



THE LICENSING OF OFFICIALS

BACKGROUND, PROCESS &
RESOURCES

MARCH 2021

TED STEVENS OLYMPIC AND AMATEUR SPORTS ACT

- ▶ USEF is governed by the Ted Stevens Olympic and Amateur Sports Act in all areas ‘central to governance’
- ▶ The licensing of officials is considered an area ‘central to governance’

LICENSING OF OFFICIALS

- ▶ There are 154 different licenses
- ▶ Who can be a USEF Licensed Official?
 - ▶ USEF active members in good standing
 - ▶ Other requirements are dependent on each individual license
- ▶ Where can I find those requirements?
 - ▶ USEF's website
 - ▶ www.usef.org



LICENSE REQUIREMENTS

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BREAKING NEWS

As a part of our efforts to provide you with the best service possible, we will do our best to have all service information available in advance for your understanding and

Rankings & Results

Breeds & Disciplines

Interscholastic Programs

Rules, Regulations and Grievances

Rulebook and Bylaws

Drugs & Medications

Rulings & Findings

Ineligibility List

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Athlete Services

Sport Education and Science

Clean Sport

Athlete Advisory Committee

Athletes & Coaches with Disabilities

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COVID-19 Resources for High Performance

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Click "Licensed Officials"



LICENSE REQUIREMENTS

Click "Download" to view either version of the Policies & Procedures document



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Licensed Officials Policies and Procedures - Clean

Updated April 3, 2020 - Version 3.2 includes Dressage typo corrections and addition of the Hunter/Jumper handbook to the Hunter, Hunter/Jumping Seat Equitation, Hunter Breeding, and Jumper licenses. The 2021 version goes into effect on December 1, 2020.

[2020 Download](#)
[2021 Download](#)

Licensed Officials Policies and Procedures - Marked Up

Updated April 3, 2020 - Version 3.2 includes Dressage typo corrections and addition of the Hunter/Jumper handbook to the Hunter, Hunter/Jumping Seat Equitation, Hunter Breeding, and Jumper licenses.

[2020 Download](#)
[2021 Download](#)

Licensed Official Fees

Fee schedule for licensed official related items.

[2020 Download](#)
[2021 Download](#)

Licensed Officials Social Media Policy

Social Media Policy to provide guidance for licensed officials.

[Download](#)

Licensed Officials Code of Ethics

Code of Ethics policy for all USEF licensed officials.

[2021 Download](#)

US EQUESTRIAN'S ROLE

- ▶ Who makes the decision that someone can be a USEF Official?
 - ▶ USEF, with input from USEF's Licensed Officials Committee (LOC)
 - ▶ But first....
 - ▶ If applicable, the list of applicants meeting all requirements is sent to
 - ▶ Members of the respective USEF Committee and
 - ▶ The respective affiliate
- ▶ Who is on the LOC?
 - ▶ 12 people appointed by the President
 - ▶ Representatives from many breeds/disciplines are included

US EQUESTRIAN'S ROLE

- ▶ How often does the LOC meet?
 - ▶ The LOC meets multiple times throughout the year to review applicants for USEF licenses
 - ▶ The Committee reviews each application at length.
 - ▶ The LOC also meets several times a year by conference call to review other business.

MAINTENANCE REQUIREMENTS

- ▶ I am now a USEF licensed official. How do I maintain my license?
 - ▶ Exams
 - ▶ Clinics/Courses
 - ▶ Officiating
 - ▶ Affiliate Membership
 - ▶ Safe Sport Training
 - ▶ Background Check
- ▶ A list of exam, clinic/course, and officiating requirements broken down by each breed & discipline is available on USEF's website
 - ▶ www.usef.org

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Licensed Officials



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Licensed Official Fees [Download](#)
2020 fees for licensed official related items.

Licensed Officials Social Media Policy [Download](#)
Social Media Policy to provide guidance for licensed officials.

Licensed Officials Code of Ethics [Download](#)
Code of Ethics policy for all USEF licensed officials.

Application Information for FEI Permitted Equine Therapists [Go To Page](#)
FEI Permitted Equine Therapist Information and Application Process

Conflict of Interest Rule Guidelines [Download](#)
Chart showing different categories of Conflict of Interest Rules.

Evidence Gathering Guidelines [Download](#)
These guidelines were established to assist USEF Licensed Officials with ensuring the information and evidence collated at a competition will be of value not only throughout an investigation but also within any formal proceedings.

Extension/Reinstatement Request Form [Download](#)
Complete this form if you did not attend a clinic in the year you were due or have not officiated the required number of competitions to renew your license. This form is reviewed and if approved gives you an additional competition year to meet requirements.

U.S. FEI Licensed Officials Extension Request Form [Download](#)
This form is to be completed by FEI officials whose national governing body is U.S. Equestrian and who are not up to date on their FEI course or officiating requirements.



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MAINTENANCE REQUIREMENTS

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Requirements to Maintain Licenses & Certifications

List of clinic, examination, and officiating requirements for currently licensed officials, broken down by each breed & discipline.

 [Download](#)

Licensing of Officials: Background, Process & Resources

This PowerPoint reviews the background and process behind how/why USEF licenses officials, requirements to become licensed and maintain that license, ethics, and additional resources.

 [Download](#)

Member's Confidential Evaluations

Member's Evaluation Forms are available for members to evaluate the quality and competence of USEF licensed officials.

 [Download](#)

New/Newly Promoted Officials

List of people approved into USEF training programs, as well as USEF officials granted a new license or promoted to a higher level of licensure. This is the list from the August 2019 Licensed Officials Committee meeting.

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Verification of FEI Officials at USEF/FEI Events

To be completed and returned by the FEI Chief Steward of USEF/FEI Events

 [Download](#)

Verification of FEI Officiating Experience

Submit this signed form for FEI officiating experience outside of the United States.

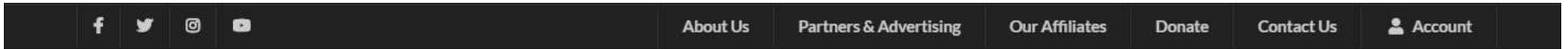
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MAINTENANCE REQUIREMENTS

- ▶ How do I check my personal exam, course/clinic, and officiating records/history?
- ▶ In addition, how do I complete my Safe Sport Training and Background Check?
 - ▶ Member & Licensed Official Dashboards through USEF's website
 - ▶ www.usef.org



LICENSED OFFICIALS & MEMBER DASHBOARDS



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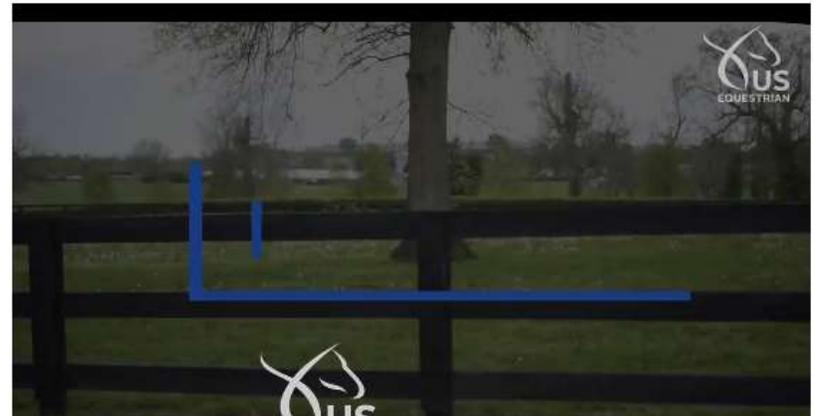
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Welcome to US Equestrian

Discover the joy of horse sports! Become a new Fan Member (only \$25/year) or a Competing Member (\$80/year). Benefits include free access to: new Learning Center video lessons, USEF Network, US Equestrian Magazine, MemberPerk discounts and much more. Get started, check out the free introductory Learning Center videos and



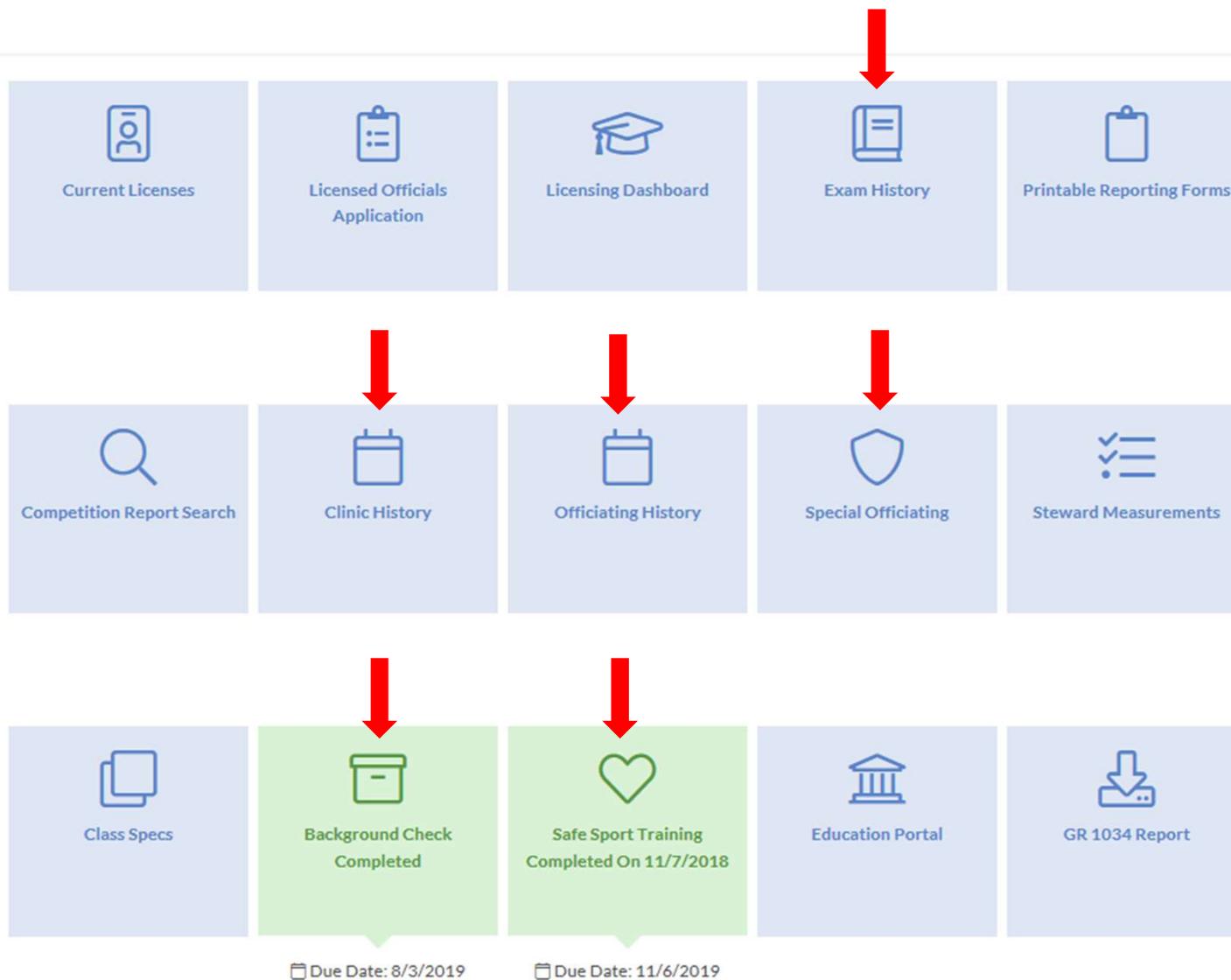
MEMBER DASHBOARD

| | | | | |
|---|--|---|---|---|
|  My Account Preferences |  Auto-Renewal and Billing Management |  Fan Member 12/1/2018 - 11/30/2019 UPGRADE |  Background Check Completed |  Safe Sport Training Completed On 11/7/2018 |
| | |  Member Card |  Due Date: 8/3/2019 |  Due Date: 11/6/2019 |

Click "Licensed Official Dashboard"

| | | | | |
|--|---|--|--|--|
|  Subscribe to <i>Equestrian</i> Magazine |  Purchase Insurance |  FEI Rider Registration |  FEI Horse Registration |  Athlete Dashboard |
|  Licensed Officials Dashboard |  Sign Code of Conduct |  Sign Waiver |  Amateur/Professional Status Declaration | |

LICENSED OFFICIALS DASHBOARD



The dashboard consists of a 3x5 grid of tiles. Red arrows point to the 'Exam History' tile in the first row, and the 'Clinic History', 'Officiating History', and 'Background Check Completed' tiles in the second and third rows. The 'Background Check Completed' and 'Safe Sport Training Completed' tiles are highlighted in green and include due dates.

| | | | | |
|--|---|--|--|--|
|  Current Licenses |  Licensed Officials Application |  Licensing Dashboard |  Exam History |  Printable Reporting Forms |
|  Competition Report Search |  Clinic History |  Officiating History |  Special Officiating |  Steward Measurements |
|  Class Specs |  Background Check Completed Due Date: 8/3/2019 |  Safe Sport Training Completed On 11/7/2018 Due Date: 11/6/2019 |  Education Portal |  GR 1034 Report |

LICENSED OFFICIAL CODE OF ETHICS

- ▶ As a USEF licensed official, you agree to this Code of Ethics and Social Media Policy each time you renew your license(s).
- ▶ The LOC reviews the Code of Ethics annually.

LICENSED OFFICIAL CODE OF ETHICS

- ▶ As a licensed official of the United States Equestrian Federation, I will conduct my duties with the highest level of integrity. My primary concern is the welfare of the horse while giving full attention to exhibitors and respect to my colleagues.
 - ▶ I will endeavor to have complete and accurate knowledge of all rules governing the competition.
 - ▶ I will exercise my responsibilities in a positive and professional manner, refraining from conducting business and socializing with exhibitors during the event.
 - ▶ I will officiate from a positive perspective in word and deed and complete my duties with consistency and without bias.
 - ▶ My personal behavior will reflect my integrity, character and respect for the sport and the United States Equestrian Federation.
 - ▶ I will exude a professional and respectful attitude and behavior at all times toward USEF Staff, other licensed officials, and competition staff.
 - ▶ I will abide by the US Equestrian Social Media Policy for Licensed Officials.

RESOURCES

USEF Rulebook & Rule Changes

- ▶ How do I find the Rulebook and Rule Changes?
 - ▶ USEF's website
 - ▶ www.usef.org

RULEBOOK



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RULEBOOK

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| Opening Pages | GR General Rules | GR1 Definitions and Governance | GR2 Membership Categories and Requirements | GR3 Competition Licensing |
| GR4 Drugs and Medications | GR5 Measurement of Entries | GR6 Protest and Charges | GR7 Violations and Penalties | GR8 Conduct of Licensed Competitions |
| GR9 Competition Prize Lists and Entries | GR10 Licensed Officials | GR11 Federation Records and Awards | GR12 Competition Officials, Employees, and Volunteers | GR13 Competition Participants and Associated Individuals |
| AL Andalusian/Lusitano Division | AR Arabian, Half-Arabian and Anglo-Arabian Division | CO Connemara Division | CP Carriage Pleasure Driving Division | DR Dressage Division |

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| DC Driving - Combined Driving Division | EN Endurance Riding Division | EP English Pleasure Division | EQ Equitation Division | EV Eventing Division |
| FR Friesian Division | HJ Hunter/Jumper Competitions | HK Hackney Division | HU Hunter Division | JP Jumper Division |
| MO Morgan Horse Division | NS National Show Horse Division | PF Paso Fino Horse Division | PH Parade Horse & Saddle Horse or Pony, Western Equipment Division | RN Reining Horse Division |
| RD Roadster Division | SB American Saddlebred Horse Division | SP Shetland Pony Division | VA Vaulting Division | WL Welsh Pony and Cob Division |
| WS Western Division | WD Western Dressage | I Index | | |

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For Rule Changes Click
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Additional Resources

Proposed Rule Changes, Presidential Modifications, and
Archived Rulebooks

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Rule Changes

Proposed Rule Changes

The deadlines to submit proposed rule changes to be considered by the Board of Directors at their 2020 summer meeting are:

- September 6, 2019 for members;
- September 6, 2019 for committees and affiliates for proposed rule changes to the General Rules; and
- March 1, 2020 for committees and affiliates for proposed rule changes to the Breed and Discipline rules.

The September 1 deadline for members, committees, and affiliates has been extended to September 6, 2019 as the USEF office will be closed and all USEF resources will be unavailable August 30 to September 3 while we move to our new building.

Rule change proposal portal <http://prc.usef.org/login.aspx> - please use your USEF website credentials to log in.

For assistance submitting a rule change proposal please contact Sarah Gilbert at sgilbert@usef.org.

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Currently Active Proposed Rule Changes By Category

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| Rule Changes Approved by the Board of Directors 7.8.19 Rule Changes Approved by the Board of Directors 7.8.19 | Download |
| Rule Changes Effective 12.1.19 Rule Changes Effective 12.1.19 | Download |
| Rule Changes Approved by the Board of Directors 4.29.19 Rule Changes Approved by the Board of Directors 4.29.19 | Download |
| Rule Changes Approved by the Board of Directors 1.12.19 by Effective Date Rule Changes Approved by the Board of Directors 1.12.19 by Effective Date | Download |
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| Rule Changes Approved by the Board of Directors 12.21.18 Rule Changes Approved by the Board of Directors 12.21.18 | Download |

RESOURCES – STAFF CONTACTS

Licensed Officials Department:

- ▶ **Alina Brazzil**, Director
- ▶ **Lindsey Sanquenetti**, Licensed Officials Coordinator
 - ▶ Breeds, C1/C2 Stewards, Dressage, Endurance, and Western Dressage
- ▶ **Isabella O'Brien**, Licensed Officials Coordinator
 - ▶ Hunter/Jumper, Certified Schooling Supervisors, Eventing, and Driving
- ▶ **Amber Braun**, Education Specialist

QUESTIONS?

Contact:

- ▶ Licensed Officials Department:
 - ▶ LOinquiry@usef.org
 - ▶ Phone: 859-258-2472
- ▶ Business Hours
 - ▶ M-F 8:30 am - 5 pm ET