

USDF EXECUTIVE BOARD (EB) MEETING

Teleconference – March 3, 2025

This document is edited for posting on the USDF website and is not the official or complete version of the minutes of this meeting.

Members Present:

Kevin Reinig, President	Lisa Gorretta, Vice President
Debra Reinhardt, Secretary	Lorraine Musselman, Treasurer
Bettina Longaker, Region 1 Director	Debby Savage, Region 2 Director*
Charlotte Trentelman, Region 3 Director	Anne Sushko, Region 4 Director
Heather Petersen, Region 5 Director	Noah Rattner, Region 6 Director
Regina Antonioli, Region 7 Director	Helen van der Voort, Region 8 Director
Bess Bruton, Region 9 Director	Susan Mandas, Activities Council Director
Sue McKeown, Technical Council Director	Anne Snipes Moss, Administrative Council Director

**Debby Savage, Region 2 Director, joined the meeting at 6:07 p.m.*

Members Absent: George Williams, Past President

Staff Attending: Stephan Hienzsch, Sarah Garn, Kathie Roberson, Sharon Vander Ziel, Ross Creech, Melissa Schoedlbauer, Krystina Wright, Connie Huy

Guest in attendance: None

The meeting commenced at 6:00 p.m. EST by Zoom teleconference.

Determination of quorum, roll call and conflicts of interest

Approval of agenda

Sue Mandas moved and Bess Bruton seconded **to approve the agenda**. No discussion. 14 approved, 0 disapproved, and no abstentions. Motion carried

President's remarks

None

Executive Director's remarks

None

Policies and Procedures proposal from USDF Bylaws Committee

Heather Petersen moved and Lisa Gorretta seconded **to approve the proposed new language in the Polices and Procedure as seen below in bold italics**. No discussion. 15 approved, 0 disapproved, and no abstentions. Motion carried.

II. GENERAL POLICIES AND PROCEDURES

A. Miscellaneous, page 5, paragraph 9

Add new:

9. Policy for submitting proposals to amend USDF Bylaws or USDF Policies:
 - a) The article, section and number of the section to be deleted, or proposed location of the text to be added, must be listed with each proposal.
 - b) Proposals should be shown in the order they appear in the document.

- c) All proposed text to be deleted must be shown by “striking through” the words to be deleted.
- d) All proposed text to be added must be shown in bold italics.
- e) The reasons for proposed changes must be listed if not self-explanatory.
- f) All proposed changes must be reported to the EB at its first meeting during the annual convention or during the USDF spring EB meeting.
- g) All proposals must include the proposed effective date of the changes.
- h) In order to assess the impact of proposals, the deadline to submit policy change proposals from staff and membership is 30 days prior to the first day of the annual convention or spring EB meeting. Bylaw change proposals should be submitted for review and formatting to both the Bylaws Committee and EB at least 60 days prior to the annual convention.
- i) Amendments to the proposed Bylaws changes must be given to the EB at least twelve hours prior to the USDF Board of Governors (BOG) meeting.
- j) ***Pursuant to Article XXV of the Bylaws, the Bylaws Committee shall “review and comment” on all proposed Bylaw amendments submitted by any member.***
 - 1) ***The “review and comment” shall be limited to:***
 - a) ***Ensuring the form and format of the proposed amendment complies with the Policies and Procedures (see Section Art. II.A.9 Policies and Procedures);***
 - b) ***Ensuring the grammar and punctuation are appropriate for the intent of the amendment; and***
 - c) ***Ensuring the proposed amendment is submitted to the Executive Board for its “review and comment.”***
 - 2) ***In addition to the above, the Bylaws Committee may make comments, along with supporting reasons and justifications, to the proponent regarding the committee’s opinion as to:***
 - a) ***Whether the committee believes the proposed amendment will do what the proponent has intended; and***
 - b) ***Whether the committee believes the proposed amendment is appropriately written as a Bylaw instead of a Policy and Procedure or other type of motion.***
 - c) ***Its possible impact on the organization.***

Submitted by: USDF Bylaws Committee

Reason for proposal: There are currently no guidelines on how the Bylaws Committee is to address and handle bylaws proposals from individual USDF members. With a proposal coming forward from a member/delegate last year, it was felt this needed to be clarified for the future.

Effective: Upon approval of the Executive Board.

Review of the US Equestrian Licensed Officials Policies & Procedures

Helen van de Voort moved and Heather Petersen seconded **to approve minor edit in Maintenance Requirements of the US Equestrian Licensed Officials Policies & Procedures that judge licenses for ‘r’, ‘R’ and ‘S’ must pass an open book maintenance examination with a score of 85% or higher annually (previously it was every three years)** . No discussion. 11 approved, 0 disapproved. Sue Mandas, Charlotte Trentelman, Anne Snipes Moss, and Debby Savage abstained. Motion carried.

Heather Petersen moved and Regina Antonioli seconded **to approve edits of the US Equestrian Licensed Officials Policies & Procedures for the sport horse judges as seen below in red.**

No discussion. 13 approved, 0 disapproved. Sue Mandas and Anne Snipes Moss abstained. Motion carried.

Section 7.2 – Dressage Sport Horse Breeding Judges.

Section 7.2.1 Requirements to Obtain and Maintain ‘r’ Status

A. Eligibility Requirements

1. Applicants must be current Participating Members in good standing with the USDF.
2. All applicants must demonstrate knowledge and experience with the breeding of horses raised primarily for dressage for a minimum of five years. This may include experience as a breeding manager, owner, breeder or trainer of sport horses showing in Dressage Sport Horse Breeding (DSHB) classes, or member of an inspection jury of a WBFSH breed association. Documentation must be submitted on the required form, which is available from USDF.
3. All applicants must fulfill two of following (either iii or iv can be counted, but not both):
 - i. Be a Federation licensed Dressage Judge
 - ii. Have exhibited as a breeding manager, owner, breeder, or trainer in DSHB classes at USEF licensed/USDF recognized Dressage Competitions in Sport Horse Prospect or Breeding Stock in-hand classes, receiving a minimum of four scores at 70% or higher, from a minimum of three different judges. Group or Individual Breed Classes (IBC) will not be considered.
 - iii. Either, have owned, bred or trained at least two horses which have shown successfully in DSHB classes at Federation licensed/USDF recognized Dressage Competitions resulting in placing in the top 25% of USDF DSHB Horse of the Year (HOY) awards or qualifying for a USDF Breeders Championship Series Finals with a minimum score of 72%;
 - iv. Have bred at least two horses which have qualified under saddle for USEF/USDF Dressage Regional Championships at any level and division per published minimum requirements.
 - v. Participate as a member of the Inspection Jury for a European breed association or its North American affiliate at a minimum of three inspection sites with a minimum of ten horses inspected at each site.
 - vi. For Federation Dressage Judges only: **Observe Practice judge** USEF/USDF DSHB classes totaling at least 16 hours with a “R” DSHB Judge, including in hand, group and under saddle or Materiale classes. Classes must be at Federation licensed/USDF recognized Dressage Competitions holding DSHB classes. **Observe Practice judge** in-hand classes for a minimum of 12 hours (of the required 16 hours). ~~Documented experience as the official judge of Materiale classes can count up to 2 hours of the required 16 hours of practice judging.~~
 1. Handler Classes do not count.
4. Attend at least one USDF Sport Horse Seminar within the past six calendar years.

B. Application Requirements

1. Applicants must start an LO application through usef.org. Eligibility requirements must be completed before an application is started. Applicants are not permitted to start application requirements until the eligibility requirements have been approved.
2. Applicants must complete the application requirements in the order defined below unless noted otherwise. Applicants must complete the following requirements within two years preceding license application.

3. Submit a training program application to USDF.
4. Attend at least one USDF Sport Horse Seminar (for a total of two seminars) within the past six calendar years prior to attending the Practical Training.
5. Scribe ~~and/or observe~~ a minimum of 16 hours in DSHB classes at Federation licensed/USDF recognized Dressage Competitions, with Federation licensed DSHB Judges. ~~The 16-hour requirement may be fulfilled by a combination of scribing and/or observing.~~
 - i. Applicants may accumulate scribing ~~and/or observing~~ hours prior to submission of the LO Application. ~~Checklist.~~
6. ~~Observe a minimum of 16 hours in DSHB classes at Federation licensed/USDF recognized Dressage Competitions, with Federation licensed DSHB Judges. Observing must begin after the submission of the LO application but may begin before the Practical Training.~~
- ~~6-7.~~ 7. Attend the Practical Training Program.
- ~~7-8.~~ 8. Apprenticing
 - i. Applicants ~~must may~~ begin apprenticing ~~before or~~ after the Practical Training. ~~A minimum of 50% of the apprenticing requirements must be completed before taking the Final Examination.~~
 - ii. Apprentice at a minimum of three Federation licensed Dressage Competitions with at least three different Federation licensed DSHB Judges for a minimum of ~~45 15~~ in-hand entries ~~total. at each competition.~~
 1. ~~Handler Classes do not count toward apprentice requirements.~~
 - iii.iii. Apprentice a minimum of four DSHB Under Saddle, Materiale, or Suitability classes in the DSHB division at Federation licensed/USDF recognized Dressage Competitions. There must be a minimum of 12 horses judged in a combination of Under Saddle, Materiale, and Suitability classes.
 - iii.iv. All apprenticeships must be completed with a DSHB 'R' Judge who is on the approved mentor list.
 - iv.v. All apprentice evaluations must be positive to count toward apprenticing requirements.
- ~~8-9.~~ 9. Applicants who are not already Federation licensed Dressage Judges must attend (as an auditor or participant) Sessions A, B and C of any USDF "L" Education Program. Written verification of attendance is required. This requirement must be completed before attending the Final Examination.
- ~~9-10.~~ 10. Applicants must attend a Federation/USDF Dressage Sport Horse Breeding (DSHB) Judges Clinic before attending the Final Examination.
- ~~10-11.~~ 11. Attend the Final Examination which includes:
 - i. Closed book written examination
 1. Applicants must pass the closed book examination with a score of ~~850~~% or higher.
 - ii. Practical examination
 1. Oral examination
 2. Live Horse Judging Examination
 3. Applicants must pass the Practical Examination with a score of ~~730~~% or higher.
- ~~11-12.~~ 12. Additional information, including definitions for scribing, apprenticing, ~~practice judging~~ and observing can be found in the Dressage Licensing Handbook.

C. Maintenance Requirements

1. Judges must be current Participating Members in good standing of the USDF.
2. Judges must attend a Federation/USDF DSHB Judges' clinic every three years.
3. Judges must officiate at ~~two one~~ Federation licensed competitions every three years.
4. Judges must pass an open book examination with a score of 85% or higher ~~annually.~~
~~every three years.~~

Section 7.2.2 Requirements to Obtain and Maintain 'R' Status

A. Eligibility Requirements

1. Applicants must be current Participating Members in good standing with the USDF.
2. Applicants must have maintained their 'r' DSHB Federation license for at least 36 months.
3. Applicants must officiate at ~~nine eight~~ competitions with DSHB divisions, each with 10 or more horses and with a minimum of 100 horses judged overall. Breed specific Sport Horse divisions cannot be counted as part of the minimum eight competitions or in the minimum total number of horses judged.
4. Applicants must have officiated ~~two one~~ USDF Breeders Championship.

B. Application Requirements

1. Applicants must start an LO application through usef.org. Eligibility requirements must be completed before an application is started. Applicants are not permitted to start application requirements until the eligibility requirements have been approved.
2. Applicants must complete the application requirements in the order defined below unless noted otherwise. Applicants must complete the following requirements within two years preceding license application.
3. Submit a training program application to USDF.
4. ~~Complete Attend~~ the Practical Training Program.
5. Attend the Final Examination which includes:
 - i. Closed book written examination
 1. Applicants must pass the closed book written examination with a score of ~~850~~% or higher.
 - ii. Practical Examination
 1. Oral examination
 2. Live Horse Judging Examination
 3. Applicant must pass the Practical Examination with a score of ~~730~~% or higher.
6. Additional information, including definitions for scribing, apprenticing, ~~practice judging~~ and observing can be found in the Dressage Licensing Handbook.

C. Maintenance Requirements

1. Judges must be current Participating Members in good standing of the USDF.
2. Judges must attend a Federation/USDF DSHB clinic once every three years.
3. Judges must officiate at ~~two one~~ Federation licensed competitions every three years.
4. Judges must pass an open book examination with a score of 85% or higher ~~annually.~~
~~every three years.~~

Helen Van der Voort moved and Bess Bruton seconded **to approve minor edits of the US Equestrian Licensed Officials Policies & Procedures for the TD as seen below in red.** No discussion. 10 approved, 0 disapproved. Anne Sushko, Kevin Reinig, Heather Petersen, Lisa Gorretta, and Debra Reinhardt abstained. Motion carried

Section 7.3 – Dressage Technical Delegates.

Section 7.3.1 Requirements to Obtain and Maintain ‘r’ Status

A. Eligibility Requirements

1. Applicants must be current Participating Members in good standing with the USDF.
- ~~4.2. Applicants must attend a USDF Apprentice Technical Delegate Clinic.~~
- ~~2.3.~~ Applicants must have served in a position of responsibility in the past eight years, at a minimum of six Federation licensed/USDF recognized dressage competitions. This experience must be completed over a minimum of six full competition days in six or more of the following positions:
 - i. At least two of these positions must be as a Manager, Assistant Manager, Secretary or Assistant Secretary.
 - ii. The other experiences must be from the following positions:
 1. Scribe
 2. Scorer
 3. Stable Manager
 4. Ring Steward
 5. Volunteer Coordinator
 - iii. In addition, the USDF Competition Management Learning Module must be completed in order for Assistant Managers and Assistant Secretaries to meet this requirement.
- ~~3.4.~~ Applicants must serve a minimum of one-half day (at least three hours) as an equipment checker at two different Federation licensed/USDF recognized competitions with two different Dressage Technical Delegates (“DTDs”).
- ~~4.5.~~ Applicants must have documented experience at three different Federation licensed/USDF recognized dressage competitions as a competitor, trainer, coach, groom, or owner. Applicants must provide detailed self-documentation for any information that is not easily verified.
- ~~5. Applicants must attend a USDF Apprentice TD Clinic~~
6. Exception: ‘R’ Category 2 (C2) Stewards who have been licensed by the Federation for a minimum of five years, and who have officiated at a minimum of five Federation licensed/USDF recognized Regular Competitions holding Dressage classes, may apply for enrollment in the Recorded (‘r’) Dressage Technical Delegate Training Program upon completion of at least three full days of service in four or more of the following positions at a Dressage Competition:
 - i. Manager or Assistant Manager
 - ii. Secretary or Assistant Secretary
 - iii. Scorer
 - iv. Equipment Checker
 - v. In addition, the Competition Management Learning Module must be completed in order for Assistant Managers and Assistant Secretaries to meet this requirement.
7. Applicants must complete and submit the Documentation of Experience Form for all of the above experiences.

Proposed changes to the Purpose of the Levels (for 2027 tests)

There was discussion regarding the formatting of Intro Level. It is not the same as the other levels, starting out with “The horse”, not “The rider”. References to previous levels with the verbiage “in addition to” and the repeating of “harmony” was also noted. For more consistency across the

Purpose of the Levels, Lisa Gorretta moved and Sue McKeown seconded **that the Executive Board send these suggested changes to the Purpose of the Levels back to the Test Writing Working Group for further examination of the wording and formatting.** No further discussion. 15 approved, 0 disapproved, and no abstentions. Motion carried.

Revisions to the L Faculty apprentice protocol

Most of the changes are to give judges a clearer way to evaluate apprentices and give feedback. Helen van der Voort moved and Regina Antonioli seconded **to approve the revisions to the L Faculty apprentice protocol with minor edit to "...the L Program Committee members ~~or~~ and the USDF Executive Board" across all the documents.** There were some questions regarding the approval process of the program. It was suggested specifics on what constitutes a decline be included. This will be mentioned to the faculty.

15 approved, 0 disapproved, and no abstentions. Motion carried.

Revisions to the Sitting Form for the L Program

There was discussion that the judge should be sending these forms back to USDF, not the candidate. Candidates must supply a stamped envelope. Some guidelines need to be implemented with directives for the judges who accept sitting candidates.

Lisa Gorretta moved and Debby Savage seconded **to approve the revisions to the Sitting Form for the L Program.** 15 approved, 0 disapproved, and no abstentions. Motion carried.

The form as presented was approved. However, some additions were suggested for the form for the committee to consider. Primarily, guidelines for accepting people sitting so the responsibilities and expectations are clear for the judge, and whether that is something that goes out to all judges or is something that goes with the person sitting to the judge who has accepted him/her.

New Business/Miscellaneous

There was discussion on getting and encouraging young riders to bring young horses along instead of just riding made horses in all the disciplines. This needs to be kept in mind with all our policies and programs. Sport Horse has a program for the youth to handle horses into training which has been popular.

The meeting was adjourned at 7:19 p.m. EST.

Respectfully submitted,

Debra Reinhardt
USDF Secretary