



**USA WORKING EQUITATION
Licensed Officials Program**



**USAWE
LICENSED OFFICIALS PROGRAM REQUIREMENTS**

1 December 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 are effective upon publication.

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

Update Summary:

- 2.1.4c: Relaxed requirement for judging L4/L5 rides.
- 2.2: new section for Testing and Evaluation Requirements
- 2.2.2, 2.2.3, 2.2.5: Added assessment criteria for the written exam, live judging test, and interview associated with the judge advancement process.
- 2.3: Added selection process for judge advancement.
- 3: Section renamed **Judge Education** to cover both CE and license education options.
- 3.1: Watching a video of classroom sessions earns 2 CE credits.
- 3.6: LOC will reimburse show managers for copying/ printing costs related to silent judging requirements.
- Attachment D: Modified **Judging Assessment Form**.



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ATTACHMENTS

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

A. Judge Shadow Log	25
B. Scribe Log	26
C. Reference Form	27
D. Judging Assessment Form	28
E. TD Shadow/Volunteer Log	29

SUPPORTING DOCUMENTATION

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

About>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 for assistance.



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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 (LOCadmin@usawe.org) 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. The test will be administered when the individual LO's CE requirements have been met and their USAWE membership has been renewed. 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, there will be a 30-day waiting period before the test may be re-taken.

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.



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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, 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 4; TD CE requirements are addressed in section 6.3.

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 accident
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 claim
1,000,000	Personal Injury and Advertising Injury each accident .
100,000	Fire Legal Liability any one Fire and in the aggregate.
	damage to property Limit: any one covered activity for property rented or loaned to the insured or in the insured's care, custody or control (other than horses).
5,000	Medical Payments any one accident .
50,000	Any one Horse in care, custody or control .
100,000	in the aggregate for all Horses in care, custody or control .

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.



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2. JUDGE LICENSING

2.1 General Requirements

2.1.1 Overview

Candidates applying for a license to judge a USAWE competition must meet the following 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.

Requirements for specific judge levels are presented in sections 2.1.2 through 2.1.5. International judge requirements are addressed in section 2.1.6. The requirements are summarized in the following table.

	"L" Applicant	"r" 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/ Silent Judging		Required	Required	Required	
References	Required			Required	
Open book rules test	Required	Required	Required	Required	Required
Live judging test	Required	Required	Required	Required	
Written exam	Required	Required	Required	Required	
Interview	Required	Required	Required	Required	

Note: For licensing purposes, a ride is defined as an individual Dressage or EOH trial entered and ridden by a horse/rider pair at a licensed competition. Disqualifications are included in the count; scratches and withdrawals do not count.



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2.1.2 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 Dressage and 50 EOH rides is required.
 - (3) The rides must include 15 rides at L1, 20 rides at L2, and 15 rides at L3.
 - (4) A **Judge Shadow Log** must be completed and signed by the presiding judge for each competition/trial cited (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 **Judge Shadow Logs** with the application.

Note: A ride is defined as an individual Dressage or EOH trial entered and ridden by a horse/rider pair at a licensed competition. Disqualifications are included in the count; scratches and withdrawals do not count.

Option: An “L” 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*).

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 Dressage and EOH rides before his/her scores can count toward competition placement.

2.1.3 Recorded “r” Judge

Recorded “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 Dressage and 30 EOH rides is required.
 - (3) The 30 required rides must include at least 10 rides at L3, 5 rides at L4, and 5 rides at L5.
 - (4) A **Judge Shadow Log** must be completed and signed by the presiding judge for each competition/ trial cited (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 **Judge Shadow Logs** with the application.

Note: A ride is defined as an individual Dressage or EOH trial entered and ridden by a horse/rider pair at a licensed competition. Disqualifications are included in the count; scratches and withdrawals do not count.

- c. Judging/Co-judging/Silent Judging. “r” applicants must judge at least 50 Dressage and 50 EOH rides at licensed competitions within 2 preceding years. Judging requirements may also be met by silent judging or co-judging with an “R” or “S” Judge. The presiding judge must complete a **Judging Assessment Form**, indicating the number of rides at each level.

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.



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2.1.4 Registered “R” Judge

Registered “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 Dressage and 50 EOH rides is required.
 - (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 **Judge Shadow Logs** with the application.

Note: A ride is defined as an individual Dressage or EOH trial entered and ridden by a horse/ rider pair at a licensed competition. Disqualifications are included in the count; scratches and withdrawals do not count.

- c. Judging/Co-judging/Silent Judging
 - (1) “R” applicants must judge at least 150 Dressage and 150 EOH rides at licensed competitions within the 3 preceding years.
 - (2) The 150 required rides must include 15 rides at L4 or L5; at least 5 of the 15 rides must be L5.
 - (3) Judging requirements may be met by silent judging or co-judging at licensed shows with an “S” Judge. The S Judge must complete a **Judging Assessment Form**, indicating the number of rides at each level.

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.



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2.1.5 Senior “S” Judge

Senior “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 WAWE Judge at one show (minimum).
 - (2) A minimum of 25 Dressage and 25 EOH rides is required.
 - (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 an individual Dressage or EOH trial entered and ridden by a horse/rider pair at a licensed competition. Disqualifications are included in the count; scratches and withdrawals do not count.
- c. Judging
 - (1) “S” applicants must judge at least 150 Dressage and 150 EOH rides at shows within the 3 preceding years.
 - (2) The 150 required rides must include six rides at L6.
 - d. Silent Judging or Co-judging
 - (1) “S” applicants are required to silent judge or co-judge with an “S” or WAWE Judge at one recognized show (20 Dressage and 20 EOH rides minimum).
 - (2) The Judge’s written evaluation and score comparisons are required (**Judging Assessment Form**).

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



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2.1.6 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.

2.2 Advancement Requirements

2.2.1 Overview

To enter the USAWE Judge Program as an "L" judge or advance to the "r", "R", or "S" level, judge candidates must participate in a comprehensive testing and evaluation process that consists of four elements:

- a. Live judging at a licensed show.
- b. Written exam.
- c. Review of candidate's evaluations from show managers.
- d. Interview with LOC representatives and senior judges.

The candidate must sign a Confidentiality Agreement that prohibits disclosure of any test questions or interview material.

The fee for judge advancement is \$100.

2.2.2 Live Judging Test

Requirement

The candidate is required to score all available rides in real time at a licensed USAWE competition with two S judges, and S and an R judge, or one "S" judge and one WAVE judge presiding. The candidate is required to score all dressage and EOH tests.

The live judging exam for "L" candidates may be conducted at licensed competitions with one "R" or "S" judge. "L" candidates will be tested on all available Dressage and EOH rides up through Level 3.



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The LOC will:

- Select the competition based on judge availability, location, and number and level of riders.
- Obtain agreement from the show manager for the event.
- Register candidates; communicate schedules/locations/times/etc.
- Obtain the list of entries/order of go from show management for the dressage and EOH trials and copies of the EOH course maps. These will be disseminated to participating candidates.
 - Arrange for adequate seating (e.g., good position for judging, not near spectators or anyone who is remotely shadowing the judge).
 - Have a representative onsite to oversee the operation.
 - Collect candidate tests, and copies of the presiding judge(s) tests.
 - Manage assessment of the test results.
 - Reimburse show management for copying expenses.

Candidates are responsible for:

- Preparing the appropriate number of blank test sheets in advance of the event for each competitor, using the day sheets and course maps supplied by the LOC.
 - The horse/rider name must be included on the appropriate dressage test and EOH test sheet.
 - Obstacles must be listed for each EOH test in accordance with the course maps for each level.
 - The candidates name must appear on every test sheet.
- Having their own scribe. The scribe cannot be a licensed official.

The blank test forms can be obtained from the Rulebook, appendix C. It is in the candidate's interest to get their test packets prepared correctly and in the proper order. There will no time to make any corrections during the live testing exercise. Contact the LOC if you have any questions regarding this requirement.

Assessment Criteria

Candidates will be assessed on:

- Accuracy of marks and collectives. (Individual marks can be different from the presiding judge if they can be justified.)
- Ability to keep up with the schedule.
- Ability to handle pressure.
- Ability to stay focused.
- Professionalism in appearance and demeanor.

An average of the presiding judges' marks will be used for comparison with candidate judges. If one judge is a WAWE judge, their marks will not be considered in the L1-L3 tests if they are widely out of range from the S judge.



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The full set of tests will be assessed for each candidate. The following will be noted:

- How many marks were out of the +/-2 range?
- Was there any consistency in these marks on a particular movement or obstacle from one test to another?
- Was there a negative mark on either side (presiding or candidate) that was not consistently applied? If yes, comments on the hardcopies of all tests (presiding and other candidates) will be compared to determine the cause.
- Did there seem to be a greater variance in test comparisons for some levels as opposed to others?

Test comments will be reviewed as needed to validate assessments.

Evaluators will reach consensus on a numerical score for each candidate:

- 5 = Excellent.** Very close to the presiding judges' marks in 90% of tests.
- 4 = Good.** Within 2-point range in all marks.
- 3 = Sufficient.** A few marks out of range, but otherwise shows a solid grasp of judging criteria. This is the minimum passing grade.
- 2 = Insufficient:** Lacks the eye and/or the scope to be considered consistent for this level. Has clearly definable areas for improvement. Eligible for re-exam at the next opportunity. May assign a mentor to assist.
- 1 = Not Acceptable.** Lacks the knowledge and experience to attempt this level. Needs more basic education.

2.2.3 Written Exam

Requirement

At the same competition where live judging test is being held, candidates will also take a written exam to assess their understanding of judging theory. The test will be administered by a member of the LOC.

Assessment Criteria

The Senior judges and the LOC chair will independently score each test question response and then meet to reach consensus on a composite score for each candidate using the following guide:

- 5 = Excellent.** Answered question fully. Shows strong understanding of the topic.
- 4 = Good.** Solid answer. Shows good understanding of the topic.
- 3 = Sufficient.** Understands the basics, could use more information on the topic. This is the minimum passing grade.
- 2 = Insufficient.** Has some of the basics, but not enough to be considered knowledgeable on the topic.
- 1 = Inaccurate.** Response is mostly incorrect.
- 0 = Response totally incorrect or did not answer.**



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2.2.4 Review of Candidate Evaluations

A member of the LOC will research evaluations for each candidate and document the findings.

2.2.5 Interview

An interview (Zoom) with the candidate, two Senior judges, and a member of the LOC will be conducted. The interview panel will score the candidate independently on each question and then reach consensus on their findings. **Using the same assessment criteria as for the written exam (section 2.2.3),** they will consider such factors as:

- Accuracy of response
- Thoroughness of response
- Clarity of response
- Communication/language skills
- Confidence

The interview panel will prepare an assessment of the interview, citing strengths, areas for development, positive and negative impressions, etc.

The candidate must sign a Confidentiality Agreement prior to the interview.

2.3 Selection Process

The LOC will hold a special meeting to review results and select candidates for advancement. The decision to advance a candidate or not rests solely with the LOC.

Candidates should have an average minimum score of 3 to pass the written exam, live testing, and interview.

Candidates who have negative reviews from show managers or some other source but otherwise pass the technical requirements may, at the discretion of the LOC:

- Have their promotion withheld for a 3-month period during the competition period pending no further negative reviews, or
- Get the promotion but be on probation for 1 year to ensure no further negative reviews, or
- Some other comparable determination.

Candidates who fail to get a passing score on any of the components of this process will not be promoted. A remedial plan will be developed in coordination with the candidate. Reassessment will be considered 6 months after the remedial plan is implemented.



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3. JUDGE EDUCATION

3.1 Education Options, Credits, Costs, and Fees

Education Option	CE Credits Available		Attendee Cost	Auditor Cost	Instructor Fee
	Attendee	Instructor			
(1) Attend USAWE training session					
a. Classroom session (per day)	5	5	Varies	Varies	\$400
b. Video of classroom session (per day)	2	---	Varies	---	---
(2) Scribe for judges holding the same license or higher, per competition. See section 3.2.	4	---	---	---	---
(3) Shadow a judge one-on-one with judges holding the same license or higher. See section 3.3.	4	2	---	---	---
(4) Shadow a judge remotely (using headsets) with judges holding the same license or higher. See section 3.4.	4	2	\$20/ show	---	---
(5) Video shadowing with judges holding the same license or higher. See section 3.5.	4	2	\$50	---	\$50/hr/ session \$150 max
(6) Silent judge with an R, S, or WAVE judge in the U.S. See section 3.6.	8	4	\$50	---	---
(7) Attend a judge calibration session pre-approved by the LOC; 3 candidates per session max; sessions 2 hours max. See section 3.7.	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/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	---	---	---	---
(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	---	---	---	---



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Education Option	CE Credits Available		Attendee Cost	Auditor Cost	Instructor Fee
	Attendee	Instructor			
(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				

3.2 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:

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



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3.3 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.

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 presiding 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.



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3.4 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.

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.



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3.5 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*).



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3.6 Silent Judging

What's Involved:

Scoring independently during the licensed competition and comparing scores with the official scores given after the show. Candidates are responsible for getting test blanks and labeling each with the applicable horse/ rider name, as well as the candidate's 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. Having a scribe is highly recommended to enable the judge candidate to derive maximum benefit from the exercise. The judge candidate is responsible for providing a scribe. The scribe cannot be a licensed official.

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.

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 a minimum of 3 weeks in advance of the event.*
- b. Pay the Silent Judging fee (\$50).
- c. The LOC will obtain approval from the show manager, arrange for adequate seating, request ride schedules and course maps, and request copies of the official test scoresheets at the end of the show.
- d. Bring the requisite number of blank tests for both Dressage and EOH. Complete the information at the top of each indicating the test level, the rider/horse name, and your name. *Note:* Blank test forms can be obtained from the Rulebook, appendix C. It is in the candidate's interest to get their test packets prepared correctly and in the proper order. There will no time to make any corrections during the silent judging exercise. Contact the LOC if you have any questions regarding this requirement.
- 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. *The LOC will reimburse show management for printing presiding judges' Dressage and EOH tests.*



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3.7 Judge Calibration

What's Involved:

Candidate meets 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. Candidate scores in “real time” with the presiding Judge acting as scribe. Discussions are held afterward to calibrate the candidate’s score with the standard score derived by the judges. Calibration sessions 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.

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*).



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4. JUDGE CONTINUING EDUCATION

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 education options shown in section 3.1.
- 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.

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 Dressage and EOH rides at a licensed show 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.

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



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5. TECHNICAL DELEGATE LICENSING AND CONTINUING EDUCATION

5.1 General Requirements

Candidates applying for a license to serve as Technical Delegate (TD) for a USAWE competition must meet the following 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.

5.2 Licensing

5.2.1 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*).



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5.2.2 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.

5.2.3 Licensing Allowance

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



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5.3 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.*
- 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.



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6. FEES and PAYMENT PROCEDURE

LOC-related fees 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
LO Liability Insurance	\$25	Annual
International Guest Judge Insurance	\$75	
Shadow a Judge Remotely	\$20	Per show
Shadow a Judge via Video	\$50	
Silent Judging	\$50	
Judge Calibration	\$50	
Judge Advancement Exam	\$100	
Judge Promotion License	\$50	

For education and testing, once all requirements have been met and applicable forms and/or applications for each stage in the process (e.g., intent to pursue, initial licensure, **advancement license**, etc.) have been submitted to the LOC, the LO will receive an invoice for the appropriate fee(s). Payment can be made by PayPal, credit card, or debit card.



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ATTACHMENT A. JUDGE SHADOW LOG

Judge Shadow Log

*Complete a separate log for each separately licensed show.
Include a signed copy with your license application or CE package.*

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

A ride is defined as an individual Dressage or EOH trial entered and ridden by a horse/rider pair at a licensed competition. Disqualifications are included in the count; scratches and withdrawals do not count.

Performance Level	Dressage		Ease of Handling	
	No. of Rides	Presiding Judge	No. of Rides	Presiding Judge
1 - Introductory				
2 - Novice A				
3 - Novice B				
4 - Intermediate A				
5 - Intermediate B				
6 - Advanced				

Judge's Signature _____ **Date:** _____



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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.

Judge Candidate	
Presiding Judge	
Show Name	
Show Date(s)	
Show Location	
Show Manager	
Number of rides*	

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:** _____



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ATTACHMENT C. REFERENCE FORM

USAWE Licensed Official Reference Form

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

Your name	
Email	
Phone	
Candidate name	
Position applied for	
Date	

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?



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ATTACHMENT D. JUDGING ASSESSMENT FORM

Silent Judging
 Co-Judging
 Calibration Session

*Complete a separate form for each trial unless one Judge (or Jury) presides over both.
 Include a signed copy of this form with your license application or CE package.*

Judge Candidate		
Presiding Judge(s)		<input type="checkbox"/> Dressage <input type="checkbox"/> EOH
Show Name (if applicable)		
Event Date		

A ride is defined as an individual Dressage or EOH trial entered and ridden by a horse/rider pair at a licensed competition. Disqualifications are included in the count; scratches and withdrawals do not count.

	L1	L2	L3	L4	L5	L6	L7	Total
No. of Dressage Rides								
No. of EOH Rides								

Was the candidate able to keep up with the schedule? (Y/N, comments)	
Scoring Strengths Observed	
Scoring Weaknesses Observed	
Professionalism in Dress and Demeanor	
Suggestions to Improve	

Judge's Signature _____

Date: _____



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ATTACHMENT E. TD SHADOW/VOLUNTEER LOG

TD Shadow/Volunteer Log

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

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