



UNITED STATES *Dressage* FEDERATION

Continuing Education Program for Judges and USDF “L” Graduates Guidelines

Grants Funded by The Dressage Foundation

Mission

The United States Dressage Federation’s Judges Committee has introduced the Continuing Education Program for Judges and ‘L’ Graduates, in the interest of providing continuing education for USEF licensed judges and graduates and those enrolled in the USDF ‘L’ Education Program.

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

While each USDF region should have the flexibility to schedule continuing education programs in a manner that fits the needs of the USEF judges, USDF ‘L’ Program graduates and enrollees within that region, the USDF Judges Committee has outlined a number of examples of appropriate types of continuing education programs.

1. “The View from C”

This program would use headsets, a moderator, and takes place at a competition or clinic setting with demonstration riders. The participants would listen and take notes as the moderator comments on the rides being observed. Training, First, Second Level rides, full tests and test movements, should be included. It would also include, at the minimum, 2 hours of observation, 1 hour of lecture, discussion and a Q&A time period.

2. “Upgrade Your Judging Eye I”

This program would combine classroom lecture with practice judging of movements, or full tests using videotapes/DVDs. It would include, at the minimum, 3 hours of practice judging, 1 hour lecture, discussion and a Q & A time period. Participants should be prepared to judge full tests orally if asked.

3. “Upgrade Your Judging Eye II”

This program would combine classroom lecture with actual practice judging at a competition or a clinic setting with demonstration riders. It would include, at the minimum, 3 hours of practice judging and 1 hour of lecture, discussion and Q&A time. Participants should be prepared to judge full tests orally if asked.

4. “Musical Freestyle ‘L’ Elective Weekend”

This two day program would follow a structured curriculum and format on Musical Freestyle, Pas de Deux and Quadrille. 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.

5. *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.*

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 program for your region or area. 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
- Using Training Scale for Judging Methodology
- Trends in Show Ring
- Musical Freestyle “L” Elective Weekend
- Focusing on the Basics in Judging – All levels
- Rider Scores in the Collective Marks
- Judging Dressage Seat Equitation
- Suitability, Materiale and Young Horse Judging

Here 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)
Closing discussion with Q&A period (1 hour)

**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 and value of seat aids”
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 for two days can 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 6 months prior to the start)

1. Permission to host a Continuing Education Program for Judges and USDF “L” Graduates 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 three (3) months prior to the start of the program*. The host application can be found online at 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). 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 \$35.00 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 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, at the minimum, a USEF 'R' judge.*
***For the Musical Freestyle "L" Elective Weekend at least one instructor must be selected from the "L" Faculty List.*
2. A list of USEF recognized judges can be found at:
 - 'L' Faculty List, contact USDF or USDF website: www.usdf.org
 - USEF website: www.usef.org
*USEF Online Licensed Official search is for current USEF members.
3. Quality instruction is very important. In looking for an instructor(s) 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 cancellation 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, any material or equipment needed by the instructor for the program. A copy should be received by both parties, the original to 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 cited 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. A state specific USDF Liability Waiver form 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 into 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" page 9. 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, 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, including any refreshments/snacks.
3. Decide on fees for auditors if you will be offering these options. It is recommended that you do plan for auditors, if the facility/competition will accommodate it. This can be a significant source of income. It is suggested that auditor fee be less than the participant fee to reflect the limited interaction with the instructor(s).
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. **Grant applications are available from and submitted to USDF.**

Participants and Auditors

PARTICIPANTS

Requirements:

- Current membership with USDF (Participating, Education, or Group Member)
- USEF Judge
- USDF "L" Graduate
- USDF Members currently enrolled in the "L" Program

The program application fee includes USDF University accreditation for participants. This means that each participant automatically receives University credit, (2) credits/per day, for participation. Each participant is required to sign in using the Participant Roster in order to receive credit.

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. In order to receive university credit, **auditors must pay a \$5 processing fee per program**, payable to USDF. An auditor may receive (1) USDF University credit per day of the program.

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 instructor. 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).

Grant Application

As mentioned above, there is a grant available to help subsidize costs for participants and auditors. 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 90 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 participant and auditors. *This does not include food for the attendees. Please do NOT include the grant amount being requested as revenue in 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. If program requirements (as outlined in this Organizer Guidelines) are followed and the funds for that region have not used, a program will receive a minimum of \$200.00 in grant monies. This is not contingent on a program experiencing a loss.
6. Additional grant monies may be available in the event a program experiences a loss, grant monies not to exceed \$800/ per USDF Region.

7. Grants will not be paid until after the program has occurred. 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 can be paid.

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 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 and The Dressage Foundation can be downloaded at www.usdf.org, (Home page>News> “Ads & Logos”)
5. There is a press packet available through the USDF office that will be provided upon approval of the program. The press packet includes the following:
 - Articles
 - Logos
 - Photos
 - Templates (i.e. Press Release and brochure)
6. 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.
7. 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 a USDF approved educational program, with USDF University accreditation, and funding provided by The Dressage Foundation.
 - Within ten 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.
- Tentative budget for 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 available at www.usdf.org, and include grant guidelines.)
- Notify and work with your insurance carrier regarding obtaining a Proof of Insurance Certificate, 1,000,000 minimum with USDF listed as additional insured. There may be a nominal fee involved, per certificate/program that will need to be incorporated in 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 paperwork, 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;
 - o Participant Roster
 - o Liability Waivers(signed by all participants, auditors and volunteers)
 - o Auditor University Credit sign-up, with check to USDF for those wishing to receive credit
 - o USDF/The Dressage Foundation (TDF) Banner, and any unused 'View from C Books'.
 - o 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 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	\$1,200	\$ 60/participant x 20 participants
Auditing Fee	\$ 400	\$ 20/auditor x 20auditors
Sponsorships	\$ 200	In-kind or monetary

TOTAL REVENUE \$1,800

EXPENSES

Instructor Fee	\$750	This fee will vary depending on contract
Instructor Travel	\$500	Mileage and gas – utilize local instructors
Instructor Lodging	\$100	
Instructor Meals	\$150	
Facility Fee	\$100/Donated	Utilize existing show for demo or donated facility
Rentals	\$100	e.g. Chairs, tables, AV equipment, Large screen
Printing/Supplies	\$ 45	
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 \$1,905

PROFIT/LOSS (\$105)