

USDF “L” Education Program Information and Guidelines for Organizers

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Available on the “L” Organizer CD:

1. Organizer Timeline/Checklist [February 2011]
2. Host Application Form [April 2010]
3. "L" Program Faculty List [January 2012]
4. Faculty Contract [August 2011]
5. Participants Application Forms, Part 1 & 2 [January 2011]
6. Participant Attendance Verification Form [April 2008]
7. Program Evaluation Form [January 2011]
8. Session D1 & D2 Evaluation Forms (Judging Complete Tests) [January 2012]
9. Final Exam Evaluation Form [January 2012]
10. Tabulation Form
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INTRODUCTION

In the interest of continuing education for judges, potential dressage judges, competitors, trainers, and instructors, the United States Dressage Federation's "L" Program Committee is presenting this educational training program.

The USDF "L" Education Program was designed to be sponsored by a local USDF Group Member Organization, USDF Region, or other USDF-approved organization.

The program offers a comprehensive curriculum where participants and auditors can learn what trained judges are looking for in dressage performance. This program will concentrate on the lower levels and will be taught by a faculty of experienced, USDF-approved, United States Equestrian Federation, Inc. (USEF) recognized "S" judges.

I. PURPOSE OF THE PROGRAM

This program has been designed with several goals in mind:

- A. To give competitors, trainers and instructors broader insight into the evaluative techniques of judging dressage;
- B. To qualify individuals to judge schooling shows;
- C. As part of the prerequisites to enter the United States Equestrian Federation "r" Judges Training Program;
- D. To serve as continuing education for licensed judges and "L" graduates.

II. DURATION

The "L" Program consists of two parts, 'USDF "L" Education Program: A Judge's Perspective' and 'USDF "L" Education Program: Candidate Evaluation.'

Part 1: 'A Judge's Perspective' is the educational part of the program; it should suit anybody who would like to have more insight into what judges are looking for and how they operate. This part consists of Sessions A, B, and C. "At the discretion of the organizer, up to 30 participants may be accepted into Part 1. These sessions must be scheduled and attended in alphabetic order. If participants miss a session, they need to make it up before they can participate in the next session. For this purpose, they may go to any other group that offers the missing session. The completion of Part 1 is a prerequisite for those applying for Part 2 as an "L" candidate.

Part 2: 'Candidate Evaluation' is designed for candidates who want to go beyond the educational Part 1: 'A Judge's Perspective' and who are interested in eventually entering the USEF program to become approved "r" judges. Part 2 consists of Session D1, D2, E (sitting and scribing with USEF 'R' and/or 'S' Judges) and the Final Exam. No more than 10 candidates are allowed for Sessions D1, D2, and the Final Exam.

Organizers may apply for Part 1: 'A Judge's Perspective,' Part 2: 'Candidate Evaluation' or both parts. To be able to organize Part 2, organizers will need approval from the USDF "L" Program Standing Committee.

To take Part 2, candidates must find a GMO, or other USDF-approved organization, that offers it. Candidates may choose any program offered anywhere in this country, provided it has an opening, i.e. has less than 10 candidates. If a candidate cannot find a program with an opening in the evaluative sessions the candidate should contact USDF for assistance.

III. PROCEDURES OF HOSTING AND RUNNING A USDF "L" EDUCATIONAL PROGRAM

A. Prior to Start of Program (at least 6 months prior to the start)

1. Permission to host an "L" Program must be approved by USDF. It is *strongly recommended* that host applications be submitted six (6) months prior to proposed start of program. An application must 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. Additional applications are available from the USDF office by contacting the "L" Program liaison at 859-971-2277, or by e-mail: lprogram@usdf.org.

- Instructors are chosen from the list of approved "L" Faculty. This list is available thru the "L" Program Liaison or on the USDF Website.
- If you are having trouble selecting faculty or finding available faculty, please contact the liaison for assistance.

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. Liability insurance must be obtained for each of the sessions, at least \$1 million of insurance as well as having USDF named as an additional insured on the policy. 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 title, date(s) and course #. Organizers must insist that all demonstration riders wear ASTM safety helmets.

4. 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 an application fee. No less than 3 months before start of the program. The application fee for Part 1: 'A Judge's Perspective' is \$50, Part 2: 'Candidate Evaluation' is \$50, and to apply for both Part 1 and 2 is \$75. This fee includes USDF University credit for all the sessions for participants only, (4) credits each for Sessions A, B and C. *See below for information about University credit for silent auditors. **The program may not be advertised or instructor contracts sent out until the organizer has received notification from USDF that the program has been approved.**

*University Credits for Silent Auditors:

- Silent Auditors are encouraged at Sessions A, B and C but not allowed at the evaluative sessions (D1, D2 and Final Exam).
- Two University credits will be awarded to each silent auditor, (1) credit per day of the session.
- Silent Auditors must pay a \$5 processing fee per session, payable to USDF, in order to receive University credit and must be current USDF members (GM, EM or PM).
- After each session, the fees are mailed to the USDF office, along with the enclosed University Credit Sign Up Sheet.

5. Persons who organize the program cannot be participants/candidates in that same program.

6. Organizers should ascertain that they have the current program guidelines, which are updated annually.

7. Organizers are urged to contact the USDF "L" Program Chairperson, Lois Yukins, for advice on setting up the program. She can be reached by phone: 978 -526-2452, or by e-mail loisyuki@msn.com.

8. Program dates will be announced in the USDF publications and on the website after approval of the program. ***It is important that USDF "L" Program liaison is made aware, in a timely fashion, of any changes in the program such as participants, dates, locations and/or instructors.***

9. 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.

10. The local organizers should communicate directly with their instructors(s) regarding items such as accommodations, airline tickets, and fees.

11. It is strongly recommended that a refund policy for the program be set up and communicated to each participant, candidate 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.

B. Selection of Sites for the two D Sessions and Final Exam

1. For Session D1, the organizer must find a USDF/USEF recognized competition. Furthermore, the competition in question must have at least two competition rings and two official judges and be able to guarantee the number of classes and horses required for these sessions. It is best if evaluative sessions are held away from the immediate area of Part 1 where different horses may be observed. Large shows, such as area and regional championships usually assure the best quality and quantity of rides.

2. For Session D2 and the Final Exam the same as the above holds true.

C. Paper Work

Part 1: 'A Judge's Perspective'

1. USDF needs to receive the participant applications four weeks prior to Session A of Part 1.

2. USDF "L" Program liaison will verify Part 1 eligibility and will notify organizer when participants have been approved.

- Only upon approval, by USDF, are participants able to purchase the USDF "L" Participant Flash drive through USDF. **Silent auditors are not eligible to purchase the USDF "L" Participant Flash drive.*
- The USDF "L" Participant Flash drive is available for all participants for purchase through the USDF store at www.usdf.org or over the phone at (859) 971-2277
 - The USDF "L" Participant Flash drive (USB), which when inserted into a computer, with internet access, will be able to automatically update the handouts and materials.
 - Participants are responsible for purchasing and/or updating the USDF "L" Participant Flash drive in order to prepare for the start of the program.

3. Homework

The Rules Homework, included in the USDF "L" Participant Flash drive, is to be completed by the participant and brought to Session A to be discussed. Participants will have obligatory homework regarding material covered in sessions A, B, and C on the Flash drive. Participants need to finish this work at home and bring it back to the next session where it will be discussed.

Part 2: 'Candidate Evaluation'

1. USDF needs to receive the candidate applications six weeks prior to start of Session D1 of Part 2. All Part 2 Candidate Applications must include their test sheets verifying that they have met the riding requirements.

- The riding scores must be earned **before** submitting an application to the Part 2 of the program. Candidates are responsible for providing score verification (i.e. score sheet or USDF Rider Score Check) along with their Part 2 application.

2. The Candidates should mail, to USDF, their scribing verification forms and Session E sitting forms as soon as they are completed (*this must be done before the final exam*). Candidates will not be allowed to test unless these verifications are complete.

D. During the Program

1. After each individual session of the training program, the organizer should return the following paperwork to the USDF office:

- *Participant Attendance Verification* form with all participants' signatures and USDF member #s who attended the session. This form is used by USDF to record attendance and give credit to participants.
- *Liability Waivers*, signed by participants, demonstration riders and volunteers.
- *University Sign-Up Sheet*, for silent auditors, along with a \$5 processing fee per auditor wishing to receive University credit. **Silent Auditors must be current USDF member to receive credit.*
- *Session evaluations will be emailed to participants after each session. The evaluations are also on the flash drive if participant prefer to mail them to the USDF office.*

2. The Candidates should bring a copy of the D1 & D2 Self Evaluation form, located in the "L" Participant Flash drive to the Sessions. The candidate will fill out and keep this copy of the D1 & D2 Self Evaluation for their records. A separate copy of these forms, provided by the organizer, will be completed by the instructor and sent to the USDF office. A copy of the form, filled out by the instructor, will be provided to each candidate by USDF.

3. Candidates may be able to get their score sheets returned from the faculty instructor by providing a self addressed envelope including postage or money to cover postage. This option may vary among faculty members so please discuss this option prior to each session.

The full program, Part 1 and Part 2, ends with an examination which consists of a written part and a practical part with oral judging and questions.

- Participants/Candidates should be told at the A Session, and at each Evaluative Sessions in Part 2, what to expect at the Final Exam (see pages 22-30). This includes the conducting of the Evaluative Sessions and the format for the practical and written portion of the Final Exam.

IV. PARTICIPANTS, SILENT AUDITORS AND CANDIDATES

PARTICIPANTS:

Sessions A, B, and C of Part 1 of this program are designed for participants and silent auditors. Participants are defined as individuals who are current members of USDF, and are interested in learning about the judging process. Completion of Part 1 in order, as a participant, is required for entrance into Part 2, It is a valuable program for competitors, trainers, and as continuing education for licensed judges. Participants, together with the instructor, analyze judging issues, rules, conduct of a judge, biomechanics

of the horse and rider, methodology, the Pyramid of Training, gaits, paces, movements, figures, appropriate comments, collective marks. There is homework involved in the preparation of all sessions, which is reviewed at the beginning of the next session. Participants are also encouraged to begin their scribing requirements for Part 2 during this period.

In order to allow each participant time to ask questions and give their marks and reasons, the faculty would like to restrict the number to no more than 30 "L" participants.

****Silent Auditors are not included in the 30 participants allowed.***

SILENT AUDITORS:

Silent Auditors do not need to fulfill any pre-requisites in order to be considered a silent auditor. They must remain silent but will be given opportunity to submit written questions which will be answered if time allows.

An outline of the Participant Handouts will be provided to organizers for the auditors.

- Organizer should provide the test sheets.
- Organizer should suggest the auditors bring a notebook for notes
- Index cards should be supplied for silent auditors to submit questions that may be addressed if time allows.

**Silent Auditors who are wishing to fulfill the requirements for becoming a Dressage Sport Horse Breeding (DSHB) candidate judge need to contact USEF for further information. USDF does not administer the DSHB candidate judge program.*

Individuals are required to decide 2 weeks before the start of the program whether they intend to be participants or silent auditors. Once the program starts, it will not be possible to change one's status from silent auditor to participant without retaking the A Session at another location as a participant.

It is important for organizers to understand and support the type of learning environment needed to make the program successful. It goes without saying that a respectful, positive atmosphere is essential for all participants.

PART 2 CANDIDATES:

Sessions D-1, D-2 and the Final Exam of Part 2 are open only to candidates.

- Candidates are those who have completed the Part 1, as a participant, and have met the score requirements for Part 2, which are (3) three scores of 60% or higher at Second Level or above.
- Furthermore, these Sessions (D-1, D-2 and Exam) *are open only to 10 candidates*. Candidates may choose any program offered anywhere in this country, provided it has an opening, i.e. has less than 10 candidates. If a candidate cannot find a program with an opening the candidate should contact USDF for assistance.

Alternatively, if there are openings in Session D-1, D-2 or the Final Exam (*less than 10 candidates*), organizers are encouraged to contact the "L" Program Liaison in the USDF office for the names of candidates approved for participation in these sessions or re-examination. Organizers are encouraged to direct any participants interested in entering the Part 2, that they are unable to accommodate, to the USDF office for assistance.

V. SELECTION OF PARTICIPANTS/ CANDIDATES

Part 1(Participants):

- A. **Membership:** Must be a current USDF member (Group, Participant or Education)

Part 2 (Candidates):

- A. **Membership:** Must be a USDF Participating Member (join USDF directly for \$75/year).
- B. **Pre-requisites:** Prior to entering Part 2, candidates must have:
Earned three scores of 60% or higher at Second Level or above from three different USEF-licensed judges. Only scores from USDF-USEF recognized competitions will count. *Scores for Freestyle tests and Young Horse tests are not eligible as one, or more, of the three scores. Candidates are responsible for sending the verification of scores to the organizer or the "L" Program Liaison in the USDF office.*
- C. Applicants should be willing to commit to attending all sessions *pertaining to Part 2 of the Program. And it is recommended that candidates be required to pay for the entire Part 2 in advance. A refund policy should be clearly announced.*
- D. **Prior** to taking the final exam, candidates must have scribed for at least three (3) different USEF-licensed "R" or "S" judges, for a total of 12 hours. Scribing hours may be made up in smaller increments, just so the total is 12 hours. Scribing hours from schooling shows will count, provided the presiding judge has an USEF "R" or "S" rating. Scribing hours must be documented and sent into the USDF office to be recorded
- E. **Prior to taking the final exam** candidates need to sit with any USEF-approved "R" or "S" judge for a minimum of 10 hours at an USDF/USEF recognized competition(s). The required hours may be accumulated in smaller increments with several different judges, just so the total is at least 10 hours. The participant must sit with a minimum of 2 different judges. These hours must be spent observing the judge judging any test at Training, First and Second levels. A minimum of 3 hours at each level is required.

Each participant must make his/her own arrangements. **Candidates must obtain permission from the competition organizer and from the officiating judge prior to the competition date.** The usual procedure is to first obtain permission from the show organizer, before asking permission from the judge. If a candidate wants to sit with a particular judge, he/she may ask for that judge's schedule and then contact the appropriate show managers. **Candidates should not ask a judge to promise a sitting session without prior approval from show management.** Sitting hours must be documented and sent into the USDF office to be recorded.

- F. No more than 10 Candidates are allowed for Sessions D-1, D-2 and the Final Exam (*also see under IV. Participants & Silent Auditors*). If a candidate cannot find a program with an opening the candidate should contact USDF for assistance. If more than 10 people have applied to Part 2, it is up to the organizer to decide who will be accepted into the Part 2. Some suggestions to aid in the selection process might be:
1. Applicants who have attended "L" program Part 1, with your GMO, if you held Part 1;
 2. Applicants who have applied first should be favored;
 3. Applicants who have attended USEF judges forums as auditors;
 4. Applicants who have attended other educational programs conducted by USEF or USDF (for example, mini-forums and judges viewpoint seminars).

G. Do not accept applications over the phone. All applicants must fill out and send in an application form along with the proper fee and proof of riding requirement (verified by the USDF Liaison before they can be considered.

VI. SUGGESTED PROGRAM TIMELINE

The "L" Program consists of Part 1: 'A Judge's Perspective' and Part 2: 'Candidate Evaluation.' A Group Member Organization (GMO), Region or other USDF-approved organization can elect to offer the entire program or one part only. If an organizer decides to do the latter, the session(s) should not be advertised as an "L" program, but rather as an educational activity; the title of the session(s) would provide the name for the activity. If all of Part 1 (Sessions A, B and C) and/or Part 2 (Sessions D1, D2 and Final Exam), are offered, this is a USDF "L" Education Program. If a session is offered separately, such as 'Biomechanics' then the program should be advertised as 'Biomechanics' not an "L" Program session.

If the organizer decides to offer the entire Part 1: 'A Judge's Perspective' which would include Sessions A, B, and C the program must be planned in its entirety at the time of application. The duration should not be held with sessions too close together, nor drawn out excessively. If it is drawn out it loses continuity. If it is too short participants do not have time to process and prepare for the following session(s). They tend to drop out of the programs to complete it at a later date when more prepared. A convenient schedule is to offer Sessions A, B and C over the winter at 6 to 8 week intervals.

If the same organizer also offers Part 2: 'Candidate Evaluation' of the program, sufficient time should be allowed after Session C and before offering Session D-1; no less than 6-8 weeks. Session D-2 should follow D-1 in no less than 8 weeks. This will provide time to complete the paper work, and time for the candidates to act on their evaluations and to fulfill the recommended practice-judging. Any time frame shorter than 8 weeks, between Session D1 and D2, may not be approved by the "L" Standing Committee.

The final exam should follow Session D-2 promptly, but should be scheduled no sooner than 2 months or later than 4 months. It may be necessary to plan Part 2 in the year following, depending on geographical and weather conditions. For Session D-1, D-2, and the Final Exam, candidates from the entire country may be accepted. Organizers are urged to contact the USDF "L" program liaison for names of candidates who are looking for an opening.

Neighboring GMOs should consider alternating the organization of the various sessions.

Participants may sign up for both parts of the program and take an examination at the end. Alternatively, they can sign up for Part 1 only and sign up for Part 2 after having attended Part 1 and feel ready to go ahead with Part 2, including the Final Exam. If candidate exceeds three years between Part 1 and the start of Part 2 it is strongly recommended that they audit Sessions A, B and C (Part 1).

VII. "L" PROGRAM FACULTY

Only USDF-approved instructors may be used for the "L" Program sessions and Final Exam. For Session E [Sitting with "R" or "S" judges], participants may sit with *any* USEF approved "R" or "S" judge, not just those on the "L" Faculty list. However, this must be during an USEF/USDF recognized competition. The list of instructors is updated annually. Organizers should obtain this list from USDF.

Organizers should not hire one particular instructor to conduct more than two of their sessions (final exam excluded). A different instructor should be hired for Sessions A, B, and C.

- Organizers having trouble selecting faculty or finding available faculty should contact the "L" Program liaison for assistance.

Instructors cannot be involved with the competition on the days when they teach the "L" program.

Organizing the "L" Program is a full-time job, especially during the D1, D2, and Final Exam Sessions. Therefore, the organizer should not ride in the competition used for these sessions. If the organizer of the program is involved in any part of the organization of the show, a person who is knowledgeable about the "L" Program must be appointed to host the program at this session.

VIII. CONTRACTING INSTRUCTORS FOR EACH SESSION

- A. Review the list of approved USDF "L" Program instructors ("L" Faculty) (see www.usdf.org).
- B. Check with the instructor of your choice about his/her availability before you fill out the enclosed Host Application Form. However, *do not* have them sign a contract prior to having your program approved by USDF.
- C. Organizers should arrange for air and ground transportation, accommodation, and meals. Some judges prefer to book their own airline tickets.
- D. A contract has been prepared by USDF that may be utilized (contact program liaison at lprogram@usdf.org for contract). There is a standard fee for the sessions. The current fee for Sessions A, B, C, D1, D2 and Final Exam is \$750/day/instructor.
- E. As the date for each session gets closer, check with your instructor about the need of special equipment, and review the schedule of demonstration rides (if applicable).

"L" Faculty Instructors cannot be involved with the competition on the day when they teach the "L" program.

IX. PROGRAM OUTLINE

Part 1: 'A Judge's Perspective' can be approved if it includes, as a minimum, the following structured sessions. Sessions A, B and C should follow each other in alphabetical sequence. All programs must start with Session A.

Part 2: 'Candidate Evaluation' must be offered as a "package", that is, Session D-1, Session D-2, *Session E, and the Final Exam must be included. Also, you can only offer Part 2 after you received permission from the USDF "L" Program Standing Committee.

**Organizers are not responsible for arranging this session.*

X. SUSPENSION POLICY

The Information and Guidelines for Organizers must be followed accurately. If it is determined during the course of the program that the conditions of the guidelines are not being followed a program may be suspended by the standing committee of the "L" Education Program.

‘USDF “L” EDUCATION PROGRAM: A JUDGE’S PERSPECTIVE’

SESSION A - Introduction to Judging & Biomechanics - Two Days (12 - 14 hours)

Session A is the first session for all participants and silent auditors. All programs must start with this session. You may accept as many silent auditors as the size of your room will allow. This program combines lectures and multimedia presentation. Demonstration riders are needed for the part that deals with Biomechanics.

This session includes the following topics:

- Responsibility and conduct of the judge
- Rules governing dressage competitions and judging
- Knowledge and ability required of a good judge
- Technicalities (contract, travel)
- Judge's comments
- Methodology (arriving at consistent scores)
- Errors of the Test & Errors of Course
- Use of diagrams
- Spirit of the sport
- Biomechanical concepts

What is needed for this session:

- Climate controlled lecture room large enough to accommodate participants and silent auditors (an indoor arena is not suitable for the theory part of this session). *Please keep in mind the necessity of having enough restroom facilities to accommodate the number of participants and auditors you are planning on hosting.*
- Unmounted portion of session should be held in lecture room with capabilities to lighten or darken room for better viewing of presentation
- Podium or table for instructor and table/desk for participants
- Wireless microphone & speaker, if needed
- DVD player AND remote control
- LCD/DLP projector, with a screen suitable for the size of the room and number of people attending this session. Equipment at the discretion of the instructor. *Large TVs with DVD player can be used if number of people attending allows easy visibility.
- Check with the instructor prior to session about score sheets, levels and number of copies, etc. It is the responsibility of the organizer to ensure that the instructor and participants have the score sheets relevant to this session, including number of copies needed.
- *Silent auditors may not need the actual dressage test sheets, they can bring a current USDF Competitor & Member Guide, print their own score sheets or bring their own publication of tests and/or test movements as well.*
- Copies of auditor handouts that pertain to this Session.
- Name tags for silent auditors and participants (identify participants/ by using a different color or type). Participants name tags need to be easily read by the instructor.
- Make arrangements for accommodations, air & ground transportation, meals, refreshments, and final payment of instructor. Instructors should receive reimbursement for their authorized expenses and their fee upon completion of each Session.
- Seating in arena. It is recommended to provide separate seating arrangements for participants versus silent auditors in both the lecture and demonstration portions of the session.

SESSION B - Judging Criteria for Gaits & Paces, Movements & Figures **Two days (12 - 14 hours)**

This two-day session is a combination of lectures and judging demonstration of horses. It is open to participants and silent auditors. Organizers may accept as many silent auditors as the facility will accommodate.

This session includes:

- Analysis of criteria for each level (Training, First and Second)
- Analysis of criteria for paces in each level
- Analysis of criteria for movements and figures in each level
- Practice judging of movements from the various tests

What is needed for this session:

- Climate-controlled lecture room, large enough to accommodate participants and silent auditors (an indoor arena is not suitable for the theory part of this session) *Please keep in mind the necessity of having enough restroom facilities to accommodate the number of participants and auditors you are planning on hosting.*
- Un-mounted portion of session should be held in lecture room with capabilities to lighten or darken room for better viewing of presentation
- Podium or table for instructor and table/desk for candidates
- Wireless microphone & speakers for instructor (if necessary)
- DVD player AND remote control
- LCD/DLP projector, with a screen suitable for the size of the room and number of people attending this session. Equipment at the discretion of the instructor. *Large TVs with DVD player can be used if number of people attending allows easy visibility.
- Check with the instructor prior to session about score sheets, levels and number of copies, etc. It is the responsibility of the organizer to ensure that the instructor and participants have the score sheets relevant to this session, including number of copies needed.
- *Silent auditors may not need the actual dressage test sheets, they can bring a current USDF Competitor & Member Guide, print their own score sheets or bring their own publication of tests and/or test movements as well.*
- Copies of handouts for silent auditors that pertain to this Session.
- Name tags for silent auditors and participants (identify candidates by using a different color or type).
- Participant name tags need to be easily read by instructor.
- Indoor or all-weather arena, with a dressage ring set-up.
- Seating in arena. It is recommended to provide separate seating arrangements for participants versus silent auditors in both the lecture and demonstration portions of the session.
- Provide live demonstration riders & horses. Ideally, the horses should differ in quality and also in the training stage. The horses and riders should be able to demonstrate successfully the basics of the levels they represent. Be sure not to use the same demo horses for all sessions. Check with your instructor on the scheduling arrangements & number of horses he/she prefers. Demonstration horses must be sound (unless instructor requests otherwise) and must have proper equipment according to United States Equestrian Federation Rules.
- Inform demonstration riders that they *MUST* wear ASTM safety helmets.
- Candidates should be told at the B Session and at each Evaluative Session what to expect at the Final Exam (see pages 22-30). This includes the conducting of the Evaluative Sessions and the format for the practical and written portion of the Final Exam.
Make arrangements for accommodations, air & ground transportation, meals, refreshments, and final payment of instructor.

Participants should bring:

- USDF “L” Participant Flash drive (if access to a laptop is available or the printed handouts and completed homework pertaining to Session B).
- United States Equestrian Federation Rules (either printed or on laptop):
 - General Rules (GR) and Dressage Division (DR)
 - Dressage Attire & Equipment
 - USEF/ AAEP Lameness Guide
- Name tag, notebook and pencils

SAMPLE SCHEDULE FOR SESSION B

SATURDAY

Revised 2011

8:00 to 12:00	Classroom Session Discussion of homework Lecture on Training and First Level with DVD
12:00 to 12:45	LUNCH
12:45 to 1:30	Training Level 1 and 2 - Parts of tests & discussion Horse & Rider # 1, 2 & 3
1:30 to 1:50	Training Level Test 1 (Complete test) & discussion Horse & Rider #4
1:50 to 2:10	Training Level 2 - (Complete test) & discussion Horse & Rider # 5
2:10 to 2:30	Training Level Test 3(Complete test) & discussion Horse & Rider #6
2:30 to 2:45	BREAK
2:45 to 3:30	First Level 1, 2, and 3 - Movements of tests & discussion Horse & Rider #7, 8 & 9
3:30 to 4:00	First Level Test 1 (Complete test) & discussion Horse & Rider #10
4:00 to 4:30	First Level Test 2 (Complete test) & discussion Horse & Rider # 11
4:30 to 5:00	First Level Test 3 Full tests-& discussion Horse & Rider #12

End of Day 1

SAMPLE SCHEDULE FOR SESSION B

SUNDAY

Revised 2011

8:00 to 12:00 Classroom
Second Level Lecture with DVD

12:00 to 12:45 **LUNCH**

12:45 to 1:30 Second Level Movements & discussion emphasizing tests 1 & 2
Horse and Rider #13 & 14

1:30 to 2:15 Second Level Movements & discussion emphasizing tests 2 & 3
Horse and Rider #15 & 16

2:15 to 2:45 Second Level Test 1 (Complete test)
Horse and Rider #17

2:45 to 3:15 **BREAK**

3:15 to 3:45 Second Level Test 2 (Complete test) & discussion
Horse & Rider # 18

3:45 to 4:15 Second Level Test 3 (Complete test) & discussion
Horse and Rider # 19

4:15 to 4:45 Second Level Test 3 (Complete test) & discussion
Horse and Rider #20

4:45 Wrap-up

Note: This schedule calls for 20 horse/riders. If this number is not available a combination may demonstrate 2 consecutive levels, but the horse that performs the test should be a new one, not yet seen or discussed. It is helpful to have a wide variety of types and talents of horses, with riders who can successfully demonstrate the horses. It is often useful to have a few horses of a higher level demonstrating tests. If it is logistically more practical to have all demo horses on the second day that is an option.

End of Day 2

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SESSION C – Basics, Collective Marks – Gaits, Impulsion, Submission, and the Rider Two days (12 - 14 hours)

This two-day session (12-14 hours) is a combination of lectures and judging demonstration horses. It is open to participants and silent auditors. The organizer may accept as many silent auditors as the facility will accommodate.

This session includes discussions of:

- Correct basics that must be observed
- Methodology for judging Collective Marks
- Gaits & Paces
- Impulsion
- Submission
- Rider's Seat & Position, Rider Biomechanics
- Freestyle Promotional DVD

What is needed for this session:

- Climate-controlled lecture room, large enough to accommodate participants and silent auditors (an indoor arena is not suitable for the theory part of this session) *Please keep in mind the necessity of having enough restroom facilities to accommodate the number of participants and silent auditors you are planning on hosting.*
- Un-mounted portion of session should be held in lecture room with capabilities to lighten or darken room for better viewing of presentation
- Podium or table for instructor and table/desk for candidates
- Wireless microphone & speakers for instructor (if necessary)
- DVD player AND remote control
- LCD/DLP projector, with a screen suitable for the size of the room and number of people attending this session. Equipment at the discretion of the instructor. *Large TVs can be used if number of people attending allows easy visibility.
- Check with the instructor prior to session about score sheets, levels and number of copies, etc. It is the responsibility of the organizer to ensure that the instructor and participants have the score sheets relevant to this session, including number of copies needed.
- *Silent auditors may not need the actual dressage test sheets, they can bring a current USDF Competitor & Member Guide, print their own score sheets or bring their own publication of tests and/or test movements as well*
- Copies of handouts for silent auditors that pertain to this Session.
- Name tags for silent auditors and participants (identify candidates by using a different color or type).
- Participant name tags need to be easily read by the instructor.
- Indoor or all-weather arena, with a dressage ring set - up
- Seating in arena. It is recommended to provide separate seating arrangements for participants versus silent auditors in both the lecture and demonstration portions of the session.
- Provide live demonstration riders & horses. Ideally, the horses should differ in quality and also in the training stage. The horses and riders should be able to demonstrate successfully the basics of the levels they represent. Be sure not to use the same demo horses for all sessions. Check with your instructor on the scheduling arrangements & number of horses he/she prefers. *Demonstration horses must be sound (unless instructor requests otherwise) and must have proper equipment according to USEF Rules..*
- Inform demonstration riders that they **MUST** wear ASTM safety helmets

- Candidates should be told at the C Session and at each Evaluative Session what to expect at the Final Exam. This includes the conducting of the Evaluative Sessions and the format for the practical and written portion of the Final Exam.
- Make arrangements for accommodations, air & ground transportation, meals, refreshments, and final payment of instructor

In scheduling demo riders, you should include at least one group hack class of 3 or 4 horses for comparison of gaits.

Participants should bring:

- USDF “L” Participant Flash drive (if access to a laptop is available or the printed handouts and completed homework pertaining to Session B).
- United States Equestrian Federation Rules (either printed or on laptop):
 - General Rules (GR) and Dressage Division (DR)
 - Dressage Attire & Equipment
 - USEF / AAEP Lameness Guide
- Name tag, notebook and pencils

**SAMPLE SCHEDULE FOR SESSION C
SATURDAY**

Revised 2011

The organizer needs to work with the individual instructor to develop a schedule for the weekend of the Session C. If preferred by instructor and organizer, all demo riders could be on Saturday and the entire lecture on Sunday, or the lecture and demo horses can be divided if the facility permits

8:00	Registration
8:30- end of day	Classroom Session:
	Discussion of homework
	The Collective Marks:
	Gaits
	Impulsion
	Submission
	Rider Biomechanics and Equitation
	Scoring Methodologies
	Further Remarks
	Freestyle

Breaks and Lunch to be scheduled throughout the day

End of Day

Sunday

Revised 2012

8:00	Small Dressage Equitation Group (optional per instructor)
8:30	Training Level, Test 1 Horse #1
8:55	Training Level, Test 2 Horse #2
9:20	Training Level, Test 3 Horse #3

BREAK

10:00	First Level, Test 1 Horse #4
10:30	First Level, Test 2 Horse #5
11:00	First Level, Test 3 Horse #6
11:30	First Level, Test 3 Horse #7

LUNCH

1:00	Second Level, Test 1 #8
1:30	Second Level, Test 2 #9
2:00	Second Level, Test 2 #10
2:30	Second Level, Test 3 #11
3:00	Second Level, Test 3 #12
3:30	Summary and Wrap-Up

Note: This schedule calls for 12 horse/riders. If this number is not available a combination may demonstrate 2 consecutive levels, but the horse that performs the test should be a new one, not yet seen or discussed. It is helpful to have a wide variety of types and talents of horses, with riders who can successfully demonstrate the horses. It is often useful to have a few horses of a higher level demonstrating tests. If it is logistically more practical to have all demo horses on the second day that is an option.

End of Day



‘USDF ‘L’ EDUCATION PROGRAM: CANDIDATE EVALUATION’ Session D1 - Judging Full Tests in Each of the Levels -Two days (12-14 hours)

Organizers need approval from the USDF "L" Program Standing Committee to Run Part 2: ‘Candidate Evaluation’:

This part is designed for candidates who want to go beyond the educational Part 1: ‘A Judge’s Perspective’ and who are interested in eventually entering the USEF program to become approved "r" judges. Part 2: ‘Candidate Evaluation’ consists of Session D-1, D-2 and the Final Exam. Organizers must offer Part 2 as a package, i.e. Session D-1, D-2 and the final exam. To take Part 2, candidates must find a GMO that offers it. Candidates may choose any program offered anywhere in this country, provided it has an opening, *i.e. has less than 10 candidates*. If a candidate cannot find a program with an opening in the evaluative sessions the candidate should contact USDF for assistance.

Candidates must be 18 years or older in order to participate in this portion of the ‘L’ Program, Part 2: ‘Candidate Evaluation.’

The session is taught by one instructor. Candidates will be asked to judge full tests. The instructor will discuss with the candidates the scores and comments, as well as summaries made at the bottom of the tests. The candidates will be asked to do a written self-evaluation using the D1 Session Self Evaluation Form. This copy will be for their records only. Subsequently, the instructors will fill out a D1 Session Evaluation Form with their comments. The instructor’s completed form will be sent, by the instructor, to the USDF office and kept on file. However, a copy of it will be returned, by USDF, to the candidates for their information.

At least 30 days prior to the D1 Session, before entries have closed, the organizer and the instructor should communicate about the responsibilities and needs of the L Program. The instructor should emphasize that the L Program will be as inconspicuous as possible. Arrangements for seating, i.e. location for candidates to sit where they least disturb the competition, should be made prior to the session. A request can be made regarding the seating of the program in an area apart from spectators, and the organizer can be made aware of the scheduling preferences of the L Program instructor. Ideally, a small tent can be put up so that the group is sheltered from sun and rain. However, the show manager should be included in all arrangements and must feel comfortable with them.

The organizer and instructors are responsible for an orderly conduct of the group so that they do not disrupt the competition in any way. It goes without saying that they should also see to it that all trash has been picked up at the end and the place is left clean.

- The Organizer and/or Instructor should not approach show management to request any changes in the competition schedule once it has been posted. The Organizer and Instructor should work within the schedule provided by the show management. The “L” Program is a guest of management of the show and must behave accordingly.

Instructors cannot be involved with the competition on the day when they teach the "L" Program.

Organizing the “L” Program is a full-time job, especially during the D1, D2, and Final Exam Sessions. Therefore, the organizer should not ride in the competition used for these sessions. If the organizer of the program is involved in any part of the organization of the show a person who is knowledgeable about the “L” Program must be appointed to host the program at this session.

What is needed for this session:

- A recognized USEF/USDF competition that runs at least 2 rings with at least 2 judges and has enough entries to warrant the required number of quality horses for this session. Minimum requirement is 6 horses per class in each level (after scratches!).
- Seating arrangements must allow candidates to take notes comfortably. Note: If possible they should be able to practice judge on the short end at C, as well as on the long side at B or E.
- Score sheets for candidates provided by the organizer (Training, First and Second Level) – The number of score sheets at each level and test depends on the show schedule and on the classes being offered. Ideally, it should be Training Level, Test 3; First Level, Test 3, and Second Level, Test 2 and 3 (because it is the only test that includes shoulder-in, travers, renvers and turn on the haunches). The organizer needs to provide the instructor with the show schedule as soon as available in order for the instructor to choose the classes they will be using for the D1. At that time the instructor will inform the organizer how many of each test is needed. **Be prepared with extra copies of score sheets.*
- A copy of the D1 Session evaluation and tabulation sheets is included with the organizer CD. Organizers are responsible for providing copies of both for all candidates.

As soon as the show is scheduled, the organizer should provide the instructor with the show schedule so that they can decide which classes will be used for this session. The organizer needs this information to provide the needed score sheets.

- If demonstration riders must be used, they need to be informed that they **MUST** wear ASTM safety helmets.
- Pictures should be taken of all candidates. This will be very helpful to the instructor when they fill out the evaluations.
- Candidates should be told at each Evaluative Session what to expect at the Final Exam. This includes the conducting of the Evaluative Sessions and the format for the practical and written portion of the Final Exam.
- Scribe should be provided for the instructor. Candidates are responsible for their own scribes. Assistance should be provided to candidates, from outside the area, needing a local scribe.
- A scorer or two need to tally the scores of all score sheets from the candidates and from the instructor.
- Arrangements should be made for accommodations, air & ground transportation, meals, refreshments, and final payment of instructor.

Candidates should bring:

- United States Equestrian Federation Rules:
 - General Rules (GR) and Dressage Division (DR)
 - Dressage Attire & Equipment
 - USEF/ AAEP Lameness Guide
- Notebook , pencil and red pen
- Test sheets with their own diagrams
- Clipboard & name tags.
- Ink pens (for written exam and for writing on score sheets)
- Calculator (in case the organizer cannot provide for a scorer)
- A scribe, if possible (see X. 10.)

At the end of the session, the instructor must fill out and return to USDF a D1 Session Evaluation form on each candidate.

Session D2: Judging Full Tests in Each of the Levels - Two days (12-14 hours)

This session will be conducted by one instructor, in a similar fashion as Session D1 but with a bit more emphasis on a testing situation. This is done to prepare candidates for the final exam. The candidates will receive a copy of the D2 Session Self Evaluation Form in their USDF "L" Participant Flash drive, under 'D1&2 Session.'

- Score sheets for candidates are to be provided by the organizer (Training, First and Second Level). The number of score sheets at each level and test depends on the show schedule and on the classes being offered. Ideally, it should be Training Level, Test 3; First Level, Test 3, and Second Level, Test 2 and 3. The Organizer needs to provide the instructor with the show schedule as soon as available in order for the instructor to choose the classes they will be using for the D2. At that time the instructor will inform the organizer how many of each is needed.
- The Organizer and/or Instructor should not approach show management to request any changes in the Competition schedule once it has been posted. The Organizer and Instructor should work within the schedule provided by the show management.

A copy of the D2 Session Self Evaluation Form and tabulation sheets are included with the organizer CD and USDF "L" Participant Flash drive. Organizers are responsible for making sure all candidates have copies of both documents.

It is best if evaluative sessions are held away from the immediate area of Part 1 where different horses may be observed. Large shows, such as area and regional championships usually assure the best quality and quantity of rides. At least 30 days prior to the D2 Session, before entries have closed, the organizer and the instructor should communicate about the responsibilities and needs of the "L" Program. Arrangements for seating, i.e. location for candidates to sit where they *least disturb* the competition, should be made *prior* to the session. A request can be made regarding the seating of the program in an area apart from spectators, and the organizer can be made aware of the scheduling preferences of the "L" Program instructor. Ideally, a small tent can be put up so that the group is sheltered from sun and rain. However, the show manager should be included in all arrangements and must feel comfortable with them.

The organizer and instructor are responsible for an orderly conduct of the group so that they do not disrupt the competition in any way. It goes without saying that they should also see to it that all trash has been picked up at the end and the place is left clean. The "L" Program is a guest of management of the show and must behave accordingly.

Instructors cannot be involved with the competition on the day when they teach the "L" Program.

Organizing the "L" Program is a full-time job, especially during the D1, D2, and Final Exam Sessions. Therefore, the organizer should not ride in the competition used for these sessions. If the organizer of the program is involved in any part of the organization of the show a person who is knowledgeable about the "L" Program must be appointed to host the program at this session.

SESSION E – Scribing (12 hours) and Sitting (10 hours) with "R" or "S" Judges

(For information only - organizers are not responsible for arranging this session)

This session is open to candidates only. It is meant for candidates to observe and listen, and to get a feel for how the judging process really works!

Session E is to be completed as the candidate takes Part 2. All sitting hours, and scribing hours, must be completed and the forms sent in to the USDF office prior to the final exam. *Candidates will not be allowed to test without complete verification of sitting and scribing hours.*

Scribing:

Each Candidate must have scribed a total of **12 hours** for at least **three** different **United States Equestrian Federation (USEF)-licensed** "R" or "S" judges **prior** to taking the "L" Program Final Exam. Candidates may have their hours verified by the judge or show secretary. If scribing is done at a schooling show, the judge must be "R" or "S" licensed.

Sitting:

Each candidate must make his/her own arrangements. *Prior* to the competition date, they must obtain permission from the competition organizer and from the officiating judge. They may sit with any USEF recognized "R" or "S" judge, at any USEF/USDF recognized competition.

Ten hours of sitting with judges is the minimum; these hours must consist of Training, First and Second Levels. A minimum of 3 hours at each level is required.

The candidates should sit in the judge's booth and watch the test as the judge gives comments and scores. Although this session is supposed to be a listening experience, the judge should encourage conversation and questions from the candidate as much as the competition schedule allows. However, candidates must not interrupt the judge or the competition. It is strongly recommended, for the purposes of the "L" Program that candidates do not sit or scribe with a judge they will be riding in front of at that show, per USEF rules, DR 126.e.2.

Candidates should bring their own diagrammed test sheets, a clipboard, a notebook and, if possible, their own chair. Candidates should bring their own evaluation forms for the judge to verify their attendance.

- There are two evaluation forms; one for the candidate's records and one for the USDF office. The forms are marked accordingly.
- Participant/candidates should bring both Session E Evaluation forms for the judge to fill out and sign.
- The candidate will receive one form back for their own information. The judge will mail the completed 'Office' form to USDF in the Business-Reply envelope, provided by the participant.
- Candidates should check with the USDF office to make sure the sitting hours were sent in. If they were not sent in by the judge, it is the responsibility of the candidate to provide the office with a copy of the completed sitting form.
- It is strongly recommended that the participant/candidates make and maintain copies of all sitting and scribing forms submitted to USDF.

XI. FINAL EXAMINATION

(Approximately 1 1/2 days)

1. Requirements:

To be able to organize the Examination, organizers need approval from the USDF "L" Program Standing Committee. The competition in question must have at least two competition rings and official judges to be considered eligible for consideration. Regional finals or area championships are recommended if the management approves all details.

It is best if evaluative sessions are held away from the immediate area of Part 1 where different horses may be observed. Large shows, such as area and regional championships usually assure the best quality and quantity of rides. At least 30 days prior to the Final Exam, before entries have closed, the organizer and the instructor should communicate about the responsibilities and needs of the "L" Program. Arrangements should be made for seating, i.e. location for candidates and scribes to sit where they *least disturb* the competition. A request can be made regarding the seating of the program in an area apart from spectators, and the organizer can be made aware of the scheduling preferences of the "L" Program instructor. Ideally, a small tent should be put up so that the group will be sheltered from sun and rain. Also, if seating is arranged in the grandstands among spectators, that area should be roped off. In any event, the show manager should be included in all arrangements and must feel comfortable with them.

- The organizer and examiners are responsible for an orderly conduct of the group to assure that they do not disrupt the competition in any way. It goes without saying that they should also see to it that all trash has been picked up at the end and the place is left clean.

The Organizer and or Instructor should not approach show management to request any changes in the Competition schedule once it has been posted. The Organizer and Instructor should work within the schedule provided by the show management. The "L" Program is a guest of management of the show and must behave accordingly.

2. Candidates:

Only 10 candidates may be accepted for the final exam. If a candidate can not find a program with an opening in the final exam the candidate should contact USDF. (*Organizers who have openings should contact the USDF office to get the names of candidates who are looking for a group to join.*)

3. Prerequisites:

Candidates must have completed all sessions and all scribing and sitting requirements *before* they can be allowed to take the exam.

4. Timing:

The final exam should follow Session D2 after a relatively short time span, but not sooner than 2 months or later than 4 months.

5. Length of Exam:

Depending on the show schedule, the duration of the examination shall last one and one-half to two days.

6. Examiners:

Two examiners shall conduct the exam. Examiners must be from the list of USDF "L" Faculty

Both examiners must be present for the entire time except for the written test where only one examiner needs to be present.

Examiners cannot be involved with the competition on the day when they conduct the examination.

7. Exam Format:

The examination includes a written test and a practical judging test. The examiner will ask candidates questions during the rides. Candidates may be required to judge orally. Candidates will also judge tests consecutively as the show is scheduled.

The written test is a closed book exam, which includes true/false and multiple-choice questions. There are no fill-in-the-blank, short answer or essay questions. The questions are taken from a) the United States Equestrian Federation Rule Book, including the dressage and general sections (pertaining to officials), b) the USDF Glossary of Judging Terms and, c) teaching material from the "L" Program.

8. Schedule:

The competition must include at least six rides in a single class at each level (Training, First and Second Level), after scratches! For example, six rides at Training Level Test 3, six rides at First Level Test 3, and six rides at Second Level Test 3

- As soon as the show is scheduled, instructors should receive the show schedule in order to decide which classes will be used for the exam. The organizer needs to know which score sheets must be provided. Competition management may be able to schedule the show to use primarily one ring for the testing if given sufficient notice. The "L" Program is a guest of management of the show and must behave accordingly.

9. Dressage Test Score Sheets:

Organizers should provide score sheets for the candidates and examiners. One score sheet for each test of each level plus the seven score sheets needed for the chosen classes (the 7th score sheet is for practice or warm-up test). The number of score sheets at each level and test depends on the show schedule and on the classes being offered. Ideally, it should be Training Level, Test 3; First Level, Test 3, and Second Level, Test 3 (The show management should not be asked to provide copies. Candidates will not receive dressage test score sheets back after final examination.

10. Scribes:

Scribes are very important and should be quite experienced. Candidates are responsible for their own scribes. However, the organizer may be able to provide assistance to candidates from outside the area looking for a scribe locally. **Every candidate must have a scribe.** The organizer must provide adequate scribes for the examiners. Show management wants it to be clear that candidates should not drain the scribe pool that the show needs for the competition.

11. Waiver:

Candidates will be required to sign a waiver stating that a) the results of the testing are not protestable, b) the examiners are not available or responsible for tutoring candidates who fail the exam and, c) candidates will not contact the examiners. The exam material is property of USDF.

What is needed for Final Examination

USDF will mail to the examiners:

- 1) Final Exam Evaluation Forms
- 2) Tabulation Forms
- 3) Written tests
- 4) D1 and D2 Session Evaluation forms and for re-testers Final Exam
- 5) Evaluation forms from pervious practical exam for re-testers

Tasks for the Organizer:

- Provide each candidate and each examiner with the appropriate test sheets (seven copies of each test they will judge). This should not involve the competition management. *Be prepared with extra copies of score sheets.
- Pictures of the candidates. This will be very helpful to the examiners when they fill out their evaluations.
- Provide candidates with a complete show schedule. It is important that the organizer consult the competition management as much in advance as possible, so that the scheduling may be made to use only one ring if possible.
- Provide a scribe for both examiners (one scribe, not two!) without drawing from the scribe pool of the show management
- Provide for comfortable seating at the short end near C, or on the long side by E or B. Ideally, a platform should raise candidates off the ground for better observation. Space is needed for candidates *and* their scribes. Show management prefers that the testing be done on the side, under a tent, unless there is adequate bleacher seating away from the competition ring. Cover should be available for candidates and examiners incase of inclement weather.
- Provide for scorers to tally all score sheets from the candidates and examiners and complete tabulation sheets.
- Make arrangements for accommodations, air & ground transportation, meals, refreshments, and final payment for examiners. The show management should be aware of the arrangements, since they may have blocked rooms already for the competition, and may be able to obtain more rooms for the candidates and examiners at a reduced rate.

Candidates should bring:

- Pens for score sheets
- Red pen for marking errors
- Score sheets with their own diagrams
- Pencils for written test
- Calculator in case the organizer cannot provide a scorer
- Scribe
- Clipboard & name tag

Special note: The reminder about being guests at these shows and other reminders listed under Session D1 and D2, also apply here.

XII. CRITERIA FOR PASSING THE EXAMINATION

With a passing score of **65 percent or higher** on the practical exam and **80 percent or higher** on the written exam, the names of the candidates will be added to the USDF's List of "L" Graduates recommended to judge schooling shows. These candidates will receive a personalized certificate acknowledging them as **USDF "L" Program Graduates**.

Current USEF standards require a score of **70 percent or higher** on the practical exam and an **80 percent or higher** on the written exam in order to qualify for the United States Equestrian Federation "r" Dressage Judge's Program. Candidates who achieve these scores will receive a certificate designating them as having graduated "With Distinction."

USDF will inform the candidates by mail of the results of their examination. The examiners do not release the results.

Candidates must understand and acknowledge that the study of dressage judging principles involves subjective elements, and that there is no guarantee the candidates will pass the final exam. The candidates can not attempt to contact any Examiner for explanation or tutoring following the exam. All scores are final.

Please note: After a successful graduation, candidates are referred to as "L" Graduates. "L" Graduates are NOT licensed dressage judges. Therefore, they may not advertise themselves as "L" judges.

Re-testing:

1. Candidates who have failed the written exam may repeat it outside a structured program but this must be done under the supervision of a person approved by the "L" faculty chair. This may be the regional director, a member of the "L" faculty, or an otherwise approved individual.
2. Candidates who have failed to obtain the minimum passing score at the practical exam must repeat and complete Part 2; 'Candidate Evaluation,' including Session D1, Session D2 and Final Exam (written and practical portions).
3. Candidates who would like to attempt to raise their score to enter the USEF "r" program must repeat the Final Exam (written and practical portions).

It is recommended that Part 1: Sessions A, B, and C be audited before a candidate attempts to re-test, if more than 3 years have passed from last testing.

*****If candidates achieve a lower score at the re-testing, in either the written or practical portion of the final exam, the new scores will count. If either score, written or practical is below the***

minimum passing score their name will be deleted from the list of "L" Graduates recommended for schooling shows.

XIII. USDF “L” Education Program 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 are on the low side, and should be adjusted according to local conditions.** Several variables to keep in mind when doing 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.* There is a standardized faculty fee, based on the session. Expect to pay faculty \$750/day for each Session (A, B, C, D-1, D-2 and the Final Exam).

To encourage participation, many local clubs have decided to charge lower fees and underwrite the program financially from their treasury. If you don't have 10 candidates, the organization should underwrite the program rather than charging more. Some organizations have charged more than the prices below. If you can't guarantee that you will have 12 silent auditors, then you need to raise your participant's fees. Based on this budget, each participant can expect to pay about \$2,250.00 for the entire program. This does not include housing/travel costs to each session.

- Session A 250
- Session B 250
- Session C 250
- Session D-1 400
- Session E 200 (Personal travel expense to shows)
- Session D-2 400
- Final Exam 500
- \$2,250.00

It is strongly recommended that a refund policy for the program is set up and communicated to each participant and/or silent auditor. The refund policy that is listed in the USDF Policy and Procedures (III). Financial, Section D. Refunds, #s 3 & 4) at www.usdf.org can be used as a template or starting point for developing a refund policy for each individual program.

Session A
Sample Budget for Two days

ESTIMATED INCOME

Participants Fee (\$250.00 x 15)	3,750.00
Silent Auditor Fee (\$50.00 x 12)	600.00
	\$4,350.00

ESTIMATED EXPENSES

Instructor Fee (\$750/day x 2)	1,500.00
“ “ Airfare	500.00
“ “ Lodging	200.00
“ “ Meals	150.00
Lecture room rental (2 days)	200.00
Arena rental (1 day)	300.00
Printing/copying*	300.00
Postage	100.00
Phone Calls	75.00
Refreshments/Lunch	450.00
Certificate of Insurance (adding USDF as additional insured)	50.00
	\$3,825.00

<i>ESTIMATED LOSS/PROFIT</i>	<i>\$525.00</i>
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Budgets vary from program to program. This budget serves as a guideline but is not all inclusive.

*Remember to print enough handouts for the silent auditors and incorporate that cost in your budget.

Session B & Session C
Sample Budget for Two days

(Note: budget for Session C is identical because they are similar format)

ESTIMATED INCOME

Participants Fee (\$250.00 x 15)	3,750.00
Silent Auditor Fee (\$50.00 x 12)	600.00
	<hr/>
	\$4,350.00

ESTIMATED EXPENSES

Instructor Fee (\$750/day x 2)	1,500.00
“ “ Airfare	500.00
“ “ Lodging	200.00
“ “ Meals	150.00
Lecture room rental (2 days)	200.00
Arena rental (1 day)	300.00
Printing/copying*	200.00
Postage	75.00
Phone Calls	75.00
Refreshments/Lunch	450.00
Certificate of Insurance (adding USDF as additional insured)	50.00
	<hr/>
	\$3,700.00

ESTIMATED LOSS/PROFIT \$650.00

Budgets vary from program to program. This budget serves as a guideline but is not all inclusive.

*Remember to print enough handouts for the silent auditors and incorporate that cost in your budget.

Session D1 & D2
Sample Budget

Scenario:

One instructor for two days, these “L” Faculty instructors cannot be used to also officiate at the competition.

ESTIMATED INCOME

Participants Fee (\$400.00 x 10)		4,000.00
		\$4,000.00

ESTIMATED EXPENSES

Instructor Fee (\$750/day x 2)		1,500.00
“ “ Airfare		500.00
“ “ Lodging		200.00
“ “ Meals		150.00
Printing/copying*		200.00
Postage		75.00
Phone Calls		75.00
Tent rental		500.00
Refreshments/Lunch		150.00
Certificate of Insurance (adding USDF as additional insured)		50.00
		\$3,400.00

ESTIMATED LOSS/PROFIT		\$600.00
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Budgets vary from program to program. This budget serves as a guideline but is not all inclusive.

* This is an estimate of cost and on the number of tests. This amount may vary from program to program.

**Final Examination
Sample Budget**

Scenario:

Exam must take place at a competition. You will need two examiners for two days. These examiners cannot be used to also officiate at the competition.

ESTIMATED INCOME

Participants Fee (\$500.00 x 10)	5,000.00
	\$5,000.00

ESTIMATED EXPENSES

Instructor Fee (\$750/day x 2)	1,500.00
“ “ Airfare	500.00
“ “ Lodging	200.00
“ “ Meals	150.00
Instructor Fee (\$750/day x 2)	1,500.00
“ “ Airfare	500.00
“ “ Lodging	200.00
“ “ Meals	150.00
Printing/Copying*	150.00
Postage	100.00
Phone Calls	75.00
Tent rental	500.00
Refreshments/Lunch	150.00
Certificate of Insurance (adding USDF as additional insured)	50.00
	\$5,725.00

ESTIMATED LOSS/PROFIT	(\$725.00)
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Budgets vary from program to program. This budget serves as a guideline but is not all inclusive.

* This is an estimate of cost and on the number of tests. This amount may vary from program to program.