

### **HUNTER COURSE DESIGNERS**

Although the procedures for becoming a USEF licensed course designer are outlined in the rulebook under Chapter 10, this guideline may help eliminate any confusion regarding the process.

**Recorded (r) status:** To be eligible to apply for licensing as an 'r' Hunter Course Designer the following requirements must be met.

Requirements for enrollment into the 'r' program:

- a. Must have verifiable experience designing hunter/equitation courses at USEF "B", "C", Local and non-rated competitions
- b. Submit application for enrollment, along with appropriate fees, into the Program

The USEF Licensed Officials Committee will review the application and approve or decline for the Program, with input from the USHJA Course Designer's Task Force considered. The application may be reviewed either by a sub-committee, composed of a minimum of three members of the Licensed Officials Committee, or at a full meeting of the Committee

#### Requirements for 'r' status:

- a. The Apprentice must work at all competition days at a minimum of four USEF-licensed "A" or "AA" rated competitions assisting at least three different "R" Hunter Course Designers at three different locations within two years from the date of approval. Permission to apprentice must be obtained in advance from the Competition Managers and course designers
- b. At the beginning of each competition, the Apprentice must present the course designer with an evaluation form, which the course designer will complete and submit directly to the USEF following the competition

Prior to application, all applicants for "r" status must have attended an USEF Hunter Course Design Clinic.

### **Registered (R) status:**

- a. Hold a Recorded 'r' Hunter Course Designer's license for at least two years (24 months)
- b. Have served as the official Hunter Course Designer of record at a minimum of five "A" or three "AA" horse shows during or within the previous two years

All Applicants: Must be an Active member in good standing with the USHJA.

Equine Canada Licensed Hunter Course Designers: Will be given the same status for the Federation.

Once you have completed the above requirements, your application may be submitted to the USEF office. When your application, fee and required information is received, it will be processed to determine if all requirements have been met. When verified, questionnaires regarding your experience and abilities will be sent out by the USEF office to those people listed by the applicant.

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**Evaluations from References:** At least 10 questionnaires must be returned, 5 of which must be from relevant comparable discipline licensed judges, stewards, technical delegates, USEF Hunter and/or USHJA OE Committees. Staff automatically sends evaluations to every member of these Committees. *NOTE: Do not include members of the Licensed Officials Committee or the relevant breed/discipline committee in your list of reference as they will automatically receive your evaluation.* (the Committee lists are available on the USEF website)

- If the required number of questionnaires is received, your application will be presented to the Licensed Officials Committee for consideration. It is at that time that the Committee determines whether or not to grant course designer status. A letter notifying you of the Committee's decision will be sent within approximately two weeks after the Committee meets.
- If the required number of references is not received, you will be notified in writing to submit additional names and addresses to be used as references and your application will be held for one additional meeting. You may contact the Licensed Officials Department within one month of the meeting date to review the number of questionnaires returned.

The Licensed Officials Committee meets three times a year. Meeting and deadline dates for receiving applications in the Federation office are available on our website.

If you have any questions with regard to procedure, please contact the Licensed Officials Department at (859) 258-2472.

United States Equestrian Federation, Inc.® 4047 Iron Works Parkway
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Phone: (859) 258-2472 Fax: (859) 231-6662

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## **HUNTER COURSE DESIGNER**

# **Promotion Application**

 $(You must be a current Active Senior member of USEF and USHJA be at least 21 years of age. \\ Your application will be processed and in accordance with GR10632.)$ 

Name_			Membership No	Birthdate
Addres	SNumber and Street	City	State	Zip Code
Telephone No				Zip Code
		d references may be listed on a		
	_	·	-	tached to the application.
Licens	sed USEF Jumper Course D	esigner 'r' JCD	'R' JCD	
Licens	sed EC Course Designer (cir	cle one): 'r' HCD	'S' HCD 'r' JCD	'S' JCD
Cours	es Designed at 'A' or 'AA' r	ated Hunter Competitions	S: (minimum of 5 'A' or 3 'AA'	shows in past 3 years)
Date	Competition Name	Location	Rating	'R' Hunter Course Designer
Clinic	Attendance: Date:	Locati	on:	
56110-00	01-602-0000	Fee is \$50.00		LOHCD03
			ORMATION (Do not detach) MOUNT FROM ABOVE	
	TOTAL AMOUNT ENCLOSED \$			
	PAYMENT METHOD (PLEASE DO NOT SEND		tes Equestrian Federation  AMEX or MasterCard	
	□ CHECK #			
	Card Number:	Exp. Date:		
	Card Holder's Name (Print)			Billing Zip Code
	Card Holder's Signature			

### References

It is to your advantage to provide references from as many licensed officials, and any other persons who are acquainted with your record and qualifications. Do not include the names of more than 4 persons who are not USEF members. Do not list any members of the Licensed Officials Committee. Refer to the evaluation requirements in GR1037 to GR1076 for the division for which you are applying. *If submitting addresses - evaluations will not be mailed if the address is not legible or complete (including Zip Code)*.

PLEASE PRINT NAME	USEF Member # or Address
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nder the United States Equestrian Forgree to hold USEF, the USEF Licen	hat the confidentiality of all evaluations and submissions regarding my application shall be maintained ederation (USEF) rules (GR1002), and I hereby waive and release any right to examine my file and used Officials Committee, members of any USEF Committee, all USEF licensed officials and USEF
embers, officers, directors, and empoplication and any action taken rega	ployees harmless from all liability and all claims, including claims for negligence, regarding this arding it. I have read, understand and agree to be bound by the rules addressing the application process ragree to be bound by the bylaws and all other rules of the USEF.
signature of applicant	Date



UNITED STATES EQUESTRIAN FEDERATION® PO BOX 13310 LEXINGTON, KY 40583-3310