



# UNITED STATES DRESSAGE FEDERATION™

## USDF L Education Program

### USDF Guidelines for Organizers- Revised 1/1/2025

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*Dear Organizers of the L Education Program,*

*Thank you for organizing an L Program in your area, it is a wonderful thing you are planning to do for Dressage and Dressage enthusiasts. I hope you will find your task rewarding and know that what you do is very much appreciated by the USDF, our L Faculty, your participants, auditors and candidates. I hope you find the Organizer Guidelines clear and helpful to guide you to a successful program. Please read them and refer back to them often. If you need further guidance or assistance, feel free to contact the L Program liaison at [lprogram@usdf.org](mailto:lprogram@usdf.org) or me [joan@dressage.us](mailto:joan@dressage.us). I hope you enjoy the process and know that you are very much appreciated.*

*If you find something in the guidelines that is not clear, or covered, please bring it to my attention, we value your feedback as organizers.*

*Best wishes and a huge thank you for what you are doing!*

Sincerely,

*Joan Darnell,*

*L Program Committee Chair*

### **Available on the L Organizer Website**

1. Organizer Timeline/Checklist
2. Host Application Form
3. L Program Faculty List
4. Faculty Contract
5. Participant/Candidate Application Forms, Part 1 & 2
6. Participant Attendance Verification Form
7. Program Evaluation Form
8. Organizer Evaluation Form
9. Session D1 & D2 Candidate Evaluation Forms (Judging Complete Tests)
10. Final Exam Evaluation Form
11. Tabulation Form
12. Liability Waiver Forms
13. Auditor Handouts

## **INTRODUCTION**

In the interest of education for potential dressage judges, continuing education for current 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 (L Program) was designed to be hosted by a local USDF Group Member Organization, 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 Training through Second Level and will be taught by a faculty of experienced USDF-approved, United States Equestrian Federation licensed 'S' dressage judges.

## **I. PURPOSE OF THE PROGRAM**

This program has been designed with several goals in mind:

- 1) To give competitors, trainers, instructors, and other interested people greater insight into the evaluative techniques of judging dressage.
- 2) To meet a requirement to enter the USDF/USEF 'r' Judge Training Program.
- 3) To qualify individuals to judge schooling shows.
- 4) To provide continuing education for licensed judges and graduates of the L Program.

## II. DURATION

The L Program consists of two parts: Part 1: A Judge's Perspective and Part 2: Candidate Evaluation. Each part has three sessions as outlined in these guidelines.

**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. Silent auditors may also be accepted. The size of the room should be considered when deciding on how many silent auditors to accept. These sessions must be scheduled and attended in alphabetical sequence. 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. Any participant who misses a session should contact the L Program Liaison at the USDF office as soon as possible. All exceptions to these guidelines need to be approved by a working group of L Program Faculty (L Faculty). Requests must be submitted in writing to the L Program Liaison by the participant (or legal guardian) at least 30 days prior to the exception needed unless there is an emergency. The completion of Part 1 is a prerequisite for those applying for Part 2 as an L Program candidate.

**Part 2: Candidate Evaluation** is designed for candidates who want to go beyond the educational Part 1 and who are interested in becoming a schooling show judge and/or entering the USDF/USEF 'r' Judge Training Program. Part 2 consists of Sessions D1, D2, E (sitting and scribing with USEF-licensed 'R' and/or 'S' dressage judges) and the Final Exam. No more than 10 candidates are allowed for Sessions D1, D2, and the Final Exam.

Hosts may apply for either Part 1: A Judge's Perspective, Part 2: Candidate Evaluation, or both parts. Part 2 applications will need approval from the L Program Working Group. Statistics pertaining to the competitions used, timeline, and budget will be considered.

If a candidate misses a session or more than one (1) hour of any day, they need to make up the session before they can attend the next session. The fee for the makeup session is set by the host/organizer of the session. For this purpose, they may go to any other group that offers the missing session. Any candidate who misses part or all of a session should contact the L Program Liaison at the USDF office as soon as possible. All exceptions to these guidelines need to be approved by a working group of L Program Committee. All exception requests must be submitted in writing to the L Program Liaison by the participant/candidate (or legal guardian) at least 30 days prior to the exception needed unless there is an emergency.

## III. PROCEDURES OF HOSTING AND RUNNING A USDF L EDUCATION PROGRAM

### A. Prior to Start of Program (six months prior to Session A)

1. Permission to host an L Education Program must be approved by USDF. It is *strongly recommended* that host applications be submitted six (6) months prior to the proposed start of the program. An application must be received in the office no later than three (3) months prior to the start of the program. The application should also include a copy of the budget and a sample of the Participant Application. A financial statement as to the profit/loss beneficiaries or responsible party for losses should also be included. For example, the profit could go to help finance Part 2 of the Program.
2. The host application is available online at [www.usdf.org](http://www.usdf.org), from the USDF office by contacting the L Program Liaison at 859-971-2277, or by email: [lprogram@usdf.org](mailto:lprogram@usdf.org).
3. Instructors are chosen from the list of approved L Faculty. This list is available through the L Program Liaison or on the USDF website.
4. If you are having trouble selecting faculty or finding available faculty, please contact the liaison for assistance.
5. The program can only be initiated and hosted by a USDF Group Member Organization (GMO), or other USDF-approved organization. The L Program cannot be hosted by an individual or private facility. It is understood and acknowledged that the host organization assumes all financial responsibility and that USDF is not financially responsible for this or any other L Program. It is also understood that the host organization will provide oversight of the designated organizer and abide by these current guidelines for organizers. **Please Note: A program participant/candidate of the L Education Program may not act as the organizer or be involved in financial transactions normally associated with hosting or organizing the program. Any change in organizers must be reported to the L Program Liaison.**
6. The host organization is responsible for designating a local organizer or organizing group. This person(s) will handle the local administration of the program as outlined in these guidelines. The organizer must be onsite for both full days of each session. If they are unable to be on site, they must designate an onsite organizer and inform the L Program Liaison.

7. 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 at least 30 days prior to each session. Each scheduled session requires a separate insurance certificate, listing only that session's title, date(s), and course number.
8. Applications must be signed by the President of the hosting organization, the assigned local organizer, and the USDF Regional Director. Submit the signed application to the USDF office, accompanied by the application fee no less than three months before the start of the program. The application fee for Part 1 is **\$100.00** and for Part 2 the fee is **\$50.00**. This fee includes USDF University credit for all Part 1 sessions for participants and auditors. Participants receive four credits (two per day) and auditors receive two credits (one per day) for each Session (A, B, and C).
9. The organizer should be certain they have the current program guidelines, which are updated annually.
10. In addition to the USDF L Program Liaison, organizers may contact the L Program Chairperson, Joan Darnell, for advice on setting up the program. She can be reached by phone: (512) 818-2897 or by email [joan@dressage.us](mailto:joan@dressage.us)
11. **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.** Once the program is approved, the organizer will receive a link to the L Organizer website that houses all the documents and forms needed to host the program.
12. Program dates will be announced in the USDF publications and website after approval of the program. *It is important that the L Program Liaison is made aware, in a timely fashion, of any changes in the program such as participants, dates, locations, and/or instructors.*
13. If the organizer wants to cancel a program or make changes to the price after the first session (either Part 1 or Part 2), the USDF office must be immediately notified.
14. Any changes to the Part 2 session dates, locations, or instructors must be approved by a working group of L Program Committee members.
15. 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(s). (Two copies of the signed contract should be sent to the instructor with a self-addressed-stamped envelope for return of one signed contract.)
16. The local organizer should communicate directly with their instructors(s) regarding items such as accommodations, airline tickets, parking, transportation, food allergies and payment of fees.
17. A refund policy for the program must be set up and communicated in writing to the L Program Liaison and participants/candidates, and auditors. The refund policy that is listed in the USDF Policy and Procedures (III. Financial, Section D. Refunds, items 3 and 4) at [www.usdf.org](http://www.usdf.org) can be used as a template or starting point for developing a refund policy for each individual program. In order to discourage cancellations at the last minute, a 30-day cancellation policy may be appropriate, with refunds only if the slot is filled. In order to encourage participants/candidates to commit to the entire program, it could be considered that the fee for the entirety of Part 1 or Part 2 be submitted upon application as opposed to one session at a time.
18. Participants/candidates should be made aware of the commitment this program requires in the areas of time, money, and travel. They should be prepared to be available from 8 a.m. to 5 p.m. on both days of the program.
19. Access to the internet is also required to obtain course material and complete the online portions of this program.
20. Organizers must insist that all demonstration riders wear ASTM safety helmets at all times while mounted.

## **B. Selection of Sites for the Part 2 Sessions (D Sessions and Final Exam)**

For the D2 and the Final exam sessions, the organizer must find a USEF-licensed/USDF-recognized dressage competition. Furthermore, the competition in question must have at least two competition rings and two USEF-licensed dressage judges and be able to guarantee the number of classes and horses required for these sessions. **The minimum requirement is a class of eight different horse rider combinations in the highest test of the level (Training through Second).** Please provide statistical information regarding numbers and scores of rides at Training Level 3, First Level 3, and Second Level 3, preferably the past two show seasons results of the proposed venue for all Part 2 sessions. Complete competition results can be found at <https://www.usef.org/search/competitions>

- Large competitions, such as area and regional championships, usually assure the best quality and quantity of rides. **However, the actual championship classes cannot be used in Part 2 sessions.**
- On the last page of these guidelines, there is a form that needs to be signed by competition management as part of the Part 2 application. A copy can be given to competition management so that they have a written summary of what is needed for the Part 2 sessions.
- Be willing to offer some support to the competitions in the form of sponsoring a class(s) or help with volunteers before or after the L Program sessions.

**As of 12/2023, organizers have the option of running the D1 as a classroom only session or at a USEF-licensed/USDF-recognized dressage competition. If held at a competition, the same requirements apply as for the D2 and Final Exam.**

## C. Paperwork

### Part 1: A Judge's Perspective

1. USDF should receive the participant applications at least four weeks prior to Session A of Part 1. Applications may be sent to the USDF office as they are received by the organizer by mail or as a scanned document. Picture files cannot be accepted.
2. The L Program Liaison will verify Part 1 eligibility and will notify the organizer when participants have been approved.
  - Only upon approval by USDF are participants able to purchase access to the L Program material through the L Program website. *\*Silent auditors are not eligible to purchase access to the L Program material.*
  - Participants will receive a welcome email explaining how to purchase access to the L Program website and giving them basic directions on how to get started in the program.
  - The L Program course material is updated annually. Participants and candidates will be notified as the revisions are completed. Participants are responsible for purchasing access to the L Program course material in order to prepare for the start of the program.
3. Silent Auditors
  - Silent auditors are encouraged at Sessions A, B, and C but are not allowed at the evaluative sessions (D1, D2, and Final Exam).
  - Consider the size of the room when deciding how many silent auditors can be accepted.
  - The Organizer's webpage has auditor handouts for each Part 1 session. Other optional handouts are also listed there.
  - Two USDF University credits will be awarded to each silent auditor (one credit per day of the session).
  - Silent auditors must sign the waiver, auditor roster, include their USDF number, and be a current USDF Member (PM, GM, or EM) in order to receive University credit.
  - After each session, the rosters are sent to the USDF office for the USDF University credits to be awarded.
4. Homework/Online Quizzes
  - The homework/online quiz for each session is available through a link on the homework PDF and is to be completed by the participant two weeks prior to the applicable session. The results will be sent to each session's instructor so they can plan the discussions accordingly. There is a PDF copy of each homework assignment under Course Material (PDFs) on the L Program website. In addition, participants/candidates are expected to be familiar with the material received for the upcoming session. The organizer may need to remind participants to complete the online homework/quizzes. Participants should be directed to contact the L Program Liaison if they have any difficulty accessing any of the course material or L Education Program website.
5. After each individual Part 1 session of the L program, the organizer should return the following paperwork to the USDF office:
  - Participant Attendance Verification form (roster) with signature and USDF member number of all participants who attended the session. This form is used by USDF to record attendance and give USDF University credit to participants. **Participants must sign-in and sign-out each day.**
    - **Leaving more than one hour before the finish or arriving more than one hour late for the start of the program will negate the candidate's attendance and the session will need to be repeated.**
  - **It is required that organizers of L Programs utilize the state specific liability waiver and the USDF event waiver located on the L Organizer website. USDF requires that organizers use this waiver for all program participants and volunteers whether or not they will be in direct contact with horses.** It is required that all signed waivers be returned to USDF for each program session.
  - Auditor roster, for silent auditors wishing to receive USDF University credit. *\*Silent auditors must be current USDF members and include their USDF number to receive credit.*

6. Session evaluations are emailed by the USDF office to participants after each session. The evaluations are also available on the L Program website if a participant prefers to mail it to the USDF office. It is helpful to remind the participants of this more than once during each session, so that they check their email.
7. The organizer should fill out an organizer evaluation (available on the L Organizer website or through the L Program Liaison) after each session and return it to the USDF office.
8. Please send a list of demo riders with their emails to the [Lprogram@usdf.org](mailto:Lprogram@usdf.org). Demo riders will be sent a thank you certificate from the L Program Committee Chair.

## Part 2: Candidate Evaluation

1. USDF should receive the candidate applications at least six weeks prior to the start of Session D1 of Part 2. All Part 2 candidate applications must include verification that they have met the riding requirements. ***The riding scores must be earned prior to submitting an application for Part 2 of the program. Candidates are responsible for providing score verification (i.e. scoresheets or USDF Rider Score Check). Candidates are not fully approved until they receive the welcome email from the USDF office.***
2. Organizers of Part 2 are required to give first preference to up to five (5) candidates who have already met the riding requirement for the USEF/USDF 'r' ('R' or 'S') Dressage Judge Training Program. Note that a maximum of ten (10) candidates are allowed to participate in Part 2.
  - To be considered for preferred acceptance into Part 2 of an L Education Program Candidates must submit their completed application and any required fees at least 60 days prior to the published application deadline for the Program. Thereafter, program organizers may fill all remaining places with any candidates who have met the minimum prerequisites to participate in Part 2.
  - A score record from USDFscores.com should be provided by the candidate. Requirements for the Dressage Judge Training Programs can be found on the Licensed Officials tab on the USDF website.
3. **It is required that organizers of L Programs utilize the state specific liability waiver and the USDF Event Waiver located on the L Organizer website. USDF requires that organizers use this waiver for all program participants and volunteers whether or not they will be in direct contact with horses.** It is required that all signed waivers be returned to USDF for each program session.
4. Session evaluations are emailed by the USDF office to participants after each session except for the final exam where organizers handout and collect the candidates' evaluation of the Final Exam and send them to the USDF office with the waivers. The evaluations are also available on the L Program website if a participant prefers to mail it to the USDF office. It is helpful to remind the participants of this more than once during each session, so that they check their email.
5. The Candidates should send copies of their Session E sitting and scribing verification forms to USDF as soon as they are completed. **Note:** Sitting hours cannot be started until the candidate is accepted into Part 2 by the USDF office. ***(Candidates will not be allowed to test unless these prerequisites are complete and on file at the USDF Office.) Sitting and scribing hours will expire five years from the date of the D1 or for those wanting to retest the date of their last Final Exam. Candidates that have questions regarding hours they may already have on file should contact the [L Program Liaison](#).***
6. ***Candidates are required to complete the Safe Sport Training module prior to the final exam. A completion certificate must be sent to the L program liaison.***
7. The organizer will fill out an evaluation of the program (available on the organizer webpage) and return it to the L Program Liaison.

## D. During the Program

1. Part 2 candidates will be emailed a copy of their session evaluation filled out by the instructor. Please check with the instructor for each session to see if they plan to use a printed or electronic version of the evaluation. They may want a printed version for notes even if they plan to submit the evaluation electronically.
2. Instructors must return test sheets from the D1 and D2 Sessions to the candidates who supply \$7.00 worth of postage along with an 11x14 self-addressed envelope. Organizers may need to remind candidates to bring the envelope and postage.

3. The Part 2 ends with an examination, which consists of a written test and a practical test with oral judging and questions.
4. Participants/candidates should be told at each evaluative session in Part 2, 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.
5. The final written and practical exams along with the candidate's scoresheets will be returned to the USDF office by the examiners. Candidates will receive their results by mail.
6. At the Final exam, candidates must complete the Final Exam Evaluation and sign the Code of Conduct (the organizer will supply printed versions of these forms). The organizer will collect these forms and return them to the USDF office with the waivers. Candidates will not receive their results until these forms are received by the USDF office.
7. L Program material is copyrighted; participants, auditors, or organizers may not film, audio record, or take pictures of the slides or presentation. Any exceptions to this policy must be approved by the L Program Committee prior to the start of the session.

#### **IV. PARTICIPANTS, SILENT AUDITORS, AND CANDIDATES**

Sessions A, B, and C in Part 1 of this program are designed for participants and silent auditors.

##### **PART 1 - PARTICIPANTS:**

Participants are defined as individuals who are current members of USDF and are interested in learning about the judging process. Completion of Part 1 sessions in order, as a participant, is required for entrance into Part 2. Participants from the entire country may be accepted.

This 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, and collective marks. Each participant takes an online quiz to prepare for the next session. Results are given to the instructor, so that it can be reviewed at the beginning of the next session.

Participants interested in going on to Part 2 are also encouraged to begin their scribing requirements during this period. Sitting requirements cannot be started until the participants have completed Part 1 and are enrolled in Part 2 with USDF.

In order to allow each participant time to ask questions and give their marks and reasons, no more than 30 participants will be allowed in each Part 1 session. Silent auditors are not included in the 30 participants allowed.

*Participants should have the most optimal seating in the front area where the instructor can easily engage them in discussions. Folded name cards placed on the table can help instructors identify participants. Auditors and participants should also have different styles of nametags so they can be easily identified.*

Individuals should decide at least two weeks prior to the start of the program whether they intend to be participants or silent auditors. After the A Session 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. A respectful, positive atmosphere is essential for all participants.

##### **PART 1 - SILENT AUDITORS:**

Silent auditors do not need to fulfill any prerequisites in order to attend Part 1. They must remain silent but will be given the opportunity to submit written questions, which will be answered if time allows. Silent auditors should be seated separately from the participants.

An outline of the Participant Course Material will be provided to the organizer for the auditors (Auditor Handouts).

- The organizer may provide test sheets or let auditors know that they should bring a test booklet with them.
- The organizer should suggest that 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 USEF 'r' Dressage Sport Horse Breeding (DSHB) judge need to contact USEF for further information.*

## PART 2 - CANDIDATES:

Those enrolled in Sessions D1, D2, E, and the Final Exam of Part 2 are considered candidates. Below are the prerequisites:

- USDF Participating Membership
- Completion of Part 1, as a participant.
- Have met the score requirements:
  - The minimum score requirements to enter Part 2 will be three scores from three different judges earned at USEF-licensed/USDF-recognized dressage competitions.
  - The requirement includes two scores of 65% or higher at the highest test of Second Level and one score of 62% or higher at Third Level or above.
  - Three scores of 62% or higher at Third Level or above from three different judges,
  - Any combination of these requirements would also meet the prerequisite to enter Part 2.
  - Scores from breed shows are not eligible for meeting any of these score requirements.
  - Scores for Freestyle and Young Horse tests are not eligible for meeting any of these score requirements.
- Candidates must be **18 years** or older in order to participate in Part 2.
- It is the responsibility of the candidate to submit the scores. This is a prerequisite to acceptance.
- Anyone wishing to retest or complete the L Education Program will need to meet the current score requirements.
- L Graduates wishing to retest for distinction who only want to retake the final exam (written and practical) must have a retesting application approved by the L Program working group before being accepted.
- Candidates who fail the practical exam twice, must retake the Part 1 as a participant before retesting a third time. Effective 12/1/2018.
- Sessions (D1, D2, and Final Exam) **are only open to 10 candidates**. Candidates may choose any program offered anywhere in this country, provided it has an opening. Organizers of Part 2 are required to give first preference to up to five (5) candidates who have already met the riding requirement for the USEF/USDF 'r' ('R' or 'S') Dressage Judge Training Program. Note that a maximum of ten (10) candidates are allowed to participate in Part 2.
  - To be considered for preferred acceptance into Part 2 of an L Education Program, candidates must submit their completed application and any required fees at least 60 days prior to the published application deadline for the Program. Thereafter, program organizers may fill all remaining places with any candidates who have met the minimum prerequisites to participate in Part 2
  - A score record from USDFscores.com should be provided by the candidate. Requirements for the Dressage Judge Training Programs can be found on the Licensed Officials tab on the USDF website.

If there are openings in Session D1, D2, 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.

Applicants should be willing to commit to attending all sessions pertaining to Part 2 of the Program. *It is recommended that candidates be required to pay for the entire Part 2 in advance. A refund policy must be clearly announced. A 30-day refund policy may be appropriate to discourage candidates from canceling just before the program begins.*

- A. No more than 10 Candidates are allowed for Sessions D1, D2, and the Final Exam. If a candidate cannot find a program with an opening, the candidate should contact USDF for assistance.
- B. It is recommended that participants be notified on the application or prior to Part 1, Session A, of the criteria that will be used to select the 10 candidates for Part 2.
- C. The application form along with the signed Code of Conduct and proof of riding requirement are sent to the USDF office to be verified and approved. Once approved, the candidates are accepted into Part 2 and will be sent an email from USDF confirming their acceptance.

## V. SUGGESTED PROGRAM TIMELINE

The L Program consists of Part 1: A Judge's Perspective and Part 2: Candidate Evaluation.

When applying to host Part 1: A Judge's Perspective, which includes 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). A convenient schedule is to offer Sessions A, B, and C over the winter at six to eight-week intervals. **Programs with less than four weeks between sessions may not be approved.**



If the same organizer also offers Part 2: Candidate Evaluation, sufficient time should be allowed after Part 1, Session C, and before offering Session D1 (no less than six-eight weeks). Session D2 should follow D1 in approximately eight weeks. This will provide time to complete the paperwork, and time for candidates to act on their evaluations and to fulfill the requirements to take the final exam. Any time frame shorter than eight weeks, between Session D1 and D2, may not be approved by the L Working Group. The Final Exam should follow Session D2 promptly but should be scheduled no sooner than two months or later than four months. It may be necessary to plan Part 2 in the year following, depending on geographical location and weather conditions.

For Session D1, D2, and the Final Exam, candidates from the entire country may be accepted. Organizers who are having trouble filling their Part 2 may contact the L Program Liaison for assistance.

Neighboring GMOs could work together to host an entire Part 2.

Participants may sign up for both parts of the program and take the examination at the end. However, they cannot be officially accepted into Part 2 until they have completed all three Part 1 sessions. Alternatively, they can sign up for Part 1 only and sign up for Part 2 after having completed Part 1 and feel ready to go ahead with Part 2, including the Final Exam. Candidates wishing to complete the L Education Program who have exceeded five years from their last session, will be required to participate in or audit all Part 1 sessions and purchase access to current L Program material prior to continuing the program.

## VI. L PROGRAM FACULTY/INSTRUCTORS

Only USDF-approved instructors (L Faculty) may be used for the L Program sessions and Final Exam. The list of approved instructors can be found on the USDF website. Organizers should obtain this list from the [USDF website](#) or the L Program Liaison.

For Session E (Sitting/scribing with 'R' or 'S' judges), candidates may sit with *any* USEF-licensed 'R' or 'S' dressage judge or FEI Dressage Judge, not just those on the L Faculty list. However, sitting hours must be at a USEF-licensed/USDF-recognized dressage competition.

***A different instructor must be hired for Sessions A, B, and C. If Part 1 and Part 2 are scheduled at the same time or within a year, an instructor can only conduct a maximum of two sessions. Three different faculty members are required for Part 2. Sessions D1 and D2 cannot be conducted by the same faculty member. Organizers having trouble selecting faculty or finding available faculty should contact the L Program Liaison for assistance. For Part 2, Instructors/Examiners cannot be involved with the competition on the days when they teach the L Program.***

**Apprentices-** USEF Licensed S Judges who have applied and been approved by the L Program Committee and USDF Executive board must complete an intensive apprentice program including attending each of the L program sessions; A, B, C, D1, D2, and Final Examination, at their own expense as an unpaid apprentice. Apprentices must contact the instructor and organizer of each session, to seek permission to attend a session as an apprentice. Apprentices will be required to teach a small section of the session they are attending. Up to two apprentices are allowed at each session with the approval of the organizer. The organizer is not expected to pay any of the expenses for the apprentice including meals.

**Faculty and apprentice faculty are not allowed to receive gifts from those attending L Program sessions.**

*Organizing the L Program is a full-time job, especially during the D1, D2, and Final Exam Sessions. Therefore, the organizer should not ride or coach at the competition used for these sessions, nor should the organizer have any other duties associated with the show such as show manager or show secretary. **The organizer on record must be present for the entire two days of each session.*** The L Program Liaison should be informed of any change to the organizing group.

## VII. CONTRACTING FACULTY/INSTRUCTORS FOR EACH SESSION

- A. Select an Instructor/Examiner from the list of approved L Faculty (instructors) available at [www.usdf.org](http://www.usdf.org).
- B. Availability of instructor(s) must be confirmed before completing the Host Application Form. However, *do not* have them sign a contract prior to having the program approved by USDF. If for any reason there is a change in instructor or the program does not move forward for approval, **the organizer must inform the instructors they have contacted so they do not decline other offers for those dates.**
- C. The organizer should arrange for air and ground transportation, accommodation, and meals. Some instructors prefer to book their own airline tickets.
  - In Part 2 sessions, faculty may not be housed in the private home of a candidate in your program.

- D. A contract has been prepared by USDF that may be utilized. (The contract is available on the L Organizer website or by contacting the L Program Liaison at [lprogram@usdf.org](mailto:lprogram@usdf.org)). Two copies of the signed contract should be sent to the instructor with a self-addressed-stamped envelope for return of one contract. There is a standard fee for the sessions. The current fee for Sessions A, B, C, D1, D2 is **\$800/day/instructor**. The fee for the Final Exam is **\$750/day/instructor**
- E. As the date for each session gets closer, confirm the instructor's needs for special equipment, and review the schedule of demonstration rides (if applicable).

## VIII. PROGRAM OUTLINE

Part 1: A Judge's Perspective must include all three sessions: Sessions A, B, and C, which must follow each other in alphabetical sequence. All programs must start with Session A. For the live horse sessions, a **full size (20m x 60m) dressage arena with letters** must be available.

Part 2: Candidate Evaluation must include all three Sessions: D1, D2, and the Final Exam. Organizers may offer only Part 2. All Part 2's must be approved by the L Program Working Group. These sessions are required to be held at USEF-licensed/USDF-recognized dressage competitions with at least two arenas. **The minimum requirement is a class of eight different horse rider combinations in the highest test of the level (Training through Second)**. Classes with more than eight horse and rider combinations should be selected to ensure at least six combinations after scratches or eliminations. Additional horse and rider combinations are required at each level for practice and oral judging.

**As of 12/2023, organizers have the option of running the D1 as a classroom only session or at a USEF-licensed/USDF-recognized dressage competition. If held at a competition, the same requirements apply as for the D2 and Final Exam.**

*\*Organizers are not responsible for arranging sitting and scribing hours (Session E)*

## IX. SUSPENSION POLICY

The 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 working group of the L Program.

## X. USDF L EDUCATION PROGRAM PART 1: A JUDGE'S PERSPECTIVE

### What is needed for ALL Part 1 sessions:

- Climate controlled lecture room large enough to accommodate participants and silent auditors with lighting that can be adjusted for clear viewing of the presentation. Rectangle tables for participants are required. Round tables make viewing difficult. (An indoor arena is not suitable for the theory part of this session)
- Podium or table for instructor and tables/desks for participants.
- Wireless microphone and speakers for instructor (please check with each instructor on their preference).
- Indoor or all-weather arena with a full size (20m x 60m) dressage arena 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.
- Please confirm with the presenter whether they will be bringing their own laptop. As technology progresses, many faculty members may prefer to use a flash drive with the presentation files. In this case a laptop with a VLC player will be needed. Please communicate with each instructor regarding the equipment (including cords) needed for their session. The USDF office can provide a link to the VLC Player software if needed.
- The organizer should request a sample DVD or DVD file from the USDF office to test prior to the A Session.
  - **PLEASE NOTE: SPEAKERS WILL BE NEEDED FOR THE C SESSION MUSICAL FREESTYLE PRESENTATION**
  - 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 they allow a clear, detailed view to all participants and auditors. This is usually only suitable for a very small group.
- Enough restroom facilities to accommodate the number of participants and auditors you are planning on hosting.
- Check with the instructor prior to the session about scoresheets, levels and number of copies, etc. It is the responsibility of the organizer to ensure that the instructor and participants have the scoresheets relevant to this session, including the 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 scoresheets or bring their own publication of tests and/or test movements as well.*

- Copies of auditor handouts that pertain to this session. These handouts are an outline of the presentations. Room has been left for note taking. Additional optional handouts are available on the Organizer's webpage.
- Nametags for participants and silent auditors (identify participants/by using a different color or type). Please note, Instructors need to be able to read participants' nametags easily from a distance.
- Arrange for accommodations, air and 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.
- Provide live demonstration riders and horses. Ideally, the horses should differ in quality and in the stage of training. **Be sure not to use the same demo horses for all sessions.** Check with the instructor on the scheduling arrangements and number of horses he/she prefers. *Demonstration horses must be sound (unless the instructor requests otherwise) and must have proper equipment according to USEF Rules.*
- Inform demonstration riders that they **MUST** wear ASTM safety helmets.
- Participants should be told at Session A what to expect at the Final Exam. This includes the conducting of the evaluative sessions for the practical and written portion of the Final Exam.
- In determining the volunteers needed, it may be helpful to have a volunteer who is in charge of participants, one in charge of riders, and one in charge of auditors. This would include getting all sign-ins and sign-outs, waivers, scheduling and program information.
- USDF state specific waivers must be signed by all participants, auditors, volunteers, and riders.

**Participants should bring:**

- L Program course material, either on their laptop/mobile device or printed (Inform participants of availability of electrical outlets.)
- Completed Pre-session homework/quiz (including results from online quiz)
- United States Equestrian Federation Rules (either printed or on mobile device):
  - General Rules (GR) and Dressage Division (DR)
  - Dressage Attire & Equipment Guide
- Notebook, pens, red pens, highlighter, clipboard, and nametag (nametags are generally provided by the organizer)
- Test sheets of all levels and tests with their own diagrams (optional but recommended by the faculty)

**At all sessions, participants should dress professionally (business casual) with consideration for the weather conditions. Participants may be asked to dress differently for the second day if dressed inappropriately.**

## OUTLINE OF SESSIONS

### SESSION A: Introduction to Judging & Biomechanics

**Two Days (12 - 16 hours)**

Session A is the first session for all participants and silent auditors. All programs must start with this session. 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, concerns and conduct of a judge.
- Rules governing dressage competitions and judging.
- Knowledge and ability required of a good judge.
- Judge's comments.
- Methodology (arriving at consistent scores).
- Errors of the Test and Errors of Course.
- Use of Diagrams.

Biomechanics may be part lecture part practical session and includes:

- Biomechanics of the Horse
- Biomechanics of the Gaits
- Biomechanics of the Basics

## SAMPLE SCHEDULE FOR SESSION A:

The preferred schedule for Session A is to have the lecture take place the first day and a half, with the demonstration riders filling the second half of the second day. *The organizer needs to work with the instructor for this session to develop a schedule for the weekend. Times are approximate.*

**PLEASE NOTE: DEMO HORSES SHOULD NOT BE ADVERTISED FOR SALE IN THE PROGRAM OR ELSEWHERE DURING THE SESSION**

### SATURDAY

7:30 to 8:00 Sign In  
8:00 to 12:00 Lecture on General Issues and Rules Section with DVD

12:00 to 1:00 **LUNCH**

1:00 to 5:00 Lecture on Biomechanics of General Horse, Gaits, and Basics

End of Day 1

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### SUNDAY

7:30 to 8:00 Sign In

8:00 to 11:00 Continue lecture on Basics

11:00 to 12:00 **LUNCH & TRAVEL TO BARN**

12:00 to 12:45 Training Level - three riders in a group to walk and trot together and to canter separately or schedule them one at a time for 15 minutes each.

12:45 to 1:30 First Level

1:30 to 2:15 Second Level

2:15 to 2:45 Wrap-up

## **SESSION B: Judging Criteria for Gaits & Paces, Movements & Figures**

### **Two days (12 - 16 hours)**

This two-day session is a combination of lectures and judging of demonstration horses which includes:

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

## SAMPLE SCHEDULE FOR SESSION B:

**PLEASE NOTE: DEMO HORSES SHOULD NOT BE ADVERTISED FOR SALE IN THE PROGRAM OR ELSEWHERE DURING THE SESSION**

**Either a schedule including all classroom work on Day 1 and live horses on Day 2 or half-day classroom and half-day live horses each day is acceptable. The organizer needs to work with the instructor for this session to develop a schedule for the weekend. Times are approximate.**

Three horses per level are required plus one backup horse per level or two backup horses that could do multiple levels. Ten to Twelve different horses is ideal

**The horse demonstrating the highest test of the level should be a horse that has not been seen by the participants in previous tests if possible.**

*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 more practical to have all demo horses on the second day that is an option.*

### **SATIURDAY SAMPLE A**

7:30 – 8:00	Sign In
8:00 – 10:00	Classroom Session Discussion of homework/online quiz Lecture on Training Level with videos
10:00 – 10:15	<b>Break</b>
10:15 - 12:00	Lecture on First levels with videos
12:00 – 12:45	<b>LUNCH</b>
12:45 – 2:45	Continue Lecture on First Level/Second Level with videos
2:45 – 3:00	<b>Break</b>
3:00 – 5:00	Continue Lecture on Second Level with videos

### **SUNDAY**

7:30 – 8:00	Sign In
8:00 – 8:30	Training Level Tests 1,2 and 3 Parts of tests and discussion
8:30 – 9:00	Training Level Test 2 Complete test and discussion
9:00 – 9:30	Training Level Test 3 Complete test and discussion
9:30 – 9:45	<b>Break</b>
9:45 – 10:15	First Level Tests 1,2 and 3 Parts of tests and discussion
10:15 – 10:45	First Level Test 1 Complete test and discussion
10:45 – 11:15	First Level Test 2 Complete test and discussion
11:15 – 11:45	First Level Test 3 Complete test and discussion
11:45 – 12:30	<b>LUNCH</b>
12:30 – 1:00	Second Level Tests 1, 2 and 3 Parts of tests and discussion
1:00 – 1:30	Second Level Test 1 Complete test and discussion
1:30 – 2:00	Second Level Test 2 Complete test and discussion
2:00 – 2:30	Second Level Test 3 Complete and discussion
2:30 – 3:00	Second Level Test 3 Complete and discussion
3:00 – 3:30	Wrap Up

### **SATURDAY SAMPLE B**

7:30 – 8:00	Sign in
8:00 - 12:00	Classroom Session Discussion of homework/online quiz Lecture on Training and First Levels with videos
12:00 – 1:00	<b>LUNCH &amp; TRAVEL TO BARN</b>
1:00- 1:30	Training Level Tests 1 and 2 and 3 - Parts of tests and discussion
1:30 – 2:00	Training Level Test 2 - Complete test and discussion

2:00 – 2:30	Training Level Test 3 - Complete test and discussion
2:30 - 2:45	<b>BREAK</b>
2:45 - 3:15	First Level Tests 1, 2, and 3 - Movements of tests and discussion
3:15 – 3:45	First Level Test 1 - Complete test and discussion
3:45 - 4:15	First Level Test 2 - Complete test and discussion
4:15 – 4:45	First Level Test 3 - Complete test and discussion

### SUNDAY

7:30 – 8:00	Sign In
8:00 - 11:00	Classroom Second Level Lecture with videos
11:00 – 12:00	<b>LUNCH &amp; TRAVEL TO BARN</b>
12:00 - 12:30	Second Level movements and discussion Tests 1, 2, 3
12:30 - 1:00	Second Level Test 1- Complete test and discussion
1:00 - 1:30	Second Level Test 2 -Complete test and discussion
1:30 - 1:45	<b>BREAK</b>
1:45 - :215	Second Level Test 2 - Complete test and discussion
2:15 - 2:45	Second Level Test 3 - Complete test and discussion
2:45 - 3:15	Second Level Test 3 - Complete test and discussion
3:15 – 3:30	Wrap-up

## SESSION C: Basics, Collective Marks - Gaits, Impulsion, Submission and the Rider

### Two days (12 - 14 hours)

This two-day session is a combination of lectures and judging demonstration horses. **A speaker system will be needed for the Freestyle presentation.**

#### **This session includes discussions of Collective Marks:**

- Assessing the components of the Collective Marks using the Basics
- Methodology for assessing the Collective Marks
- Gaits and Paces
- Impulsion
- Submission
- Rider's Seat and Position, Rider Biomechanics
- Freestyle Overview

### **SAMPLE SCHEDULE FOR SESSION C:**

**PLEASE NOTE: DEMO HORSES SHOULD NOT BE ADVERTISED FOR SALE IN THE PROGRAM OR ELSEWHERE IN THE PROGRAM.**

*The organizer needs to work with the individual instructor to develop a schedule for the weekend of Session C. It is highly recommended to have the first day classroom and the second day live horses. Below is a sample of the preferred schedule. Times are approximate.*

*Three horses per level are required plus one backup horse per level or two backup horses that could do multiple levels.*

*Note: The horse that performs the test should be a new one, not yet seen or discussed if possible. 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. All horses are expected to be able to demonstrate a complete test.*

## SATURDAY

7:30 - 8:00	Sign In
8:00 - 5:00	<b>Classroom Session:</b> 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. Suggest having lunch on site to remain on time.**

## SUNDAY

	Demonstration horses
7:30 – 8:00	Sign In
8:00 – 8:30	Training Level, Test 1
8:30 - 9:00	Training Level, Test 2
9:00 – 9:30	Training Level, Test 3
9:30 - 10:00	First Level, Test 1
10:00 - 10:15	BREAK
10:15 - 10:45	First Level, Test 2
10:45 – 11:15	First Level, Test 3
11:15 – 11:45	Second Level, Test 1
11:45 - 12:45	LUNCH
12:45 - 1:15	Second Level, Test 2
1:15 – 1:45	Second Level, Test 3
1:45 - 2:15	Second Level, Test 3
2:15 – 2:45	Wrap Up

### **Continuing Education in Musical Freestyle Judging**

The USDF Continuing Education in Freestyle Education program (Freestyle CE program) was originally developed as an optional program for those enrolled in the L Education program. Organizers have the option of running this one-day program as an extra day with the C Session or on a different weekend. The same L Faculty member could be utilized for both the C Session and the Freestyle Continuing Education program, and this program does not require horses. Along with giving those enrolled in the L program a more in-depth education in judging freestyles; this program can be approved by USEF for the Freestyle Designation for USEF Licensed Dressage Judges and is approved for the continuing education requirement for L Graduates.

The Dressage Foundation offers a grant through the Edgar Hotz Judges Fund to cover up to an \$800.00 loss. If you would like to host this additional program or would like more information, please contact the L Program Liaison.

## **XI. USDF L EDUCATION PROGRAM PART 2: CANDIDATE EVALUATION**

### **Organizers need approval from the L Program Working Group to host Part 2: Candidate Evaluation**

This part is designed for candidates who want to go beyond the educational Part 1, who are interested in becoming schooling show judges and are interested in entering the USEF Training Program to become USEF-licensed dressage 'r' judges.

Part 2: Candidate Evaluation consists of Sessions D1, D2, E, and the Final Exam. Organizers must offer all sessions (i.e. Session D1, D2, and the Final Exam.) Candidates may choose any program offered anywhere in this country, provided it has an opening, *i.e. has less than 10 candidates.*

#### **Reminders:**

- ***Candidates must be 18 years or older in order to participate in Part 2: Candidate Evaluation***
- ***Three different L faculty members must be used to conduct Part 2 of the L Program***

## What is needed for Part 2 Sessions:

*Organizing the L Program is a full-time job, especially during the D1, D2, and Final Exam sessions. Therefore, the organizer should not ride or coach at the competition used for these sessions, nor should the organizer have any other duties associated with the show such as show manager or show secretary. **The organizer on record must be present for the entire two days of each session.** Any exception must be brought to the attention of the L Program liaison at the USDF office.*

- Depending on the facility, the instructor and candidates may benefit from having wireless headsets available. Contact the instructor for their preference. If you do not have headsets available, they can be rented by contacting the company listed below. By discussing this with the instructor early, the fee can be added to the cost for the candidates.

For prices and information regarding wireless headset rental, contact:

Lori Erben, Rental Manager  
Industrial Communications  
1019 East Euclid Ave  
San Antonio, Texas 78212  
[lerben@indcom.net](mailto:lerben@indcom.net)  
210-226-3682 ext 504 Phone, 210-226-5329 Fax  
[www.indcom.net](http://www.indcom.net)  
<http://www.indcom.net/rentals/>

- A **USEF-licensed/USDF-recognized dressage** competition that runs at least two rings with at least two judges and has enough entries to warrant the required number of quality horses for this session. The minimum requirement is a class of **eight** different horse/ rider combinations in the highest test of the level (Training through Second). If there are unforeseen scratches or no shows, test 2 can be used to complete the classes needed for evaluations.
- Organizers may want to offer competition managers sponsorships in exchange for allowing the Part 2 sessions at their competition(s). Sponsoring the Test 3 (Training through Second Level) could also help increase the number of horse rider combinations at this level.
- The instructors cannot be involved with the competition on the day when they teach the L Program.**
- At least 30 days prior to the Session, before entries have closed, the organizer and the instructor should communicate with competition management reminding them 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 competition organizer can be made aware of the scheduling preferences of the L Program Instructor. Ideally, a large tent can be put up so that the group is sheltered from sun and rain, and a sign can be posted to let competitors and spectators know that an L Program is in session. However, the competition manager should be included in all arrangements and must feel comfortable with them.
- Candidates should be informed of the schedule as soon as it is confirmed so they can make the necessary arrangements with their scribes.
- 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. Determine what position the candidates most likely will be judging from for their Final Exam and try to utilize this position as much as possible for D1 and D2. **Bleachers are not suitable seating for Part 2 sessions and not allowed for the final exam.**
- The organizer and instructor are responsible for an orderly conduct of the group so that they do not disrupt the competition in any way. They should also see to it that all trash has been picked up at the end of each day and the area is left clean.
- The organizer and/or instructor should not approach competition management to request any changes in the competition schedule once it is posted. The organizer and instructor should work within the schedule provided by the competition management. The L Program is a guest of competition management and must behave accordingly.
- If a class does not have the required horses, it is up to the discretion of the instructor whether to use the available tests on flash drive or use live horses competing in a different test of the same level.
- If the D1 is scheduled as a classroom only session, A large screen, wifi, and AV will be needed.
- On the last page of these guidelines is a form that needs to be signed by competition management. A copy can be given to competition management so that they have a written summary of what is needed for the Part 2 sessions.
- Scoresheets for candidates are provided by the organizer (Training, First, and Second Levels). The number of scoresheets at each level and test depends on the competition 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 these tests include shoulder-in and turn on the haunches). The organizer needs to provide the instructor with the competition schedule as soon as it is available in order for the instructor to choose the classes they will be using for the session. At that time, the instructor will inform the organizer how many of each test is needed. *\*Be prepared with extra copies of scoresheets.*



- A copy of the Session evaluation forms (D1, D2, and Final Exam) along with the tabulation sheets are on the L Organizer website. The Organizer is responsible for providing copies of both for all candidates. (Please check with the instructor to see if they prefer to complete the candidate evaluation electronically and may not need the printed evaluation forms.)
- At least one calculator or laptop, a stapler, paper clips, red pens, white out, highlighters and legal-size folders to organize the completed scored tests.
- Two or more** scorers are needed to tally all scoresheets from the candidates and from the instructor and complete the tabulation sheets.
- One volunteer will be needed to pick up the scoresheets after each ride when the bell rings for the next rider. It is **MANDATORY** that scoresheets are picked up after each ride during the Final Exam.
- The organizer should check with each instructor to see if they prefer to use the final percentage or the total points on the Tabulation Sheets.
  - Volunteers and /or organizers should not do the comparison between the candidate and instructors scores on the tabulation sheet. The instructor will compare the scores and finalize the tabulation sheets.
- For classroom D1 sessions or if requested due to low entries by the L Program Working Group, a room of at least 300 square feet with a projector, 55-inch screen, and laptop computer will be required.
- 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 the D1 and D2 sessions what to expect at the Final Exam. This includes the format for the practical, oral and written portion of the Final Exam.
- A 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.
- Arrange for accommodations, air and ground transportation, meals, refreshments, and final payment of instructor. Faculty may not be housed with any candidate enrolled in your program.
- State specific and event waivers must be signed by all participants and volunteers and sent to the L Program Liaison in the USDF Office.

Candidates should bring or have access to:

- United States Equestrian Federation Rules:
  - General Rules (GR) and Dressage Division (DR)
  - Dressage Attire & Equipment Guide
- USDF Glossary of Judging Terms
- USDF Judges' Checklist
- Test sheets with their own diagrams
- Notebook, pens, red pens, white out, clipboard, and name tag
- Calculator (in case the organizer cannot provide a scorer)
- A scribe; candidates who cannot bring a scribe, may ask the organizer to assist in providing one for them. Organizers are not required to provide scribes. The candidate should expect to cover expenses for the scribe and possibly pay a small daily fee.

Instructors must return test sheets from the D1 and D2 Sessions to the candidates who supply \$7.00 worth of postage along with an 11x14 self-addressed envelope. **Please note that padded envelopes may cost more to mail.**

**At all sessions, participants should dress professionally (business casual) with consideration for the weather conditions. Participants may be asked to dress differently for the second day if dressed inappropriately.**

## **SESSION D1 - Judging Full Tests in Each of the Levels**

**Two days (12-14 hours)**

Regardless of whether the session is held in a classroom or a live competition, one instructor teaches the session. 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 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. A copy will be emailed, by USDF, to the candidates for their information.

Other items required for the D1 session:

Copies of the D1 Session evaluation form and tabulation sheets are located on the L Organizer website. The organizer is responsible for making sure copies of both documents are available for all candidates.

Volunteers— **required to have two-three scorers and a scribe for the instructor.**

At the end of the session, the instructor must fill out and return to USDF a D1 Session Evaluation form and the tabulation sheets for 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 to Session D1 but with a bit more emphasis on a testing situation. This is to prepare candidates for the Final Exam.

### Other items required for the D2 session:

- Copies of the D2 Session evaluation form and tabulation sheets are located on the L Organizer website. The organizer is responsible for making sure copies of both documents are available for all candidates.
- Volunteers— **required to have two-three scorers and a scribe for the instructor.**

## SESSION E – Scribing (12 hours) and Sitting (10 hours) with USEF-Licensed ‘R’ or ‘S’ Dressage Judges

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

### Scribing:

Each Candidate must have scribed a total of 12 hours from at least three different USEF-licensed ‘R’ or ‘S’ dressage judges prior to taking the L Program Final Exam. Candidates may have their hours verified by the judge or competition secretary. If scribing is done at schooling shows, or eventing competitions, the judge must be a USEF-licensed ‘R’ or ‘S’ dressage judge.

### Sitting:

Once accepted into Part 2 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-licensed ‘R’ or ‘S’ dressage judge, or any FEI dressage judge, at any USEF-licensed/USDF-recognized dressage competition. Only one L Candidate is allowed to sit with the judge at a time.

A minimum of twenty tests at each level (Training, First, and Second 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 competition, per USEF rules, DR126.

There are two evaluation forms: one for the candidate's records and one for the USDF office. The forms are marked accordingly.

- The candidate will receive one form back for their own information. The judge will mail the completed “Office” form to USDF in a stamped envelope, provided by the candidate.
- **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/candidate make and maintain copies of all sitting and scribing forms submitted to USDF.

### **Additional options for completing the Session E Sitting requirement:**

#### Group Sitting:

- Five to ten candidates
- Must be taught by a current L Faculty member. Faculty involved with your final exam cannot be used.
- Must get permission from competition managers who will decide where the group should be seated.
- Care should be taken so spectators cannot overhear the discussions. If needed use headsets to assure privacy.
- Candidates may not request changes to the show schedule,
- Sitting forms must be completed and returned to the USDF office

#### Sitting on the Side:

- One to four candidates sit in the spectator area with a licensed ‘S’ Dressage Judge.
- Faculty involved with your final exam cannot be used.
- Must notify the show manager and follow any requests regarding the schedule and seating.
- Care should be taken so spectators cannot overhear the discussion.
- Sitting forms must be completed and returned to the USDF office.

All sitting hours and scribing hours must be completed, and the forms sent to the USDF office prior to the Final Exam. *Candidates will not be allowed to test without complete verification of sitting and scribing hours.*

Sitting and scribing hours will expire five years from the date of the D1 or for those retesting the date of the last Final Exam. If there are questions regarding hours already on file, please, contact the [L Program Liaison](#) at the USDF Office.

## **XII. FINAL EXAMINATION (Approximately 1 1/2 days to 2 days)**

### **Requirements:**

The competition in question must have at least two competition rings and USEF-licensed dressage judges to be considered eligible for consideration. The minimum requirement is a class **of eight** different horse rider combinations in the highest test of the level (Training through Second). If there are unforeseen scratches or no shows, test 2 can be used to complete the classes needed for evaluations. For smaller competitions, organizers should plan to print test 2 scoresheets in case they are needed.

### **Prerequisites:**

Candidates must have completed all sessions and all scribing and sitting requirements and they must be on record in the USDF office prior to the Final Exam or they will not be allowed to take the final exam.

**Candidates must have completed the Safe Sport Training, and a certificate of completion must be on file with USDF**

### **Length of Exam:**

Depending on the competition schedule, the duration of the examination shall last one and one-half to two days. (This does not include the written exam normally held on the evening prior to the practical exam.)

### **Examiners:**

Two examiners shall conduct the exam. Examiners must be from the list of 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(s) when they conduct the examination.**

### **Exam Format:**

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

The written test is a closed book exam, which includes true/false 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 Division (DR) and General Rules (GR) sections (pertaining to officials)
- b. The USDF Glossary of Judging Terms
- c. Course material from the L Program

For most programs, it works well to hold the written exam on Friday evening. The organizer may need to rent a room at a hotel or other venue that will give candidates a quiet place to complete the written exam. This leaves Saturday and Sunday for the practical portion of the exam. Please check with the examiners as to their schedule preference. For larger shows running for three or more days it is often helpful to schedule the practical portion of the exam at the show on Friday and Saturday as often Sunday classes will have a number of scratches.

The written exams are confidential and will be mailed back to the USDF office for grading.

### **Schedule:**

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

### **Dressage Test Score sheets:**

The organizer should provide scoresheets for the candidates and examiners. One scoresheet for each test of each level plus the seven scoresheets needed for the chosen classes (the seventh scoresheet is for practice or warm-up test). The number of scoresheets at each level and test depends on the competition 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 competition management should not be asked to provide copies. Candidates will not receive dressage test scoresheets back after the final examination. Scoresheets are mailed to the USDF office where they are held for one year.

## **Scribes:**

Scribes are very important and should be quite experienced. Candidates are responsible for their own scribes. **Every candidate must have a scribe.** The organizer must provide one scribe for the examiners. Competition management wants it to be clear that candidates should not drain the scribe pool for the competition.

- If the candidate cannot bring a scribe, they should discuss the possibility of the organizer being able to assist in providing one for them. Organizers are not required to provide scribes. The candidate should expect to cover expenses for the scribe and possibly pay a small daily fee.

Candidates were required to sign the Part 2 application prior to acceptance into Part 2 stating that:

- a. The results of the testing **cannot be protested.**
- b. The examiners are not available or responsible for tutoring candidates who fail the exam.
- c. Candidates will not contact the examiners.
- d. The exam material is property of USDF.

Candidates must also sign the Code of Conduct prior to the D1 and at the final exam. **Organizers should provide copies at the final exam and return them with the evaluations and waivers.**

### ***USDF L CANDIDATE/L GRADUATE CODE OF CONDUCT***

*As a member in good standing of the United States Dressage Federation (USDF), I acknowledge my obligation to uphold and adhere to the highest standards of horsemanship and sportsmanship.*

*In my role as an L Candidate or L Graduate, I will place the rider's safety and horse's welfare above all other considerations.*

*As a candidate or graduate of the L Program, I will know and comply with all rules of USEF and USDF and honor the principles of fair play inherent in them.*

*I understand that as a candidate or graduate of the L Program, I serve as a representative for our sport, USDF, and the USDF L Program. I will serve as a positive example through my conduct and behavior by maintaining a professional demeanor and adhering to the safe sport policies.*

*I further understand that any USDF member suspended by USEF will be considered a USDF member not in good standing during the period of suspension. During this period, such person will be ineligible to participate in USDF programs, including having his/her name removed from the list of L Graduates on the USDF Website.*

*I acknowledge my membership in this professional community and my responsibility to demonstrate respect for my fellow professionals at all times.*

## **What is needed for Final Examination?**

USDF will send to the **examiners:**

- a. Final Exam Evaluation Forms.
- b. Tabulation forms.
- c. Written tests.
- d. Completed D2 Session evaluation forms.
- e. Evaluation forms from previous practical exam for re-testers.
- f. Completed sitting forms with comments.

Additional Organizer Tasks for the Final Exam:

- Provide pictures of the candidates. This will be very helpful to the examiners when they fill out their evaluations.
- Provide candidates with a complete competition schedule.
- Work well ahead of time with competition management to see if it is possible to schedule all classes needed, especially the ones requiring scribes, in one arena. This minimizes the moving of chairs and people during the competition.
- Final Exam evaluations (located on the L Program Organizer website) should be handed out to candidates and collected prior to their leaving. These evaluations are returned to the USDF office by the organizer. Examiners should not view these evaluations.
- State-specific waivers available from USDF are signed by all candidates and volunteers and sent to the USDF office.
- Volunteers needed:
  - **Two or more experienced scorers to tally all scoresheets from the candidates and examiners and complete tabulation sheets**
  - Provide one scribe for both examiners.
  - One volunteer to pick up score sheets after each test. This is mandatory for the final exam.
- **Arrange for a private area away from the show grounds for both examiners to meet and tabulate results.**

- Volunteers or organizers **may not** help the examiners fill out the practical evaluations. This information must remain private and be sent directly to the USDF Office by the examiners.

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

### XIII. CRITERIA FOR PASSING THE EXAMINATION

With a passing score of **65% or higher on the practical exam and 80% 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 **L Program Graduates**.

**The scores required to graduate the L Program with distinction are 72% on the practical exam and 85% on the written test.**

USDF will inform the candidates by mail of the results of their examination. The examiners may 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 cannot 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 or L Graduates with Distinction. L Graduates are NOT licensed dressage judges. Therefore, they may not advertise themselves as L judges.***

#### **Retesting:**

1. Candidates who have failed the written exam may repeat it outside a structured program and do not need to submit a retesting application. The written retest must be done under the supervision of a person approved by the L Program Committee chair. This may be the regional director, a member of the L Faculty, or an otherwise approved individual. The written exam can be retaken no sooner than 30 days and no longer than one year from the original exam date.
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 fail the practical exam twice, must retake the Part 1 as a participant before retesting a third time. Effective 4/1/2018
4. Those L Graduates wishing to retest for distinction, have the option of waiting 12 months and repeating only the Final Exam (written and practical portion). A retesting application must be approved prior to acceptance into the final exam. L Graduates must be current with USDF membership, Safe Sport, and continuing education at the time they submit the retesting application. L Graduates also have the option of retaking the entire Part 2, in this case, a retesting application is not required.
5. Candidates wishing to complete the L Program or retest who have exceeded five years from their last session, will be required to participate or audit all Part 1 sessions and purchase access to current L Program material.

**PLEASE NOTE: If candidates achieve a lower score at the retesting, in either the written or the 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.**

**Sitting and scribing hours will expire five years from the date of the D1 or for those wishing to retest, the date of the last Final Exam. If there are questions regarding hours already on file, please contact the [L Program Liaison](#) at the USDF office.**

#### **Continuing Education for L Graduates:**

L Graduates are required to complete eight hours of Judge specific continuing education per year. Graduates who meet the continuing education requirements will be listed on the USDF website. Any continuing education that falls into the below category should be reported to [lprogram@usdf.org](mailto:lprogram@usdf.org) using the L Program Education Continuing Education report form available on the USDF website.

Continuing education instructors must be 'R' or 'S' Judges and must be approved by the L Program Committee prior to the event.

Below is a list of the approved programs as of 1/2018:

- USDF Continuing Education for Dressage Judges Programs
- USEF/USDF Dressage Judge Education Programs
- USDF Sport Horse Seminar (for Judge Training)
- USEA hosted Eventing judge training programs with a focus on dressage, if taught by USEF-approved judge instructors (for dressage) or L faculty.

- Convention L Education session
- Approved Convention meetings (meetings related to Judging and Judge education)
- Organizing, auditing, or participating in Part 1 of L Education Program
- Scribing with R or S judges
- Scribing for instructors or examiners at L Program (Part 2) or USEF Dressage Judge Training Programs.
- Online options are also available and may vary year to year. Any questions regarding L graduate Continuing Education should be forwarded to the L Program Liaison.

Additional programs may be approved by the L Program Working Group annually and on an individual basis.

The USDF Executive Board approved a new [USDF Safe Sport Initiative](#). In short, the new initiative adopts the [USEF Safe Sport Policy](#). As part of this initiative, completion of Safe Sport Training **is part of the prerequisite for taking the final exam**, and it is also required that all graduates of the USDF L Education Program stay current with the Safe Sport training as required by USEF.

#### XIV. USDF L EDUCATION PROGRAM SAMPLE BUDGET

The following pages should serve *as a guide* in helping set up the 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 the program is the cost of renting the equipment), 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. The fee for the faculty is \$800/day for Sessions A, B, C, D 1, D2 and \$750.00 each per day for the final exam. A sample budget must be submitted with the program application along with the use for any projected profit.

To encourage participation, many local clubs have decided to charge lower fees and underwrite the program financially from their treasury. Profit from Part 1 should be used to subsidize the Part 2 especially if there are less than 10 candidates. Some organizations have charged more than the prices below. If there is no guarantee there will be 12 silent auditors, you may need to raise your participant fees.

A refund policy for the program is required and should be communicated in writing to each participant/candidate and silent auditor with a copy to the USDF L Program Liaison. The refund policy that is listed in the USDF Policy and Procedures (III. Financial, Section D. Refunds, #s 3 & 4) at can be used as a template or starting point for developing a refund policy for each individual program.

Often it is difficult for participants (and auditors) to go off grounds to get lunch. If lunch is to be included, consider an additional cost for the lunch. Box lunches for groups generally run \$10-\$15 per person each day. Coffee and other drinks will be an additional cost throughout the day.

***Budgets vary from program to program. These sample budgets serve as a guideline but are not all-inclusive.***

#### Part 1 Sessions Sample Estimated Budget for two days (one session)

<i>ESTIMATED INCOME</i>		
Participants Fee (\$350.00 x20)		7,000.00
Silent Auditor Fee (\$100 x 20)		2,000.00
		\$9,000.00
<i>ESTIMATED EXPENSES</i>		
Instructor Fee (\$800/day x 2)		1,600.00
Airfare /parking/ ground transportation		600.00
Lodging		350.00
Instructor Meals		200.00
Lecture room rental (2 days)		500.00
Arena rental (1 day)		200.00
Printing/copying		100.00
Postage		25.00
Refreshments/Lunch – \$15 /person for lunch plus any other refreshments		1,350.00
Certificate of Insurance (adding USDF as additional insured)		100.00
		5,025.00
<b>ESTIMATED LOSS/PROFIT</b>		<b>\$3,975</b>

Other expenses to consider: \$10 gift cards for riders, lodging and meals for organizer and volunteers, AV equipment (wireless mic, LED projector, screen and <b>speakers for C session</b> – can be expensive (especially LED Projectors) if you have to rent them) portable toilet at farm.	
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**Remember to print enough auditor course material for the silent auditors** and incorporate that cost into the budget or email the auditor course materials ahead of time to the auditors, and they can print them out or download them to their mobile device.

**Session D1 & D2**

*Sample Estimated Budget for One Session*

One instructor for two days, (these L Instructors cannot be used to also officiate at the competition on the same day as the L Program Session).

<i>ESTIMATED INCOME</i>		
Participants Fee (\$450.00 x 10)		4,500.00
<i>ESTIMATED EXPENSES</i>		
Instructor Fee (\$800/day x 2)		1,600.00
Airfare /parking/ground transportation		600.00
Lodging		400.00
Instructor Meals		200.00
Printing/copying		200.00
Postage		25.00
Tent rental/ classroom rental		500.00
Refreshments/Lunch (include volunteers)		450.00
Certificate of Insurance (adding USDF as additional insured)		100.00
AV for classroom sessions		425.00
		\$4,500.00
<i>ESTIMATED LOSS/PROFIT</i>		

**Additional costs to consider: Traveling expenses for organizer and volunteers including lodging and meals.**

**Final Examination**

*Sample Budget*

The Exam must take place at a competition. Two examiners are required for two days. These examiners cannot be used to officiate at the competition on the days of the exam.

<i>ESTIMATED INCOME</i>		
Participants Fee (\$700 x 10)		\$7,000.00
<i>ESTIMATED EXPENSES ( 2 Examiners)</i>		
Examiners Fee (\$750/day per examiner x 2)		3,000.00
Airfare /parking/ ground transportation		1,200.00
Lodging		800.00
Meals		400.00
Printing/Copying		100.00
Postage		50.00
Tent rental		500.00
Refreshments/Lunch		450.00
Certificate of Insurance (adding USDF as additional insured)		100.00
Total expenses		
<i>ESTIMATED LOSS/PROFIT</i>		
		400.00

**Additional costs to consider lodging and meals for organizer and volunteers, possible Sunday night stay for examiners, gifts for volunteers.**

## **XVII. COMPETITION MANAGERS APPROVAL FORM FOR PART 2**

On behalf of USDF and \_\_\_\_\_ (GMO/Organizer Name) thank you for agreeing to be a host competition for the USDF L Education Program Part 2 \_\_\_\_\_ (D1, D2, Final Exam) session. The USDF L Education Program (L Program) is a comprehensive training program which concentrates on Training through Second Level of dressage and teaches participants what trained judges are looking for in a dressage performance. The L Program relies on the support of competition managers like you to allow us to conduct Part 2 of the program at a USEF-licensed/USDF-recognized competition.

Part 2: Candidate Evaluation consists of the D1, D2, and Final Exam. It is designed for participants who have completed Part 1 and who want to go beyond the educational portion of Part 1. Candidates in Part 2 are interested in becoming L Graduates or L Graduates with Distinction. Graduating with distinction is a prerequisite to entering the USEF 'r' Judges Training Program to become a USEF licensed dressage judge.

The L Program Organizer, Faculty, or Examiners will be at the competition(s) for the duration of their session to ensure that everyone in the program conducts himself or herself in an orderly and professional manner. The candidates and their scribes will sit at least 15 meters from the ring on the short end behind C or on the long side near E or B. **PLEASE NOTE: If the arenas are to be outside, the program recommends that the organizer arranges to shield the participants from the sun and rain (i.e. a tent with chairs or covered seating).**

- Candidates are responsible for bringing their own scribes. The program will not take from the competitions volunteer base
- A time should be scheduled with the program organizer to discuss the best placement for the candidates as to not be disruptive to the competition but separated from competitors and spectators while allowing the participants a good view.

The following are utilized during Part 2 of the L Program:

- Training Level Test 3, First Level Test 3 and Second Level Test 3.
- The minimum requirement is six horses in each class (after scratches).

To keep the group from having to move during the competition, it helps to have all classes used for the L Program in one or two arenas if at all possible. Anytime it is necessary to move the candidates, it will be done either at a break or in a staggered manner.

As the competition schedule nears completion, the organizer will contact competition management for the competition schedule in order to forward it to our instructor/examiner so that they can schedule the day for the candidates.

Please advise the organizer and host organization if you have any special requests or instructions for the weekend. Thank you again for your support of the USDF L Education program.

As the competition manager for _____ (name of competition) I approve _____ (Host) to use this competition for the D1 session.	
_____ <b>Competition Manager</b>	_____ <b>Date</b>

As the competition manager for _____ (name of competition) I approve _____ (Host) to use this competition for the D2 session.	
_____ <b>Competition Manager</b>	_____ <b>Date</b>

As the competition manager for _____ (name of competition) I approve _____ (Host) to use this competition for the Final Exam.	
_____ <b>Competition Manager</b>	_____ <b>Date</b>