



## British Dressage Procedure for Accrediting Dressage Judges from November 2007

The new system for accrediting dressage judges is much simpler than the previous one so should encourage those with appropriate knowledge and experience to progress through the levels in a less time consuming way. The basis of the new system is set out below and will become effective from November 2007.

In order to upgrade from their current list candidates will be required to follow the procedure below.

1. Contact the judges officer at the British Dressage office and ask for relevant paperwork for upgrading. Attendance at the Seminar & Training session (compulsory training) must be completed before you come forward for testing

Candidates will be asked to fill in a CV and will be sent a form with the details that should be included.

Candidates will be expected to have personal and practical experience, riding and/or training to a satisfactory standard at the level at which they wish to judge. Their judging experience at their current level will also be considered where applicable.

Before the CV will be accepted, candidates will be required to sign the statement on their CV accepting that any decision by the Judges' Committee is final and binding and that it is acknowledged that there is no right of appeal.

Listed judges must have been on their current list for at least 12 months before applying to upgrade. List 6 Judges can only apply for List 5 and not apply straight to List 4.

2. The CV needs to be signed by two judges or trainers who know the candidate and would be willing to sign it to show that as far as they are aware the details on it are correct. They will also be asked to provide a reference regarding the candidate's experience and knowledge at the intended level.

The judge giving the reference must be of a higher list than the list which the candidate is applying for and should have experience of the candidate's knowledge and capabilities. The trainer must have experience and results at this level too and should be able to show that they are successfully training people at that level. They should be or have been involved with the candidate's own training.

The office will write directly to the referees enclosing a referee form and explaining to them that their reference will be treated in the strictest confidence and seen only by the BD Judges Office and members of the Judges Committee

The candidate will have no right to obtain a copy of the referee form from the referee unless the referee volunteers to show it to him or her, which shall be in the absolute discretion of the referee.

3. A copy of the candidate's **log book** will need to be sent to the BD office along with the completed CV to show that the compulsory training has been fulfilled, together with the Judging Form J / Form K if a Trainee Judge.

The CV and references will go forward to the next Judges' Committee meeting, which take place approximately every 3 months, and will form the basis of the decision as to whether the candidate will be invited to sit the appropriate level exam.

A further consideration will be the candidate's record in complying with the "Code of Conduct for Dressage Judges" and the "Procedural Guidelines for Judges"

If the Judges' Committee feels that the applicant is suitable to go forwards for the exam, they will be sent a written paper to be completed at home, and also asked to arrange for themselves a minimum of one practise judging session for at least 12 horses at the appropriate level. Candidates are encouraged to do more for their own benefit.

Those not successful at this CV stage may reapply in the future if they feel they have acquired additional appropriate knowledge and experience at the relevant level.

For those applying for Lists 6 - 3A one set of practise judging sheets (Forms H & H1) should be sent to the office for assessing along with the completed written paper. If these are accepted the candidate may then apply to the office for an exam date.

If the practise judging sheets/ written paper do not reach the required standard a further set can be presented after 6 months.

For those applying for List 2, 2a and 1 practise judging sheets (Forms H & H1) will not be examined, but the candidate must write to the office stating venue and date where practise judging was done. No written paper is required.

### **Judge Testing Days**

For Novice, Elementary and Medium levels it is hoped to provide an exam date within 3 months. If the candidate feels the venue is not suitable, they will be offered the next possible place at a more suitable venue, but this will mean a longer wait than three months.

For Advanced Medium there will probably be two testing days a year and dates will be announced in advance.

For Prix St Georges there will only be 2 exams dates during the year, but dates will be announced in advance.

At Intermediaire 1 and Grand Prix there will only be 1 exam date each year but the date will also be available well in advance.

The exam will take place at a competition where candidates will be expected to judge the class. They must bring their own writer (if the writer is a judge they must be three lists lower than the candidate). 2 examiners will independently judge the class and all the sheets will be taken, studied and discussed by both examiners. The decision will be based on marks, remarks and relative placings.

The candidates will meet up with the examining judges half an hour before the class is due to start for a briefing and to introduce themselves.

### **Results**

A report will be sent with the results of the exam. It will suggest areas that would require further study.

Those who are not successful must wait **12 months** before trying again, but will not need to reproduce CV, or the written paper & practise sheets.

In the event that an attempt to upgrade is not successful, and before coming forward again, candidates must re - register for testing (Form N - Retest) with the accompanying fee of £25.00. You must attend further training and send a copy of the assessment form which you will have received from the assessor of your practise sheets and written paper.

Following 3 unsuccessful attempts to upgrade, judges may not put themselves forward again for 3 years after their final attempt. This means three attempts with the practise judging sheets and three attempts with the exam.

## Experience

All candidates are encouraged to study for their exam by writing for judges, sitting in with judges at competitions, discussing tests with judges who may not be judging that test, attending judge training sessions and seminars, watching trainers at work with pupils, reading books and watching DVDs. As well as formal and informal mentoring.

## Notes

### Examination Fee.

A fee of £25 will be payable when the candidate's CV has been accepted.

### Judging Experience Form J

You must submit your blue form 'J' with your CV showing that you have judged at least 6 complete classes at the highest level at which you are eligible to officiate, as shown below.

- List 2A **All tests up to and including Inter 1**, Young horse qualifiers and non qualifiers, all Eventing tests.
- List 2 **All tests up to and including PSG**, Young horse qualifiers and non qualifiers, all Eventing tests.
- List 3A **All tests up to and including Advanced Medium**, Young horse qualifiers and non qualifiers, all Eventing tests.
- List 3 **All tests up to and including Medium**. Open Intermediate, Intermediate & Intermediate Novice Eventing. Young Horse Non Qualifiers.
- List 4 **All tests up to and including Elementary**. Open Intermediate, Intermediate & Intermediate Novice Eventing. Young Horse Non Qualifiers.
- List 5 **All tests up to and including Novice**. Riding Club and Pony Club tests. Eventing Novice & Open Novice tests.
- List 6 **Preliminary Tests (when not used as qualifiers)**. Riding Club tests up to and including Novice standard, except when used as a qualifier. Pony Club tests. Eventing Pre-Novice, Open Pre-Novice and Intro classes.

### Practise Judging:

Candidates must apply to the organiser of the competition for permission to park their car alongside that of the official judge. They should provide their own writer and score sheets, which can be obtained at a discount price using form "M" and will be sent to them when the Judges Committee agrees their CV, or they can be downloaded from the British Dressage website. At the end of the class the official judge may be prepared to discuss the tests, but this is not compulsory.

Practise judging sheets for those working towards Lists 3A, 3, 4, 5 and 6 must be submitted to the office for an assessment. They should be totalled, show the name of the venue, the name of the official judge and give their marks as well. (Forms H & H1).

### **Compulsory training:**

All judges and trainees must attend at least one judge training session every year and an appropriate seminar for their level every other year, you must have attended your compulsory training before applying. Those applying to be trainees will not yet have undertaken any official training.

### **Fast Track System**

Those holding a BHSI certificate, International Riders & Trainers (the BD Trainer's categorisation will be used to decide International status) and riders who have achieved satisfactory results at Prix St George level or above may apply to be tested directly for List 4. Candidates applying directly to List 4 must furnish evidence of competition experience at PSG, a photocopy of their BHSI certificate or training qualifications to the office.

### **Level of tests to be tested on**

List 6 & Trainees		Novice tests.
List 5	-	Elementary tests.
List 4	-	Medium tests.
List 3	-	Advanced Medium
List 3A	-	PSG
List 2	-	Inter 1
List 2A	-	Grand Prix

### **Curriculum Vitae**

Guidance on CV required for British Dressage judges wishing to upgrade or for those wishing to become trainee judges.

Candidates must give details of their experience in various relevant areas but they are not necessarily expected to have personal experience in all of them.

#### **Name**

#### **Address**

#### **Phone numbers**

#### **Email address**

#### **Current List**

#### **Experience**

- Riding – Please give details of the level achieved and your success at that level. Also who you have trained with & the level at which you are gaining experience at home.
- As a trainer – Please give details of the level achieved by your pupils and their success at these levels. You must have trained them at least once a month and for 9 months.
- Judging – Please give details of your judging experience to date stating the levels judged and the number of times you have judged over the previous year.

#### **Give your reasons for wanting to be a judge/upgrade from your present level.**

#### **Other relevant experience –**

How much time do you spend watching trainers work on a regular basis. How often do you attend international shows, high profile national shows, judges or trainers conventions.

Which books have you found particularly useful.

Do you have any other experience that would make you suitable to be a good judge?

**Referees**

The CV needs to be signed by two judges or trainers who know the candidate and would be willing to sign it to show that as far as they are aware the details on it are correct. They will also be asked to provide a reference regarding the candidate's experience and knowledge at the intended level.

The judge giving the reference must be of a higher list than the list which the candidate is applying for and should have experience of the candidates knowledge and capabilities. The trainer must have experience and results at this level too and should be able to show that they are successfully training people at that level. They should be or have been involved with the candidates own training.

Candidates applying from the 1<sup>st</sup> January 2008 must send their signed CV to the BD Judges Office with the names of their referees on it. On receipt of the CV the BD office will write to the referees directly asking them to send their reference to the BD Judges Officer marked Private and Confidential. It will be treated in the strictest confidence and will only be seen by the Judges Officer and the Judges Committee.

**Referee 1**

Name  
Address

Details of judging/training qualification.

**Referee 2**

Name  
Address

Details of judging/training qualifications.