



R Mentor Training: Licensed Officials Conduct and Best Practices

Overview

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 1. Licensed Officials (LO) Conduct
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Licensed Officials (LO) Conduct: COI

GR1039 Conflicts of Interest and Restrictions

3. Within 125 radial miles during any 20-day period:

a. Hunter Judges are:

- i. Prohibited from officiating the same section at the same rating.
- ii. Prohibited from officiating the same USHJA Hunter Derby class (Pony, National, or International) at the same rating. Exception: Hunter Judges officiating at Federation Licensed Special Competitions are not restricted by this rule.

b. Hunter/Jumping Seat Equitation Judges are prohibited from officiating the same ASPCA Horsemanship, Washington International Horse Show Equitation, USEF Show Jumping Talent Search, or USEF Hunter Seat Medal class. Hunter/Jumping Seat Equitation Judges may officiate different classes more than once during that period.

GR1032 Judges

4. A judge is obligated to adjudicate each division, section, and class in conformity with the rules and specifications of that division, section and class as they appear in the Federation Rulebook. A judge is expected to be proficient in their division and to possess a thorough knowledge of the rules of the Federation.

3. Except in the discharge of their official duty, the use of cellular phones or other similar communication devices, including computers, by judges while in the ring (including center ring), judges' box, judges' stand, or on any part of a course during a competition is prohibited.

Licensed Officials (LO) Conduct: COI

GR1304 Regulations Governing Showing Under Judges, Stewards, and Technical Delegates

10. Sixty days prior to the first day of a competition through thirty days after the last competition day, no horse or rider that has been trained by a Judge, or a Judge's employee or agent, may show before that Judge officiating at any of the following competitions: a. USEF Junior Hunter National Championship b. USEF Pony Hunter National Championship c. USEF Hunter Seat Medal Final d. USEF Pony Medal Final e. USEF Show Jumping Talent Search Finals f. ASPCA Maclay Final g. Washington International Horse Show Equitation Final

LO Conduct: Social Media Policy

GR1032 Judges

3. Except in the discharge of their official duty, the use of cellular phones or other similar communication devices, including computers, by judges while in the ring (including center ring), judges' box, judges' stand, or on any part of a course during a competition is prohibited.

- [Social Media Policy](#) - Please Review

Apprenticing Best Practices

BEFORE THE COMPETITION

For Apprentices	For 'R' judge/CD accepting apprentice
<p>Double-check your Checklist is up-to-date, and you are cleared to apprentice (email LOinquiry@usef.org with questions) and understand class/section requirements</p> <p>Contact show management for approval to apprentice first (this is your duty, not the 'R' judge/CD)</p> <p>Next, contact 'R' judge(s)/Course Designer(s) for permission to apprentice (www.usef.org/search/officials) and be prepared to provide references</p> <p>Bring your own judges cards, writing utensils, clipboards, and other materials (do not expect show management to pack anything)</p> <p>Be prepared to apprentice for the entire show day</p> <p>Make your own travel/transportation plans</p> <p>Review relevant Rules, Zone specs, and any class specs necessary</p> <p>Apprentices are subject to Conflict of Interest (COI) Rules outlined in GR1006</p>	<p>Respond to requests either accepting or declining apprentice</p> <p>Request references if you deem necessary</p> <p>Communicate with Competition Management that you are taking an apprentice</p> <p>Only one apprentice at a time</p> <p>Outline general expectations with apprentice</p>

Apprenticing Best Practices

GR1006 Apprentice

5. Conflict of Interest

- a. Individuals may not apprentice with a family member, cohabitant, companion, domestic partner, housemate, member of the household, client, employer, or employee. Any violation of this rule will lead to the apprenticing experience not counting towards licensing requirements. Apprenticing experience completed in violation of this rule will be considered an extra apprentice experience.
- b. An individual shall not apprentice at a Federation licensed competition where a family member, cohabitant, companion, domestic partner, housemate, member of the household, client, employer or employee is competing. Any violation of this rule will lead to the apprenticing experience not counting towards licensing requirements. Apprenticing experience completed in violation of this rule will be considered an extra apprentice experience.
- c. An individual cannot compete in the same competition at which they apprentice.

Apprenticing Best Practices

DURING THE COMPETITION

For Apprentices	For 'R' judge/CD accepting apprentice
<p>Be familiar with Conflict of Interest (COI) Rules in GR1006, GR1039</p> <p><i>Dress professionally</i> and appropriately for the weather</p> <p>Arrive approximately one hour before the start of your ring</p> <p>Check-in with Competition Management and Steward</p> <p>Ensure you have all materials for the day (see above)</p> <p>Pack drinks, lunch, snacks, drinks for the entire day</p> <p>Set your cell phone to silent or airplane mode</p> <p>Stay the entire duration of the assigned ring(s)</p> <p>Supply your 'R' judge/CD with your Apprentice Evaluation Form at the beginning of the competition (top portion completed)</p> <p>Be respectful and courteous to Competition Management, staff, officials, and competitors</p> <p>Conversations are strictly confidential</p>	<p>Use drag breaks, height changes, etc. to review cards (judges)</p> <p>First and foremost, your job is to officiate</p> <p>Expect professionalism from your apprentice</p> <p>Discuss nuances of the class/division</p> <p>Model professionalism</p> <p>Be open, honest, and consistent with feedback on Apprentice Evaluation Form and in-person</p> <p>Be familiar with Conflict of Interest (COI) Rules outlined in GR1006, GR1039</p>

Apprenticing Best Practices

AFTER THE COMPETITION

For Apprentices	For 'R' judge/CD accepting an apprentice
Send a follow-up thank you email to 'R' judge/CD and Competition Management	Expect a confirmation email from USEF LO Department
Upload Apprentice Evaluation Form to USEF Licensed Official Dashboard within 30 days of the last day of the competition	Be open to fielding questions from apprentice
Track apprenticing requirements	Send programmatic feedback, if necessary, to USEF LOinquiry@usef.org and USHJA LOeducation@ushja.org

Apprenticing Do's and Don'ts:

- **DO** arrive early and **DON'T** leave early
- **DO** stay the whole day for all assigned classes and **DON'T** request partial day(s) or limited classes
- **DON'T** expect materials or meals from the competition
- **DO** be aware that you are subject to COI Rules (GR1006)
- **DON'T** discuss rounds or results with anyone other than the 'R'
- **DO** dress professionally and appropriately
- **DON'T** expect to sit with other officials at the competition, unless scheduled in advance
- **DO** make sure you have approval from Competition Management to apprentice well in advance of the show

[View the full Apprenticing Best Practices Document HERE](#)

Recent Rule Changes

- [USHJA International Hunter Derby:](#)
 - New Handy Bonus Score (0-5)
- [USHJA National Hunter Derby:](#)
 - Soundness -Horses entered in this class are required to trot a circle on a loose rein at the end of the over fences phase listed below.
- HU101/EQ103.4 Ponies Shown by Juniors
Ponies shown by a junior in any rated pony hunter sections (i.e. Children's Hunter Pony, Green Pony Hunter, Regular Pony Hunter), WIHS Pony Equitation, or USEF Pony Medal may be shown by an adult at the same competition.

Additional LO Resources

- [USHJA LO Resources](#)
- [USHJA Specification Library](#)
- [USEF Become Licensed](#)