



## PROCEDURES for REGISTERED 'R' EVENTING JUDGE LICENSE

Listed below are the procedures required for Registered 'R' licensure as an Eventing Judge. Consult GR1052 in Chapter 10 of the USEF Rules for a full description. Questions about licensure should be directed to the Licensed Officials Department through the following email address: [LOinquiry@usef.org](mailto:LOinquiry@usef.org).

**TRAINING PROGRAM** – Training Program requirements must be completed in the three years prior to application. They include the Intermediate Dressage and Course Evaluation Training Sessions, Apprenticeships, Course Evaluation, and the Final Exam.

**Training Sessions** - The Training Sessions are administered by the U.S. Eventing Association. Information is available on USEA's website [www.useventing.com](http://www.useventing.com) or from the USEA Director of Education, 525 Old Waterford Road NW, Leesburg, VA 20176 (703) 669-9997.

- Intermediate Dressage Training Session
  - Theory of Dressage Judging
    - USEF and FEI Rules
    - Criteria of New Paces, Movements, and Figures
    - Recognizing Correct Basics at Higher Levels
    - Vocabulary – Remarks for Intermediate Movements
  - Discussion of the Tests
    - Intermediate Tests
    - CCI and CIC Tests
  - Judging Exercises, in which Riders Perform Selected Movements or Ride Complete Tests
    - Evaluating Collected, Medium, and Extended Paces
    - Evaluating Individual Movements
    - Evaluating Collective Marks
  - Practice Judging (applicants are encouraged to bring their own scribes)
- Intermediate Course Evaluation Session
  - Cross Country Courses
    - Cross Country Obstacle Guidelines
    - Expectations at CIC's and CCI's
  - Jumping Courses
    - Trends in Technical Requirements
    - Appropriate Questions and Distances
  - Course Inspection
    - Appropriateness, Technical Aspects
    - Sequence, Flow, Use of Terrain
    - Footing Management
  - Practical Exercise – Evaluation of Course(s)
  - Three Day Event
    - Logistics of Phases A, B, and C
    - Steeplechase Tracks and Obstacles
    - Cross Country Course Inspection

### **Apprenticeships**

- Dressage – To be done with Two (2) different Presidents of the Ground Jury at the intermediate level at horse trials or at a CIC2\*/CCI2\*.

### **Course Evaluation**

- Two (2) different Presidents of the Ground Jury at USEF horse trials at the Intermediate;
- A President of the Ground Jury at a CCI1\* or 2\*; and
- One (1) of the U.S. Course Advisors or an FEI Course Designer.

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

### **Final Examination**

Please note the following exceptions:

- Registered 'R' Eventing Technical Delegates must complete only the
  - Intermediate Dressage Session;
  - Dressage Apprenticeships; and
  - The Final Examination.
- USEF or FEI Dressage Judges must complete only the
  - Intermediate Course Evaluation Session;
  - Course Evaluation Apprenticeships; and
  - The Final Exam.

**SELF-STUDY OPTION** – In the absence of a scheduled Intermediate Dressage or Intermediate Course Evaluation Training Session, applicants may submit a proposal for Self-Study to USEA's Eventing Licensed Officials Committee, who must approve it before the applicant can begin.

Applicants will be assigned an Advisor by USEA's Eventing Licensed Officials Committee. The Assigned Advisor will assist the Applicant in how their Self Study Program will be implemented, e.g. advice on which Dressage judges to sit with, which competitions to visit for Course Evaluation, etc.

Applicants must complete the Apprenticing Requirements listed on the previous page in addition to the following:

- Dressage
  - At either USEF Dressage or USEF or FEI Eventing competitions, sit with the Dressage judge for a minimum of 30 tests at Intermediate/Advanced, CIC2\*-3\*/CCI2\*-3\*, or Second/Third Level (may be done at multiple competitions)
- Course Evaluation – Applicants will have their choice of working with an Assigned Advisor, or participating in a 'R' Registered Continuing Education Clinic.
  - Assigned Advisor Option
    - Advisors are required to spend a minimum of twelve (12) hours total with the applicant at two (2) different USEF and/or FEI competitions.
    - The Advisor and applicant will cover the curriculum outlined in the Intermediate Course Evaluation Session (see above).
    - The Applicant will be provided with the evaluation forms the Advisor will be required to complete. The Advisor will return them directly to the USEF Licensed Officials Department.
    - An Advisor may officiate at a competition where he is also acting as an Advisor to an Applicant.
    - Applicants may not officiate at the same competition where the Advisor is helping them.
  - OR
  - Participate in an 'R' Registered Continuing Education Clinic.

**LICENSE REQUIREMENTS** – The following requirements must be met before submitting an application.

- In accordance with **GR1004.2**, you must be at least 21 years of age and a **Senior** active member in good standing of USEF.
- Have a current license as a recorded 'r' Eventing Judge; and
- Have judged at ten (10) horse trials, including a minimum of three (3) as President of the Ground Jury at the Preliminary Level and two (2) more at the Preliminary Level as a Member of the Ground Jury.

In addition, applicants must accumulate a minimum of 10 points from either Riding or Officiating Experience:

- Verifiable Riding Experience – To be counted, a ride must have achieved a Qualifying result and be from the past 15 years or otherwise verifiable. Points are per Qualifying Result.
  - CCI4\* - 10 points
  - CCI3\* - 8 points
  - CIC3\* or CCI2\* - 6 points
  - Advanced – 6 points
  - Intermediate – 4 points
  - Preliminary – 1 point (maximum of 5 points from Preliminary)
- Officiating Experience – No more than 6 points can come from this category
  - Hold a USEF 'R' Eventing Technical Delegate or Course Designer license – 4 points
  - Technical Delegate or Ground Jury at 10 Preliminary Events – 2 points (in total, not per event)
  - Technical Delegate or Ground Jury at an additional 10 or more Preliminary Events – 4 points (in total, not per event)

**LICENSE APPLICATION PROCESS** – USEF is responsible for the licensing of officials. Information, applications, and related forms are available on the USEF website [www.usef.org](http://www.usef.org) or by sending an email to [LOinquiry@usef.org](mailto:LOinquiry@usef.org).

The Licensed Officials Committee meets three times a year to review applications. Meeting and deadline dates for receiving applications in the Federation office are available on our website at [https://www.usef.org/\\_IFrames/LicensedOfficials/natlicInfo.aspx](https://www.usef.org/_IFrames/LicensedOfficials/natlicInfo.aspx).

**License Application and Required Documents** – Various apprenticing and other experiences are required as part of the Training Program. **Please provide the appropriate evaluation form to the person with whom you apprentice/sit/etc. and ask that they be returned directly to the Licensed Officials Department at USEF, 4047 Iron Works Parkway, Lexington, KY 40511.**

Once the requirements have been met, your application for licensure may be submitted to the Licensed Officials Department. The LOC will take the results of the Final Examination into consideration when considering licensure. Examination results will be reviewed by the LOC and forward to applicant following LOC review.

- Upon receipt of all information, your application, fee and required information (see attached list) will be processed to determine if all requirements have been met.
- Licensed Officials Department staff will contact you upon application processing.
- When the Licensed Officials Department has verified that you have fulfilled the requirements, they will send reference evaluations regarding your experience and abilities to the
  - People listed on your application; and also to
  - Members of the USEF Eventing Committee.
  - USEA, through their Officials' Committee, will also be asked to comment.

**Reference Evaluations:** No application will be considered by the LOC unless and until 15 Reference Evaluations which actually evaluate the applicant are returned from USEF members who are Licensed Eventing Officials or current members of the Federation Eventing Committee.

- Do NOT include members of the Licensed Officials Committee or the USEF Eventing Committee in your list of references as they will automatically receive your evaluation (Committee lists are available at [www.usef.org](http://www.usef.org)).
- A letter notifying you of the Committee's decision will be sent within approximately two to three weeks after the Committee meets.
- If the required number of Reference Evaluations has not been received, you will be notified in writing to
  - Submit additional names and addresses to be used as references; and
  - Your application will be held for one additional meeting.



**DRESSAGE  
APPRENTICE EVALUATION  
FORM**  
Registered 'R' Judge

Name of Applicant(*print*): \_\_\_\_\_ USEF # \_\_\_\_\_  
Name of President of the Ground Jury (*print*): \_\_\_\_\_ USEF # \_\_\_\_\_  
Competition Name & Date: \_\_\_\_\_ COMP # \_\_\_\_\_

Select those that apply:       Intermediate       CIC2\*/CCI2\*

Additional Levels Apprenticed (*if applicable*): \_\_\_\_\_

Using a scale of 1-5, 5 being “exceptional applicant” and 1 being “not ready for Registered ‘R’ status”; rate the applicant’s ability per the following statements. If rated 3 or lower, you must provide detailed comments following each statement.

**I. Criteria for Level:**

\_\_\_\_\_ Understands criteria for Levels, including gaits, movements and figures.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**II. Collective Marks:**

\_\_\_\_\_ Understands terminology/vocabulary relative to all Collective Marks, for gaits, understands regularity and freedom, understands components of impulsion for the level, understands components of submission, understands the correct seat and the effect of the aids.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**III. Judging Skill / Methodology:**

\_\_\_\_\_ Ability to keep up with performance, methodology: (dealing with the most important aspect or essence in each movement, arriving at the basic score value, treatment of modifiers), consistent evaluation of basics in every movement.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IV. Scoring and Placement:**

\_\_\_\_\_ Relative placement of horses within a division, scores within standard, use of scoring range.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**V. Comments:**

\_\_\_\_\_ Matching of scores and comments, uses standard vocabulary correctly, gives sufficient comments, makes constructive and useful comments, writes a short, meaningful summary, emphasizing the most important aspects of the test.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Overall Comments:** *(may be shared with the applicant)*

Strengths: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Weaknesses: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Confidential Remarks for the USEF Licensed Officials Committee:** *Do not leave this section blank!*  
Please make specific comments on the applicant's performance that will confirm your decision either to recommend or not recommend him/her. Do not hesitate to continue on an additional sheet of paper.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

President of the Ground Jury's Signature and Date: \_\_\_\_\_

**ALL APPRENTICING FORMS ARE TO BE SENT DIRECTLY TO THE FEDERATION BY THE OFFICIAL!**

Return completed forms to:  
United States Equestrian Federation, Inc.®  
4047 Iron Works Parkway Lexington, KY 40511  
Phone (859) 258-2472 Fax (859) 231-6662



## COURSE EVALUATION

### Registered 'R' Judge

Name of Applicant (*print*): \_\_\_\_\_ USEF # \_\_\_\_\_

Name of Official (*print*): \_\_\_\_\_ USEF # \_\_\_\_\_

*(Must be either President of the Ground Jury, one of the USEF Course Advisors, or an FEI Course Designer)*

Competition Name & Date: \_\_\_\_\_ COMP# \_\_\_\_\_

Select those that apply:

Intermediate

CCI1\*

CCI2\*

Using a scale of 1-5, 5 being “exceptional applicant” and 1 being “not ready for Registered ‘R’ status”; rate the applicant’s ability per the following statements. If rated 3 or lower, you must provide detailed comments following each statement.

### **CROSS COUNTRY**

#### **I. Understanding Theory of Course Design, including**

\_\_\_\_\_ Types of fences and construction flow of course and effects of terrain, appropriateness for level of competition, fences with options, safety.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### **II. Understanding Footing Management:**

\_\_\_\_\_ Evaluation and control of footing, safe footing, coordination with course builder, organizer.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### **III. Evaluation of course (including six-week pre-inspection):**

\_\_\_\_\_ Measurement of fences and/or track, suggested vs. mandatory changes, completion of paperwork.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### **IV. Course Construction & Repair:**

\_\_\_\_\_ Understands the concepts of how each obstacle is constructed and is able to communicate with the course designer and course builders regarding modifications and methods of repair.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**V. Rules for Cross-Country and Judging:**

\_\_\_\_\_ Weather and footing problems, cancellation of phase, elimination of fence, holds on course, inquiry, protest, appeal, briefings at competition, medical and veterinary emergencies.

*Comments:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SHOW JUMPING**

**I. Understanding theory of course design, including:**

\_\_\_\_\_ Track of the course; placement of the fences along the track; related distances; dimension and type of fence; equipment used to build the fence; effects of terrain and footing; the inter-relationship of all the above; appropriateness for the level of competition; options; safety

*Comments:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**II. Understanding methodology of evaluating a course, including:**

\_\_\_\_\_ Course legal and correctly built; course appropriate for the level; course diagram complete and correct; measurement of fences and the track, understands “suggested” vs. mandatory changes.

*Comments:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**III. Ability to judge:**

\_\_\_\_\_ Organization; scoring of faults: including disobediences, knockdowns, falls; timing; eliminations; problem solving.

*Comments:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IV. Understanding of Show Jumping management:**

\_\_\_\_\_ Appropriate and legal warm-up areas(s); Necessary officials, including briefings; importance of “teamwork” between officials, organizers and staff; Chain of command between officials, organizers and staff; “Rapping” and other violations; physical inspections(s) of course; Criteria for each level.

*Comments:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**GENERAL**

**I. General ability, including:**

\_\_\_\_\_ Interest in job; organization; ability to express ideas; sensitivity to safety; manner with competitors, other officials and with organizer.

*Comments:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**II. Safety/Crisis Plan:**

\_\_\_\_\_ Understands criteria for establishing and evaluating the Safety/Crisis Plan and is able to exert authority when necessary to direct implementation of the Plan.

*Comments:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**III. Veterinarian/Medical:**

\_\_\_\_\_ Understands responsibility of the Veterinarians and Medical personal and how other officials interact to provide the best possible competition for the exhibitors and their horses.

*Comments:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IV. Roles and Responsibilities of Eventing Officials:**

\_\_\_\_\_ Standard of conduct of officials, relationship between Course Designer, TD, and GJ, "Spirit of the Sport", dispute prevention and resolution.

*Comments:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**V. Stabling:**

\_\_\_\_\_ Understands the needs of optimum stabling facilities for the horses and is able to work with management to correct any stabling insufficiencies.

*Comments:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VI. Current rule changes:**

\_\_\_\_\_ Understands the current USEF and FEI rules, including the most recent changes and where to locate them, and has a plan to keep up to date with any future changes.

*Comments:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VII. Drugs and Medications:**

\_\_\_\_\_ Understands current rules and reporting procedures for equine Drugs and Medications.

*Comments:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VIII. Warning cards/charges and protests:**

\_\_\_\_\_ Understands how and when to issue a warning card in place of filing a charge vs placing someone on the Watch List. Able to explain the protest procedure to management and to exhibitors and assist in the conduct of any hearing held at the competition.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Overall Comments:** *(may be shared with the applicant)*

Strengths: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Weaknesses: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Confidential Remarks for the USEF Licensed Officials Committee:** *Do not leave this section blank!*

Please make specific comments on the applicant’s performance that will confirm your decision either to recommend or not recommend him/her. Do not hesitate to continue on an additional sheet of paper.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Officials Signature and Date: \_\_\_\_\_

**ALL APPRENTICING FORMS ARE TO BE SENT DIRECTLY TO THE FEDERATION BY THE OFFICIAL!**

Return completed forms to:  
United States Equestrian Federation, Inc.® 4047  
Iron Works Parkway Lexington, KY 40511  
Phone (859) 258-2472 Fax (859) 231-6662



**SELF- STUDY OPTION  
DRESSAGE**  
Eventing 'R' Judge

Name of Applicant (*print*): \_\_\_\_\_ USEF # \_\_\_\_\_

Name of Official (*print*): \_\_\_\_\_ USEF # \_\_\_\_\_

Competition Name: \_\_\_\_\_ COMPID: \_\_\_\_\_

Competition date & location (city, state): \_\_\_\_\_

<u>LEVEL</u>	<u>No. of Tests</u>	<u>LEVEL</u>	<u>No. of Tests</u>	<u>LEVEL</u>	<u>No. of Tests</u>
INTERMEDIATE	_____	CIC2*/3*	_____	SECOND	_____
ADVANCED	_____	CCI2*/3*	_____	THIRD	_____

**Confidential Remarks for the USEF Licensed Officials Committee:** *Do not leave this section blank!*  
Please make specific comments on the applicant's performance that will confirm your decision either to recommend or not recommend him/her. Do not hesitate to continue on an additional sheet of paper.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby verify the above stated information.

Signature of Official: \_\_\_\_\_ Date: \_\_\_\_\_

**ALL APPRENTICING FORMS ARE TO BE SENT  
DIRECTLY TO THE FEDERATION BY THE ASSIGNED ADVISOR!**

Return completed forms to:  
United States Equestrian Federation, Inc.®  
4047 Iron Works Parkway Lexington, KY 40511  
Phone (859) 258-2472 Fax (859) 231-6662



**SELF-STUDY OPTION**  
**Course Evaluation**  
‘R’ Eventing Judge

**Note to Assigned Advisor:**

Advisors will spend a minimum of twelve hours total with the applicant at two different USEF and/or FEI competitions, covering the curriculum outlined in the Intermediate Course Evaluation Session. An Advisor may officiate at a competition where he/she is also acting as an Advisor to an applicant. However, applicants may not officiate at the same competition where the Advisor is helping them.

Name of Applicant (*print*): \_\_\_\_\_ USEF # \_\_\_\_\_

Name Assigned Advisor/ Official (*print*): \_\_\_\_\_ USEF # \_\_\_\_\_

Competition Name: \_\_\_\_\_ COMP #: \_\_\_\_\_

Competition date & location (city, state): \_\_\_\_\_

Number of Hours spent with Advisor/Official: \_\_\_\_\_

**Confidential Remarks for the USEF Licensed Officials Committee:** *Do not leave this section blank!*  
Please make specific comments on the applicant’s performance that will confirm your decision either to recommend or not recommend him/her. Do not hesitate to continue on an additional sheet of paper.

---

---

---

---

---

---

---

I hereby verify the above stated information.

Signature of Official: \_\_\_\_\_ Date: \_\_\_\_\_

**ALL APPRENTICING FORMS ARE TO BE SENT  
DIRECTLY TO THE FEDERATION BY THE ASSIGNED ADVISOR!**

Return completed forms to:  
United States Equestrian Federation, Inc.®  
4047 Iron Works Parkway Lexington, KY 40511  
Phone (859) 258-2472 Fax (859) 231-6662



# EVENTING 'R' REGISTERED JUDGE LICENSING APPLICATION

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

Name \_\_\_\_\_ Membership No. \_\_\_\_\_ Birthdate \_\_\_\_\_

Address \_\_\_\_\_  
Number and Street City State Zip Code

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_ Email: \_\_\_\_\_

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

**1. Are you a current 'R' Eventing Technical Delegate, USEF or FEI Dressage Judge?**

Yes (*circle applicable licenses*)       No

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

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

**a. Verifiable Riding Experience:**

*To be counted, a ride must have achieved a qualifying result and be from the past 15 years or otherwise verifiable.*

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

**b. Officiating Experience:** *No more than 6 points can come from this category. List the events at which you officiated as the technical delegate or were a member of the ground jury. Four (4) points will automatically be granted for holding a USEF 'R' Eventing Technical Delegate or Course Designer license.*

Name of Competition	Comp ID & Date	Location	Officiating Capacity	Points <small>(See Requirements.)</small>

**4. Officiating Experience:** List the events at which you have judged, listing the name of the competition, ID#, date, level officiated, and responsibility held. Use additional paper as needed. Officiating will be verified by USEF staff.

<i>Competition</i>	<i>ID</i>	<i>Date</i>	<i>Level Officiated</i>	<i>Responsibility (Mbr. GJ etc.)</i>

**I have completed the following program as outlined in the USEF Licensure Requirements.**

**5. Intermediate Dressage Training Session:**

Session Location \_\_\_\_\_ Date \_\_\_\_\_

**6. Intermediate Course Evaluation Session:**

Session Location \_\_\_\_\_ Date \_\_\_\_\_

**7. Final Exam:**

Exam Location \_\_\_\_\_ Date \_\_\_\_\_

**8. Apprenticing- Dressage:**

a. List the events at which you have apprenticed with two (2) different Presidents of the Ground Jury at the Intermediate Level at horse trials or at a CIC2\*/CCI2\*; listing the judge with whom you apprenticed with, the competition, year, ID and level you apprenticed at.

<i>Judge</i>	<i>Competition</i>	<i>CompYear</i>	<i>Comp ID</i>	<i>Level</i>

**9. Apprenticing- Course Evaluation:**

a. List the events at which you have apprenticed with two (2) different Presidents of the Ground Jury at the Intermediate Level, and a President of the Ground Jury at a CCI1\* or 2\*; listing the judge with whom you apprenticed with, the competition, year, ID and level you apprenticed at.

<i>Judge</i>	<i>Competition</i>	<i>CompYear</i>	<i>Comp ID</i>	<i>Level</i>

b. List the event(s) at which you have apprenticed with at least one U.S. Course Advisor or an FEI Course Designer; listing their name, competition, year and competition ID.

<i>Name</i>	<i>Competition</i>	<i>Comp Year</i>	<i>Comp ID</i>



