



## PROCEDURES for REGISTERED 'R' EVENTING COURSE DESIGNER LICENSE

Listed below are the procedures required for Registered 'R' licensure as an Eventing Course Designer. Consult GR1054 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 Course Evaluation Training Session, Course Evaluation Apprenticeships, and the Final Exam.

- The Intermediate Course Evaluation Session is 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. It will include:
  - 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)
  - Training Level and CCN1\* Preliminary Three Day Events
    - Logistics of Phases A, B, and C
    - Steeplechase Tracks and Obstacles
    - Cross Country Course Inspection
- Course Evaluation Apprenticeships - Don't forget that you must obtain PRIOR permission from each official and competition organizer in advance of the apprenticeship.
  - Two (2) different Course Designers at USEF horse trials at the Intermediate Level;
  - A Course Designer at a CCI1\* or 2\*;  
and
  - One (1) of the U.S. Course Advisors
- Final Examination.

**SELF-STUDY OPTION** – In the absence of a scheduled 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 must complete the following in addition to the Apprenticing Requirements listed above:

- Course Evaluation
  - Two (2) different FEI Course Designers at a minimum of two USEF horse trials at the Intermediate or above; and
  - An additional event with one (1) of the U.S. Course Advisors

**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.

In addition, applicants must accumulate a minimum of 10 points from Riding and Design Experience. At least 5 points must come from Design Experience and 5 points from Riding Experience.

- Verifiable Riding Experience – To be counted, a ride must have achieved a Qualifying result and be from the past 15 years or be otherwise verifiable. Points are per Qualifying Result.
  - CCI4\*, CCI3\*, CIC3\* - 5 points
  - CCI2\* - 4 points
  - CCI1\* or CIC2\* - 3 points
  - Advanced – 4 points
  - Intermediate – 3 points
  - Preliminary – 2 points
- Design Experience – At least 4 points must come from the Preliminary Level. Designs must have been done at a minimum of two different sites.
  - Be the designer for a Preliminary Cross Country Course – 1.5 points
  - Assistant CD at Intermediate event with positive evaluation from the listed Course Designer – 1 point

**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>.

**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 on the attached check list have been met, your application for licensure may be submitted to the Licensed Officials Department. The LOC will take the results of the Final Exam into consideration when considering licensure. Examination results will be reviewed by the LOC and forwarded to the 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-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.



**EVENTING COURSE DESIGNER  
APPRENTICE EVALUATION FORM  
Registered 'R' Course Designer**

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

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

*(Must be either USEF or FEI Course Designer or one of the USEF Course Advisors)*

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.

**COURSE DESIGN**

**I.** Understands the theory of course design, including the ability to evaluate the strengths and weaknesses of courses and the differences in the levels.

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

**II.** Understanding footing management—evaluation and management of footing, ‘safe’ footing, impact of poor footing conditions, dealing with weather-preparation and maintenance.

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

**III.** Understands overall site layout, integration of all aspects of venue site, logistics, emergency access, spectator and vehicular traffic, warm up facilities, etc.

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

**IV.** Understands how to evaluate courses (including six-week pre-inspection): Measurement of fences and/or track, suggested vs. mandatory changes, completion of paperwork.

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

V. Understands cross country track layout, flow of course, the use of terrain, logical sequence of obstacles and suitability for level and calendar date for that demographic area.

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

VI. Understands the 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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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. Understands the criteria for the Safety/Crisis Plan.

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

III. Understands responsibility to organizer, other officials including show jumping designer, details related to safety of cross country phase and current rules associated with the duties and standards of the role.

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

IV. Understands the roles and responsibilities of Eventing Officials, i.e. the standard of conduct of officials, relationship between Course Designer, TD, and GJ, "Spirit of the Sport".

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

V. Understands 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: \_\_\_\_\_  
\_\_\_\_\_

**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 candidate'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.

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

Course Designers 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**  
**Course Evaluation**  
‘R’ Eventing Course Designer

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

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

*(Must be a FEI Course Designer or U.S. Course Advisor)*

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

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

Level of USEF Horse Trial (*Must be Intermediate of above*): \_\_\_\_\_

**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.

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I hereby verify the above stated information.

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

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# EVENTING 'R' REGISTERED COURSE DESIGNER 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. **General Experience:** (Give your experience as an owner, breeder, trainer, instructor, and rider. May be listed on a separate page)

2. 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. At least 5 points must come from this category.*

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

b. **Design Experience:**

*At least 4 points must come from the Preliminary Level. Designs must have been done at a minimum of two different sites. At least 5 points must come from this category. List the events at which you either officiated as the course designer or assisted a CD at an Intermediate event.*

<i>Name of Competition</i>	<i>Comp ID &amp; Date</i>	<i>Location</i>	<i>Officiating Capacity &amp; Level</i>	<i>Points (See Requirements.)</i>

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

3. **Intermediate Course Evaluation Training Session:**

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

4. **Final Exam:**

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





