



## Eventing Licensing Handbook v.5.1 – June 1, 2022



### General Information

Training Program sessions are scheduled, organized, and presented by the USEA.

### Apprenticeships

Apprentice evaluation forms should be discussed with the applicant and must be uploaded by the applicant to their checklist application. If applicants are facing hardship to find and/or schedule an apprenticeship with a preceptor, please contact the USEA for assistance. Apprenticeships can be uploaded by following the steps below.

- a. Go to [usef.org](http://usef.org) and login to your USEF account
- b. From your Member Dashboard, select the “Licensed Officials Dashboard” tile
- c. Select the “Licensed Officials Application” tile
- d. Click “View” next to the applicable checklist(s)
- e. Click “Upload Document” next to the Apprenticeship section

When an applicant is seeking to be licensed as a ‘r’ Eventing Official, they must apprentice with a USEA Preceptor. When an applicant is seeking promotion to ‘R’ or ‘S’ Eventing Official, they may apprentice with any USEF Official that is licensed in the category or division in which they are seeking to obtain. All applicants must apprentice at the level(s) of the license that they are seeking to obtain. Eventing Jumping Course Designers apprenticeships must include all aspects of course design and building.

The applicant is expected to check with the Preceptor or Official with whom they are requesting to apprentice with regarding which day and time they are expected to arrive and depart in order to fully complete their apprenticeship. At a minimum, the applicant must be present when the Preceptor or Official arrives to begin their officiating duties. For example:

- A TD may arrive at 8:00 am the day before the competition to get courses measured etc. The applicant must meet the TD at the competition grounds by 8:00 am the day before the competition.
- The President of the Ground Jury (PGJ) would usually be on the grounds no later than noon on the day that the courses open at 3:00 pm to connect with the TD and approve the courses. If apprenticing with the PGJ, the applicant must be on the competition grounds no later than noon the day the courses are opened.

Ideally, the applicant would have no other duties or responsibilities at the event while apprenticing. However, if circumstances warrant and the applicant is eligible, the following applies. Please note the Preceptor or Official must agree that the applicant’s duties and responsibilities to the event do not interfere with the completion of their apprenticeship. Applicants can refer to GR1006 for conflict of interest rules regarding applicants.

- An applicant seeking to apprentice the Dressage section may serve as an extra SJ judge.
- An applicant seeking to apprentice the XC and SJ sections may serve as an extra Dressage judge.

- A TD 'R' applicant may serve as an extra TD.
- An Eventing judge applicant wishing to apprentice with the President of the Ground Jury must **not** assume any other duties throughout the competition.

### Final Examination

All final examinations are organized by the USEA. Testing for two licenses (e.g. Judge and TD), while not advised, can be completed at the same final examination with approval from USEA.

- Oral Final Exam - All oral questions will be based on topics that have been taught in sessions, rulebooks, or cross-country design guidelines.
- Written Final Exam - The written examination is open book and based on the USEF rulebook.
- After completion of a Final Examination, all applicants will be notified of examination results by the USEA.

If an applicant has failed a portion of the final exam, the examining panel for the re-test must comprise of one of the previous examiners and an additional examiner who was not a part of the original testing. These examiners will be selected by the USEA Eventing Licensed Officials Committee.

### Training Session Descriptions

All training sessions are administered by the USEA. Information is available on USEA's website [www.useventing.com](http://www.useventing.com), or from Nancy Knight, the USEA Senior Director of Education, [nancy@useventing.com](mailto:nancy@useventing.com), (703) 669-9997.

The sessions will include lectures, discussion, demonstration, or competition rides at levels appropriate for the level of official and course design at appropriate levels.

**"Commitment to the Activity":** candidates attending the training program(s) must be committed to the activity, and have no additional duties/roles, i.e., competitor, coach, official, or anything else that would take them away from the activity during the designated clinic hours.

### **Recorded Judge Training Program**

- 'r' Dressage Training Session I
  - Theory of Dressage Judging
    - USEF and FEI Rules
    - Criteria of Paces, Movements, and Figures
    - Recognizing Correct Basics at lower Levels
    - Vocabulary – Remarks for Beginner Novice through Preliminary Movements
    - Discussion of the Tests
    - Beginner Novice through Preliminary Tests
    - CCI Tests
  - Judging Exercises, in which Riders Perform Selected Movements or Ride Complete Tests
    - Evaluating Placement of Horses
    - Evaluating Individual Movements
    - Evaluating Collective Marks
  - Practice Judging (applicants are encouraged to bring their own scribes)
- 'r' Dressage Training Session II
  - Evaluating Movements - Beginner Novice through Preliminary
  - Judging Exercises, in which Riders Perform Selected Movements or Ride Complete Tests
    - Evaluating Individual Movements

- Evaluating Collective Marks
  - Evaluation placement of horses
- Practice Judging (applicants are encouraged to bring their own scribes)
- ‘r’ B & C Jumping/Course Design Training Program
  - Discussion of responsibility and respective roles as Eventing Licensed Officials
  - Review “Homework” assignments
  - Group walk Preliminary and/or Training Tracks
  - Group walk of Novice/Beginner Novice Tracks
  - Group exercises –Jumping Phase
  - Jumping rules and briefings
  - Steward briefing: Emphasis on the warm-up area and specifics as to monitoring a safe warm up area
  - Timing marking cards for jumping
  - Variety of XC exercises to include correct obstacle and track measurement; group work of XC course inspection—roles of CD, TD, PGJ: ERQIs use
  - Case Studies
  - Discussion of additional XC and Jumping phase material
  - Observing Novice and Beginner Novice on XC Phase
  - Additional jumping work to include judging aspects
  - XC exercises to include in-the-field design work
  - Risk management, concussion identification protocol
  - Demonstration on use of electronic show jumping timers

### **Registered and Senior Judge Training Program**

- ‘R’ and ‘S’ Promotion Training Program
  - Theory of Dressage Judging
    - USEF and FEI Rules
    - Criteria of new paces, movements, and figures
    - Recognizing correct basics at higher levels
    - Vocabulary – Remarks for Intermediate Movements
    - Discussion of the Tests
    - Intermediate Tests
    - CCI Tests
  - Judging Exercises, in which Riders Perform Selected Movements or Ride Complete Tests
    - Evaluating Collected, Medium, and Extended Paces
    - Evaluating Individual Movements
    - Evaluating Collective Marks
  - Practice Judging (applicants are encouraged to bring their own scribes)
  - Cross Country Courses
    - Cross Country Obstacle Guidelines
    - Expectations at CCI’s
  - Jumping Courses
    - Trends in technical requirements
    - Appropriate questions and distances
  - Course Inspection
    - Appropriateness, Technical Aspects
    - Sequence, flow, use of terrain
    - Footing Management
  - Practical Exercise – Evaluation of Course(s)

- Training Level and CCN1\* Preliminary Three-Day Events
  - Logistics of Phases A, B, and C
  - Steeplechase Tracks and Obstacles
  - Cross Country Course Inspection

### **Recorded Technical Delegate Training Program**

- 'r' B & C Jumping/Course Design Training Program
  - Discussion of responsibility and respective roles as Eventing Licensed Officials
  - Review "Homework" assignments
  - Group walk Preliminary and/or Training Tracks
  - Group Walk of Novice/Beginner Novice Tracks
  - Group exercises –Jumping Phase
  - Jumping rules and briefings
  - Steward briefing: Emphasis on the warm-up area and specifics as to monitoring a safe warm up area.
  - Case studies
  - Timing marking cards for jumping
  - Variety of XC exercises to include correct obstacle and track measurement; group work of xc course inspection—roles of CD, TD, PGJ: ERQIs use
  - Case Studies
  - Discussion of additional XC and Jumping Phase material,
  - Observing N and BN on XC Phase
  - Additional Jumping work to include Judging aspects
  - XC exercises to include in-the-field design work
  - Risk management, concussion identification protocol
  - Demonstration on use of electronic show jumping timers

### **Registered and Senior Technical Delegate Training Program**

- 'R' and 'S' Promotion Training Program
  - Discussion of responsibility and respective roles as Eventing Licensed Officials
  - Review "Homework" assignments
  - Group walk Intermediate Track
  - Group exercises –Jumping Phase
  - Jumping rules and briefings
  - Steward briefing: Emphasis on the warm-up area and specifics as to monitoring a safe warm up area
  - Timing marking cards for jumping
  - Variety of XC exercises to include correct obstacle and track measurement; group work of xc course inspection—roles of CD, TD, PGJ: ERQIs use
  - Case Studies
  - Discussion of additional XC and Jumping Phase material
  - Observing Intermediate on XC Phase
  - Additional Jumping work to include Judging aspects
  - XC exercises to include in-the-field design work
  - Risk management, concussion identification protocol
  - Demonstration on use of electronic show jumping timers

## **Recorded Course Designer Training Program**

- 'r' B & C Jumping/Course Design Training Program
  - 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
    - Frangible Technology
    - Discussion of ground lines to encourage safety
  - 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)

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### **Registered Eventing Jumping Course Designer Training Program**

- USHJA Jumper Course Design Clinic
  - See USHJA's clinic information [here](#).
- 'R' EVJCD Training Program
  - Course Design
    - Physical layout – size, adjacencies, terrain, perimeter, and weather
    - Course – striding, changes of direction, length, balance/flow of jumps, start/finish flags, and in/out gates
    - Individual fences – degree of difficulty of jump, ground lines, first fence, combinations, colors, cups & pins, standards, options, and decorations/fill complimentary to the xc course
  - Design and Build
    - Current levels and standards, rules, and appendices
    - Course flow related to track, footing, light, placement of fences, and differences between levels
    - Effects of footing, cups, equipment, color, and use of decorations
    - Ability to produce maps with appropriate information for officials and posting
    - Ability to use design software to produce maps
  - Jumping Phase
    - Responsibilities regarding officials' inspection and approval of courses, equipment, staffing, set-up, and expectations in warm-up
    - Demonstrate a working knowledge of electronic timer
    - Ability to manage efficient and appropriate course changes between levels, or make adjustments relative to changes in schedule, light, footing, or weather
    - Evaluate course results – personal observation, statistics, and feedback (competitors and officials)
  - General

- Demonstrate an open-minded, forthright demeanor and a courteous, pleasant attitude
- Show respect for all competitors, staff, volunteers and officials, and refrains from comments based on personal likes or dislikes, so as to display an unbiased, objective, and professional manner
- Role as a licensed official, and the value of teamwork with OC, volunteers, and officials
- Understanding the USEF General Rules regarding conflict of interest, and the importance of arriving on time, respectfully attired, and properly prepared

### **Certified Course Designer Training Program**

- 'r' B & C Jumping/Course Design Training Program
  - The Role of the Course Designer
    - Common requirements of all Officials
    - Matters in which all Officials will be involved
    - 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
    - Frangible Technology
    - Discussion of ground lines to encourage safety
  - 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)