



# UNITED STATES DRESSAGE FEDERATION™

## Continuing Education in Dressage Judging Organizer Guidelines

*Grants Funded by the Edgar Hotz Judges' fund and Administered by The Dressage Foundation*

### Mission

The United States Dressage Federation's Judges Committee introduced the Continuing Education in Dressage Judging Program (CE Program), in the interest of providing continuing education for USEF licensed judges, USDF L Graduates, and those enrolled in the USDF L Education Program.

***Licensed Judges are encouraged to attend; however, these clinics do not meet the USEF requirement for Licensed Judge education.***

### Goals

To provide, and continue to improve, the training of individuals currently licensed as judges and those aspiring to become a licensed judge, as well as recognizing the progressive development of judges.

### Continuing Education

Each USDF region has the flexibility to schedule continuing education programs that fit the needs of the USEF judges, USDF L Program graduates, and those enrolled in the USDF L Education Program within that region. Several structured programs are outlined below.

If the program you are organizing does not fit into one of these categories, please select "Other" and include details on the topics covered in the space provided. These program must be taught by USEF 'S' Dressage judges.

#### **"The View from C"**

This program is held at a competition, or in a clinic setting with demonstration riders. It utilizes headsets and a moderator (Instructor). The participants listen and take notes as the moderator comments on the rides being observed. Training, First, and Second Level rides, full tests, and test movements, should be included. It would also include a minimum of two hours of observation, one hour of lecture/discussion, and time for questions.

#### **"Upgrade Your Judging Eye I"**

This program combines classroom lecture with practice judging movements or full tests using videos. It would include, at the minimum, three hours of practice judging, one hour of lecture, discussion, and time for questions. Participants should be prepared to judge full tests orally if asked.

## **“Upgrade Your Judging Eye II”**

This program combines classroom lecture with actual practice judging at a competition or a clinic setting with demonstration riders. It would include, at the minimum, three hours of practice judging and one hour of lecture, discussion, and Q&A time. Participants should be prepared to judge full tests orally if asked.

## **“Musical Freestyle Program”**

This one-day program follows a structured curriculum and format on Musical Freestyle. The curriculum must be taught by an L Faculty member, and will include the following lecture topics: Music, Choreography, and Judging Information. Audio and audiovisual components will complement the lecture. No live demonstration horses are needed for this program.

The United States Equestrian Federation (USEF) has recognized The USDF Continuing Education in Freestyle Judging Program (Freestyle CE) as an educational component for the Freestyle Designation for USEF Judges. Each program will be submitted to USEF for approval if requested by the organizer. The following outlines the criteria and process that is required for approval:

- *For the Freestyle CE program to be approved by USEF, only USEF Dressage Judges and L Graduates can be considered participants. All others will be considered auditors.*
  - Organizers will be allowed to choose whether they want to accept those enrolled in the L Program as participants and not have their program approved for the Freestyle designation or send it in for approval.
    - If approved, only Judges and L Graduates would be allowed to participate.
    - If not approved by USEF, participants will not be eligible to receive the Freestyle designation. In this case, those enrolled in the L Program may also attend as participants.
- *For approved programs, auditors must remain silent unless spoken to by the presenters.*
- *After completion on the program, licensed judges will be sent an online quiz. Judges who pass the online exam will be sent to USEF to receive the Freestyle designation..*

## **Remote Learning Programs (These programs can also be given in a classroom setting).**

### **“Musical Freestyle Remote Learning Program”**

This three-hour program was developed to be presented remotely as a distance learning opportunity. There are four 45-minute sessions that GMOs can schedule in a variety of ways.

It is designed to focus on the lower-level freestyles and is approved for L Graduate Continuing Education.

Presenters of this program must be USEF licensed ‘S’ Dressage Judges with the USEF Freestyle designation.

This program is approved for L Graduate Continuing Education (Three hours- if all three sessions are completed. Passing an online quiz is required for remote programs). Recording and replaying these sessions is not allowed.

### **“Taste of the L Education Program”**

This three-hour program was developed to be presented remotely as a distance learning opportunity. There are three one-hour sessions that GMOs can schedule in a variety of ways. It is designed to give an overview of the L Education Program Part 1. The information presented is valuable for trainers and riders. It is also a great review for L Graduates and Licensed Judges. The Taste of the L Program is approved for L Graduate Continuing Education (Three hours- if all three sessions are completed. Passing an online quiz is required for remote programs). Presenters of this program must be L Program faculty. Recording and replaying these sessions is not allowed.

### **“Know the Movements”**

This three-hour program was developed to be presented remotely as a distance learning opportunity. There are three one-hour sessions that GMOs can schedule in a variety of ways. The program can be taught by any current USEF licensed ‘S’ Dressage Judge. This program covers all aspects of the test movements from Training through Fourth level including the directives, gymnastic effect, and what can go wrong. This program is approved for L

Graduate Continuing Education (Three hours- if all three sessions are completed. Passing an online quiz is required for remote programs). Recording and replaying these sessions is not allowed.

### **“Focus on Collective Marks”**

This two-hour program was developed to be presented remotely as a distance learning opportunity. The program can be taught by any current USEF licensed ‘S’ Dressage Judge. It focuses on what the judges are considering when scoring each of the Collective Marks. This program is approved for L Graduate Continuing Education (Two hours. Passing an online quiz is required for remote programs). Recording and replaying these sessions is not allowed.

**“Judging Dressage Seat Equitation”** This three-hour program was developed to be presented remotely as a distance learning opportunity. The program can be taught by any current USEF licensed ‘S’ Dressage Judge. This program covers how to run and judge Dressage Seat Equitation classes. This program is approved for L Graduate Continuing Education (Three hours- if all three sessions are completed. Passing an online quiz is required for remote programs). Recording and replaying these sessions is not allowed.

### **Other formats are welcome but subject to approval by the Judges Committee.**

The length of the program must be a minimum of three hours and include a combination of lecture, video and/or live horses doing tests or movements, and Q&A. These programs are taught by current USEF ‘S’ dressage judges.

Traditional riding clinics, in which an instructor works with one individual and participants may only observe the instruction, are not eligible; the instruction must actively involve and/or be directed at the participants and audience.

## **Suggested Topics**

The topics listed below are suggested topics for a Continuing Education in Dressage Judging program. A topic can be used as the main subject to be covered in-depth or it can be broken down into several subtopics (e.g. Judging Dressage Seat Equitation - “Judging DSE”, “Scoring”, and “Developing Methodology”). The topics listed below are examples; it is important to choose a topic or topics that will meet the interest and needs in your region or area.

- Judge Conduct
- Judging Methodology
- Dressage Equitation
- Rule Changes
- Test Changes
- Focusing on the Basics in Judging – All Levels
- Rider Scores in the Collective Marks
- Judging Dressage Seat Equitation
- Suitability, Materiale and Young Horse Judging
- Using Pyramid of Training for Judging Methodology

Below are some examples of potential program formats:

#### Example 1:

Program Format: “View From C”  
Environment: Competition  
Lecture Topic: New Rules and Rule Changes  
Program Length: One Full Day  
Schedule: Introductory lecture (1 hour),  
Observation with Moderator (2-3 hours)

Example 2: (Two-day program) \*\*

***Day One***

Program Format: “Upgrade Your Judging Eye I”  
Environment: Classroom/Lecture Hall  
Lecture Topic: “What numbers mean, useful comments”  
Schedule: Introductory Lecture (1 hour)  
Observation with Moderator – video footage of selected movements and full tests. (2-3 hours)  
Closing discussion with Q&A period (1hour)

***Day Two***

Program Format: “Upgrade Your Judging Eye II”  
Environment: Clinic Setting with Demonstration Riders  
Lecture Topic: “Discussion of Collectives and review of Dressage Seat Equitation”  
Schedule: Introductory Lecture (1 hour)  
Practice Judging Full Tests (2-3 hours)  
Closing discussion with Q&A period (1 hour)

\*\*A program that is formatted in session may be split over a time period. For example, the first Saturday of the month would cover “Upgrade Your Judging Eye I” and the third Saturday of the month would cover “Upgrade Your Judging Eye II.”

## Procedures for Hosting and Running a CE Program

**Prior to Start of Program** (at least six months prior to the start)

1. Permission to host a Continuing Education in Dressage Judging Program must be approved by USDF. It is recommended that host applications be submitted six (6) months prior to proposed start of program. An application should be received in the office *no later than two (2) months prior to the start of the program*. The host application can be found online at [www.usdf.org](http://www.usdf.org).
2. The program can be initiated and hosted only by a USDF Group Member Organization (GMO), USDF Region, or other USDF-approved organization. The organizing group is fully responsible for any profits or losses.
3. Final arrangements including selecting the program site, contacting instructor(s), sending contracts to instructor(s), establishing fees, advertising, and all other local duties are to be arranged by the local organizer.
4. Liability insurance must be obtained for each of the sessions, at least \$1 million of insurance which cites USDF as an additional insured. USDF must receive a copy of the insurance certificate 30 days prior to each session. Each scheduled session requires a separate insurance certificate, listing only that session's date(s) and course number provided by the USDF office. Organizers must insist that all demonstration riders wear ASTM safety helmets.
5. Applications must be signed by the GMO President, the local organizer and the USDF Regional Director, and then returned to the USDF office, accompanied by the application fee.
6. It could be perceived as a conflict of interest for an organizer to serve in a dual capacity as organizer and instructor.

7. Program dates will be announced in the USDF publications and on the website after approval of the program. ***It is important that USDF is made aware, in a timely fashion, of any changes in the program such as dates, locations, and/or instructors.***
8. It is strongly recommended that a refund policy for the program be set up and communicated to each participant and/or auditor. The refund policy that is listed in the USDF Policy and Procedures (III. Financial, Section D. Refunds, #s 3 and 4) at [www.usdf.org](http://www.usdf.org) can be used as a template or starting point for developing a refund policy for each individual program.

## Choosing an Instructor

1. *At least one instructor/speaker is required to be, at the minimum, a United States Equestrian Federation recognized "S" Judge, and if there is a panel of judges, it is recommended to include a USEF "R" judge. **Please note-** For the Musical Freestyle Program at least one instructor must be selected from the L Faculty List.*
2. Listings of USEF licensed judges:
  - For list of L Faculty, contact USDF or visit the Officials List on the USDF website: [www.usdf.org](http://www.usdf.org).
  - For list of USEF Licensed Dressage Judges visit the USEF website: [www.usef.org](http://www.usef.org).
3. Quality instruction is very important. In looking for an instructor, it is recommended to look outside your area for fresh ideas. There may also be good instructors within your region, which can be cost effective.
4. The fee paid to the instructor is a private contract between the organizer and instructor. The fee may vary due to many factors. The fee should be clarified in a written contract with a clause concerning the cancelation policy.
5. It is recommended to have an agreement that is signed by both parties involved, the instructor and organizer. The letter or contract should express the objective of the program. It should also include traveling arrangements/details, emergency contact information, agreed upon fee, and any material or equipment needed by the instructor for the program. A copy should be received by both parties and the original should be filed with the organizer.

## Insurance and Waivers

1. All programs must have at least \$1 million of insurance to cover and protect the organization legally responsible for the program/event. Most GMOs carry some type of package insurance coverage for club-sponsored events.
2. USDF must be named as an additional insured on the certificate.
3. As the organizer, you will need to contact the sponsoring organization and arrange to have your program dates added to the list of events covered under their insurance. An official of the sponsoring organization should then contact their insurance agent to arrange for coverage.
4. **Proof of insurance coverage will be required 30 days prior to the start of the program(s) date(s). It must be sent to the USDF office. A photocopy of the policy will be accepted. If we do not receive proof of insurance by this time, the program will not be considered "USDF Approved".**

5. Proof of insurance is usually not sent automatically by insurance companies. To be sure, you should specifically request it.
6. State specific USDF Liability Waiver and Event Waiver forms must be signed by all present at the program: organizer(s), volunteers, participants, and auditors.
7. State specific liability waiver forms can be found on the USDF website to download. All signed liability waivers should be sent to the USDF office at the conclusion of the program.

## Budget

1. The sponsoring organization listed on your host application (either GMO or Region) is financially and legally responsible for the designated program(s). All income and expenses are to be deposited to or paid out by the sponsoring organization. This means that all registration fees should be made payable to the sponsoring organization and all associated program expenses should be paid from the organization's bank account.
2. A tentative budget should be developed at the time the host application is submitted to USDF.
3. In setting up a tentative budget you can refer to the "Sample Budget" on page 9 of this document. This is an estimated budget and will need to be adjusted to fit your program(s).
4. A good rule of thumb, to ensure that your program will at least break even, is to re-calculate your budget again one month before the program(s). By then you will know most of the actual costs and have a better feel for whether the income will meet your expectations. If you discover shortfall at that time, it is still possible to scale back or cancel something, so that expenses are covered. You must submit a budget with your grant application.

## Registration/Fees

1. The hosting organization has financial responsibility for the program therefore they set the registration fees for both participants and auditors. All registration fees should be paid directly to the organizer not the USDF office.
2. To help in calculating registration fees, add up all expenses, including any refreshments/snacks, total, and add an additional 15% to represent unanticipated expenses. Divide that total by the number of participants that can be accommodated. This will give you the amount to charge per participant.
3. Decide on fees for auditors if you will be offering these options. It is recommended that you plan for auditors, if the facility/competition will accommodate it. This can be a significant source of income. It is suggested that the auditor fee be less than the participant fee to reflect the limited interaction with the instructor(s). Please make sure to specify on the advertisements and applications that auditors will not receive the same seating option or access to the discussions or handouts. Auditors are generally considered to be "silent auditors" and this should be made clear on the application.
4. There is a grant available to help subsidize costs for participants and auditors. *This grant is not intended to cover food for attendees.* Grants for this USDF program are funded by The Dressage Foundation's Edgar Hotz Judges Fund. Details about the grant and **applications are available from and submitted to USDF.**

## Participants and Auditors

### PARTICIPANTS

Requirements:

- USEF Judge
- USDF L Graduate (These programs are approved for L Graduate Continuing Education)
- USDF Members currently enrolled in the L Program
- Participants must be current USDF Members (Participating, Education, or Group)

**The program application fee includes USDF University accreditation for participants who are USDF Members.** This means that each participant who is a USDF Member automatically receives University credit, two (2) credits/per full day of participation. Each participant is required to sign the Participant Roster in order to receive credit.

This program is also approved for L graduate continuing Education. L graduates will need to submit a CE report form. Organizers will be requested to sign these forms which should be provided by the L Graduates. Continuing education hours are hour for hour (a six-hour program is worth six hours of CE)

### AUDITORS

Auditors are encouraged and can help subsidize the program.

Requirements:

- Auditors do not need to fulfill any pre-requisites in order to attend the program.

Auditors who are current USDF members (Participating, Education, or Group members) may receive USDF University credit. An auditor may receive one (1) USDF University credit per full day of the program. Auditors are required to sign the auditor roster to receive credit.

A separate fee structure for participants versus auditors is recommended. The participant fee should be higher due to the level of access and interaction with the instructor(s). It is also recommended, if logistically possible, to provide separate seating arrangements for participants versus auditors (i.e. **Participants sitting in the front rows closest to instructor/screen**). Auditors are generally expected to be silent unless there is time at the end for questions. The handouts for auditors may also be different and less complete. Please make sure that this information is clear on the application.

## Grant Application

As mentioned above, there is a grant available to help cover losses up to \$800.00. Grants for this USDF program are funded by The Dressage Foundation's Edgar Hotz Judges Fund. **Grant applications are available from and submitted to USDF.**

**Guidelines:**

1. Grant applications must be received by the USDF office *at least 60 days prior* to the program for which funding is being requested. Grant applications may be submitted separately from the program application.
2. The grant application must contain a tentative budget, clearly outlining expenses and fee structure for participants and auditors. *This does not include food for the attendees. Please do NOT include the grant amount being requested as revenue in the tentative budget.*
3. The grant form must be complete, including the signature of the Regional Director before the application is submitted to the USDF office. The Regional Director should also receive a copy of the budget. **Incomplete grant applications will not be considered.**

4. Grants should be used to cover expenses from the program and offset the cost of the program for participants and auditors.  
List of covered expenses:
  - Instructor fees (travel, hotel, daily fee(s), and food)
  - Rental fees (facility, audio visual/sound equipment, etc.)
  - Insurance certificate (USDF additional insured)
  - Printing costs for educational materials
  - Host Application fee
5. Grant monies may be available in the event a program experiences a loss; grant monies not to exceed \$800/per program.
6. Grants will not be paid until after the program has occurred. The organizer must submit a final profit/loss statement, complete participant and auditor rosters, signed liability waiver forms, USDF University credit sign-up, completed evaluations, and the USDF/TDF banner must be returned, before grant monies can be paid out.

## Advertisement

1. Start getting the word out about your program(s) as soon as your program application has been approved by USDF.
2. Program dates will be announced in the USDF publications and on the website after approval of the program. *It is important that the USDF Program Liaison is made aware, in a timely fashion, of any changes to the program such as dates, locations and/or instructors.*
3. It is recommended that the following language be included in all publicity materials promoting the program and distributed on the day of the program: **“Grants for this USDF Program are funded by The Dressage Foundation’s Edgar Hotz Judges’ Fund.”**
4. Logos for USDF can be downloaded at [www.usdf.org/press/logos-ads/index.asp](http://www.usdf.org/press/logos-ads/index.asp).
5. Other suggestions for advertising are:
  - Your Region’s newsletter
  - Your local Group Member Organization newsletters (list available at USDF)
  - Dressage clubs, stables, and general horse organizations with some form of publication.
6. USDF/The Dressage Foundation (TDF) Banner
  - USDF will provide a banner, with USDF and TDF logos, if requested.
  - It is suggested that when requested and received, the banner be displayed in a prominent location.
  - The banner is a great way to provide awareness, for the participants and auditors, that this is a USDF approved educational program, with USDF University accreditation, and funding provided by The Dressage Foundation.
  - Within 10 days of completion of the program, the banner must be returned to the USDF office.



## Organizer Timeline & Checklist

### Six months Prior to Program:

- Read Organizer Guidelines.
- Consult with your GMO, Region or USDF-approved organization to set up program dates, topic, location and instructor.
- Prepare the tentative budget for the program, outlining participant fees, auditing fees, costs, etc.
- Submit completed program application to USDF Office.
- Once application is approved, contract Instructor and Facility to finalize dates and contracts.

### Three to Six months prior to program:

- Submit Grant Applications (Grant applications are available at [www.usdf.org](http://www.usdf.org) and include grant guidelines.)
- Notify and work with your insurance carrier regarding obtaining a Proof of Insurance Certificate for \$1 million minimum with USDF listed as additional insured. There may be a nominal fee involved, per certificate/program that will need to be incorporated into your budget.
- It is recommended to establish a Refund Policy and clearly publicize it to potential participants and auditors.
- Start advertising program.

### Four to Six weeks prior to program:

- Send USDF Certificate of Insurance naming USDF as additionally insured (minimum of \$1 million coverage.)
- Contact the USDF Liaison with approximate number of participants so a package including TDF Books, USDF/The Dressage Foundation (TDF) banner, and literature can be mailed out.

### After Program (within ten days)

- The organizer must submit to the USDF office:
  - Participant Roster
  - State and event Liability Waivers (signed by all participants, auditors and volunteers)
  - Auditor University Credit sign-up
  - USDF/The Dressage Foundation (TDF) Banner, and any unused 'View from C Books'.
  - Copies of printed materials such as brochures and/or handouts received by the participants and auditors
- If requesting a grant, the organizer must provide a final profit/loss statement.

\*Any photos and/or video taken during the program, with permission from photographer, would be greatly appreciated by USDF and The Dressage Foundation.

## Sample Budget

The following pages should serve *as a guide* in helping you set up your budget. **Local costs may vary. The fees listed below may be on the low side and should be adjusted according to local conditions.** Several variables to keep in mind when developing the budget for your program is the cost of renting the equipment (LCD/DLP or DVD), special mailing such as FedEx, facility and tent rental, and other things such as refreshments. The budget included is to act as a guideline and is not all encompassing. *Budgets will vary from program to program.*

### REVENUE

Participant Fees	\$1,500	\$ 75/participant x 20 participants
Auditing Fee	\$ 600	\$ 30/auditor x 20auditors

**TOTAL REVENUE**                      \$2,100

### EXPENSES

Instructor Fee	\$ 800	This fee will vary depending on contract
Instructor Travel	\$ 500	Mileage and gas – utilize local instructors
Instructor Lodging	\$ 200	
Instructor Meals	\$ 100	
Facility Fee	\$ 100/Donated	Utilize existing show for demo or donated facility
Rentals	\$ 100	e.g. Chairs, tables, AV equipment, Large screen
Printing/Supplies	\$ 40	
Postage/Shipping	\$ 30	Return postage for banner/paperwork, etc.
Refreshments	\$ 80	Demo riders, Instructor, and Volunteers
Insurance	\$ 150	Utilize GMO umbrella coverage for better rate
Stabling	Donated	Demo riders in clinic setting, or utilize competition

**TOTAL EXPENSE**                      \$2,100

**PROFIT/LOSS**                      (Break even)