



USA WORKING EQUITATION
Licensed Officials Program



USAWE
LICENSED OFFICIALS PROGRAM

22 March 2022



USA WORKING EQUITATION Licensed Officials Program



PREFACE

The purpose of the Licensed Officials Program is to create, maintain, and support a robust roster of educated, current, talented, and professional licensed officials to benefit the sport of working equitation in the U.S. The Licensed Officials Committee (LOC) achieves this goal through the development and maintenance of a rigorous curriculum, licensing process, testing protocol, and continuing education.

Updates to this program will be effective upon publication. Applicants, current or pending, will be subject to the policies and procedures in effect at the time the application is received by the LOC. Updated policies and procedures will not be applied retroactively to an applicant unless the revision would benefit the applicant.

Contact the Licensed Officials Committee (loc@usawe.org) with any questions, comments, or suggestions.

CHANGES IN THIS REVISION

Section 3.2, Continuing Education Requirements for Judges:

- Added CE option for attending USDF Seminar Part 1, A Judge's Perspective.
- Added notes to clarify requirements related to shadowing, scribing, and silent judging.



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Supporting Documents: see [USAWE.org/Competitions/Licensed Officials Program](https://USAWE.org/Competitions/Licensed%20Officials%20Program)

- License Applications:
 - Learner “L” Judge
 - Recorded “r” Judge
 - Registered “R” Judge
 - Senior “S” Judge
 - International Judge
 - Technical Delegate
- Continuing Education Logs:
 - Judge
 - Technical Delegate
- Judging Assessment Form
- Shadow Log (Judge)
- Shadow/Volunteer Log (TD)
- Reference Form
- TD Handbook



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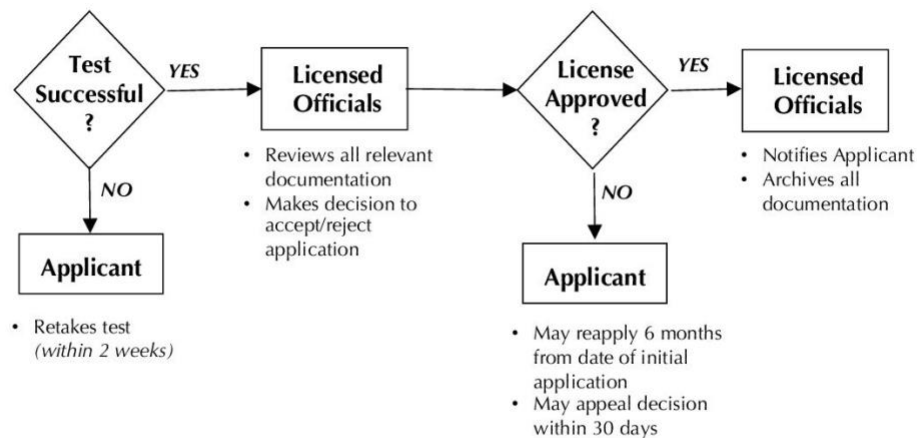
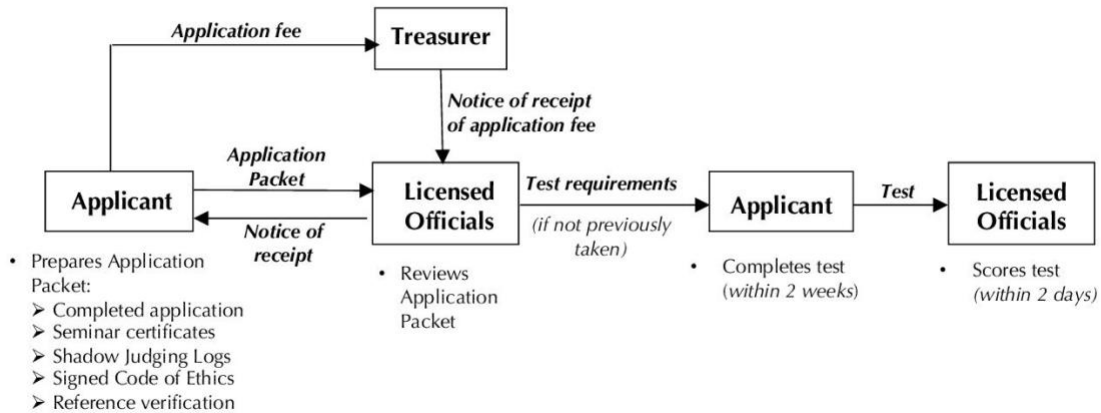
SECTION 1. PROGRAM OVERVIEW

1.1 Application Process

License applications must be submitted on the appropriate official form provided on the website ([USAWE.org/Competitions/Licensed Officials](http://USAWE.org/Competitions/LicensedOfficials)). Only fully completed applications accompanied by an application fee will be considered.

The first full year after an official's approval will be considered the start of his/her officiating record.

All applications contain a statement to be signed by the applicant, indicating that the applicant has read, understands, and agrees to abide by the rules governing the USAWE Licensed Officials program. All licensed officials must sign a Code of Ethics.



1.2 Application Appeals Process

Any person whose application for enrollment, renewal, promotion or change of status has been denied or whose license has been revoked, placed on probationary status, or suspended may request a review by the LOC to reconsider the decision. The request must be in writing and include a rationale for the change. The request must be received within 30 days of the LOC ruling.

The LOC will issue a written notice to all parties within 10 days of the request for review; the notice will contain a brief statement of the facts regarding the position of the LOC and specify the time and place at which the review is to be held. The person requesting the review may attend and may bring witnesses or other evidence on his/her behalf.



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The LOC will review the request for reconsideration. If the original decision is upheld, the person has the right to appeal to the LOC Appeals Committee who will review the case and make a final determination. The USAWE President, President Elect, Secretary, and Treasurer serve as the LOC Appeals Committee.

1.3 License Renewal Requirements

Licensed officials are responsible for satisfying the requirements for maintaining their license. Licenses must be renewed every 2 years, as of January 31. Completed Continuing Education forms may be submitted at any time during the 2-year period prior to renewal but must be submitted no later than January 1 to allow adequate time for the rules test to be taken. There is no fee for license renewal.

Officials who do not pass the rules test on their first attempt will have the opportunity to retake the exam. If the test is failed on the second attempt, the license will be suspended, and the LOC will require further educational efforts.

An inactive license for 2 years will be considered expired. Applicants must reapply.

1.4 Definition of Terms

- a. Shadow a Judge. Standing with the Judge, observing the scores and comments given. The candidate must get permission from the Judge and the Show Manager. The number of rides and levels must be listed on a Shadow Log signed by the Judge. Include the log(s) with the license application.

The number of rides is specified in Section 2 for each judge level. A ride is defined as all trials entered and ridden by a horse/rider pair, including DQs; e.g., Novice A (L2) Dressage, EOH, and Speed trials constitute one ride. Scratches do not qualify.

- b. Remotely Shadow a Judge. A group of two or more Judge candidates use one-way headsets to hear the Judge's comments and scores in real time. Candidates are seated in an area with good visibility of the arena. The LOC will organize the groups and obtain permission from the Show Manager and the presiding Judge in advance of the show. The number of rides and levels must be listed on a Shadow Log signed by the Judge. Include the log with the license application.

Remotely shadowing a Judge must be coordinated with and approved by the LOC a minimum of 4 weeks prior to the event. The LOC will pay for shipping the one-way headsets to/from the Judge.

- c. Silent Judging (continuing education option). Scoring independently during the show from the stands and comparing scores with the official scores given after the show. A minimum of 10 Dressage rides and 10 EOH rides is required. Tests must be selected by the Judge in advance of the competition. Candidates are responsible for getting test blanks and identifying each with the applicable horse/rider name. The presiding Judge must be an R, S, or WAVE Judge. The Judge will compare the scores and complete the Silent Judging Assessment form.

A proctor Judge will be present outside the arena to oversee the silent judging for two or more candidates. The proctor Judge will compare the candidate scores with the official scores given by the presiding Judge(s) and complete a Judging Assessment form for each candidate.

The LOC will obtain approval for silent judging from the Show Manager and the presiding Judge(s) in advance. Contact the LOC at least 2 weeks in advance of the show.

- d. Judge Calibration. Student(s) meet via Zoom to score videos of either Dressage or EOH tests that have been previously scored by a panel of S Judges. The session is taught by an R, S, or WAVE Judge. A student scores in "real time" with the presiding Judge acting as scribe. Discussions are held afterward to calibrate the student's score with the standard score derived by the Judges. Calibration sessions are limited to four students and last approximately 2 hours, which enables four tests to be scored and reviewed.



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SECTION 2. LICENSING AND CERTIFICATION REQUIREMENTS

2.1 U.S. Judges and Technical Delegates

2.1.1 **General Requirements.** All Licensed Officials (LOs) must:

- a. Be 21 years old or older at the time of application.
- b. Hold a current membership with USAWE.
- c. Attend a USAWE education seminar event within 2 years of application.
- d. Pass the USAWE open-book rules test within the 2 preceding years or immediately following application submission with a minimum score of 90%.
- e. Sign a USAWE Code of Ethics statement.
- f. Agree to abide by the USAWE Social Media Policy.
- g. Maintain their license through continuing education.

LO applications can be found on the USAWE website ([usawe.org/Competitions/Licensed Officials](http://usawe.org/Competitions/LicensedOfficials)). The application fee is \$50. The fee is non-refundable.

2.1.2 **Learner “L” Judge.** “L” applicants must provide proof of the following with their application:

- a. Shadow a Judge (Remotely or one-on-one)
 - (1) “L” applicants must shadow two different “R”, “S”, or WAVE Judges at a minimum of two licensed shows.
 - (2) A minimum of 50 rides is required.
 - (3) The rides must include 15 rides at L1, 20 rides at L2, and 15 rides at L3.
 - (4) The rides must include all available trials for the level.
 - (5) Include a Shadow Log signed by the Judge for each competition.

Note: A ride is defined as all trials entered and ridden by a horse/rider pair, including DQs. Scratches do not qualify.

Option: An applicant may submit proof of successfully competing in all available trials in at least one licensed competition at L2 or above with a combined minimum dressage and EOH score of 62% to count for 9 of the required 50 shadowed rides, 3 for each level.

- b. Technical Delegate Experience. “L” applicants are required to do one of the following for one licensed show:
 - Shadow a Licensed TD.
 - Serve as a Licensed TD.
- c. Volunteer Experience. “L” applicants are required to volunteer in the following areas for a licensed show:
 - Paddock Steward (4-hour minimum).



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- Scorer (8-hour minimum).
- Scribe for at least 50 rides, three phases, with two different “r” (minimum) judges.

“L” applicants must have references from five knowledgeable horse persons. Reference forms are available on the USAWE website. An interview with the LOC will be conducted.

2.1.3 Recorded “r” Judge. “r” applicants must provide proof of the following with their application:

- a. Experience. “r” applicants must have held their “L” license for a minimum of 1 year at the time of application. All requirements for this level must be met after the “L” licensing date.
- b. Shadow a Judge (Remotely or one-on-one)
 - (1) “r” applicants must shadow two different “R”, “S”, or WAVE Judges at a minimum of two licensed shows.
 - (2) A minimum of 30 rides is required in all available trials.
 - (3) The 30 required rides must include at least 10 rides at L3, 5 rides at L4, and 5 rides at L5.
 - (4) Include a Shadow Log signed by the Judge for each competition.

Note: A ride is defined as all trials entered and ridden by a horse/rider pair, including DQs. Scratches do not qualify.

- c. Judging/Co-judging. “r” applicants must judge at least 50 rides in all available trials at shows within 2 preceding years. Judging requirements may be met by judging schooling shows or co-judging licensed shows with an “R” or “S” Judge.

The LOC will request evaluations from show managers of two shows where the applicant served as Judge within the preceding 2 years.

2.1.4 Registered “R” Judge. “R” applicants must provide proof of the following with their application:

- a. Experience. “R” applicants must have held their “r” license for a minimum of 1 year at the time of application. All requirements for this level must be met after the “r” licensing date.
- b. Shadow a Judge (Remotely or one-on-one)
 - (1) “R” applicants must shadow two different “R”, “S”, or WAVE Judges at a minimum of two licensed shows.
 - (2) A minimum of 50 rides is required in all available trials.
 - (3) The 50 rides must include at least 5 rides at L4, 5 rides at L5, as well as at least 1 ride each at L6 and L7.



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- (4) Include a Shadow Log signed by the Judge for each competition.

Note: A ride is defined as all trials entered and ridden by a horse/rider pair, including DQs. Scratches do not qualify.

c. Judging/Co-judging

- (1) "R" applicants must judge at least 150 rides in all available trials at shows within the 3 preceding years.
- (2) The 150 required rides must include 15 rides at L4 and 15 rides at L5.
- (3) Judging requirements may be met by judging schooling shows or co-judging licensed shows with an "S" Judge.

The LOC will request evaluations from show managers of three shows where the applicant served as Judge within the preceding 2 years.

2.1.5 Senior "S" Judge. "S" applicants must provide proof of the following with their application:

- a. Experience. "S" applicants must have held their "R" license for a minimum of 2 years at the time of application. All requirements for this level must be met after the "R" licensing date.
- b. Shadow a Judge (Remotely or one-on-one)
 - (1) "S" applicants must shadow an "S" and/or WAVE Judge at one show (minimum).
 - (2) A minimum of 25 rides is required in all available trials.
 - (3) The 25 required rides must include rides at L6 and L7.
 - (4) Include a Shadow Log signed by the Judge for each competition.

Note: A ride is defined as all trials entered and ridden by a horse/rider pair, including DQs. Scratches do not qualify.

c. Judging

- (1) "S" applicants must judge at least 150 rides in all available trials at shows within the 3 preceding years.
- (2) The 150 required rides must include six rides at L6.

d. Co-judging

- (1) "S" applicants are required to co-judge with an "S" or WAVE Judge at one recognized show.
- (2) The Judge's written evaluation and score comparisons are required.



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“S” applicants must submit three letters of reference from “R”, “S”, or WAVE Judges.



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2.1.6 Technical Delegate. Technical Delegate (TD) applicants must provide proof of the following with their application:

- a. Show Experience (a minimum of one licensed show each)
 - Shadow a TD.
 - Shadow a Judge.
 - Shadow a Scorer.
 - Volunteer as a Paddock/Gate Steward.
- b. Education
 - Attend **TD Duties and Responsibilities** module.
 - Attend **Validating Scoring and Placement** module.

Use the Shadow/Volunteer Log to track your experience.

TD applicants must provide letters of reference from a Judge, Show Manager, and TD.

2.2 International Guest Judges

The LOC may grant permission for an international WE Judge to officiate at the request of a licensed competition for that competition only.

Guest cards will be issued for officials with foreign national licenses provided they have senior WE status in their own country and will be officiating at the levels for which they are licensed by their organization. Judges must provide a copy of the license and documentation to validate that they are currently "a judge in good standing" in that organization. These documents must be official, issued by the country's national WE organization.

Guest Judges are required to take an open book rules test and pass with a minimum score of 90%.

The application fee is \$25 (nonrefundable). The application must be made at least 4 weeks in advance of the competition date.

It is the responsibility of competition management to ensure the eligibility of guest officials.



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SECTION 3. CONTINUING EDUCATION REQUIREMENTS

3.1 All Licensed Officials

Every 2 years, all Licensed Officials are required to:

- a. Successfully complete an open-book rules test with a score of 90% or higher.
- b. Submit a continuing education form that details continuing education activities for that period. Continuing education forms can be found on the USAWE website ([usawe.org/Competitions/Licensed Officials](http://usawe.org/Competitions/LicensedOfficials)).

3.2 Judges

Every 2 years, “r”, “R”, and “S” Judges are required to officiate at a minimum of two licensed competitions. In addition, within the 2-year continuing education period all Judges must earn 30 credits from any combination of the following continuing education options:

Judge Continuing Education Options	Credits Available		Attendee Cost	Auditor Cost	Instructor Fee
	Attendee	Instructor			
(1) Attend USAWE training session/seminar					
a. TD Duties and Responsibilities	1	1	---	---	---
b. Validating Scoring and Placement	1	1	---	---	---
c. 2022 Judging Seminars	12	6	\$300	\$100	\$400
d.					
e.					
(2) Scribe for Judges holding the same license or higher, per competition (see Note 1).	4	---	---	---	---
(3) Shadow a judge (remotely or one-on-one) with Judges holding the same license or higher (see Note 1, Note 2).	4	2	\$40	---	---
(4) Silent judge with an R, S, or WAVE Judge (single candidate working with presiding Judge). Minimum 10 Dressage rides and 10 EOH rides each competition. (See Note 3.)	8	4	\$50	---	\$100
(5) Silent judge with an R, S, or WAVE Judge (two or more candidates working with a proctor Judge). Minimum 10 Dressage rides and 10 EOH rides each competition.	8	4	\$50	---	\$300
(6) Attend a Judge calibration session pre-approved by the LOC; 3 candidates per session; capped at 6 credits for this option per 2-year CE period.	2	2	\$50	---	\$150

Judge Continuing Education Options	Credits Available		Attendee Cost	Auditor Cost	Instructor Fee
	Attendee	Instructor			
(7) Attend external clinics or seminars pre-approved by the LOC. Credits specified by LOC based on clinic/seminar.	TBD	---	---	---	---
(8) Compete at a USAWE-licensed show, completing all trials. Credits assigned per trial. Capped at 6 credits for this option per 2-year CE period.	1	---	---	---	---
(9) Attend or audit USDF Seminar Part 1, “A Judge’s Perspective”, Session A: Introduction to Judging and Biomechanics. Capped at one seminar per 2-year CE period.	Attend: 6 Audit: 4	---	---	---	---
(10) Attend or audit USDF Seminar Part 1, “A Judge’s Perspective”, Session B: Judging Criteria for Gaits and Paces, Movements and Figures. Capped at one seminar per 2-year CE period.	Attend: 6 Audit: 4	---	---	---	---
(11) Attend or audit USDF Seminar Part 1 “A Judge’s Perspective”, Session C: Collective Marks, Equitation, Rider Biomechanics, and Basics. Capped at one seminar per 2-year CE period.	Attend: 6 Audit: 4	---	---	---	---

Note:

- (1) You may not compete at the same show in which you are shadowing or scribing for a Judge. If there are two 1-day shows at a given event, you may compete in the first show of the series and shadow or scribe for the second show.
- (2) Contact the LOC at least 4 weeks in advance of the show to coordinate requirements for remotely shadowing a Judge (see section 1.4b for details).
- (3) Contact the LOC at least 2 weeks in advance of the show to coordinate requirements for silent judging (see section 1.4c for details).

3.3 Technical Delegates

Every 2 years, TDs are required to:

- a. Officiate at a minimum of two licensed shows.
- b. Attend and/or instruct at a USAWE education seminar event.