



**USA WORKING EQUITATION**  
**Licensed Officials Program**



**USAWE**  
**LICENSED OFFICIALS PROGRAM REQUIREMENTS**

**1 January 2024**



## 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.

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

#### Update Summary:

- 1.5 International guest judges must be covered by the USAWE group insurance policy.
- 2.2.1-2.2.4 Judge candidates must sign a Confidentiality Agreement prior to interviews.
- 2.2.1 An “L” judge, once having satisfactorily silent judged 50 rides, is allowed to officiate at Introductory, Novice, and Intermediate levels on a panel.
- 2.2.5 International Guest Judges:
  - There is no license application fee for international guest judges.
  - WAVE judges are exempt from taking an open book test on the rules when officiating at U.S. competitions.
  - Guest judges must have a USAWE-licensed judge serve as scribe.
- 2.3 The judge advancement test includes essay questions in addition to scoring tests in real time at a competition.
- 2.4.2 CE Options, Credits, and Costs
  - Attending a USDF seminar earns 4 CE credits for judges; auditing earns 2 credits.
  - Scribe for USDF “r” judge or higher is 1 CE credit; capped at 2 credits/year
- 2.4.7, 2.4.8
- 2.4.9 Included assessment criteria for silent judging/judge calibration.
- 3.2.3 To officiate at a championship show, a TD must have previously officiated at a minimum of six shows with no negative evaluations.
- 3.3 To meet annual CE requirements, TDs must (1) officiate at a minimum of two licensed shows, or (2) officiate at one show and shadow at one show, or (3) shadow at two shows if there is no opportunity to officiate.

## CONTENTS

<b>1.</b>	<b>PROGRAM OVERVIEW</b>	<b>5</b>
1.1	License Application Process	5
1.2	License Renewal Requirements	5
1.3	Application Appeals Process	5
1.4	Continuing Education Requirements	6
1.5	Insurance Program for Licensed Officials	6
<b>2.</b>	<b>JUDGE LICENSING AND CONTINUING EDUCATION</b>	<b>7</b>
2.1	General Requirements	7
2.2	Licensing	8
2.2.1	Learner “L” Judge	8
2.2.2	Recorded “r” Judge	9
2.2.3	Registered “R” Judge	10
2.2.4	Senior “S” Judge	11
2.2.5	International Guest Judges	12
2.3	Judge Advancement	12
2.4	Continuing Education	13
2.4.1	Requirements Overview	13
2.4.2	Options, Credits, and Costs	14
2.4.3	Scribing for a Judge	15
2.4.4	Shadowing a Judge One-on-One	15
2.4.5	Remotely Shadowing a Judge	16
2.4.6	Video Shadowing a Judge	17
2.4.7	Silent Judging	18
2.4.8	Judge Calibration	19
2.4.9	Consequences of CE Requirements are Not Met	19
<b>3.</b>	<b>TECHNICAL DELEGATE LICENSING AND CONTINUING EDUCATION</b>	<b>21</b>
3.1	General Requirements	21
3.2	Licensing	21
3.2.1	General Requirements	21
3.2.2	Show Experience	22
3.2.3	Licensing Allowance	22
3.3	Continuing Education	22
<b>4.</b>	<b>FEES AND PAYMENT PROCEDURE</b>	<b>23</b>



## USA WORKING EQUITATION Licensed Officials Program



### ATTACHMENTS

*(Copies are included here for reference; Word versions are on the website.)*

A. Judge Shadow Log	24
B. Scribe Log	25
C. Reference Form	26
D. Judging Assessment Form	27
E. TD Shadow/Volunteer Log	28

### SUPPORTING DOCUMENTATION

Word versions of the following applications, logs, and forms referenced in this document are available on the USAWE website:

**Competitions>Licensed Officials Program>Downloadable Forms and Documents**

#### License Applications:

- Learner “L” Judge
- Recorded “r” Judge
- Registered “R” Judge
- Senior “S” Judge
- International Guest Judge
- Technical Delegate

#### Logs:

- Scribe Log
- Judge Shadow Log
- TD Shadow/Volunteer Log

#### Forms:

- Judging Assessment Form
- Reference Form

Continuing Education logs for each Judge and TD are maintained on the Google Drive. Each LO is responsible for keeping their CE log up to date. Assistance will be provided for those LOs who do not have easy access to the Drive or face other technical challenges. **Contact** [LOCAdmin@usawe.org](mailto:LOCAdmin@usawe.org) for assistance.



## USA WORKING EQUITATION Licensed Officials Program



### 1. PROGRAM OVERVIEW

#### 1.1 License Application Process

License applications must be submitted on the appropriate official form provided on the website (**Competitions>Licensed Officials Program**). 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.

Learner (L) judge candidates and Technical Delegate (TD) candidates must register with the Licensed Officials Committee (LOC) when they begin work on their application requirements. This will enable the LOC to include them on applicable LOC notices and program updates and keep them informed of upcoming education opportunities. The candidate fee is \$25 and will be applied to the license application fee at the time of submittal, i.e., the application fee for L and TD licenses will be \$25.

#### 1.2 License Renewal Requirements

Licenses must be renewed every year. Beginning in 2024, a \$25 license renewal fee will be implemented. The renewal period is January 1 to January 31.

A rules test must be taken at the beginning of the competition year for each year the rulebook is revised, or at a minimum of every two years. 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 two years will be considered expired. Applicants must reapply.

#### 1.3 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. 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.



## USA WORKING EQUITATION Licensed Officials Program



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, At Large Director 1, and At Large Director 2 serve on the LOC Appeals Committee.

### 1.4 Continuing Education (CE) Requirements

CE requirements for both Judges and TDs must be completed for license renewal. CE is tracked annually, starting on January 1 of the first year following initial licensure. Judge CE requirements are detailed in section 2.3; TD CE requirements are addressed in section 3.3.

### 1.5 Insurance Program for Licensed Officials

USAWE licensed officials are covered by two insurance policies. The first is a professional liability policy with the following coverage:

The annual cost for the liability policy per licensed official is \$75. USAWE is covering \$50 of that premium each year; the cost to each LO therefore is \$25/year. The fee is based on the calendar year, regardless of date of licensure. LO payments will start in January 2024 (USAWE is paying the entire premium for 2023).

Option 1	Limits of Liability
1,000,000	Each <b>accident</b>
1,000,000	Products/Completed Operations Aggregate Limit
2,000,000	Policy Aggregate (Other than Products/Completed Operations) but sub-limited to:
1,000,000	Equine Professional Liability each <b>claim</b>
1,000,000	Personal Injury and Advertising Injury each <b>accident</b> .
100,000	Fire Legal Liability any one Fire and in the aggregate.
	<b>damage to property</b> Limit: any one <b>covered activity</b> for property rented or loaned to the <b>insured</b> or in the <b>insured's care, custody or control</b> (other than horses).
5,000	Medical Payments any one <b>accident</b> .
50,000	Any one <b>Horse</b> in <b>care, custody or control</b> .
100,000	in the aggregate for all <b>Horses</b> in <b>care, custody or control</b> .

The second policy covers accidental death (\$25,000), dismemberment (\$50,000), paralysis (\$50,000), and medical expenses (\$10,000). USAWE is carrying the entire cost of this policy (no cost to the LOs).

All licensed officials must be insured through the USAWE group insurance program to maintain their licenses. The insurance is not available to LO candidates.

International guest judges must be covered by the USAWE group insurance policy. The insurance fee is \$75, which will cover all judging/training sessions for that individual for a 12-month period. Competition management is responsible for paying this fee, but it is managed through the LOC.

## 2. JUDGE LICENSING AND CONTINUING EDUCATION REQUIREMENTS

### 2.1 General Requirements

- 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 (either in-person or online) within 2 years of application.
- d. Pass a USAWE open-book rules test with a minimum score of 90%.
- e. Sign a USAWE **Code of Ethics** statement.
- f. Sign a USAWE **Code of Conduct** statement.
- g. Agree to abide by the USAWE **Social Media Policy**.
- h. Be insured through the USAWE group insurance program (licensed officials only; not applicable to LO candidates).
- i. Maintain their license through continuing education.

Licensing requirements for Judges are summarized in the following table.

	L Applicant	"I" Applicant	R Applicant	S Applicant	International Guest Judge (non-WAWE)
Shadow a Judge	Required	Required	Required	Required	
Shadow or Serve as TD	Required				
Volunteer for show staff positions	Required				
Judging/Co-judging		Required	Required	Required	
References	Required			Required	
Open book rules test	Required	Required	Required	Required	Required
Interview	Required	Required	Required	Required	

## 2.2 Licensing

**2.2.1 Learner “L” Judge.** “L” applicants must submit a completed **USAWE Learner “L” Judge License Application**. The application requires successful completion of the following:

- 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) A **Judge Shadow Log** must be completed and signed by the presiding judge for each competition cited (see *Attachment A*).
  - (6) Consolidate all rides and compute the totals in the table provided in section 3 of the license application. Include copies of Shadow Logs with the application.

**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:
  - Gate Steward (4-hour minimum).
  - Scorer (8-hour minimum).
  - Scribe for at least 50 rides, three phases, with two different judges (minimum “r”). Include a **Scribe Log** for each competition (see *Attachment B*).

“L” applicants must have references from five knowledgeable horse persons using the **Reference Form** (see *Attachment C*).

An interview (Zoom) with the candidate, two members of the Judge Education Faculty, and a member of the LOC will be conducted to assess the candidate’s strengths and weaknesses and provide suggestions for development. The judges will document their assessment, providing a copy to the candidate and to the LOC. **The candidate must sign a Confidentiality Agreement prior to the interview.**



## USA WORKING EQUITATION Licensed Officials Program



Learner “L” judges may officiate at licensed competitions if part of a panel that includes at least one “R” or “S” judge. No more than one “L” Judge is allowed per panel. **Learner “L” judges may officiate at Introductory, Novice, and Intermediate levels. “L” Judges must have satisfactorily silent judged at least 50 rides before his/her scores can count toward competition placement (see section 2.4.7).**

**2.2.2 Recorded “r” Judge.** “r” applicants must submit a completed **USAWE Recorded “r” Judge License Application**. 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) The rides must include all available trials for the level.
  - (5) A **Judge Shadow Log** must be completed and signed by the presiding judge for each competition cited (see *Attachment A*).
  - (6) Consolidate all rides and compute the totals in the table provided in section 3 of the license application. Include copies of Shadow Logs with the application.

**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.

An interview (Zoom) with the candidate, two members of the Judge Education Faculty, and a member of the LOC will be conducted to assess the candidate’s strengths and weaknesses and provide suggestions for development. The judges will document their assessment, providing a copy to the candidate and to the LOC. **The candidate must sign a Confidentiality Agreement prior to the interview.**

Recorded “r” judges may officiate at licensed competitions at Introductory, Novice, and Intermediate levels. “r” judges may judge Advanced and Masters levels if they are a part of a panel of three or more judges that includes at least one S judge or one WAVE judge. Only one “r” judge is allowed per panel. The “r” judge must have two satisfactory calibration sessions within 12 months prior to the show (see section 2.4.8).

**2.2.3 Registered “R” Judge.** “R” applicants must submit a completed **USAWE Registered “R” Judge License Application**. 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.
  - (4) Include a **Judge Shadow Log** signed by the Judge for each competition (see *Attachment A*).
  - (5) Consolidate all rides and compute the totals in the table provided in section 3 of the license application. Include copies of Shadow Logs with the application.

**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.

An interview (Zoom) with the candidate, two members of the Judge Education Faculty, and a member of the LOC will be conducted to assess the candidate’s strengths and weaknesses and provide suggestions for development. The judges will document their assessment, providing a copy to the candidate and to the LOC. **The candidate must sign a Confidentiality Agreement prior to the interview.**

Registered “R” judges may officiate at licensed competitions and may officiate at championship competitions if serving on a panel with one or more “S” judges or a WAVE judge; there can only be one “R” judge per panel. The “R” judge must have two satisfactory calibration sessions within 12 months prior to the championship show (**see section 2.4.8**).

**2.2.4 Senior "S" Judge.** "S" applicants must submit a completed **USAWE Senior "S" Judge License Application**. 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 **Judge Shadow Log** signed by the Judge for each competition (see *Attachment A*).
  - (5) Consolidate all rides and compute the totals in the table provided in section 3 of the license application. Include copies of Shadow Logs with the application.

**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.

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

An interview (Zoom) with the candidate, two members of the Judge Education Faculty, and a member of the LOC will be conducted to assess the candidate's strengths and weaknesses and provide suggestions for development. The judges will document their assessment, providing a copy to the candidate and to the LOC. **The candidate must sign a Confidentiality Agreement prior to the interview.**

### 2.2.5 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. **There is no license application fee for international guest judges.**

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.

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

Guest judges are required to take an open book rules test and pass with a minimum score of 90%. **Exception: WAVE judges are exempt from taking a rules test.**

**Guest judges must have a USAWE-licensed judge serve as scribe.**

## 2.3 Judge Advancement

To be granted a license for advancement to the next level ("r", "R", or "S"), judge candidates must participate in a live judging exam. The live judging examination is conducted by two members of the Judge Education Faculty at an actual show. The candidate is required to score all tests in real time **as well as provide written answers to select questions on theory**. Candidates will be assessed on:

- How they handle pressure.
- If they can keep up with the schedule.
- If they get distracted.
- Accuracy of marks and collectives. *Note:* Individual marks can be different from the presiding judge if they can be justified.
- **Their understanding of judging theory in response to written questions.**

Candidates must have a scribe for the scoring component. The scribe cannot be a licensed official.

The fee for the live judging exam is \$100.

The LOC will organize and oversee the testing exercise. The LOC will:

- Select the show based on judge availability, location, and number and level of riders.
- Obtain agreement from the show manager for the event.
- Pay the judging fee and expenses for the second S Judge if not required for the competition (e.g., championship shows).
- Provide a scorer to process silent judging scores.
- Manage the silent judging effort, e.g.,
  - Identify candidates.
  - Communicate schedules/locations/times/etc.
  - Set up in GIRA.
  - Arrange for adequate seating (e.g., good position for judging, not near spectators or anyone who is remotely shadowing the judge).
  - Collect score sheets as they are completed.
  - Have a representative onsite to oversee the operation.
  - Manage scoresheets to facilitate assessments.
- **Prepare the written test.**

The Judge Education Faculty is currently composed of four USAWE Senior judges. Judge Education Faculty members earn 4 CE credits.

## 2.4 Continuing Education (CE)

### 2.4.1 Requirements Overview

Judges are required to successfully complete an open-book rules test with a score of 90% or higher. The test must be taken in January of each year in which a revision has been issued to the U.S. Rules for Working Equitation.

Every year, judges are required to:

- a. Officiate at a minimum of two licensed competitions ("r", "R", and "S" judges).
- b. Attend all mandatory online LOC education events, real-time or playback.
- c. Earn 12 credits from any combination of continuing education options shown in section 2.3.2.
- d. Maintain a **Continuing Education Log** that details continuing education activities for the year. Individual logs are maintained for each Judge on the Google Drive. It is the Judge's responsibility to keep their log up to date on the Drive. Assistance will be provided for Judges who do not have access to the Drive.

**Note:** A current list of Licensed Officials CE Events is maintained on the website for reference.

**Competitions>Licensed Officials Program>Continuing Education for Licensed Officials**

## 2.4.2 CE Options, Credits, and Costs

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. Classroom sessions (per day)	5	5	Varies	Varies	\$400
d.					
e.					
(2) Scribe for judges holding the same license or higher, per competition. See section 2.3.3.	4	---	---	---	---
(3) Shadow a judge one-on-one with judges holding the same license or higher. See section 2.3.4.	4	2	---	---	---
(4) Shadow a judge remotely (using headsets) with judges holding the same license or higher. See section 2.3.5.	4	2	\$20/show	---	---
(5) Video shadowing with judges holding the same license or higher. See section 2.3.6.	4	2	\$50	---	\$50/hr/session \$150 max
(6) Silent judge with an R, S, or WAWE judge in the U.S. Minimum 10 Dressage rides and 10 EOH rides each competition. See section 2.3.7.	8	4	\$50	---	\$100 onsite (limit 1 silent judge). \$50/hr post show (max \$100) per silent judge.
(7) Attend a judge calibration session pre-approved by the LOC; 3 candidates per session max; sessions 2 hours max. See section 2.3.8.	2	2	\$50	---	\$100
(8) Attend external clinics or seminars pre-approved by the LOC. Credits specified by LOC based on clinic/seminar.	TBD	---	---	---	---
(9) Compete at a USAWE-licensed show, completing all trials. Credits assigned per trial. Capped at 3 credits for this option per year.	1	---	---	---	---
(10) Attend or audit USDF Seminar Part 1, "A Judge's Perspective", Session A: Introduction to Judging and Biomechanics.	Attend: 4 Audit: 2	---	---	---	---

Judge Continuing Education Options	Credits Available		Attendee Cost	Auditor Cost	Instructor Fee
	Attendee	Instructor			
(11) Attend or audit USDF Seminar Part 1, "A Judge's Perspective", Session B: Judging Criteria for Gaits and Paces, Movements and Figures.	Attend: 4 Audit: 2	---	---	---	---
(12) Attend or audit USDF Seminar Part 1 "A Judge's Perspective", Session C: Collective Marks, Equitation, Rider Biomechanics, and Basics.	Attend: 4 Audit: 2	---	---	---	---
(13) Scribe for USDF "r" judge or higher. 1 full day minimum. Capped at 2 credits per year.	1				

### 2.4.3 Scribing for a Judge

#### What's Involved:

Serve as scribe for a judge for a complete competition.

You may not compete at the same show in which you are scribing. If there are two 1-day shows at a given event, you may compete in the first show of the series and scribe for the second show.

#### What's Required:

- Obtain permission from the licensed official and the show manager in advance of the competition.
- Complete a copy of the **Scribe Log** for the Judge to sign (see *Attachment B*).
- Retain a copy of the log to submit with your license application or **CE Log** at the appropriate time.

### 2.4.4 Shadowing a Judge One-on-One

#### What's Involved:

Standing with the Judge, observing the scores and comments given. The candidate must get permission from the Judge and the Show Manager in advance. 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.



## USA WORKING EQUITATION Licensed Officials Program



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.

You cannot shadow if you are also serving in any other capacity at a show.

You may not compete at the same show in which you are shadowing 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 at the second show.

This option is limited to one shadow per Judge to minimize distraction. Shadow requests may come from coaches as well as from judges. The Judge has the right to deny a request to shadow if more than one person applies.

**Note:** The first rule of shadowing: *Silence is Golden*. Shadows are a guest of the Judge and a guest of show management. Shadows are not co-judges, regardless of their license level. Shadows are not there to debate a call. Shadows are entitled to questions but not opinions. The time for questions is when the Judge is not working with the scribe or completing test comments. The onus is on the Judge to maintain decorum.

### What's Required:

- a. Obtain permission from the licensed official and the show manager in advance of the competition.
- b. Complete a copy of the **Judge Shadow Log** for the Judge to sign, indicating the number of rides at each level (see *Attachment A*).
- b. Retain a copy of the log to submit with your license application or CE Log at the appropriate time.

### **2.4.5 Remotely Shadowing a Judge**

#### What's Involved:

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.

You cannot shadow if you are also serving in any other capacity at a show.

You may not compete at the same show in which you are shadowing 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.



## USA WORKING EQUITATION Licensed Officials Program



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.

### What's Required:

- a. Contact the LOC to coordinate a shadow judging session. *This must be done at least 4 weeks in advance of the event.*
- b. Provide the show name and date, the show manager's name and email, and identify the Judge and TD who are officiating.
- c. Pay the remote shadowing fee using the LOC Fee Processing Request form on the USAWE website<Competitions<Licensed Officials Program<PayPal Invoice for LOC Fees or use this link: <https://forms.gle/ivGLsofGPympr83A9>
- d. Identify the other judge candidates who are interested in remote shadowing (if known).
- e. Provide a mailing address and point of contact for shipping the headsets.
- f. Each judge candidate must complete a copy of the **Judge Shadow Log** for the Judge to sign, indicating the number of rides at each level. (see *Attachment A*).
- g. Each judge candidate must retain a copy of the log to submit with their license application or CE Log at the appropriate time.

### **2.4.6 Video Shadowing a Judge**

#### What's Involved:

Requisite numbers and levels of ride videos are viewed by the judge candidate(s) with a licensed Judge at the same level or higher scoring it as if in real time. Used only when not enough live rides at a given level are available to the judge candidate to meet continuing education requirements.

Video shadowing must be coordinated with the LOC a minimum of 6 weeks in advance of any continuing education deadline to enable adequate time for video selection, Judge assignment, and scheduling.

#### What's Required:

- a. Contact the LOC to request a video shadow judging session. *This must be done at least 6 weeks in advance of the event.*
- b. Identify the specific level and number of rides needed to meet your requirement.
- c. Pay the video shadowing fee using the LOC Fee Processing Request form on the USAWE website<Competitions<Licensed Officials Program<PayPal Invoice for LOC Fees or use this link: <https://forms.gle/ivGLsofGPympr83A9>
- d. You will be contacted when the appropriate videos are available to schedule a Zoom session.
- e. Obtain a signed **Judge Shadow Log** from the presiding Judge for your records (see *Attachment A*).

## 2.4.7 Silent Judging

### What's Involved:

Scoring independently during the show and comparing scores with the official scores given after the show. A minimum of 10 Dressage rides and 10 EOH rides is required. 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.

Silent judges must sit apart from the presiding judge(s), spectators, and anyone who is remotely shadowing.

Silent judging assessments for one judge candidate will be conducted onsite, during breaks and after the event. The presiding Judge will complete a Judging Assessment form for the candidate. If the schedule is too full to allow for an onsite debrief, the post-show assessment process will take effect.

### Criteria for a satisfactory assessment include:

- Justification of marks with correct comments.
- Marks within 1.5 points of the presiding judge. No more than five marks in a test should have a difference of more than 1.5 points. A greater point range is acceptable with justification.
- Placement of the horses the same or close to those of the presiding judge.

### What's Required:

- a. Contact the LOC to coordinate a silent judging event. Identify the show name, date, show manager and contact information, and the presiding judge. *This must be done at least 4 weeks in advance of the event.*
- b. The LOC will obtain approval from the show manager, select the tests to be judged, and request copies of the official test scores for those tests at the end of the show. The LOC will provide you with a list of the selected horse/rider pairs by level for Dressage and EOH trials.
- c. Pay the silent judging fee using the LOC Fee Processing Request form on the USAWE website: **Competitions<Licensed Officials Program<PayPal Invoice for LOC Fees** or use this link: <https://forms.gle/ivGLsofGPympr83A9>
- d. Bring the requisite number of blank tests for the selected tests. Complete the information at the top of each indicating the test level, the rider/horse name, and your name.
- e. At the completion of the show, turn in all tests to the presiding Judge.
- f. The Judge will collect the tests from all silent judges as well as a copy of the official tests and mail them to the LOC for compilation and assessment
- g. Debriefs with each candidate will be conducted by the presiding Judge at a scheduled time after the show once scores have been analyzed. The Judge will complete a **Judging Assessment form** for each candidate (see *Attachment D*).

## 2.4.8 Judge Calibration

### What's Involved:

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.

### Criteria for a satisfactory assessment include:

- Justification of marks with correct comments.
- Marks within 1.5 points of the presiding judge. No more than five marks in a test should have a difference of more than 1.5 points. A greater point range is acceptable with justification.
- Placement of the horses the same or close to those of the presiding judge.

### What's Required:

- a. Contact the LOC to schedule a Judge calibration session.
- b. Pay the judge calibration fee using the LOC Fee Processing Request form on the USAWE website<Competitions<Licensed Officials Program<PayPal Invoice for LOC Fees or use this link: <https://forms.gle/ivGLsofGPympr83A9>
- c. The Judge will complete a **Judging Assessment Form** for each participant (see *Attachment D*).

## 2.4.9 Consequences if CE Requirements are Not Met

If CE requirements are not met within the specified time:

- a. The license will be suspended for a minimum of 1 month. The suspension will extend up to a maximum 6-month period if the CE requirements have not been satisfied.
- b. The Competitions Committee will be notified of the suspension. The licensed official will not be able to officiate at a licensed show until the license has been reinstated.
- c. All CE requirements must be completed within 6 months. If not completed within this timeframe, the license will be considered inactive. To be reinstated, the judge must:
  - Pass a rules test with a minimum score of 90%.
  - Silent judge a minimum of 30 rides at a licensed show, all available trials, with a passing grade from the presiding judge at the same level or higher. Rides must include all competition levels for the applicable license. **Marks must be within 1.5 points of the presiding judge; a greater range is acceptable with justification.**
  - Pay a \$150 reinstatement fee.
- d. CE credits accrued during the suspension period will applied to the delinquent cycle. The Judge will have until the end of the current 1-year cycle to complete current CE requirements.



## USA WORKING EQUITATION Licensed Officials Program



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

The LOC will consider a case-by-case review of extenuating circumstances.

### 3. TECHNICAL DELEGATE LICENSING AND CONTINUING EDUCATION

#### 3.1 General Requirements

- 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 (either in-person or online) within 2 years of application.
- d. Pass a USAWE open-book rules test with a minimum score of 90%.
- e. Sign a USAWE **Code of Ethics** statement.
- f. Sign a USAWE **Code of Conduct** statement.
- g. Agree to abide by the USAWE **Social Media Policy**.
- h. Be insured through the USAWE group insurance program (licensed officials only; not applicable to LO candidates).
- i. Maintain their license through continuing education.

#### 3.2 Licensing

##### 3.2.1 General Requirements

TD applicants must submit a completed **USAWE Technical Delegate License Application** and must include proof of the following with the application:

- a. Show Experience (a minimum of one licensed show each) (*see section 3.2.2*)
  - Shadow a TD
  - Shadow a Judge.
  - Shadow a Scorer.
  - Volunteer as a Gate Steward.
- b. Education
  - Attend **TD Duties and Responsibilities** module.
  - Attend **Validating Scoring and Placement** module.

TD applicants must also provide references from a Judge, Show Manager, and TD (see *Attachment C*).

### 3.2.2 Show Experience

#### a. Shadowing One-on-one with a TD, Judge, or Scorer

- (1) Obtain permission from the licensed official and the show manager in advance of the competition.
- (2) Complete a copy of the **TD Shadow/Volunteer Log** for the Judge, TD, or show manager (as applicable) to sign.
- (3) Retain a copy of the log to submit with your license application at the appropriate time.

**Note:** You cannot shadow if you are also serving in any other capacity at a show.

#### b. Volunteer as a Gate Steward

- (1) Secure agreement by show management in advance to serve as volunteer for the position.
- (2) Complete a copy of the **TD Shadow/Volunteer Log** for the show manager to sign (see *Attachment E*).
- (3) Retain a copy of the log to submit with your license application at the appropriate time.

### 3.2.3 Licensing Allowance

Licensed TDs are allowed to officiate at any USAWE regularly licensed show immediately upon licensure. To officiate at a championship show, a TD must have previously officiated at a minimum of six shows with no negative evaluations. The LOC will maintain a list of TDs eligible for championship shows.

### 3.3 Continuing Education

Annually, TDs are required to:

- a. Complete one of the following:
  - (1) Officiate at a minimum of two licensed shows, or
  - (2) Officiate at one show and shadow at one show, or
  - (3) Shadow at two shows if there is no opportunity to officiate.

Submit a **Shadow TD/Volunteer Log** if the shadowing option is used (*see Attachment E*).

- b. Attend all “mandatory” online LOC education events (real time or playback). *TDs are strongly encouraged to attend as many LO education events as possible.*



## USA WORKING EQUITATION Licensed Officials Program



- c. Maintain a **Continuing Education Log** that details continuing education activities for the year. Individual logs have been set up for each TD on the Google Drive. It is the TD's responsibility to keep their log up to date on the Drive. Assistants will be designated for TDs who do not have access to the Drive.

If CE requirements are not met within the specified time:

- a. The license will be suspended for a minimum of 1 month. The suspension will extend up to a maximum 6-month period if the CE requirements have not been satisfied.
- b. The Competitions Committee will be notified of the suspension. The licensed official will not be able to officiate at a licensed show until the license has been reinstated.
- c. All CE requirements must be completed within 6 months. If not completed within this timeframe, the license will be considered inactive. To be reinstated, the TD must:
  - (1) Pass a rules test with a minimum score of 90%.
  - (2) Shadow a TD for one show.
  - (3) Pay a \$75 reinstatement fee.
- d. CE credits accrued during the suspension period will applied to the delinquent cycle. The TD will have until the end of the current 1-year cycle to complete current CE requirements.

The LOC will consider a case-by-case review of extenuating circumstances.



## USA WORKING EQUITATION Licensed Officials Program



### 4. FEES and PAYMENT PROCEDURE

Fees for licenses and continuing education opportunities are as follows:

L Judge Candidate	\$25	To declare intention to pursue a Judge license
Judge License	\$25	Once all requirements have been met
TD Candidate	\$25	To declare intention to pursue a TD license
TD License	\$25	Once all requirements have been met
Judge License Renewal	\$25	Annual
TD License Renewal	\$25	Annual
Judge Promotion License	\$50	
Shadow a Judge Remotely	\$20	Per show
Shadow a Judge via Video	\$50	
Silent Judging	\$50	
Judge Calibration	\$50	
Judge Advancement Exam	\$100	
LO Liability Insurance	\$25	Annual
International Guest Judge Insurance	\$75	

Once CE and testing requirements have been met and all applicable forms and/or applications for each stage in the process (e.g., intent to pursue, initial licensure, license renewal, etc.) have been submitted to the LOC, the LO will receive an invoice that can be paid by PayPal, credit card, or debit card.



USA WORKING EQUITATION  
Licensed Officials Program



ATTACHMENT A. JUDGE SHADOW LOG

**Judge Shadow Log**

See USAWE Licensed Officials Program for further details.  
**USAWE.org>Competitions>Licensed Officials Program**

*Complete a separate log for each separately licensed show.  
Include the logs with your license application or Continuing Education form.*

<b>Judge Candidate</b>						
<b>Presiding Judge/Level</b>						
<b>Show Name</b>						
<b>Show Date(s)</b>						
<b>Show Location</b>						
<b>Show Manager</b>						
<b>Shadow was done:</b>	<b>Remotely</b>		<b>One-on-one</b>		<b>Video</b>	

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 and withdrawals do not qualify.

Level	No. of Rides
1 - Introductory	
2 - Novice A	
3 - Novice B	
4 - Intermediate A	
5 - Intermediate B	
6 - Advanced	

**Judge's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_



USA WORKING EQUITATION  
Licensed Officials Program



ATTACHMENT B. SCRIBE LOG

**Scribe Log**

See USAWE Licensed Officials Program for further details.  
**USAWE.org/Competitions/Licensed Officials Program**

*Complete a separate log for each separately licensed show. Include the logs with your license application.*

<b>Judge Candidate</b>	
<b>Presiding Judge</b>	
<b>Show Name</b>	
<b>Show Date(s)</b>	
<b>Show Location</b>	
<b>Show Manager</b>	
<b>Number of rides*</b>	

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

**Judge's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_



USA WORKING EQUITATION  
Licensed Officials Program



ATTACHMENT C. REFERENCE FORM

USAWE Licensed Official Reference Form

Please email this form to: [LOevaluations@usawe.org](mailto:LOevaluations@usawe.org). Include "Application Reference-*last name of applicant*" in the subject line.

<b>Your name</b>	
<b>Email</b>	
<b>Phone</b>	
<b>Candidate name</b>	
<b>Position applied for</b>	
<b>Date</b>	

1. How long have you known this candidate?
2. In what capacity did you work with this candidate?
3. What was it like to work with this candidate? (e.g., job knowledge, professionalism, communication skills, willingness to work with others, timeliness, etc.)
4. What are the candidate's greatest strengths? Weaknesses?
5. How did this candidate handle challenges?
6. Would you work with this candidate again? Why or why not?



USA WORKING EQUITATION  
Licensed Officials Program



ATTACHMENT D. JUDGING ASSESSMENT FORM

Judging Assessment

See *USAWE Licensed Officials Program* for further details.  
[USAWE.org/Competitions/Licensed Officials Program](https://USAWE.org/Competitions/LicensedOfficialsProgram)

	Silent Judging	Calibration Session
Judge Candidate		
Presiding Judge (R, S, or WAVE)		
Show Name (if applicable)		
Date		

Score Comparison	Number of Rides:						
	L1	L2	L3	L4	L5	L6	L7
Average Point Difference per Dressage Movement	___ Less than 1 point    ___ 1 point    ___ 1.5 points						
	___ 2 points    ___ 2.5 points    ___ > 2.5 points						
Average Point Difference per EOH Obstacle	___ Less than 1 point    ___ 1 point    ___ 1.5 points						
	___ 2 points    ___ 2.5 points    ___ > 2.5 points						
Scoring Strengths							
Scoring Weaknesses							
Suggestions to Improve							

Judge's Signature \_\_\_\_\_

Date: \_\_\_\_\_



USA WORKING EQUITATION  
Licensed Officials Program



ATTACHMENT E. TD SHADOW/VOLUNTEER LOG

TD Shadow/Volunteer Log

See USAWE Licensed Officials Program for further details.  
[USAWE.org/Competitions/Licensed Officials](https://www.usawe.org/Competitions/LicensedOfficials)

*Complete a separate log for each activity. Include the logs with your license application.*

Candidate	
Show Name	
Show Date(s)	

	Shadow						Volunteer	
Show Position ( <i>check one</i> )	Judge		TD		Scorer		Gate Steward	
Shadowed Official ( <i>name</i> )								
Show Manager ( <i>name</i> )								

Signature \_\_\_\_\_ Date: \_\_\_\_\_  
*Shadowed Official or Show Manager*