trials.
4. A minimum of a Senior ('S') license is required to officiate at Advanced Horse Trials.
5. See Chapter EV - Eventing EV153 for officiating eligibility for 'S', 'R' and 'r' Eventing Course Designers.

### **GR1027 Combined Driving Course Designer**

A 'R' license is required to design courses at Federation licensed Combined Driving events.

## **SUBCHAPTER 10-G CLASSIFICATIONS - OTHER**

### **GR1028 Assigned Steward or Technical Delegate**

1. A Federation Assigned Steward or Technical Delegate is an individual who is currently a Steward or Technical Delegate and who meets the Federation's criteria for a Federation Assigned Steward or Technical Delegate and has been designated to serve as a Federation Assigned Steward or Technical Delegate as specified by the Federation.
2. There is no additional fee for the designation, and a Federation Assigned Steward or Technical Delegate is eligible for all benefits afforded to Licensed Officials by the Federation.
3. A Federation Assigned Steward or Technical Delegate may be sent by the Federation to randomly selected Licensed Competitions or, with the approval of the CEO or their designee, to particular Licensed Competitions, for cause, to oversee and report back to the Federation on their observations.
4. The Assigned Steward or Technical Delegate will have the full duties of their position.

### **GR1029 Para-Equestrian Classifier**

A Para-Equestrian Classifier is an individual licensed by the Federation, who may work alone at any level of national Para-Equestrian competition or at a Federation Center of Excellence.

### **GR1030 Certified Schooling Supervisor**

1. A Federation Certified Schooling Supervisor is an individual licensed by the Federation.
2. Schooling supervisors may be individual contractors at the competition or may be competition stewards. However, a minimum of one competition steward must always remain available to attend to other stewarding duties.
3. Jumper Schooling Requirements – See JP103
4. Hunter Schooling Requirements – See HU Appendix A

## **SUBCHAPTER 10-H REGULATIONS GOVERNING OFFICIALS**

### **GR1031 General**

1. Failure of an official to attend a competition with which the official has a signed agreement or failure to perform their duties in accordance with the rules, or to officiate in the classes to which they have been assigned shall constitute cause for disciplinary action, except in cases of extreme emergency.
2. Any official found guilty of cruelty to a horse or to have killed, abandoned, mistreated, neglected, or otherwise abused a horse, by an administrative agency, body, humane society, or court of law, whether such court or tribunal is civil, criminal, or administrative may have their license(s) revoked.
3. No official is to be housed in a private home unless the official has agreed before the competition.
4. In the event that an official officiates at a competition where they are ineligible, the official may be penalized as described in GR703.

### **GR1032 Judges**

1. Good judging depends upon a correct observance of the fine points and the selection of best horses for the purpose described by conditions of the class. A judge serves three interests: their own conscience, exhibitors, and spectators. A judge should make it clear that the best horses win.
2. When judges are required to judge independently on a multiple judge panel, each judge must meet the requirements as outlined in Rules GR1004 through GR1010.
3. Except in the discharge of their official duty, the use of cellular phones or other similar communication devices, including computers, by judges while in the ring (including center ring), judges' box, judges' stand, or on any part of a course during a competition is prohibited.
4. A judge is obligated to adjudicate each division, section, and class in conformity with the rules and specifications of that division, section and class as they appear in the Federation Rulebook. A judge is expected to be proficient in their division and to possess a thorough knowledge of the rules of the Federation.
5. The attention of judges is directed to the difference in requirements covering Maiden, Novice, Limit, Junior, Amateur, and Ladies' classes versus Open classes. These differences must be observed in adjudicating classes.
6. The decisions of each judge constitute solely their individual preference and not as opinions of or decisions by the Federation. For decisions of a judge in regard to soundness, see GR1204.
7. Consulting with a Veterinarian
  - a. Only the judge may call a veterinarian during a class but is encouraged to do so if their opinion necessitates the disqualification of an entry. The judge shall give the numbers of the horses in question and the veterinarian shall render their finding. If the veterinarian is not immediately available or not called upon, the judge's decision as to the serviceable soundness of a horse shall be accepted for the purpose of disqualifying a horse from showing in that class and shall be final. (Exception: The decision of the judge as to the serviceable soundness of a horse in Hunter classes is final, however the competition veterinarian may be consulted.)
  - b. In regard to possible whip marks, or other matters other than soundness that are pertinent to the welfare of the horse, the judge may consult with a veterinarian during a class. The final decision rests with the judge.
  - c. None of the above applies to Dressage, Driving, Eventing, or Western Dressage. See DR208, EV118.8, and WD126.9.
8. When a judge is used as a referee and is called upon to break a tie, the other judges must give the ringmaster only the numbers of the two horses tied. The ringmaster will then take these to the referee who will indicate their preference by circling the number of their choice. The ringmaster will then return this written decision to the other judges who will proceed with the remaining placements, as the breakage of a tie for one placement by the referee does not automatically place the losing contender of the tie in the next position. This procedure is to be followed for each placement in turn, as ties occur. The referee shall turn in a judge's card only when called upon to break a tie, in which case only their tie breaking decision shall be indicated on the card.
9. All placements stated in the prize list/omnibus shall be awarded, beginning with first place and proceeding in order through all placements, unless there is an insufficient number of entries or an entry is eliminated, excused, or disqualified.

10. It shall be the prerogative of the Licensee to designate a particular system of judging and to post a complete order of placement for public inspection. Judges accepting an invitation to officiate must recognize the Licensee's prerogative. Unless the Licensee designates a particular system of judging when an invitation is issued, a judge is not required to use a particular system of judging.
11. A judge must order from the ring any unruly horse or one whose actions threaten to endanger the rider, driver, handler, other exhibitors, or their entries.
12. A judge must order from the ring any rider, driver or handler who exhibits inappropriate or dangerous behavior or whose actions would in any way threaten the safety of any exhibitor, their entries, or the safety of class officials.
13. When over 40 horses or riders are entered in a performance class in which horses compete together, a judge must divide the class and work it in groups of less than 40. Unless individual tests are required in the class routine, a judge shall bring the top contestants from each group back into the ring for final adjudication. (Exception: See AR107.8d and DR126.2a(4)).
14. In classes which have a maximum weight and/or measurement for shoes, the judge must immediately weigh and/or measure any shoe that is cast. In such classes the judge may not excuse an entry from the ring until satisfied that the entry has not cast a shoe.
15. In the Western and Western Seat Equitation division, when a single judge system is used, judge's cards shall be considered final and shall not be changed after the completion of the presentation of awards for that class.
16. Judges' cards and/or official score sheets are to be signed by the judge and retained (with the exception of score sheets returned to the exhibitor) as part of the competition's official records for a period of no less than three years. Electronic signatures through a PDA or similar device used to record scores will fulfill the signature requirement.
17. In the Hunter and Hunter/Jumping Seat Equitation divisions classes may not be recommenced once the judge has signed the card.
18. Judges must commence and complete classes in accordance with GR109.

### **GR1033 Stewards and Technical Delegates**

1. The Steward or Technical Delegate is licensed by the Federation to perform duties, as prescribed in the Federation Rules. The Steward or Technical Delegate must provide to the Federation, in accordance with all applicable rules, details regarding the competition conditions and any incidents that occur at Federation Licensed Competitions.
2. The following are required responsibilities and duties of Stewards and Technical Delegates:
  - a. Safeguard the welfare of the horse against violations of the Federation's Drugs and Medications rules, any of the Federation's prohibited practices, and instances of abuse as defined in GR838.
  - b. Protect the interests of:
    1. Competitors by ensuring a safe and fair competition environment by consistently applying the Rules of the Federation; and
    2. Competition Management and judges by being available for rule interpretations and serving as a liaison between Licensed Officials, Competition Management, and the Federation.
  - c. When a Steward or Technical Delegate becomes aware of a potential violation of Federation rules, without waiting for a Disciplinary Action Complaint, the Steward or Technical Delegate shall investigate and notify the appropriate individual or official, and, if not rectified, issue a yellow warning card (GR1037), and/or report the matter to the Federation in the Steward/TD Report (exception: allegations of child abuse or sexual misconduct must be reported in accordance with the U.S. Center for SafeSport Code.)
  - d. Assist Competition Management to ensure that every effort is made to provide for a safe competition.
  - e. Report on the suitability of the competition facilities in all aspects, including stabling. Stewards and Technical Delegates must physically inspect the competition facilities and stabling areas each day and ensure compliance with Federation rules. Any known or observable conditions posing a threat to the safety for horses or competitions must be reported to Competition Management and the Federation promptly. The steward or technical delegate must commence their duties early enough to deal with these matters.
  - f. A steward or technical delegate should clearly understand that they have no authority in connection with the management or the judging of a competition.
  - g. Stewards and technical delegates should reference the Check List available on the website [www.usef.org](http://www.usef.org) which has additional Guidelines which should be considered when officiating at a competition.

3. Measurement: Measuring all animals required to be measured as provided for in Chapter 5 of the General Rules, Measurement of Entries, Chapter DR (DR135 Pony Measurement), Chapter DC (DC915 Height and Appendix A) and Subchapter HJ-7 Measurement and if necessary return Measurement cards to the Federation.
  - a. Stewards and Technical Delegates are responsible for ensuring that measurements are conducted in accordance with the rules and that all required paperwork is completed in a legible manner.
  - b. Offenders could be subject to a fine or administrative penalty at the discretion of the CEO or their designee.
  - c. Measurements must be conducted by a steward, judge, or technical delegate that is certified to measure by the Federation. See Chapter 5 of the General Rules, Measurement of Entries, Chapter DR (DR135 Measurement), Chapter DC (DC915 and Appendix A) and Subchapter HJ-7 Measurement for details regarding which officials are required to conduct measurements.
4. Forms – Forms submitted to the Federation must be on the correct competition year's form as provided by the Federation. Incomplete forms, prior year's forms, or illegible forms will not be accepted. The following forms must be submitted in a timely manner to:
  - a. The Federation (within 14 days after the last licensed day of the competition)
    1. Steward Report or Technical Delegate Report:
      - a. The Report must include any offenses or rule violations ensuring the inclusion of relevant information, including, if applicable, entry number, entry blanks, USEF member ID number, and USEF horse ID number, etc.
      - b. If the Federation does not receive the completed report and/or attachments postmarked and/or electronically submitted in accordance with Federation guidelines within 14 days of the closing of the competition, the Steward/Technical Delegate will be fined a fee of \$100. For the second offense and any offense thereafter in the same competition year, said official will be fined \$250. A third offense and any offense thereafter will result in an automatic suspension from office as Steward or Technical Delegate for 90 days, in addition to the fines.
      - c. Failure to pay any fine within 30 days will result in a violation of rules and the Steward/Technical Delegate will be subject to an additional late fee.
      - d. If the Steward/Technical Delegate disputes that the report was not timely filed, they may appeal in writing to the Federation within 30 days of receipt of the Federation's notice of the fine. The appeal must be accompanied by a check payable to the Federation, which will be refunded if the appeal is upheld. The CEO or their designee and three members of the Licensed Officials Committee will consider the appeal and may waive a part or all of the fine upon finding of good cause of why the report was not timely filed and/or a finding that extreme hardship results from the automatic penalty. Note: only the fine may be waived. The rule violation will remain on record for the official.
    2. Accident/Injury Report Forms on the official form provided by the Federation in accordance with GR848.
    3. Each competition's Accident Preparedness Plan as provided for in GR845.
  - b. The Federation Office of Equine Drugs and Medications
    1. Paper Medication report forms, filed either with the Steward/Technical Delegate or Designated Competition Office Representative, must be sent to the Federation Office of Equine Drugs and Medications, 956 King Avenue, Columbus, OH 43212-2655. Paper Medication Report Forms may only be used when it is impossible to submit an online form.
5. Except in Hawaii and Alaska, no Steward or Technical Delegate may officiate for more than three consecutive competitions run by the same Licensee. For the purposes of this rule, multiple, consecutive day Dressage or Vaulting Competitions that are run by the same Licensee and held within a six-day period will be counted as one competition.
6. The Steward's and/or schooling supervisor's decision regarding schooling fences, tack and equipment in the warm-up and/or schooling areas is final (Exception for Dressage: The final authority rests with Competition Management). The Steward and/or Schooling Supervisor's decision concerning schooling fences must be based on Federation rules and the rule in question must be referenced, if requested.
7. No Steward or Technical Delegate may officiate at more than one competition at the same time.
8. Stewards and Technical Delegates must retain copies of steward/technical delegate report forms, and supporting documentation, for a period of three years.

9. The Senior C1 Steward's (see GR1211.4) responsibility includes overseeing all schooling at the horse show, monitoring schooling conditions (including footing, sound system, and safety), monitoring proper and adequate schooling equipment (jump standards, proper taping, jump cups, safety cups, flags and proper rails, etc.), monitoring proper tack, equipment, and attire, and interfacing with management, judges and other officials as necessary and assuring that the schooling areas have the appropriate supervision for the class.

### **GR1034 Special Duties of a Technical Delegate**

In addition to the responsibilities of a Steward and/or Technical Delegate listed in GR1034, the powers, duties and responsibilities of a Technical Delegate are as follows:

1. General Duties for Eventing, Driving, and Vaulting Technical Delegates
  - a. Help the Ground Jury to supervise the technical conduct of the competition, including after the Technical Delegate has indicated to the President of the Ground Jury that they are satisfied with the arrangements. Until the Technical Delegate has indicated to the Ground Jury that they are satisfied with all the arrangements, the authority of the Technical Delegate shall be absolute.
  - b. Courses and Arenas
    1. Inspect the courses and arenas to ensure that the technical details are in accordance with the rules and regulations.
    2. Instruct the Organizing Committee to make any alterations to the course(s) or arena(s) or to any technical detail associated with the conduct of the competition which they consider necessary.
    3. Be satisfied that the course is fair, at the standard of the level offered, and that knowledge of local conditions does not play any part.
  - c. Eventing –The authority of the Eventing Technical Delegate is absolute until the Technical Delegate has indicated to the Ground Jury that they are satisfied with all arrangements.
2. General Duties for Dressage Technical Delegates
  - a. Inspect the arenas to ensure that the technical details are in accordance with the rules and regulations.
  - b. Advise Competition Management to make necessary changes to arenas, schooling areas, or other facilities in order to comply with the rules.
  - c. At Dressage Competitions, to observe and report that management and competitors are in compliance with all Dressage Division regulations regarding USEF/USDF Qualifying and Championship classes, Federation Junior Team Championships, and the USEF Championships and qualifying classes.

### **GR1035 Special Duties of Para-Equestrian Classifiers**

1. The Chief Classifier shall submit the Classifier's Evaluation Report to the Federation's Director of Para-Equestrian Programs within 14 days of the completion of the competition.
  - a. This report must be submitted by an FEI official (Exception: USEF National Para-Equestrian Championships, it may be submitted by a Federation Para-Equestrian Classifier).
2. Para-Equestrian Classifiers shall:
  - a. Administer and coordinate Classification matters related to a specific competition in accordance with Federation Para-Equestrian Rules and FEI Classification Manual; and
  - b. Liaise with organizing committees and the Federation before a competition to identify and notify athletes who require evaluation of Grade and Grade Status.

### **GR1036 Special Duties of Endurance Stewards**

In addition to the responsibilities of a steward listed in GR1034, the powers, duties and responsibilities of an Endurance Steward are as follows:

1. Work with the Competition Manager prior to the competition with the following:
  - a. Trail development and marking
  - b. Emergency Plan
  - c. Layout of vet gate
  - d. Parking plan

- e. Volunteers and job duties
- f. Ride Meeting development
- g. Confirm results prior to submission
2. Attend event from the two hours before the First Inspection through the final rider finishing (best condition judging).
3. Assist Riders, Competition Manager, and Veterinarians as needed. Assist with facilitating Drug Testing between competitors and veterinarians.

### **GR1037 Warning Card System**

1. A Recorded Warning may be issued by a Judge, Steward, or Technical Delegate at a competition to any person for minor offenses, including behavior that should not be repeated and that does not warrant a more severe penalty, including a Yellow Warning Card.
2. A Yellow Warning Card may be issued by a Judge, Steward, or Technical Delegate at a competition to any person for improper conduct or for noncompliance with Federation Rules, when the misconduct is not a minor offense but not severe enough to warrant formal disciplinary action through the Federation Regulation Department.
3. To issue a Recorded Warning or Yellow Warning Card, a Judge, Steward, or Technical Delegate must:
  - a. complete and sign the Recorded Warning form or Yellow Warning Card;
  - b. timely provide a copy of the signed Recorded Warning form or Yellow Warning Card to the affected person, either in person or by any other suitable means; and
  - c. send a copy of the Recorded Warning form or Yellow Warning Card to the Federation with the Steward/Technical Delegate Report Form.
4. Upon receipt of the Recorded Warning form or Yellow Warning Card, the Federation will send an acknowledgment of its receipt of the same to the affected person advising of the provisions of this Rule.
5. The issuance of a Recorded Warning or Yellow Warning Card is final and not appealable.
6. The Federation will levy a fine or seek a suspension of no less than two months against any person who within a twelve-month period receives three or more Recorded Warnings or two or more Yellow Warning Cards.
7. The issuance of a Recorded Warning or Yellow Warning Card does not preclude the Federation from seeking further penalties set forth in Chapter 7 of the Rules.
8. All Recorded Warnings and Yellow Warning Cards issued within the preceding twelve months will be published to the membership.

### **GR1038 Conflicts of Interest and Restrictions - Licensed Officials**

1. Any individual serving as a licensed official at a competition may not charge or receive direct financial benefit from tutoring an apprentice at the same competition.
2. Licensed Officials may not be the houseguest of a person who is exhibiting, or whose family is exhibiting, at the same competition.
3. A member of a manager's family shall not officiate as a Judge, Steward, Technical Delegate, or Certified Schooling Supervisor at said manager's competition.

### **GR1039 Conflicts of Interest and Restrictions - Judges (See also GR107 and GR1304)**

1. The following is prohibited for a Judge:
  - a. Be an owner of any interest in a horse (including but not limited to syndicate and partnership shares) in a class where they are officiating;

- b. Be an exhibitor, trainer, coach, lessor, lessee, rider, driver, handler, Steward, Technical Delegate, Competition Secretary, or Competition Manager at a competition where they are officiating, including unrated classes; or
  - c. Be a family member of a competition licensee, Steward, Technical Delegate, or Competition Manager.
2. A judge may not discuss with an exhibitor the purchase, sale or lease of any horse during a competition at which the judge is officiating.
3. Within 125 radial miles during any 20-day period:
- a. Hunter Judges are:
    - i. Prohibited from officiating the same section at the same rating.
    - ii. Prohibited from officiating the same USHJA Hunter Derby class (Pony, National, or International) at the same rating.

Exception: Hunter Judges officiating at Federation Licensed Special Competitions are not restricted by this rule.

- b. Hunter/Jumping Seat Equitation Judges are prohibited from officiating the same ASPCA Horsemanship, Washington International Horse Show Equitation, USEF Show Jumping Talent Search, or USEF Hunter Seat Medal class. Hunter/Jumping Seat Equitation Judges may officiate different classes more than once during that period.
  - c. Judges are prohibited from officiating more than once in the Andalusian/Lusitano, Arabian, Friesian, Hackney, Morgan, National Show Horse, Roadster, or American Saddlebred division.
  - d. Judges are prohibited from officiating more than once in the same "A" rated section.
4. Paso Fino Division: A judge may not officiate more than once within 200 road miles during any 30 day period.
- a. This restriction does not apply to Guest Judges officiating classes recognized by a national breed or discipline association for which the Federation has no division rules and does not license judges.
  - b. Exception: If a Judge is substituted for one who is officially designated in the prize list and catalogue and who is unable to serve owing to circumstances beyond their control, the restrictions in section 4 above shall not apply with respect to the show.
5. Limitations for Andalusian/Lusitano Judges
- a. A judge cannot officiate at two licensed competitions within the same IALHA Region (excluding the IALHA National Competition) within the same year unless the competitions are six months apart and travel distance from one competition facility to the second facility is 200 miles or greater.
  - b. A judge licensed in the Andalusian/Lusitano Division may not officiate at more than one Regional Championship competition in that Division during any one competition year. <sup>P</sup><sub>SEP</sub>A judge that has officiated at an IALHA National Championship Competition is ineligible to officiate at another IALHA National Championship for the next two years.

## **GR1040 Conflicts of Interest and Restrictions - Stewards and Technical Delegates (See also GR107 and GR1304)**

1. The following are ineligible to serve as Stewards and Technical Delegates: the president, chairman, other Show Committee officers, competition secretary, manager or other competition officials or employees, judges or exhibitors at that competition.
2. The following is prohibited for a Steward or Technical Delegate:
  - a. Officiate at a competition where the Steward or Technical Delegate's family, cohabitant, companion, domestic partner, housemate, member of a Steward or Technical Delegate's household, or client is acting as a Judge, trainer, coach, lessor, lessee, exhibitor, rider, driver, handler, or vaulter; or
  - b. Officiate at a competition where the Steward or Technical Delegate's family, cohabitant, companion, domestic partner, housemate, or member of a Steward or Technical Delegate's household is serving as a Federation Licensed Official, Competition Licensee, Competition Manager, or Competition Secretary.
3. Stewards and Technical Delegates are not to be used as Competition Staff, a Competition Official (Directors, Officers, Chairman of the Show Committee, Manager, Secretary, Judge, Veterinarian, and Course Designer), FEI Official, or in any other paid position not related to their proper duties at Licensed Competitions where they are officiating with the following exceptions:

- a. At a competition where more than one Steward or Technical Delegate is officiating, and after a Steward or Technical Delegate has entirely completed their duties for the day at that Licensed Competition, the Steward or Technical Delegate may officiate as a Certified Schooling Supervisor if the Steward or Technical Delegate is licensed as a Certified Schooling Supervisor. At no time may a competition have less than the requisite number of Stewards and Technical Delegates as required under GR1211 and other applicable rules.
    1. A C1 Steward may use their C1 Steward's License to act as a Certified Schooling Supervisor. C1 Steward's acting as a Certified Schooling Supervisor are not subject to the restrictions in GR1039 or GR1040.1-4, since they are not acting as one of the required official Competition Stewards.
  - b. C2 Stewards who are also licensed as Dressage Technical Delegates may serve in both roles at Licensed Breed Restricted Competitions offering Open Dressage classes. When a dually licensed C2 Steward/Dressage Technical Delegate is officiating, the Open Dressage classes must be their sole responsibility until those classes are complete. If there are additional non-Open Dressage classes occurring at the same time as the Open Dressage classes, a separate Dressage Technical Delegate must officiate for the Open Dressage classes.
  - c. Federation Combined Driving Technical Delegates and FEI Driving Stewards holding both licenses may serve in both roles at dually licensed FEI/Federation Driving Competitions. Federation Combined Driving Technical Delegates and FEI Driving Technical Delegates holding both licenses may serve in both roles at dually licensed FEI/Federation Driving Competitions. FEI Driving Stewards and FEI Driving Technical Delegates may serve as Federation Combined Driving Technical Delegates per DC971 and GR1005.
4. Dressage, and Eventing Technical Delegates also holding licensure as a FEI Steward for Dressage, Para-Dressage, Driving, and Eventing are prohibited from serving in both roles on the same day(s).
  5. A Steward or Technical Delegate cannot own or operate any business (i.e. tack shop, braiding business, etc.) at the same competition where they are officiating.
  6. No Steward or Technical Delegate who is presently receiving, or has received within the past 30 days, any form of compensation from a competition management firm for services other than as a Federation licensed official or schooling supervisor, may officiate at any of said management's competitions.

## **GR1041 Conflicts of Interest – Para-Equestrian Classifiers**

1. Para-Equestrian Classifiers shall not serve in any other capacity at a competition while they are serving as Classifier, including but not limited to the president, chairman, other Show Committee officers, competition secretary, manager or other competition officials or employees, judges, or exhibitors at that competition.
2. A Para-Equestrian Classifier shall not be an exhibitor, trainer, coach, lessor, lessee, rider, driver, nor may a Para-Equestrian Classifier be a family member of an athlete in any Para-Equestrian classes at the competition at which they are working.

## **SUBCHAPTER 10-I LICENSE APPLICATIONS, ENROLLMENT, PROMOTION, AND MAINTENANCE**

### **GR1042 Clinic and Officiating Requirements**

1. Clinic and officiating requirements must be met by November 30 to be eligible to renew each license for the following competition year which begins December 1.
2. Any official who fails to fulfill clinic, exam, officiating, or measurement requirements, or any other type of maintenance requirements will not be eligible to have their license renewed and will have to apply for an extension.
3. For licensing requirements for license applications, enrollments, promotion, and maintenance, please refer to the Licensed Officials Policies and Procedures available on the Federation website.
4. For FEI licensing requirements, please refer to the FEI Licensing Information Document available on the Federation website. If a national or U.S. FEI license is not properly maintained with the Federation, the Federation may recommend to the FEI that the individual be removed from the U.S. FEI list of officials.