

# US Equestrian Licensed Officials Policies and Procedures

v.1.0 – April 1, 2018

## Chapter 1. General Licensing Policies and Procedures.

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### Section 1. General.

1. The official version of the current USEF Licensed Officials Policies and Procedures shall be maintained by the USEF Licensed Officials Department. Only the Policies and Procedures maintained by the USEF Licensed Officials Department will be considered the current and enforceable version.
  - a. The Licensed Officials Policies and Procedures will indicate the version number (i.e. v.1.0) and the date of amendment.
  - b. The Licensed Officials Policies and Procedures shall be published on the USEF website under the Licensed Officials tab.
2. The USEF Licensed Officials Committee shall be responsible for maintaining and amending the Licensed Officials Policies and Procedures subject to the provisions of Section 2.

### Section 2. Amendments and Revisions.

1. The USEF Licensed Officials Committee may, from time to time, amend or revise the policies and procedures set forth in the USEF Licensed Officials Policies and Procedures.
2. Amendments and revisions to the Licensed Officials Policies and Procedures may be made annually, except in extraordinary circumstances, as determined by the Licensed Officials Committee, where a revision must occur outside of the Annual Amendment and Revision Process outlined in Section 2, subsection 3.
3. Annual Amendment and Revision Process.
  - a. Beginning on or about September 1 of each year, the Licensed Officials Committee will accept recommendations from USEF Committees and Recognized Affiliates for revisions to the Licensed Officials Policies and Procedures.
    - i. USEF Committees and Recognized Affiliates shall submit proposed amendments and revisions to the Licensed Officials Department in a form provided by the Department.
  - b. Prior to the completion of the January Licensed Officials Committee meeting, the Committee will review proposed amendments and revisions to Licensed Officials Policies and Procedures and make a recommendation as to approval of the amendments or revisions to the Board.
    - i. Recommendations for amendments and revisions shall be submitted to the Councils and applicable Recognized Affiliate(s) for comment and feedback prior to submission to the Board.

- ii. Acceptance of amendments and revisions is subject to Federation approval consistent with applicable policies.
- c. Within 14 days of the January Licensed Officials Committee meeting, the Committee will publish an updated version of the Licensed Officials Policies and Procedures.
  - i. The Licensed Officials Policies and Procedures is effective upon publication.
  - ii. Current or pending applicants will be subject to the Licensed Officials Policies and Procedures in effect at the time of the applicant’s application to the Federation or entry into a Recognized Affiliate’s education program.
  - iii. Amendments and revisions to the Licensed Officials Policies and Procedures shall not be applied retroactively to an applicant, except where the retroactive application would benefit the applicant (e.g. expedited review, reduction of apprenticeship requirements, etc.).
    - 1. An applicant may petition the Director of Licensed Officials in writing for retroactive application of the Licensed Officials Policies and Procedures if s/he believes that retroactive application was warranted, but not initially applied.
- 4. Changes to the process outlined in this Section are subject to Board approval.

**Section 3. Comparable FEI/National Licenses. (previously GR1004 General)**

	FEI Judge	FEI Chief Steward	FEI Technical Delegate	FEI Course Designer	FEI Veterinarian
Dressage	“S” Dressage judge	“R” DTD	N/A	N/A	N/A
Driving	“R” Driving judge	N/A	“R” Driving TD	“R” Driving CD	N/A
Endurance	N/A	N/A	N/A	N/A	N/A
Eventing	“R” Eventing judge	N/A	“R” Eventing TD	“R” Eventing CD	N/A
Jumper	N/A	N/A	N/A	N/A	N/A
Reining	“R” Reining judge	N/A	N/A	N/A	N/A
Vaulting	“R” Vaulting judge	N/A	N/A	N/A	N/A

**Section 4. Fees. (previously GR1005 Fees)**

- 1. Judges, Stewards, Technical Delegates, and Course Designers:
  - a. Initial application or re-enrollment (one division): \$125. Each additional division (limit of three): \$30.
  - b. Application for promotion, including promotion to FEI status: \$50 per division.
  - c. Hunter & Jumper Course Designer’s Apprentice Program: \$60.
- 2. Annual renewal: \$40 per national level licenses. FEI officials: \$35 each person.

3. Officials' liability insurance: \$15.
4. Special Judge, Steward, Jumper Course Designer, or Hunter Course Designer card: \$55.
5. Guest cards for judges, Driving Technical Delegates or Combined Driving Course Designers: \$55.
6. Apprentice judge's card: \$40.
7. Apprentice Permit (HU, HE, HB, JP) application fee: \$60.
8. All fees are non-refundable.

**Section 5. Licensing – General. (previously GR1043 General)**

1. Application must be made on the appropriate official enrollment or promotion form, signed by the applicant, and accompanied by the required fee which is not refundable.
2. Enrollment or promotion as a judge in more than four divisions at any one time will not be considered.
3. It is the responsibility of the licensed official to accomplish all necessary requirements for maintaining their license. The Federation is not required to provide notices of time periods within which requirements must be fulfilled.
4. Documented attendance of an FEI recognized course will count towards fulfilling the clinic requirement of the comparable national discipline judge, course designer, or technical delegate license (Exception: Jumper Judge and Dressage divisions. Dressage judge refer to GR1050.3b), providing it occurs during the same time frame required by the national license.
5. The Licensed Officials Committee, not the applicant, will send out any required evaluations concerning the applicant. No member of the Licensed Officials Committee may serve as a reference for an applicant for a judge's, steward's or technical delegate's license. All evaluations must be returned to the Committee.
6. If an application is denied, the applicant is not eligible to reapply for the same division until 12 months after the Licensed Officials Committees decision. Denied refers to applicants that have been closed by the Licensed Officials Committee rather than those tabled and asked to complete additional requirements.
7. Anyone denied for the same license level and type more than three times may not apply again for the same license and type for seven years.
8. Officials who do not pass the examination on their first attempt will have the opportunity to re-take the exam one additional time. If an official does not achieve a passing score on the make-up exam, they are ineligible to renew the license. They may take the comparable exam in the next competition year and if a passing score is achieved, submit a request for reinstatement of that license.
9. The Committee may require a person of any age to pass a physical examination before considering an application for enrollment, promotion or renewal. The Committee will not reject for physical reasons any application for enrollment, promotion or renewal before a physical examination has been conducted.
10. For the purposes of maintaining officiating requirements, the first full year after an official's approval will be considered as the start of their officiating record.

11. Unless stated otherwise, all persons when first approved as a judge in a division shall receive Recorded status regardless of age or experience unless the applicant holds Registered status with Equestrian Canada or status with the FEI, or another National Federation.
12. All persons when first approved as stewards shall receive a Recorded Category 1, Category 2, or Combined Category status regardless of age or experience.
  - a. If the applicant is licensed as a Senior or Senior National Steward by Equestrian Canada, the Licensed Officials Committee has the option to grant either Recorded or Registered status. The following conditions must be met by EC Stewards:
    1. USEF Steward's clinic must be attended within two years prior to application for USEF status.
    2. Upon receipt of the completed application, a written exam will be mailed to the applicant, with 30 days allowed for return; passing score 85%.
    3. Verification of Equestrian Canada status must be provided.
    4. USEF Clinic, exam, and officiating requirements to maintain the license apply.
13. All persons when first approved as Vaulting Technical Delegates shall receive Recorded ('r') status. (Exception: initial grandfather process which will allow either Recorded 'r' or Registered 'R' status at the discretion of the Licensed Officials Committee.)
14. Renewal, Reinstatement, Re-enrollment, and Re-application of Licenses
  - a. An official who is eligible to renew (up to date on clinic, exam and officiating requirements) his/her license will have one full competition year after the lapse of their license(s) to renew by the standard procedure; i.e. hard copy renewal or the online renewal.
  - b. If two competition years have passed since an official has renewed his/her license(s), they must request a reinstatement of licensing. A request for reinstatement must be submitted to the Licensed Officials Department. All first time requests are decided by a Licensed Official Committee Co-Chair. If an Official has received a reinstatement for a specific license in the past, it must be reviewed by the Licensed Officials Committee.
  - c. If three but less than five competition years have lapsed since an official has renewed his/her license(s) they must then apply for re-enrollment of those licenses, following the specific requirements outlined for each license.
  - d. If five or more competition years have lapsed since an official has renewed his/her license(s) they must then re-apply for licensing, following the full license requirements specified for each license.
15. ***For any license, the relevant USEF committee or Recognized Affiliate may require that the committee and/or Recognized Affiliate be provided the opportunity to submit an evaluation and recommendation of an applicant as part of the application for licensure. Any such requirement will be stated in the requirements section of the applicable license(s).***

**Section 6. Clinic and Officiating Requirements. (previously GR1044 Clinic and Officiating Requirements)**

1. A one-year clinic extension with or without officiating restrictions or a one-year officiating extension may be granted.
  - a. All first time requests are decided by a Licensed Official Committee Co-Chair.
  - b. If an official has received the respective clinic or officiating extension in the past, it must be reviewed by the Licensed Officials Committee.
  - c. If the Licensed Officials Committee reviews the clinic extension request, officiating restrictions may be given.
  - d. All requests must be received in writing via mail, email, or fax.
2. In the event that an official's clinic requirement falls due in a year in which a corresponding clinic is not offered, the deadline will automatically be extended to the following year with no restriction providing all other requirements of the license are met.
3. Documented adjudication of FEI recognized classes at foreign FEI sanctioned competitions will count towards maintaining the same national discipline judge or course designer license, providing it occurs during the same time frame required by the national license.
4. Refer to the specific breed/discipline rules in Subchapter 10-I of this Chapter for specific officiating and exam requirements.
5. Verified judging of an Equestrian Canada competition will be considered a suitable substitute for a Federation competition for the purposes of maintaining a current license but not for enrollment or promotion apprentice requirements. Written verification must be submitted to the Federation to substantiate EC officiating. Any requests for acceptance of officiating experience in countries other than Canada will be considered on an individual basis.
6. The LOC can require an official to complete additional educational experience.

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**Chapter 2. Policies and Procedures for Breed/Discipline Licenses.**

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**Section 1. Andalusian/Lusitano Judges. (previously GR1045 Andalusian/Lusitano Judges)**

1. Apprentice judge at a minimum of two different Federation Licensed Competitions, under two different Federation Andalusian/Lusitano judges. These requirements must be fulfilled within a three-year period preceding application.
2. All persons applying for enrollment or re-enrollment must have attended a Federation/IALHA Clinic and receive a passing score of 85% or better on an examination administered by the Federation within three years preceding application.
3. Judges must attend a Federation/IALHA Clinic every five years and receive a passing score of 85% or better on an examination administered by the Federation.
4. No applicant will be considered for promotion unless he has adjudicated Andalusian/Lusitano divisions in at least two Licensed Competitions during the past three years, verified by stewards' reports.

## **Section 2. Arabian Judges. (previously GR1046 Arabian Judges)**

1. Applicants for enrollment will not be considered unless the applicant served as an Apprentice Judge at a minimum of three Licensed Competitions in the Arabian division, under a minimum of three different Federation/AHA Registered Arabian judges, within a three-year period preceding application. A copy of the Apprentice Judge Evaluation Form shall be submitted to the Federation and to AHA.
2. Applicants for enrollment will not be considered unless the applicant has attended a Federation/AHA Judges' School, and successfully passed all phases of an examination at this School within one year preceding application.
3. All Arabian judges must attend and successfully complete all requirements of a Federation/AHA Judges' Seminar at least once every three years, by seminar or other means of education as determined by the Education/Evaluation Commission or the Judges and Stewards Commissioner's Office.
4. At the request of the USEF Licensed Officials Committee (LOC), the Education Evaluation Commission (EEC), or the AHA Judges and Stewards Commissioner's office, a judge may be required to attend a Seminar outside of his regular rotation.
5. All Judges must satisfactorily complete a written exam once every three years with a minimum score of 85%; National/Regional judges must earn a score of 90% to maintain N/R status with AHA.
6. No applicant will be considered for promotion unless he has adjudicated in at least two Licensed Competitions with an Arabian Division, with a total of five (5) days judging (6 hour minimum each day) during the past four years in the division in which he is applying, verified by stewards' reports.

## **Section 3. Carriage Pleasure Driving**

### **Section 3.1 – Judges. (previously GR1047 Carriage Pleasure Driving Judges)**

1. Applicants for enrollment will not be considered unless they are currently licensed by the American Driving Society, and shall:
  - a. Have apprenticed at least one Federation Carriage Pleasure Driving, Breed, or Multi-breed Competition with either breed-restricted and/or open Carriage Pleasure Driving classes and receive a positive evaluation from the officiating Federation Carriage Pleasure Driving judge;
  - b. Have successfully completed a Federation Carriage Pleasure Driving judge's written exam and received a score of 85% or better; and
  - c. Have completed a Federation approved ADS Pleasure Driving officials' clinic.
2. For an applicant in the Carriage Pleasure Driving Division who already holds Registered status with the American Driving Society, the Licensed Officials Committee shall have the option of granting Federation Registered status.
3. The Licensed Officials Committee will require judges who do not officiate at one USEF Licensed Competition with Carriage Pleasure Driving classes or ADS recognized Pleasure Driving

Competition with 16 classes or more within five years after obtaining a license or for any five-year period thereafter, to re-apply for a license.

4. All Carriage Pleasure Driving Judges must attend a Federation/ADS Carriage Pleasure Driving Judges' clinic, and receive a score of 85% or better on judges' written examination at least once every three years.
5. No applicant will be considered for promotion unless he has adjudicated at least two USEF Licensed Competitions with Carriage Pleasure Driving classes or two ADS recognized Pleasure Driving competitions during the past three years, as verified by technical delegates' reports.

**Section 3.2 – Technical Delegates.** (previously GR1051 Carriage Pleasure Driving Technical Delegate)

1. Applicants for enrollment in the Carriage Pleasure Driving Division will not be considered unless they are currently licensed by the American Driving Society, and/or are a current Federation licensed official, and must:
  - a. Apprentice TD at least one USEF Carriage Pleasure Driving competition, or a Breed or Multi-breed Competition with either breed-restricted or open Carriage Pleasure Driving classes and receive a positive evaluation from the officiating Federation Carriage Pleasure Driving Technical Delegate.
    - \* The USEF Carriage Pleasure Driving competition at which the applicant apprentice TD's, must have a minimum of 16 classes or the applicant must apprentice TD a minimum of 16 classes, combined, from multiple competitions with "R" Federation Carriage Pleasure Driving TDs. If the applicant needs to apprentice TD at additional competitions in order to meet the minimum requirement of 16 classes, these additional competitions may be ADS recognized competitions. In all cases, evaluations must be sent to the Federation from the Federation Carriage Pleasure Driving officiating TDs.
    - \* Pairs and multiples classes must be included in the 16 classes. (Exception: An applicant may substitute documented driving experience with Pairs, Multiple and Fours for officiating experience.)
  - b. have successfully completed a Federation Carriage Pleasure Driving Technical Delegate's written exam and received a score of 85% or better;
  - c. completed a Federation approved ADS Pleasure Driving officials' clinic.
2. For an applicant in the Carriage Pleasure Driving Division who already holds Registered status with the American Driving Society, the Licensed Officials Committee shall have the option of granting Federation Registered status.
3. The Licensed Officials Committee may require TDs who do not officiate at one USEF Licensed Competition with Carriage Pleasure Driving classes or ADS recognized Pleasure Driving Competition of 16 classes or more within five years after obtaining a license or for any five-year period thereafter, to re-apply for a license.
4. All Carriage Pleasure Driving technical delegates must attend a Federation approved ADS Carriage Pleasure Driving technical delegates clinic at least once every three years. A TD failing

to meet the clinic requirement may not have his license renewed and will have to reapply for his status.

5. All technical delegates must take a Carriage Pleasure Driving technical delegates' examination once every three years and must receive a mark of 85% or better before their license is renewed.
6. No applicant will be considered for promotion unless he has adjudicated at least two USEF Licensed Competitions with Carriage Pleasure Driving classes or two ADS recognized Pleasure competitions during the past three years, as verified by the officiating technical delegates' reports.

#### **Section 4. Combined Driving.**

##### **Section 4.1 – Judges (previously GR1048 Combined Driving Judges)**

1. Applicants for enrollment will not be considered unless they are
  - a. licensed by the FEI or the American Driving Society, or
  - b. have successfully completed a training program planned by the Federation and/or ADS, or
  - c. have competed internationally as a driver for at least five (5) years, completed at least five (5) International Competitions, must have apprentice judged at least three (3) times and received positive evaluations at least three (3) times at three (3) Advanced Level competitions under three (3) different judges.
2. All Combined Driving Judges must attend a Federation/ADS Combined Driving Judges' seminar, and receive a score of 85% or better on judges' written examination at least once every three years.
3. For an applicant in the Driving Divisions who already holds Registered status with the American Driving Society, the Licensed Officials Committee shall have the option of granting Registered status.
4. The Committee will require judges who do not officiate at one Licensed Competition within three years after obtaining a license or for any three-year period thereafter, to re-apply for a license.
5. No applicant will be considered for promotion unless he has adjudicated in at least two Licensed Competitions during the past three years in the Combined Driving division, verified by technical delegates' reports.

##### **Section 4.2 – Course Designers (previously GR1049 Combined Driving Course Designer)**

1. Minimum eligibility requirements for enrollment in the training program as an Apprentice:
  - a. Must have competed at the Advanced level at four (4) or more USEF-licensed Combined Driving events, or
  - b. Have instructed at least two (2) drivers who meet this requirement or
  - c. Show evidence of practical experience with Combined Driving at the Advanced level.
  - d. Must have designed courses at the Preliminary level or above at a minimum of two (2) different sites.



- e. Must receive a minimum score of 85% on the written open-book Combined Driving Course Designers' Examination, which will be administered to applicants for enrollment in the training program.
2. Registered Combined Driving Course designers must be the Course Designer at a minimum of one (1) course during a three-year period.
3. Combined Driving Course Designers must attend a USEF or FEI Combined Driving Course Design course once every three years and receive a minimum score of 85% on the closed-book written examination given at the conclusion of the course.
4. Minimum eligibility requirements to receive Registered "R" status.
  - a. Complete a USEF or FEI Combined Driving Course Design course.
  - b. Receive a minimum score of 85% on the closed-book written examination given at the conclusion of said course.
  - c. Complete apprenticeship with two different USEF or FEI Course Designers at two events at the Intermediate level or above.

**Section 4.3 – Technical Delegates. (previously GR1050 Combined Driving Technical Delegate)**

1. Applicants for enrollment in the Combined Driving Divisions will not be considered unless they:
  - a. are licensed by the FEI or the American Driving Society, or
  - b. have successfully completed a training program planned by the Federation and ADS, or
  - c. have competed internationally as a driver at least five (5) years and completed at least five (5) international Competitions, must have apprentice TD'd at least three (3) times and received positive evaluations at least three (3) Advanced Level competitions under three (3) different Technical Delegates.
2. For an applicant in the Driving Divisions who already holds Registered status with the American Driving Society, the Licensed Officials Committee shall have the option of granting Registered status.
3. All technical delegates must attend a Federation technical delegates clinic at least once every three years.
4. All technical delegates must take a technical delegates' examination once every three years and must receive a mark of 85% or better before their license is renewed.
5. Any technical delegate who fails to meet the clinic requirement will not have his license renewed and will have to reapply for his status.

**Section 5. Connemara Judges. (previously GR1052 Connemara Judges)**

1. Applicants must serve as an apprentice judge at a minimum of two Federation licensed competitions, under a minimum of two different Federation Connemara Judges within five years preceding application.
2. Applicants must attend a Federation Connemara Judge's clinic and pass an examination with a score of 85% or better within five years preceding application.
3. No applicant will be considered for promotion unless he has judged at least two Federation licensed Connemara divisions within a five year period preceding application to "R" status.

4. Registered and Recorded Connemara judges do not have officiating requirements but are required to attend a Federation judges' clinic at least once every four years and pass an examination every two years with a score of 85% or better to retain their license.

## **Section 6. Dressage**

### **Section 6.1 – Judges. (previously GR1053 Dressage Judges)**

1. Applicants must complete the current training program of the Federation Dressage Committee, approved by the Federation Licensed Officials Committee. Information on application procedure and on the current program is available from the Federation. If otherwise eligible, currently licensed, or retired, foreign FEI Dressage judges may apply for Federation Senior (S) Dressage judge classification and are exempted from participation in any Federation training program for judge licensing or promotion.
2. All judges must attend a Federation or Federation approved USDF judges' clinic at least once every three years.
  - a. Recorded and Registered Dressage judges must attend a national level clinic.
  - b. Senior Dressage judges must attend a National and an International Level clinic. In the event that an (S) judge's clinic requirement falls due in a year when there is no International level clinic, the deadline will automatically be extended to the following year. (Exception: FEI-licensed dressage judges who attend an FEI judges clinic at least once every three years are required to attend a Federation judges' clinic only once every five years).
3. Dressage judges must judge four Licensed Dressage competitions, Regular Competitions (with open or breed-restricted Dressage divisions) and/or Eventing Competitions every two years or the license will not be renewed. This is a rolling schedule and the two years resets each December 1st (the beginning of the USEF competition year). Only one of the required four Licensed Competitions may be a Regular Competition with breed restricted Dressage Divisions.
4. Dressage judges must also take a separate open-book written examination every three years and receive a mark of 85% or better before their license is reissued.
5. Applicants for change of status must complete the current training program of the Federation Dressage Committee, approved by the Licensed Officials Committee. Information on application procedure and on the current program is available from the Federation Office.
6. Any judge licensed by the Federation to judge Dressage classes must be a current member in good standing of the United States Dressage Federation (USDF).

### **Section 6.2 – Sport Horse Breeding Judges. (previously GR1054 Dressage Sport Horse Breeding Judges)**

1. Applicants must complete the current training program of the Federation Dressage Committee, approved by the Federation Licensed Officials Committee. Information on application procedure and on the current program is available from the Federation Office.
2. All judges must attend a Federation or Federation approved USDF judges clinic at least once every three years. In the event that a Dressage Sport Horse Breeding clinic requirement falls due

in a year when there is no Dressage Sport Horse Breeding clinic, the deadline will automatically be extended to the following year.

3. The Committee will require judges who do not officiate at one Licensed Competition within three years after obtaining a license or for any three-year period thereafter, to re-apply for a license. This is a rolling schedule and the three years resets each December 1st (the beginning of the USEF competition year).
4. Dressage Sport Horse Breeding judges must take a separate open-book written examination every three years and receive a mark of 85% or better before their license can be renewed.
5. Any judge licensed by the Federation to judge Dressage Sport Horse Breeding (DSHB) classes must be a current member in good standing of the United States Dressage Federation (USDF).

**Section 6.3 – Technical Delegates. (previously GR1055 Dressage Technical Delegates)**

1. Applicants to become a Dressage Technical Delegate must complete the current training program of the Federation Dressage Committee. The program must also be approved by the Federation Licensed Officials Committee. Information on the application procedure and on the current program is available from the Federation office.
2. All technical delegates must attend a Federation or Federation approved USDF Technical Delegates clinic at least once every three years.
3. In order to maintain his/her license, all Dressage Technical Delegates must have attended a Federation or Federation approved USDF Dressage/DSHB Pony Measurement Certification clinic where certification testing to measure ponies for dressage or DSHB is conducted.
4. Federation Dressage/Federation approved USDF/DSHB Pony Measurement Certification clinics must include a live measurement evaluation (including a practical and written examination), which must be passed with a minimum score in each section of 75% or better. In addition, in order to obtain a passing score in the practical examination, the person being evaluated must receive scores of “5” or above in every category.
5. Once measurement certification is required, a Dressage Technical Delegate who fails the measurement certification examination will not have his/her license renewed the next membership year and will have to attend another clinic and pass the measurement evaluation before applying to have his/her license reinstated at his/her original status.
6. All technical delegates must take a technical delegates’ examination once every three years and must receive a mark of 85% or better before their license is renewed.
7. The Committee will require those technical delegates who do not officiate at a minimum of three Licensed Competitions within three years after obtaining a license or any three-year period thereafter, to re-apply for a license. This is a rolling schedule and the three years resets each December 1st (the beginning of the USEF competition year).
8. A Registered (R) or Recorded (r) Dressage Technical Delegate must be a current member in good standing of the United States Dressage Federation (USDF). 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.

## **Section 7. Eventing**

### **Section 7.1 – Judges. (previously GR1056 Eventing Judges)**

1. Eventing Judge applicants must meet the following requirements:
  - a. Complete the current training program;
  - b. Meet minimum requirements for licensing as recommended by the Federation Eventing Committee and approved by the Federation; and
  - c. Complete the current training program of the Federation Eventing Committee approved by the Federation Licensed Officials Committee. Information on application procedure and the current program is available on the USEF website [www.usef.org](http://www.usef.org) and also from the Federation Office.
2. Eventing judges must judge at three Federation Recognized/Endorsed Eventing Competitions every three years or the license will not be renewed.
3. All Eventing judges must attend a Federation/USEA Eventing judges' clinic and receive a score of 85% or better on an Eventing judges written examination at least once every three years.
  - a. In the event that a Registered judges' and technical delegates' clinic requirement is due in a year when there is no Registered level clinic, the deadline will automatically be extended to the following year.
  - b. Eventing Judges who do not hold a Federation Dressage Judge's license must also attend a national level Dressage Judges clinic once every three years or a Dressage for Eventing clinic especially organized for this purpose.
4. Eventing applicants for change of status must meet minimum requirements and complete the current training program of the Federation Eventing Committee, approved by the Licensed Officials Committee. Information on application procedure and on the current program is available on the USEF website [www.usef.org](http://www.usef.org) and also from the Federation Office.

### **Section 7.2 – Technical Delegates. (Previously GR1057 Eventing Technical Delegates)**

1. Eventing Technical Delegate applicants must meet the following requirements:
  - a. Complete the current training program;
  - b. Meet minimum requirements for licensing as recommended by the Federation Eventing Sport Committee and approved by the Federation; and
  - c. Complete the current training program of the Federation Eventing Sport Committee approved by the Federation Licensed Officials Committee. Information on the application procedure and on the current program is available on the USEF website [www.usef.org](http://www.usef.org) and also from the Federation office.
2. All technical delegates must attend a Federation technical delegates clinic at least once every three years. Any technical delegate who fails to meet the clinic requirement will not have his license renewed and will have to reapply for his status.
3. All technical delegates must take a technical delegates' examination once every three years and must receive a mark of 85% or better before their license is renewed.

4. The Committee will require those technical delegates who do not officiate at a minimum of three Recognized/ Endorsed Competitions within three years after obtaining a license or any three-year period thereafter, to re-apply for a license.
5. Eventing technical delegate applicants for change of status must meet minimum requirements and complete the current training program of the Federation Eventing Committee approved by the Licensed Officials Committee. Information on application procedure and on the current program is available on the USEF website [www.usef.org](http://www.usef.org) and also from the Federation office.

**Section 7.3 – Course Designers. (previously GR1058 Eventing Course Designers)**

1. Eventing Course Designer applicants must meet the following requirements:
  - a. Complete the current training program; and
  - b. Meet the minimum requirements for licensing as recommended by the Federation Eventing Sport Committee and approved by the Federation Licensed Officials Committee. Information on application procedure and the current program is available on the USEF website [www.usef.org](http://www.usef.org) and also from the Federation Office.
2. Cross Country Course Designers.
  - a. Recorded, Registered, and Senior Cross Country Eventing Course Designers must be the Eventing Cross Country Course Designer at a minimum of three horse trials every three years.
  - b. Eventing Cross Country course designers must attend a continuing education clinic and receive a passing score of 85% or above on a written exam once every three years.
3. Certified Eventing Cross Country Course Designer
  - a. As per EV175.1, Certified Eventing Cross Country Course Designers are eligible to serve in this role for Beginner Novice, Novice, and Training Horse Trials.
  - b. An application is not required to be a Certified Eventing Cross Country Course Designer, but these individuals must have attended the USEA Training Program on Course Design in the previous three years and every three years thereafter.
4. Show Jumping Course Designers
  - a. No application will be considered unless and until the USEF Licensed Officials Committee has received written recommendations from two “R” Eventing Technical Delegates and two riders who have officiated/ridden over jumping courses designed by the applicant and from the Eventing Show Jumping Course Advisor, stating that they believe that the applicant has demonstrated the knowledge necessary to design suitable courses and should be issued a license by the Federation. These evaluations will help fulfill the requirement of GR1055.1.
  - b. Eventing Show Jumping Course Designers must officiate at a minimum of two separate Events at the Intermediate, Advanced or FEI two star or higher event every three years to maintain the license.
  - c. Eventing Show Jumping Course Designers must attend either a continuing education USEF Jumping Course Designer clinic or a clinic given by the Eventing Jumping Course Advisor at least once every three years.

**Section 8. Friesian Judges. (previously GR1069 Friesian Judges)**

1. Applicants for enrollment in the Friesian Division must apprentice judge at least three Federation Licensed Competitions, under a minimum of three different Friesian judges within a three-year period preceding application. Exception: If a judge is already licensed as a Registered (R) or Recorded (r) judge in the Andalusian, Arabian, Hackney, Morgan, National Show Horse, American Saddlebred, or Welsh divisions, he/she may apply for a Friesian license without apprentice judging but must attend the USEF Friesian Judges Clinic within a three-year period preceding application.
2. All persons applying for enrollment or re-enrollment must have attended a Federation Friesian Clinic within three years preceding application.
3. All Friesian Judges must attend a Federation Friesian Judges Clinic every five years and receive a passing score of 85% or better on a written exam administered every two years.
4. The Committee will require Friesian judges who do not officiate at one Licensed Competition within five years in the Friesian division after obtaining a license or for any five-year period thereafter, to re-apply for a license.
5. No applicant will be considered for promotion unless he has adjudicated in at least two Licensed Competitions during the past five years, verified by stewards' reports.
6. ***All Federation judges holding a Friesian card must be a current member in good standing with the International Friesian Show Horse Association.***

**Section 9. Hackney Judges. (previously GR1060 Hackney Judges)**

1. An applicant may be denied due to lack of experience with the breed.
2. Apprentice judge, under a minimum of two different Federation Registered (R) Hackney Judges, a minimum of 6 classes to include at least one class in the Harness Pony, Hackney Pony (Cob Tail), Pleasure (Show or Park or Country) and Roadster Pony sections at two Federation Licensed Competitions in the Hackney Division within a three-year period preceding application. Apprentice must attend clinic prior to apprenticing.
  - a. If a judge is already licensed in the Roadster, American Saddlebred or Saddle Seat Equitation divisions, he/she may add an additional license in the Hackney division by apprentice judging a minimum of 6 Hackney classes to include at least one class in the Harness Pony, Hackney Pony (Cob Tail), Pleasure (Show or Park or Country) and Roadster Pony sections.
3. All persons applying for enrollment or re-enrollment must have attended a Federation judges' clinic within two years preceding application.
4. No applicant will be considered for promotion unless he has adjudicated in at least two Licensed Competitions during the past five years in the Hackney division, verified by stewards' reports. The applicant will not be considered unless and until questionnaires are approved by at least one-third of the current Federation Hackney Pony Committee.

5. Judges must take a written examination every two years and receive a passing score of 85% or better to maintain their license. The completed examination must be returned to the Federation within thirty days of receipt.
6. All licensed Hackney judges must attend a Federation judge's clinic at least once every five years.
7. All Federation judges holding a Hackney card must be a current member in good standing with the American Hackney Horse Society.

## **Section 10. Hunters.**

### **Section 10.1 – Hunter Judges. (previously GR1061 Hunter Judges)**

1. Apprentice Judge's Permit. Applicants for the Hunter license must apply for an Apprentice Judge's permit. (Exception: individuals currently licensed in at least one of these divisions: Hunter/Jumping Seat Equitation, Hunter Breeding, or Jumper). Specific requirements are as follows:
  - a. Hunter apprentice permit applicants must be a minimum of 21 years old at the time of application.
  - b. Apprentice Permit applicants must have been an active competitor as either a rider, trainer, handler, breeder or coach in these divisions at USEF licensed competitions within the last four years.
  - c. Apprentice Permit applicants must attend a Federation Hunter clinic within three years preceding application. An Apprentice Permit is not required when an applicant holds a license in Hunter/Jumping Seat Equitation, Hunter Breeding, and/or Jumper; however, the applicant must attend a Federation Hunter clinic within the three years preceding his first apprentice experience in the Hunter division.
  - d. The completed application form along with the fee must be returned to the Federation Licensed Officials Department.
  - e. The Apprentice's Permit will expire three years from the date of issuance.
  - f. The Apprentice must still apply for individual competitions through the Federation Licensed Officials Department.
2. Recorded Judge
  - a. Complete six full days of Apprentice judging at a minimum of two Federation Licensed Competitions, under a minimum of two different Federation Registered Hunter judges. Applicant must Apprentice Judge at least two complete "A" Rated Conformation Hunter Horse sections or two Pony Hunter divisions that include a model. (Horse or Pony Hunter Breeding classes will also count towards meeting this requirement.) Attendance at the Hunter Breeding Clinic or apprentice judging one Hunter Breeding section may be substituted for one conformation section or for a Pony Hunter division with a model. These requirements must be fulfilled within a three-year period preceding application.
  - b. Applicants in the Judges Mentor Program must meet the requirements set forth by the National Hunter Committee and/or USHJA Officials Education Committee and be approved by the Federation Licensed Officials Committee. Information on application

procedure and on the current program is available from the Licensed Officials Department in the Federation office.

3. The Committee will require judges who do not officiate at one Licensed Competition within three years in the Hunter division after obtaining a license to apply for an officiating extension.
4. All persons applying for enrollment, re-enrollment or promotion must have attended a Federation/USHJA judges' clinic within two years preceding application.
5. Recorded judges must attend a Federation/USHJA judges' clinic at least once every three years.
6. Registered judges must attend a Federation/USHJA judges' clinic at least once every five years.
7. In the Hunter Division, an applicant for promotion must have judged three or more Licensed Competitions during the past three years in the Hunter division. In addition, the applicant for promotion must apprentice judge with a minimum of three Registered ('R') Hunter Judges at three or more separate 'National' or 'Premier' rated competitions. Registered Hunter judges that the applicant apprentice judges with must fill out an evaluation form on the applicant seeking promotion.
8. Any judge officiating USEF Open (not restricted to a breed) hunter and/or jumper classes must be a Senior Active member in good standing of the United States Hunter Jumper Association, Inc.

**Section 10.2 – Hunter Breeding Judges. (previously GR1062 Hunter Breeding Judges)**

1. Apprentice Permit. Applicants for the Hunter Breeding license must apply for an Apprentice Judge's permit. (Exception: individuals currently licensed in at least one of these divisions: Hunter, Hunter/Jumping Seat Equitation, or Jumper.)
  - a. Hunter Breeding Apprentice Permit applicants must be a minimum of 21 years old at the time of application.
  - b. Apprentice Permit applicants must have been an active competitor as either a rider, trainer, handler, breeder or coach in these divisions at USEF licensed competitions within the last four years.
  - c. Apprentice Permit applicants must attend a Federation Hunter Breeding clinic within three years preceding application. An Apprentice Permit is not required when an applicant holds a license in Hunter, Hunter/Jumping Seat Equitation and/or Jumper; however, the applicant must attend a Federation Hunter Breeding clinic within the three years preceding his first Apprentice Judge experience in the Hunter Breeding section.
  - d. The completed application form along with the fee must be returned to the Federation Licensed Officials Department.
  - e. The Apprentice Judge's permit is valid for and will expire three years from the date of issuance.
  - f. The Apprentice Judge must still apply for individual competitions through the Federation Licensed Officials Department.
2. Specific requirements are as follows:
  - a. Apprentice judge evaluations must be received from all judges with whom applicant officiates. Apprentice judge will receive one point for every horse that he/she judges at Federation Licensed Competitions. Once the Apprentice Judge earns a total of ten (10)



points at a minimum of two (2) separate shows with at least two (2) different judges total, he/she may apply for 'R' Hunter Breeding status.

- b. A Recorded "r" Hunter judge with five or more years of judging experience, may apply for a Hunter Breeding license after apprentice judging two complete Hunter Breeding sections at two Federation Licensed Competitions under two different Federation Hunter Breeding judges within a three-year period preceding application.
  - c. A Registered "R" Hunter judge with a minimum of five years judging experience may apply his/her Hunter Breeding Guest judging towards his/her apprentice judging requirements.
3. All persons applying for enrollment or re-enrollment must have attended a Federation/USHJA judges clinic within two years preceding application.
  4. Applicants approved in the Hunter Breeding Division shall automatically receive Registered status.
  5. The Committee will require judges who do not officiate at one Licensed Competition within five years in the Hunter Breeding, Pony Hunter Breeding, or Arabian Sport Horse Divisions after obtaining a license to attend a Hunter Breeding Clinic within the current or previous year before their license can be renewed.
  6. Hunter Breeding Judges must attend a Federation/USHJA Hunter Breeding judges' clinic at least once every five years.

**Section 10.3 – Hunter/Jumping Seat Equitation Judges. (previously GR1063 Hunter/Jumping Seat Equitation Judges)**

1. Apprentice Permit. Applicants for the Hunter/Jumping Seat Equitation license must apply for an Apprentice Judge's Permit (Exception: individuals currently licensed in at least one of these divisions: Hunter, Hunter Breeding, or Jumper.) Specific requirements are as follows:
  - a. Hunter/Jumping Seat Equitation Apprentice Permit applicants must be a minimum of 21 years old at the time of application.
  - b. Apprentice Permit applicants must have been an active competitor as either a rider, trainer, handler, breeder or coach in these divisions at USEF licensed competitions within the last four years.
  - c. Apprentice Permit applicants must attend a Federation Hunter/Jumping Seat Equitation clinic within three years preceding application. An Apprentice Permit is not required when an applicant holds a license in Hunter, Hunter Breeding and/or Jumper; however, the applicant must attend a Federation Hunter/Jumping Seat Equitation clinic within the three years preceding his first Apprentice Judge experience in the Hunter/Jumping Seat Equitation division.
  - d. The completed application form along with the fee must be returned to the Federation Licensed Officials Department.
  - e. The Apprentice Judge's permit will expire three years from the date of issuance.
  - f. The Apprentice Judge must still apply for individual competitions through the Federation Licensed Officials Department.

2. Recorded Judge
  - a. Apprentice judge at least ten Equitation classes from the following list: Open Equitation, Federation Medal, Federation Pony Medal, Federation Adult Equitation, ASPCA Maclay, USEF Talent Search, or WIHS. Classes must be at a minimum of two Federation Licensed Competitions, under a minimum of two different Federation Registered Hunter/Jumping Seat Equitation Judges. At least one competition must have "A" rated Hunter sections. These requirements must be fulfilled within a three-year period preceding application.
  - b. Applicants in the Judges Mentor Program must meet the requirements set forth by the National Hunter Committee and/or USHJA Officials Education Committee and be approved by the Federation Licensed Officials Committee. Information on application procedure and on the current program is available from the Licensed Officials department in the Federation office.
3. All persons applying for enrollment, re-enrollment or promotion must have attended a Federation/USHJA judges' clinic within two years preceding application.
4. Recorded judges must attend a Federation/USHJA judges' clinic at least once every three years.
5. Registered judges must attend a Federation/USHJA judges' clinic at least once every five years.
6. The Committee will require judges who do not officiate at one Licensed Competition within three years in the Hunter/Jumping Seat Equitation division after obtaining a license to apply for an officiating extension.
7. In the Hunter/Jumping Seat Equitation Division, an applicant for promotion must have judged three or more Licensed Competitions during the past three years in the Hunter/Jumping Seat Equitation Division. In addition, the applicant for promotion must apprentice judge Hunter/Jumping Seat Equitation classes with a minimum of three Registered ('R') Hunter/Jumping Seat Equitation Judges at three or more separate 'National' or 'Premier' rated competitions holding Hunter/Jumping Seat Equitation classes. Registered Hunter/Jumping Seat Equitation judges that the applicant apprentice judges with must fill out an evaluation form on the applicant seeking promotion.

**Section 10.4 – Hunter, Hunter/Jumping Seat Equitation Course Designers. (previously GR1064 Hunter, Hunter/Jumping Seat Equitation Course Designers)**

1. Applicants must complete the current requirements of the respective license and type for which they are applying. Information on application procedure and the current programs are available from the Federation and are located on the Federation website.
2. To maintain his/her license, an 'r' Recorded Hunter Course Designer must attend a Federation/USHJA Hunter Course Designer's clinic at least once every three years and a 'R' Registered Hunter Course Designer must attend a Federation/USHJA Hunter Course Designer's Clinic at least once every five years.
3. 'r' Recorded Hunter Course Designers will be required to officiate at six licensed competitions every three years in order to renew their license. 'R' Registered Hunter Course Designers will be required to officiate at nine licensed competitions every three years in order to renew their license.

This is a rolling schedule and the three years resets each December 1st (the beginning of the USEF competition year.) If officiating maintenance requirements are not met, the official may request an officiating extension.

4. All applicants and licensed Hunter, Hunter/Jumping Seat Equitation Course Designers must be an Active member in good standing of the United States Hunter Jumper Association, Inc.

## **Section 11. Jumper.**

### **Section 11.1 – Judges. (previously GR1065 Jumper Judges)**

1. Apprentice Permit. Applicants for the Jumper license must apply for an Apprentice Judge's Permit (Exception: individuals currently licensed in at least one of these divisions: Hunter, Hunter/Jumping Seat Equitation, or Hunter Breeding). Specific requirements are as follows:
  - a. Jumper Apprentice Permit applicants must be a minimum of 21 years old at the time of application.
  - b. Applicants must demonstrate experience in the Jumper Division in the past three years, e.g. trainer, competitor, or official. They must also submit recommendations from a minimum of two Registered (R) Jumper judges.
  - c. Apprentice Permit applicants must attend a Federation Jumper clinic within three years preceding application. An Apprentice Permit is not required when an applicant holds a license in Hunter, Hunter/Jumping Seat Equitation and/ or Hunter Breeding; however, the applicant must attend a Federation Jumper clinic within the three years preceding his first Apprentice Judge experience in the Jumper division.
  - d. The completed application form along with the fee must be returned to the Federation Licensed Officials Department.
  - e. The Apprentice Judge's permit will expire three years from the date of issuance.
  - f. The Apprentice Judge must still apply for individual competitions through the Federation Licensed Officials Department.
2. Recorded Judge.
  - a. Apprentice Judge forty classes including four full days in the Jumper Division with a minimum of two different Federation Registered Jumper judge at a minimum of four Federation Licensed Competitions offering \$2,500 or more in prize money in their Jumper Division.
  - b. The Apprentice Judge must have no other duties or responsibilities at the competition where he/she is fulfilling his/ her requirements.
  - c. Apprentice Judges must demonstrate to the Registered Jumper Judge their ability to keep a jumper scorecard and also to operate the timing equipment.
  - d. These requirements must be fulfilled within a three-year period preceding application.
3. All persons applying for enrollment, re-enrollment or promotion must have attended a Federation/USHJA judges' clinic within two years preceding application. Persons applying for enrollment must also pass a written examination, administered in conjunction with the Clinic, with a mark of 85% or better.

4. A Recorded (r) Jumper judge must take a written examination every two years and receive a mark of 85% or better before his/her license can be renewed.
5. A Registered (R) Jumper judge must take a written examination every four years and receive a mark of 85% or better before his/her license can be renewed.
6. Registered (R) Jumper Judges that have held 'R' status over 20 years, upon 2/3 vote of the National Jumper Committee at a properly noticed meeting, may receive the title "Master." The person may only be nominated for this "Masters" status by at least three currently sitting members of the National Jumper Committee.
7. Recorded ("r") jumper judges must attend a Federation/USHJA Jumper Clinic at least once every three years.
8. Registered ("R") jumper judges must attend a Federation/USHJA Jumper Clinic at least once every five years.
9. The Committee will require judges who do not officiate at one Licensed Competition within three years in the Jumper division after obtaining a license to apply for an officiating extension.
10. No applicant will be considered for promotion unless he has adjudicated in at least two Licensed Competitions during the past three years in the Jumper division, verified by stewards' reports.
11. Foreign FEI Jumper Judges may apply to the Licensed Officials Department for a Federation Registered Jumper Judge card by fulfilling the following requirements:
  - a. Attend a Federation/USHJA Jumper Judges' Clinic,
  - b. Successfully complete the Jumper Judges written exam with a score of 85% or higher, and
  - c. Obtain approval from the National Jumper Committee.
12. Any judge officiating Federation Open (not restricted to a breed) hunter and/or jumper classes must be a current member in good standing of the United States Hunter Jumper Association, Inc.

**Section 11.2 – Course Designer. (previously GR1066 Jumper Course Designer)**

1. Applicants must complete the current requirements of the respective license and type for which they are applying. Information on application procedure and the current programs are available from the Federation and are located on the Federation website.
2. All licensed Course Designers will be required to attend a Course Design Clinic (Federation/USHJA or FEI) every three years to maintain their 'r' recorded license or five years to maintain their 'R' Registered license. (Exception - "R" Course Designers who also hold their FEI Jumping Course Designer license must only maintain their clinic requirements as outlined by the FEI).
3. All applicants who hold an Equestrian Canada Jumper Course Design card will be given the same status for The Federation.
4. The following officiating maintenance requirements will be in place:
  - a. 'r' recorded Jumper Course Designers will be required to officiate at six licensed competitions every three years in order to renew their license.
  - b. 'R' Registered Jumper Course Designers will be required to officiate at nine licensed competitions every three years in order to renew their license.

- c. Individuals currently licensed as an FEI Jumping Course Designer who officiate at a CSI2\* or higher outside the United States may include these competitions as part of their Federation officiating maintenance requirements.
  - d. Maintenance requirements are on a rolling schedule. The three years resets each December 1st (the beginning of the USEF competition year).
  - e. If officiating maintenance requirements are not met, the official may request an officiating extension.
5. Any individual currently licensed by the FEI as 3\* or 4\* Course Designer for Show Jumping, with approval of the Federation National Jumper Committee, is eligible to become a "R" USEF Course Designer for Show Jumping without having to apprentice, take a clinic, or exam.
  6. All applicants and licensed Jumper Course Designers must be an Active member in good standing of the United States Hunter Jumper Association, Inc.

**Section 11.3 – Certified Schooling Supervisor.** (previously GR1067 Certified Jumper Schooling Supervisor)

1. Applicants must be 21 years of age or older, must be Senior Active Members of USEF, and must also demonstrate experience in the Jumper and Hunter Division within the past three years.
2. Applicants must complete the Certified Jumper Schooling Supervisor Training Program of the USEF Jumper Committee approved by the USEF Licensed Officials Committee prior to submitting their application. Information on the application procedure and the Training Program (which consists of a training session and apprenticeships) is available on the USEF website [www.usef.org](http://www.usef.org) and also from the USEF Office.
3. Maintenance of Status - To maintain Certification, Schooling Supervisors must officiate at a minimum of four competitions and attend a Training Session every four years.
4. FEI Stewards for Jumping are eligible to serve as Certified Jumper Schooling Supervisors.

**Section 12. Morgan Judges.** (previously GR1068 Morgan Judges)

1. All applicants must attend two AMHA judge's schools, every day of the first school and two consecutive days of the second school and serve as an Apprentice Judge in the Morgan division at a minimum of one entire Licensed competition within a two year period preceding application and receive a passing score of 85% to be eligible for enrollment. A copy of the Apprentice Judge Report shall be submitted to the Federation Licensed Officials Department. Exceptions:
  - a. Recorded "r" Federation licensed judges from any discipline other than Morgan must attend two AMHA judge's schools, every day of the first school and two consecutive days of the second school within two years preceding application and receive a passing score to be eligible for enrollment.
  - b. Registered "R" Federation licensed judges from any discipline other than Morgan must attend two days of an AMHA judges' school within two years preceding application and receive a passing score to be eligible for enrollment.

2. Judges licensed in the Morgan Division and all persons applying for enrollment, re-enrollment or promotion must take an examination and receive a passing score in order to fulfill the judges' clinic and/or judges' school requirement.
3. Recorded ("r") Morgan judges must attend a Federation/AMHA judges' school at least once every three years.
4. Registered ("R") Morgan judges must attend a Federation/AMHA judges' school at least once every five years or attend a judges' clinic once every five years at the AMHA convention.
5. No applicant will be considered for promotion unless he has adjudicated in at least two Licensed Competitions during the past three years in the division in which he is licensed, verified by stewards' reports.
6. All Registered (R) and Recorded (r) Federation judges holding a Morgan card must be a current member in good standing of the American Morgan Horse Association.

**Section 13. National Show Horse Judges. (previously GR1069 National Show Horse Judges)**

1. Apprentice judge at a minimum of two Federation Licensed Competitions, under a minimum of two different Federation National Show Horse judges, within a two-year period preceding application.
  - a. If already a licensed judge in the Hackney, Roadster, Morgan, American Saddlebred, Saddle Seat Equitation, or Arabian divisions he/she may obtain a National Show Horse license by enrolling as per the respective division requirements and Apprentice judging a minimum of five classes in the National Show Horse division at a Federation Licensed Competition.
    1. Registered (R) judges in the American Saddlebred or Arabian divisions are not required to complete any Apprentice judging prior to applying for a license in the National Show Horse division.
2. All persons applying for enrollment or re-enrollment must have attended a Federation National Show Horse judges clinic within 2 years preceding application.
3. Judges must attend a Federation National Show Horse judges' clinic at least once every four years and receive a passing score of 85% or higher on a written examination every four years.
4. National Show Horse Judges do not have officiating requirements, but will be required to complete the clinic and exam requirements or the license will not be renewed.
5. No applicant will be considered for promotion unless he has adjudicated in at least two Licensed Competitions during the past three years in the National Show Horse division, verified by stewards' reports.

**Section 14. Para-Equestrian Classifiers. (previously GR1071 Para-Equestrian Classifiers)**

1. No application will be considered unless and until ten (10) forms which actually evaluate the applicant per division are returned to the Federation, including a minimum of three (3) from Physical Therapists or Licensed Physicians with experience carrying out the assessment of

persons with physical impairments resulting in activity restrictions, two (2) personal references, and five (5) from members of the Federation.

2. Applicants must:
  - a. As verified by the Federation, hold a current license as a Physical Therapist or Licensed Physician with experience carrying out the assessment of persons with physical impairments resulting in activity restrictions;
  - b. Meet the other requirements listed on the Federation website [www.usef.org](http://www.usef.org); and
  - c. Successfully complete the Para-Equestrian Classifier Course approved by the Federation Licensed Officials Committee. Information on the application procedure is available on the Federation website [www.usef.org](http://www.usef.org) and also from the Federation office.
3. Para-Equestrian Classifiers must attend a Federation Para-Equestrian Classifier Training Course at least once every three years.
  - a. In the event that a Para-Equestrian Classifier Training Course is not being offered in a year that a Classifier is due to take the Course, the deadline will automatically be extended to the following year.

**Section 15. Paso Fino Judges. (previously GR1070 Paso Fino Judges)**

1. Judges in the Paso Fino Division must be at least 25 years of age.
2. Applicants for enrollment in the Paso Fino Division will not be considered unless they are licensed as a Certified Judge by the Paso Fino Horse Association, attended a PFHA/Federation clinic within three years preceding application, and passed an open book written exam administered at the clinic on USEF General Rules and responsibilities, receiving a score of 85% or better. If individual does not receive a passing score then he/she is required to attend another PFHA/Federation clinic and take an examination at the clinic.
3. Recorded (r) or Registered (R) judges who hold a Certified Judge (C) PFHA license are required to attend a PFHA/ Federation clinic at least once every two (2) years.
4. Recorded (r) or Registered (R) judges who hold a Senior Certified (SC) PFHA license are required to attend a PFHA/Federation clinic at least once every three (3) years.
5. Recorded (r) or Registered (R) judges are required to take a written exam to be administered once every three (3) years and receive a score of 85% or better before their license is renewed. The exam will be administered to all Paso Fino judges starting in the 2008 competition year and then to all judges every three years thereafter. If an individual does not receive a passing score on the examination then he is required to attend another PFHA/Federation clinic and take an examination at the clinic.
6. The Committee will require judges who do not officiate at one Licensed Competition within three years in the Paso Fino division after obtaining a license or for any three-year period thereafter, to re-apply for a license.
7. An applicant for promotion must have adjudicated in at least six Federation Licensed competitions in the past three years, verified by stewards' reports. At least two of the six competitions must have a minimum of 100 horses competing for the applicant to be eligible for promotion.

8. Applicants for change of status must have completed a written exam administered by the Federation on USEF General Rules and responsibilities to USEF within past two years and received a score of 85% or better.
9. All Registered (R) and Recorded (r) USEF Judges holding a Paso Fino card must be a current member in good standing with the Paso Fino Horse Association.

**Section 16. Reining Judges. (previously GR1072 Reining Judges)**

1. An applicant for enrollment in the Reining Division must be a current USA Reining approved judge and must comply with the requirements of Chapter 10.
2. Licensed Reining judges must be current members in good standing of USA Reining.
3. In order to maintain their status, Reining judges must be on the USA Reining approved judge's list. Reining judges must have attended any USEF/USA Reining approved Reining Judges school at least once every two years, or in the event that a school not be held within that timeframe, be granted a waiver until the next available approved Reining Judges school.
4. The Licensed Officials Committee shall have the option of granting Registered status.
5. Reining judges must officiate Reining classes at a Licensed Regular, Local or Reining Competition or FEI Reining Event at least once every five years or this license will not be renewed. The LOC will consider officiating at USA Reining events as fulfillment of this requirement on a case-by-case basis.
6. No applicant will be considered for promotion unless he has adjudicated in at least two Licensed Competitions during the past three years in the Reining division, verified by stewards' reports.

**Section 17. Roadster Judges. (previously GR1073 Roadster Judges)**

1. An applicant may be denied due to lack of experience with the discipline.
2. Apprentice judge a minimum of two days at two Federation Licensed Competitions, a minimum of five Roadster **Horse** classes, under a minimum of two different Registered (R) Federation licensed Roadster judges within a three year period preceding application. It is recommended that the Apprentice attend the clinic prior to apprenticing.
  - a. If a judge is already licensed in the Hackney, American Saddlebred or Saddle Seat Equitation divisions, he/she may add an additional license in the Roadster division by apprentice judging a minimum of 5 Roadster **Horse** classes.
3. All persons applying for enrollment or re-enrollment must have attended a Federation judges' clinic within two years preceding application.
4. All Recorded and Registered judges must attend a Federation Roadster Judges' Clinic at least once every five years.
5. Judges must take a written examination every two years and receive a passing score of 85% or better to maintain their license. The completed examination must be returned to the Federation within thirty days of receipt. Judges who do not pass the examination on their first attempt will have the opportunity to re-take the exam one additional time.



6. No applicant will be considered for promotion unless he has adjudicated in at least two Licensed Competitions during the past three years in the Roadster division, verified by stewards' reports.
7. All Federation judges holding a Roadster card must be a current member in good standing of the American Road Horse and Pony Association.

**Section 18. American Saddlebred Judges.** (previously GR1074 American Saddlebred Judges)

1. An applicant may be denied due to lack of experience with the breed.
2. Apprentice judge a minimum of four days at two Federation Licensed Competitions, a under a minimum of two different Federation Registered (R) American Saddlebred Horse judges, at least one with a panel or apprentice at least three competitions under three different Federation Registered (R) American Saddlebred judges; all three with a single judge, within a three-year period preceding application. The Apprentice shall attend the clinic with a minimum of three years experience prior to apprenticing.
  - a. If a judge is already licensed in the Hackney, Roadster or Saddle Seat Equitation divisions, he/she may add an additional license in the American Saddlebred division by apprentice judging a minimum of ten American Saddlebred classes.

In addition to Conflicts of Interest outlined in GR1012.4, Apprentice Judges in the American Saddlebred Division may not apprentice judge with someone who trains a horse owned by him, his cohabitant, or a member of his family, a farm/ranch/syndicate/partnership/corporation/ business in which he, his cohabitant, or a member of his family controls.

3. All persons applying for enrollment or re-enrollment must have attended a Federation judges' clinic within two years preceding application.
4. Registered and Recorded American Saddlebred Horse judges must attend a Federation judges' clinic at least once every five years. Clinics will be held each year and shall be conducted together in one day. Clinic will replace written exam. An open book test may be required as part of the clinic.
5. No applicant will be considered for promotion unless he has adjudicated in at least two Licensed Competitions (*with a minimum of 100 entries*) during the past five years in the American Saddlebred division, verified by stewards' reports.
6. Any judge officiating at Federation licensed American Saddlebred classes must be a current member in good standing of the American Saddlebred Horse Association.
- 7. A Judge may be required by the Federation Licensed Officials Committee to attend a Clinic outside his regular rotation.**
- 8. Judges who do not officiate at one (1) Licensed Competition within five (5) years in the Saddlebred division are required to attend an applicants clinic before they are eligible to renew their license.**

**Section 19. Saddle Seat Equitation Judges.** (previously GR1075 Saddle Seat Equitation Judges)

1. An applicant may be denied due to lack of experience with the discipline.

2. Apprentice judge a minimum of four days at two Federation Licensed Competitions, a minimum of six Saddle Seat Equitation classes to include at least one 10 & under Walk/Trot, one Pleasure Equitation, and one "open" equitation class, under a minimum of two different Federation Registered (R) Saddle Seat Equitation judges, within a three-year period preceding application. Apprentice must attend the clinic prior to apprenticing.
  - a. If a judge is already licensed in the Arabian, Hackney, Morgan, Roadster or American Saddlebred divisions, he/ she may add an additional license in the Saddle Seat Equitation division by apprentice judging a minimum of five Saddle Seat Equitation classes.
3. All persons applying for enrollment or re-enrollment must have attended a Federation judges' clinic within two years preceding application.
4. Registered and Recorded Saddle Seat Equitation judges must attend a Federation judges' clinic at least once every five years.
5. No applicant will be considered for promotion unless he has adjudicated in at least two Licensed Competitions during the past five years in the Saddle Seat Equitation division, verified by stewards' reports.

**Section 20. Shetland Pony Judges. (previously GR1076 Shetland Pony Judges)**

1. All applicants applying for enrollment as a USEF licensed judge must have fulfilled all American Shetland Pony Club ASPC requirements for licensure and have attended an ASPC/USEF judges clinic within three years prior to enrollment. Applicant must receive an 85% or better on the USEF exam on general rules, responsibilities and Shetland Division and submit a report documenting ASPC Judging experience.
2. Applicants for enrollment will not be considered unless they are licensed by the ASPC as a Modern and Classic "R", are an ASPC and Federation member in good standing and have attended a ASPC/Federation clinic within three years preceding application.
3. Shetland judges do not have to meet officiating requirements to maintain this license.
4. Judges applying for re-enrollment must meet requirements listed herein and receive a passing score of 85% or better on the USEF exam on general rules, responsibilities and Shetland Division and have attended ASPC/USEF judges clinic within three years prior to reenrollment.
5. In order to renew this license, USEF Shetland judges must hold a current ASPC Modern and Classic "R" judges card, be a current member of ASPC and USEF in good standing, have attended a ASPC/USEF clinic within the past three years and must receive a score of 85% or better on the USEF exam on general rules, responsibilities and the Shetland Division.
6. No applicant will be considered for promotion unless he has adjudicated in at least two Licensed Competitions during the past five years in the Shetland division, verified by stewards' reports.
7. The exam must be administered to all licensed Shetland judges during the 2013 competition year and every three years thereafter.

**Section 21. Stewards – Category 1, Category 2. (previously GR1077 Stewards - Category 1, Category 2)**

1. Applicants to become a Category 1 or Category 2 Steward must complete the current Category 1 or Category 2 training program approved by the Federation Licensed Officials Committee. Information regarding the application procedure and requirements for acceptance into the training program are available from the Federation.
2. Application for Recorded status may be submitted following the completion of the apprentice and clinic requirements and after the Federation receives the Confirmation of Completion Form.
  - a. The applicant will be given a written examination which must be completed and returned to the Federation within 30 days from the date of postmark. The applicant must receive a grade of 85% or higher or the application will be considered void.
3. Clinics:
  - a. Recorded and Registered Category 1 stewards must attend a Category 1 Federation Stewards clinic at least once every four years.
  - b. Recorded and Registered Category 2 stewards must attend a Category 2 Federation Stewards clinic at least once every four years.
  - c. Any steward who fails to meet the clinic requirement will not have his license renewed and will have to reapply for his status.
  - d. Applicants to the Category 1 training program must complete the on line applicant clinic on the USEF website prior to beginning their apprentice work.
  - e. Applicants to become a Category 1 Recorded steward must have attended a Federation Category 1 Steward clinic within the past 24 months from their date of application.
4. The Measurement Exam
  - a. Steward clinics must include a live measurement exam. Stewards who officiate at USEF competitions that hold divisions where measurement is required must pass the exam with a score of 85% or higher.
  - b. There will be 2 categories of stewards related to measurement.
    1. Measuring Steward – one who has passed the measurement exam at a clinic with a score of 85% or higher.
      - a. May steward at any competition where their license qualifies.
      - b. At least one Measuring Steward must be hired at competitions that hold divisions where measurement is required.
      - c. Stewards scoring 93% or higher on the measurement exam will be exempt from taking the measurement exam at their next required clinic, but will be required to pass the measurement exam at the subsequent required clinic. Exception: If said Steward has had measurement errors which require action by the LOC or the Hearing Committee, they may be asked to perform additional testing prior to the next required clinic where they are scheduled to test for measurement.

2. Non-measuring Steward – one who chooses not to take the measurement exam or who receives below 85% on the measurement exam. This steward:
  - a. May officiate alone at breed or discipline competitions that have no divisions which require measurement.
  - b. May officiate on a multi-steward panel at a competition with breed or discipline divisions requiring measurement, provided the competition has already hired a measuring steward.
  - c. May not measure any animal at any USEF rated competition.
3. A Non-measuring Steward may attain Measuring status upon successful completion of a Measurement Exam offered at a Steward's clinic.
4. Measurement appeals: A Steward who scores a 93% or higher on the measurement exam will be certified to measure for measurement appeals. Only Stewards certified to measure may be called upon for a measurement appeal.
5. Written examination
  - a. Registered and recorded Category 1 and Category 2 stewards must take the corresponding Category 1 or Category 2 Federation stewards' examination once every (3) three years and must receive a mark of 85% or higher before their license is renewed.
  - b. The method of administration will be decided by the Federation Licensed Officials Committee.
6. Continuing Education:
  - a. Registered and Recorded Category 1 and Category 2 stewards must complete yearly continuing education as required by the Federation Licensed Officials Committee. These continuing education modules along with corresponding quizzes will be offered on the United States Equestrian Federation website and must be taken and passed with a score of 85% or higher. Failure to complete this requirement will prevent a steward from renewing their license.
7. In order to officiate Federation Licensed AHA approved competitions that are restricted to Arabians and Half/Anglo Arabians, stewards must meet Federation licensing requirements and must also have passed the AHA approved Arabian stewards test, and also attended a special session for AHA approved Arabian stewards at a Federation stewards clinic.
8. Officiating requirements:
  - a. The Licensed Officials Committee will require Registered and Recorded Category 1 Stewards who do not officiate at a minimum of three licensed Hunter/Jumper competitions within (3) three years after obtaining a license for any three year period thereafter, to re-apply for a license.
  - b. The Licensed Officials Committee will require Category 2 stewards who do not officiate at a minimum of three Licensed competitions in the C2 group within three years after obtaining a license or for any three-year period thereafter, to re-apply for a license.
9. Promotion Procedures.

- a. Applicants for promotion must have taken an examination and receive a mark of 85% or higher within the past 24 months.
- b. Category 1
  1. No recorded Category 1 steward will be considered for promotion unless the applicant has officiated as a Category 1 steward in at least ten (10) licensed Hunter/Jumper competitions. Recorded Stewards who wish to apply for Registered status must fulfill this requirement within five (5) years as verified by stewards' reports.
  2. An applicant for promotion to Registered status as a Category 1 Steward must have documented experience of having served as the Certified Jumper Schooling Supervisor or an apprentice schooling supervisor at four classes offering \$25,000 or more.
- c. Category 2
  1. No recorded Category 2 steward will be considered for promotion unless the applicant has officiated as a Category 2 steward in at least five (5) Licensed competitions in the Category 2 group during the past three years, verified by stewards' reports.
  2. No C2 applicant steward under 25 years of age will be considered for promotion unless he has served as a Recorded Category 2 steward for at least two years (24 months).

## **Section 22. Vaulting.**

### **Section 22.1 – Judges. (previously GR1078 Vaulting Judges)**

1. Applicants for enrollment in the Vaulting Division will not be considered unless they are:
  - a. licensed by the FEI in Vaulting, or
  - b. licensed by the American Vaulting Association, or
  - c. have successfully completed a training program for vaulting judges approved by Federation and the AVA.
2. All Vaulting Judges must attend the Federation/AVA Judges Forum each year or AVA Judges Training sessions of equal hours.
3. Vaulting judges must hold a current AVA judges' card and must judge at least one Licensed Competition once every five (5) years or the license will not be renewed.
4. No applicant will be considered for promotion unless he has adjudicated in at least two Licensed Competitions during the past three years in the division in which he is licensed, verified by stewards' reports.

### **Section 22.2 – Technical Delegates. (previously GR1079 Vaulting Technical Delegates)**

1. Applicants for enrollment as Vaulting Technical Delegates will not be considered unless they are:
  - a. licensed by the FEI in the Vaulting division, or
  - b. licensed by the AVA as a Vaulting judge, or

- c. have successfully apprenticed at a minimum of one USEF or FEI Vaulting competition within the two years prior to applying for the license.
  - d. have attended an approved continuing education clinic for vaulting technical delegates within the two years prior to applying for the license.
2. Vaulting Technical Delegates must attend a Federation approved continuing education clinic for vaulting technical delegates at least once every four years; successful completion of a written exam may be required as part of the clinic requirement.
3. The Licensed Officials Committee will require Vaulting Technical Delegates who do not officiate at a minimum of one Licensed Vaulting Competition every five (5) years after obtaining a license to re-apply for a license.
4. Vaulting Technical Delegates must be members in good standing of the American Vaulting Association.

**Section 23. Welsh Pony Judges. (previously GR1080 Welsh Pony Judges)**

1. In the Welsh Pony Division, all applicants must have had experience breeding, training or showing Welsh ponies and must be recommended by the Welsh Pony and Cob Society of America, Inc. (WPCSA).
2. Applicants must complete three full days of apprentice judging in the Welsh division at a minimum of three Federation Licensed Competitions under a minimum of three separate Registered Welsh judges.
  - a. Registered Hunter Judges may complete three full days of judging in the Welsh Division at a minimum of three Federation Licensed Competitions per GR1004.6 to fulfill their apprentice judging requirements.
  - b. Current approved WPCSA judges must complete a minimum of one full day of apprentice judging in the Welsh Division at a Federation Licensed Competition.
3. Applicants must have attended a Federation judges' clinic within three years preceding application.
4. For an applicant in the Welsh Division who holds approved status with the WPCSA, the Licensed Officials Committee shall have the option of granting Registered status.
5. Licensed USEF Welsh judges must attend a Federation Welsh Judges Clinic every five years to retain their license.
6. Welsh judges must judge at least one Welsh division every five years or the license will not be renewed.
7. No applicant will be considered for promotion unless he has adjudicated in at least two Licensed Competitions during the past five years in the Welsh Pony division, verified by stewards' reports.
8. All Registered (R) and Recorded (r) USEF Welsh judges must be current members in good standing of the WPCSA.

**Section 24. Western Judges. (previously GR1081 Western Judges)**

1. Apprentice judge at a minimum of two Federation Licensed Competitions, under minimum of two different Federation Western judges, within a three year period preceding application. Judges holding Federation Reining Division license and/or one or more national breed association judges card(s) are not required to apprentice judge.
2. Attend designated sessions at the International Equine Judges Seminar (IEJS), complete the USEF Western Judges technical training provided via the USEF website and interview with members of the National Western Committee. (Interviews may be conducted via teleconference)
  - a. Persons holding a national breed association card with an association affiliated with the IEJS must attend designated sessions at the IEJS and interview before submitting an application for enrollment. (Interviews may be conducted via teleconference)
  - b. All applicants for enrollment and reenrollment must also pass the rule book test with a score of 84% or better.
3. All persons applying for enrollment or re-enrollment must have attended the designated sessions at the IEJS and completed the USEF Western Judges technical training within one year preceding application.
4. Applicants approved in the Western Division shall automatically receive Registered status.
5. Registered judges must attend the designated sessions at the IEJS and complete the USEF Western Judges technical training at least once every six years.
6. Judges licensed in the Western division must take an examination and receive a score of 84% or better on the exam once every three years to maintain their license.
7. Western judges do not have officiating requirements, but will be required to complete the USEF Western Judges technical training and testing requirements or the license will not be renewed.

**Section 25. Western Dressage Judges. (previously GR1082 Western Dressage Judges)**

- 1. Applicants must meet minimum requirements and complete the current training program approved by the Federation Licensed Officials Committee. Information on application procedure and the current program is available on the USEF website [www.usef.org](http://www.usef.org) and also from the Federation office.**
2. Every applicant must be a current member in good standing of the Western Dressage Association of America. Once licensed, each judge must maintain membership in good standing of the Western Dressage Association of America.
3. All Western Dressage judges must participate in and successfully complete all requirements of a Federation Western Dressage Judges' continuing education clinic at least once every three (3) years.
4. At the request of the **Federation**, a judge may be required to attend a continuing education clinic, outside of his regular rotation or may be asked to complete additional testing.
5. All Western Dressage judges must satisfactorily complete a written exam once every three years with a minimum passing score of 85%. The exam will be administered by USEF once in each three-year period.