



REQUIREMENTS FOR ENROLLMENT

Dressage Technical Delegate

At the time of application for enrollment in the recorded (r) Dressage Technical Delegate Training Program, the applicant must be a Senior active member in good standing of the United States Equestrian Federation (USEF). The following requirements for enrollment in the “r” Dressage Technical Delegate Training Program must be completed within eight (8) years of the application date. Along with the application form and required fees, please include documentation from separate competitions for the following requirements:

1. Serve as an active member of the organization committee at five or more USEF licensed Dressage competitions. At least two of these must be separate competitions that are two or more days in length and at least two competitions must be at separate locations. This service should include participation as the manager, assistant manager, or secretary (including entry and competition secretary positions) of at least two competitions with responsibility for the respective duties that are outlined in USEF Chapter 12. In each of these two competitions, the applicant must have been on the grounds throughout the competition.
2. Serve for a minimum of five *full days, one each at a minimum of three different USEF Dressage or Regular Member competitions operated under at least three different managers and Competition Management organizations, in two or more of the following positions: assistant secretary, scribe, scorer, stable manager, grounds manager, personnel manager, or a similar position of responsibility. At least one day of secretaries work and one day of scoring, including freestyles, is required. *A full day is a minimum of six working hours at competition. Working less than six hours per day cannot be used to fulfill this requirement but may be used as additional experience.

Documentation can be in the form of signed letters from competition management, including a copy of the prize list and/or program book from the competition, etc. Applicants must submit a list of duties for which they were responsible as a member of management and each staff/volunteer position, including the approximate number of hours worked at each competition.

At least three of the following are required, along with appropriate documentation; additional experiences are highly recommended:

1. Experience at three different USEF open Dressage Competitions as a competitor, trainer, or coach of a competitor.
2. Participate as part of management or as a competitor at five separate USDF Jr/YR or Adult Team competitions, schooling or Pony Club dressage competition, or at USEA, or Pony Club competitions.
3. Attendance and active participation for a minimum of three years in USDF National Meeting Councils, especially the Technical Delegate and Competition Management Councils.
4. Attendance at one or more USEF Dressage T.D. clinics.

“R” C2 or CC Stewards who have been licensed by the Federation for a minimum of five (5) years, and who have officiated at a minimum of five (5) USEF licensed Regular Competitions holding Dressage classes, may apply for enrollment in the recorded (r) Dressage Technical Delegate Training Program upon completion of at least two *full days service in two or more of the following positions at a Dressage Competition: manager, secretary, assistant secretary, or scorer. Appropriate documentation must be submitted, as stated above. *A full day is a minimum of six working hours at competition. Working less than six hours per day cannot be used to fulfill this requirement but may be used as additional experience.

Once your application and the required verifications have been received, confidential evaluations will be mailed on your behalf to each of the individuals you list as a reference. DO NOT include members of the USEF Licensed Officials Committee or USEF Dressage Committee. Confidential Evaluations will be sent to each

member of the USEF Dressage Committee. At least 15 evaluations which actually evaluate the candidate must be returned from members of the Federation, 12 of which must be from the current roster of USEF Dressage Judges, Technical Delegates, or members of the USEF Dressage Committee.

If the required number of evaluations are received, your application will be presented at the next Licensed Officials Committee meeting; meetings are normally scheduled three times a year. Applicants will be notified by letter within two weeks following the meeting as to the Committee's decision regarding the enrollment application.

“r” Dressage Technical Delegate Training Program

Once an applicant is accepted into the “r” Dressage Technical Delegate Training Program, the requirements of the training program must be completed within two years after the applicant has been approved into the program, unless given additional time by the Licensed Officials Committee.

Requirements of the Program:

1. Dressage Technical Delegate candidates must complete both the USEF/USDF approved Dressage Technical Delegate Training session and the USEF Dressage Technical Delegate clinic within one year of acceptance into the training program and prior to field apprenticeship.
2. Candidates must field apprentice at a minimum of four different USEF open licensed Dressage competitions under at least three different Federation licensed Technical Delegates, two of whom must be Registered (R) DTDs approved by USEF to accept apprentices. Recorded (r) DTDs who accept apprentices must have at least 5 years experience as a Dressage Technical Delegate. At least three of these competitions must be of more than one day's duration. Three of the four must offer FEI level classes. The competition must be in at least two different locations, at least one of which must be with a USEF approved “R” DTD in a location outside the apprentice's home USDF Region and one in a location outside of the apprentice's home state. In order for an apprenticeship to be counted in the minimum required, the apprentice must attend the entire competition and perform no other activities related to the competition (i.e. competing, management). Each of the officials with whom you apprentice must return an evaluation to the USEF Licensed Officials Department.
3. After contacting competition management for permission, the individual wishing to officiate as an apprentice Technical Delegate must obtain consent from the official Technical Delegate with whom he/she will be officiating and must submit an Apprentice Card Application form to the Federation. There is no limit to the number of times an individual may be granted permission to apprentice. The apprentice DTD will need to bring a DTD report to complete for his/her educational purpose. This report will be reviewed by the licensed DTD for the competition but will not be forwarded to the Federation office. The report will not be used to supplement or contradict the report of the official T.D. An apprentice DTD has observer status only and has no authority to perform the duties of a licensed DTD.
4. When the applicant has completed a USEF/USDF Dressage Technical Delegate Training session and all apprenticeships described in #2 above, he/she must notify the Federation in writing that the information is complete. The applicant must then complete a written examination that is 60% closed book and 40% open book, which will be administered each year at the USDF Annual Convention, before or after the annual Dressage TD clinic, or at another time and location approved and supervised by the USEF Licensed Officials Department. Applicants must receive an 80% or better score on the exam.
5. Providing all evaluations are present, all requirements met, and a passing score is received on the written exam, the LOC will review the materials and the applicant will be notified within two weeks following the meeting regarding the decision.

*United States Equestrian Federation, Inc.®
4047 Iron Works Parkway
Lexington, KY 40511
Phone: 859-258-2472 fax: 859-231-6662*



Dressage Technical Delegate Training Program

Documentation of Experience

Competition name: _____ Competition # _____

Date: _____ Location: _____
City, State

Competition Manager: _____

This is to confirm that _____ Member # _____ served in the following
Name

capacity at the above listed competition:	# Days	# Hours	Date
Organizing Committee	_____	_____	_____
Competition Manager	_____	_____	_____
Assistant Manager	_____	_____	_____
Secretary	_____	_____	_____
Assistant Secretary	_____	_____	_____
Scoring	_____	_____	_____
Scribing	_____	_____	_____
Other _____	_____	_____	_____

Describe duties:
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Signature of competition official

Title.....Date.....

You may submit documentation in another manner, if more convenient, as long as similar information is provided.

Submit form with application for enrollment
United States Equestrian Federation, Inc.®
4047 Iron Works Parkway
Lexington, KY 40511