

**British Dressage Procedure for
Accrediting Dressage Judges**
January 2014



All Judges including Trainees **must** be current members of British Dressage. This will ensure that they all keep abreast of any new rules and will be generally kept informed of matters affecting the Dressage scene.

1. IN ORDER TO BECOME A TRAINEE OR FAST TRACK

Contact the Judges officer at the British Dressage office and ask for a Trainee / Fast Track application pack. Forms can also be down loaded from the British Dressage website using the following link:

(http://www.britishdressage.co.uk/judging/how_to_become_a_judge)

Candidates will be asked to fill in an application form.

Trainee Criteria

Candidates will be expected to have a minimum of six results of 60% or above at least at novice level or have coached pupils at novice level or above. A total of six results at 60% or above from one or more pupils would need to be shown as evidence.

Of the six results ONE freestyle result of 64% or above may be used.

Use of BE Results as evidence to become a Trainee

British Eventing results at the required percentage can be used to support an application. The table below shows the required acceptable tests for each level. To work out the percentage deduct the dressage score from 100 and this gives you a percentage score.

Novice	BE Novice 110 (2012), BE Novice 111 (2010), FEI 1*A
Elementary	BE Novice 112 (2010), BE Novice 113 (2009), BE Intermediate 115 (2011), FEI 1*B
Medium	BE Intermediate 117 (2009), BE Intermediate 118 (2010), BE Intermediate 119 (2010), FEI 2* A, FEI 2*B
Advanced Medium	BE Advanced 121 (2009), BE Advanced 122 (2009), BE Advanced 123 (2011), FEI 3*A & B, FEI 4* A & B

Coaching is defined as having been regularly involved in the training of the horse and rider combination at least monthly for a minimum period of a year during, or recently preceding the period, when they were achieving the relevant percentages.

Candidates wishing to use their coaching experience to meet the required criteria will be expected to use the appropriate page in their log book to record coaching sessions showing the date of the session and obtain the pupil's signature. For verification of coaching prior to the existence of the log book page the office will write to the Candidate's pupil(s) with a questionnaire.

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

Trainee Registration Fee.

A registration fee of £10 is payable on submission of the Trainee / Fast Track application form. This is only cashed after the application is accepted by the Judges Committee. Registration lasts for two years from acceptance. It can be renewed for a further two years by sending £10 to the BD Office if the Trainee has not upgraded within the two year registration period.

Experience from other National Federations

Foreign Judges (non FEI) and those with riding experience abroad who become BD members may apply to become a BD Judge providing they meet the BD criteria. They must complete a written application stating the level they have ridden to and include supporting evidence. Evidence must be either the required number of score sheets or Federation printout or a written letter from the National Federation confirming level ridden to and typical scores. This will then be presented to the Judges Committee for consideration.

Fast Track System

Those holding a BHSI certificate, International Trainers & Riders who have six results at 60% or above at a minimum of Prix St George level may apply to be tested directly for List 4. Candidates applying directly to List 4 must furnish a photocopy of their BHSI certificate or training qualifications to the office.

Those holding a FBHS may apply to be tested at List 3.

A FBHS who has six results (60% or above) at Grand Prix may apply to be tested at List 2.

Candidates who have competed in a CDI - Small Tour may apply to be tested at List 3A

Candidates who have competed in a CDI - Grand Prix may apply to be tested at List 2.

CDI Candidates must have achieved a score of 60% or above at the stated level

International Eventing Judges may apply to be tested at List 3A

Fast Track for Foreign FEI Judges

FEI 5* (O) Judge would be listed straight to National List 1 status (No Exam) once they are a BD member

FEI 4* (I) Judge may apply to be tested at List 1

FEI 3* (C) Judge may apply to be tested at List 2

NOTE

We strongly recommend that the Candidate keeps a copy of any supplementary evidence supplied with their application and also their log book in case there are any problems with the post.

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. New Trainees are expected to have attended a Seminar and a Training session before applying to become a listed Judge. **Fast Track Trainees** are strongly recommended to undertake as much judge training as possible before sitting the exam so that they understand the challenges involved in assessing 30 or so movements in 4 or 5 minutes. They also need to understand the technical requirements including that a comment must be given for every mark of 5 and below and as many as possible must be given for marks of 6 or below whilst ensuring that marks and comments support each other. They are also advised to do some practise judging even when it is not required.

Upon acceptance a Trainee Judge welcome pack will be sent which will include:

Trainee Guidelines
Scales of Marks
Scales of Training
Judges panel book
Judges log book.
Practice Judging forms H, H1
Form M – Discount order form to buy sheets for practice Judging
Writer’s guidelines
Testing application Form K

Trainees will then need to complete their compulsory training before submitting form K to send to the office thereby applying to become listed and move into the testing system. There is no time constraint as long as the compulsory training requirement is maintained and Trainee registration is renewed every two years.

Fast Track applicants who are accepted move straight into the testing system and carry on from section 3 on a Standard upgrade route and will be sent:

A letter confirming the level they will be tested for
Standard Route Instruction Flowchart
A judge testing acceptance form N1 to be returned with the test fee of £30
A written paper to be completed at home
Practice Judging Forms (H & H1) to complete the practice judging element of the process.
Form M - Discount order form to order score sheets for practice judging.
Writer’s guidelines
Trainee Guidelines
Scales of Marks
Scales of Training
Judges panel book
Judges log book.

Fast Track applicants must attend a seminar and a Judge training session before taking the practical exam day. If a test day is offered and taken before being able to attend a seminar then any upgrading result will be held back until attendance has been confirmed.

2. UPGRADE APPLICATION.

Judges wishing to upgrade from their current level should contact the Judges officer at the British Dressage office and ask for a judge upgrade pack. Forms can also be down loaded from the British Dressage website using the following link:

(http://www.britishdressage.co.uk/judging/how_to_become_a_judge)

Candidates will be asked to fill in an application form.

Upgrading requirements

Before coming forwards for an upgrade a Judge must:

- a. Have been at their existing list for a minimum of 12 months
- b. Be up to date with their compulsory training at the time of application (All judges and trainees must attend at least one judge training session every year and an appropriate seminar for their level every other year).
- c. Have judged the required number of affiliated classes as detailed in the standard and alternate route criteria below at their existing level. (List 6 Judges only may use unaffiliated judging appointments for the application form).

The Judges Committee retain the right to take into consideration breaches of the Judges Code of Conduct and/or Members Code of Conduct as well as judging complaints where action was deemed necessary before accepting an application.

Listed Trainees applying to take an exam are only expected to meet section b. of the upgrading requirement.

Judges who have the required number of results at the appropriate level may follow the **standard** upgrade route. Those Judges which do not have the required number of results will need to take the **alternate** upgrade route.

Trainee Judges who were registered from November 2007 were reviewed by the Judges Committee and deemed to meet the criteria by CV and references so will use the standard route to be tested for List 5 only.

Trainees registered pre November 2007 will need to show results or pupils results (6 results of 60% or above at least at novice level) in order to upgrade.

Judging Experience for Standard Upgrade Route Criteria

Judges must complete the Judging experience section on the judge upgrade application form showing that they have judged a minimum of 6 complete classes at their existing level. Alternatively for medium level and above a total of 25 horses in a minimum of two classes will be acceptable. 12 of the 25 can be shadow judged.

Judging Experience for Alternate Upgrade Route Criteria

Judges must complete the Judging experience section on the judge upgrade application form showing that they have judged a minimum of 6 complete classes at 3 different venues judging at total of 40 horses at their existing level.

Standard Upgrade Route Criteria

Candidates will be expected to have a minimum of six results of 60% or above at the level which they are applying to be tested / or have coached pupils at the level at which they are applying to be tested. A total of six results at 60% or above from one or more pupils would need to be shown as evidence. BD will contact / write to the pupil(s) to verify the coaching details. Riding results from pupils will count towards the required criteria for application from 3 months after the date that the Coach / Pupil declared they were taken on / coached as a pupil.

Of the six results ONE freestyle result of 64% or above at the relevant level may be used.

Use of BE Results as evidence for Upgrading

British Eventing results at the required percentage can be used to support an application. The table below shows the required acceptable tests for each level. To work out the percentage deduct the dressage score from 100 and this gives you a percentage score.

Novice	BE Novice 110 (2012), BE Novice 111 (2010), FEI 1*A
Elementary	BE Novice 112 (2010), BE Novice 113 (2009), BE Intermediate 115 (2011), FEI 1*B
Medium	BE Intermediate 117 (2009), BE Intermediate 118 (2010), BE Intermediate 119 (2010), FEI 2* A, FEI 2*B
Advanced Medium	BE Advanced 121 (2009), BE Advanced 122 (2009), BE Advanced 123 (2011), FEI 3*A & B, FEI 4* A & B

Coaching is defined as having been regularly involved in the training of the horse and rider combination at least monthly for a minimum period of a year during, or recently preceding the period, when they were achieving the relevant percentages.

Candidates wishing to use their coaching experience to meet the required criteria will be expected to use the appropriate page in their log book to record coaching sessions showing the date of the session and obtain the pupil's signature. For verification of coaching prior to the existence of the log book page the office will write to the Candidate's pupil(s) with a questionnaire.

In order to upgrade to lists beyond List 3A Judges only require riding or coaching results at PSG level or above.

Judges who have appropriate results at PSG level may apply to upgrade directly from List 3 to List 2

Judges who have appropriate results at GP level may apply to upgrade directly from List 2 to List 1

Judges are NOT allowed to skip any other lists unless they qualify for the fast track system or due to exceptional circumstances and have been given special dispensation by the Judges Committee.

Alternate Upgrade Route Criteria

This route is applicable to any Listed Judge from List 6 upwards who does not meet the criteria for the standard route providing they meet the criteria stated in sections a, b and c each time they apply. Judges may use the alternate route to progress from List 6 upwards up to and including List 3A. Progression beyond List 3A using the alternate route is only possible for Judges who meet the criteria below:

A list 3A Judge who has a minimum of 6 results at 60% (or Coached pupils to achieve 6 results at 60%) at medium level can use the alternate route to apply for testing for List 2

A List 3A Judge who has a minimum of 6 results at 60% (or Coached pupils to achieve 6 results at 60%) at advanced medium can use the alternate route to progress up to and including List 2A

Upon acceptance:

STANDARD UPGRADE ROUTE JUDGES will be sent a pack containing:

A letter confirming the level they will be tested for

Standard Route Instruction Flowchart

A judge testing acceptance form N1 to be returned with the test fee of £30

A written paper to be completed at home

Practice Judging Forms (H & H1) to complete the practice judging element of the process.

Form M - Discount order form to order score sheets for practice judging.

Writer's guidelines

ALTERNATE UPGRADE ROUTE JUDGES will be sent a pack containing:

A letter confirming the level they will be tested for

Alternate Route Instruction Flowchart

A judge testing acceptance form N2 to be returned with the test fee of £75

Alternate Route Log Book Page

A written paper to be completed at home

Practice Judging Forms (H & H1) to complete the practice judging element of the process.

Form M - Discount order form to order score sheets for practice judging.

Writer's guidelines

3. TESTING SYSTEM:

INSTRUCTIONS FOR:

a. STANDARD UPGRADE ROUTE

- Candidate to return Form N1 and Judge Testing Fee. The fee covers the whole Judge upgrade process including exam.
- Submit Practice Judging sheets and written paper to office for Assessment

Candidates being tested for List 2, 2A and 1 will need to practice judge at least one class (it is recommended to use a premier league / high profile show for better entries). The practise judging sheets will not be assessed, but candidates must still complete forms H and H1 and send them to the office as evidence that practice judging has been completed (actual score sheets to be kept by Candidate). No written paper is required at this level. An exam date cannot be confirmed for this level until the Office receives these forms and exam fee.

b. ALTERNATE UPGRADE ROUTE

The following can be completed in any order except the final assessments.

(YOU MUST GET YOUR UPGRADE LOG BOOK PAGE SIGNED)

- The Candidate needs to attend both days of the Two Day Principle Course at the specified level. Lower level for those taking an exam up to and including elementary level. Higher level for those taking an exam at medium or advanced medium level.
- Attend 6 training sessions/clinics taken by an approved Trainer/Coach for a minimum of four hours. The list of approved Trainer/Coaches is available from the website or BD Office. Arrangements must be made directly with the trainers/coaches.
- Attend 2 judge training sessions at the level to be tested with 2 different tutor judges. Sessions must be watching a class or Guinea Pigs (not DVDs)

- Complete and pass the written paper and practise judging sheets. These are submitted to office for assessment and a pass / fail report will be provided and the office will send a notification email or letter together with a copy of the report. If unsuccessful this can be resubmitted in 6 months.
- Take and pass a mock exam OR judging assessment. A pass / fail report will be provided by the Assessor to the Office and the Office will send a notification email or letter together with a copy of the report. If unsuccessful this can be repeated after 6 months. A judging assessment will involve a candidate practise judging a class which a Tutor Judge is judging. The Tutor Judge will then assess the candidate's sheets and send a pass / fail report to the office as with a mock exam.
The mock exam or judging assessment can only take place after the other elements have been completed. See notes below re the judging assessments.

Please note there will be normal attendance charges for attending the above activities but the testing fee will cover payment for the assessment reports and final practical exam.

After the above have been completed the upgrade log book page needs to be sent to the office as confirmation of completion. Once this has been checked the Candidate will be placed on the wait List for a practical exam.

For Candidates being tested for List 2 and 2A there is no exam paper to be completed but they do need to complete all the other requirements.

Mock Exam

Mock exams are organised as a regional judging activity. The Tutor taking the mock exam will only complete a pass / fail assessment report for those Judges who have been accepted into the testing system and are attending as part of the alternate route upgrade.

When booking onto the mock exam the Candidate **MUST** confirm with the RDO if they are attending as part of the testing process to ensure a report is completed and sent to the Office.

The Tutor or the RDO will sign the log book page and will take away the Candidates sheets for formal assessment afterwards and send the assessment report to the Office.

Judging Assessment

The Judging Assessment is similar to a practice judge but the class Judge will take the Candidate's score sheets away and assess them and send a report to the office. The class Judge will need to be an approved Assessor.

Judging assessments will normally be organised as a regional activity and be specifically for those in the alternate upgrade route if it is not feasible to have a mock exam, this maybe in more remote regions.

In exceptional circumstances the Candidate can organise their own judging assessment.

The procedure when not organised by the RDO is

Contact the Judges Officer and they will provide the names of suitable Assessors for the Candidate to contact. The Candidate will then need to liaise with the Assessor and Organiser to obtain permission and copies of the Judges score sheets (carbon paper may be used if copying of sheets is not possible but remember extra score sheets maybe required). The Candidate is responsible for providing their own Writer and Score Sheets and must hand them over to the Assessor on the day. The office will pay the Assessors fee for the report but if there is any additional cost this must be paid by the Candidate.

FURTHER INFORMATION APPLICABLE TO BOTH ROUTES

Practice Judging

Candidates being tested for List 5, 4, 3 and 3A will need to arrange for themselves a minimum of one practise judging session for at least 12 horses at the appropriate level. A total of 10 is acceptable for medium and advanced medium and A100 class can be used if there is insufficient entries (where unavoidable 2 classes can be used to get enough horses).

Candidates are encouraged to do more for their own benefit.

Affiliated British Eventing classes can also be used but the Candidate must ensure score sheets show the percentage score.

Practice judging sheets submitted for assessment must be from an affiliated show. Class used must have been judged by a listed Judge of the correct level or higher. In remote areas where entries are very low more than one class may be used and if still found to be insufficient entries, another Venue may be used. In these situations the class may include unaffiliated riders. If unsure contact the BD Office for guidance. It is the Candidates responsibility to ensure they have done sufficient practice Judging and sitting in before the practical exam day so they are confident with the process of Judging.

Mock exam sheets cannot be submitted for the practice judging submission as they are for training and exam preparation only.

One set of practise judging sheets totalled up with **forms H & H1 completed** should be sent to the office for assessment along with the completed written paper, judge testing acceptance form and fee if not already returned. An Assessor will mark the paperwork and if both the practice judging sheets and written paper are found to be acceptable the candidate will be placed on the wait list for a practical test day.

If the practise judging sheets / written paper do not reach the required standard a further set can be presented after 6 months from the date the previous set were received into the Office.

Judges being tested for List 3A - PLEASE DO NOT use Advanced Medium 85 for practice judging because it only has two flying changes in it.

Practise Judging Procedure

Candidates must apply to the organiser of the competition for permission to practice judge and to park their car alongside that of the official judge. Candidates also need to ask permission of the officiating Judge in advanced of the day of the competition.

Candidates may submit practice judging sheets from a British Eventing class, the table in the criteria section shows the acceptable tests for each level.

Candidates will need to ask the class Judge to keep a copy of their individual collective marks as these are not always available from the secretary. 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 with their acceptance letter. At the end of the class the official judge may be prepared to discuss the tests, but this is not compulsory.

The Candidate must practice Judge the whole class as the car must remain by the arena for the entire class.

4. PRACTICAL EXAM:

Compulsory training must be up to date when taking the practical exam and all previous testing system elements completed. Fast Track Candidates' details will not be updated on the database until their compulsory training is complete.

Judge Testing Days

For Novice, Elementary and Medium levels it is hoped but not guaranteed 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 may mean a longer wait than three months.

The office will arrange testing venues and dates according to the demand. We will offer you the most convenient venue available but as many factors are involved some travelling will be inevitable. At novice level a four door car will be required for testing as an Examiner will need access.

Testing in Scotland is organised if it is known there will be six Candidates ready to take the exam two months prior to the planned test date to allow for Examiners to be confirmed and flights to be organised normally April or October.

PSG, Int I and GP testing days will take place at the Somerford Park Premier League (May) and at the Hartpury Festival of Dressage (July) only. Any additional test date will be at the discretion of the Judges Committee.

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). Two Examiners will independently judge the class and all the sheets will be taken, studied and discussed by both Examiners. One or both Examiners may or may not be part of the presiding Jury.

The Examiners will state whether the whole class is to be judged or just a set section. Cars in the arena however will have to remain for the entire class.

The outcome will be based on marks, remarks and relative placings.

The examining judges will meet up with the candidates half an hour before the class is due to start to introduce themselves and put the candidates at ease.

Novice to Medium levels the Candidates will be placed either side of the class Judge at C
Advanced Medium and above Candidates may be in a Judge box or placed down the long side of the arena or in a reserved area of a spectator stand.

Results

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

In the event that the practical exam day is unsuccessful, the Candidate must wait for 12 months before coming forward again, candidates can reapply for testing (Form N – Resit plus £25 test fee) without the need for a new application, practice judging sheets or written paper.

Candidates awarded a lower level may also apply to retake the exam day following a 12 month wait period (by completing Form N – Resit plus £25 test fee) without the need for a new application,

practice judging sheets or written paper. (I.e. A candidate who took a List 4 exam and was awarded a List 5 or 6)

Following 3 unsuccessful attempts to upgrade, judges may not put themselves forward again for 3 years after their final attempt and must apply using a fresh upgrade application. This includes three attempts for each aspect within the testing system where a pass fail report is given.

Pass / Fail Reports are given for:

Written Paper

Practice Judging

Mock Exam / Assessment

The Examiners' decision on whether the candidate has reached the standard required on the testing day is final. However the candidate may request moderation of the result if it is believed that correct procedures were not adhered to by Contacting the Judges Officer for details.

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.

Level of tests to be tested on

Current List 6 & Trainees	-	Novice tests.
Current List 5	-	Elementary tests.
Current List 4	-	Medium tests.
Current List 3	-	Advanced Medium unless accepted for testing at PSG
Current List 3A	-	PSG
Current List 2	-	Inter 1 unless accepted for testing for Grand Prix
Current List 2A	-	Grand Prix

Qualifying tests will be used for exam purposes but in the event of a shortage of entries you may also be required to judge the non-qualifying test on the day wherever possible advance notice will be given.

Fast Track candidates will be tested at elementary unless they have been accepted at a higher entry level.