Equestrian Australia Limited

NATIONAL DRESSAGE RULES

Judge's Accreditation Sections and Annexes

This shortened version of the Australian Dressage Rules contains the rules most pertinent to judge's accreditation. Note that the rules in their entirety as per the full rulebook apply at all times.

Effective
01 July 2019

CLEAN VERSION

The Equestrian Australia National Dressage Rules may also be found on the Equestrian Australia website:
www.equestrian.org.au

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To be read in conjunction with the EA General Regulations and other EA policies and By-Law available on the EA website www.equestrian.org.au - These rules are effective from 1 Jan 2019. From this date on, all other texts covering the same matter are superseded

Preamble

The following rules have been adopted by Equestrian Australia (EA) and must be followed by all affiliated organisations conducting dressage events on behalf of EA or under EA rules. They follow as closely as possible the rules laid down by the Fédération Equestre Internationale (FEI). Some FEI rules have been modified to suit Australian conditions. If issues arise which are not covered in the EA rules then the FEI rules apply. In the event of a conflict between EA rules and FEI rules, the FEI rules will prevail. Any modified EA rules do not apply in a FEI-sanction event.

These rules cannot provide for every eventuality. In any unforeseen or exceptional circumstances, it is the duty of the appropriate official(s) to make a decision in a sporting spirit and adhere as closely as possible to the intention of these rules

Notwithstanding anything stipulated in these rules, the Equestrian Australian Dressage Committee (EADC) has full discretion and complete authority to omit, amend and interpret these rules in their absolute discretion and to give or to withhold any explanation of its decision.

These rules refer to EA dressage, FEI dressage at EA events, and Eventing dressage. For the rules relating to FEI-sanctioned dressage events refer to the FEI rules at www.fei.org.

Glossary and definitions

Below is a list of commonly used abbreviations and acronyms used throughout this rulebook.

Glossary of abbreviations and acronyms

AOR	Amateur Owner Rider
CDI	Concours de Dressage International
CDI-W, Y, J or P	Concours de Dressage International including World Cup, Young Riders, Juniors, Ponies
CEO	Chief Executive Officer
EA	Equestrian Australia Ltd
EADC	Equestrian Australia Dressage Committee
EADJC	Equestrian Australia Dressage Judges Committee
EAPDPEC	Equestrian Australia Dressage Para Equestrian Committee
EOC	Error of Course
FEI	Federation Equestre Internationale
HC	Hors Concours
JSC	Judges Sub Committee
NF	National Federation (e.g. Equestrian Australia)
NO	National Office (of EA)
OC	Organising Committee
PE	Para-Equestrian
SDA	State Dressage Authority (e.g. State Dressage Committee)
YH	Young Horse

Definitions

Below is a list of definitions of commonly used terms:

a) a **dressage test** is a series of prescribed movements performed by horse and rider and assessed by dressage judges
b) a **dressage competition** is one or more horse and rider combinations performing the same prescribed test and assessed by dressage judges to determine the winner and ranking of performance
c) a **dressage event** is comprised of one or more competitions between individual mounted competitors, performing specified dressage tests
   - an **Official event** is an event approved by the EA, conducted by an EA affiliated club or organisation, and comprised of Competitive and/or Participation competitions
   - a **Competitive** competition is one where grading points can be accrued and recorded
   - a **Participation** competition is one where grading points are not accrued and recorded
d) a **Restricted event** is an event comprised of any level of test, conducted by an EA club for its own club members only and/or club activities for club members against invited EA members to a maximum level of Participation competition, up to and including current Novice test and Para-Equestrian tests
e) the **bell** includes any device used to signal to a competitor
f) **level** refers to the standards of tests. (See rule 4.8.2 *Definition of levels*)
g) **Organising Committee** (OC) refers to an EA-affiliated organisation, group, society or body held to be responsible for the management of any dressage event
h) **competition area** includes the competition arena and immediate surrounding area
i) **exercise area** refers to the entire area covered by the park, centre, oval, showground or similar area where an event is being held
j) **warm-up area** refers to an area designated by the OC as being the warm-up area for competitions
k) **FEI-level** tests refer to FEI level tests run under EA rules; FEI tests refer to FEI tests run at FEI sanctioned events
l) **horse** refers to horses and ponies unless 'pony' is otherwise specified
m) **pony** refers to ponies not exceeding 149cm with shoes or 148cmwithout shoes
n) a **Combination** refers to a horse or pony and rider combination
o) **a Ground Jury** is made up of all of the officiating judges for an event or a competition
p) the **Chef d'Equipe** is a person assigned to be the manager of a team
q) **FEI-sanctioned event** refers to events that have approval from the FEI, i.e. CDI-W, Y, J or P or CDIPE
r) **a Steward** is a trained, and currently accredited FEI or EA official responsible for ensuring that the event is conducted in accordance with the rules
s) the **Chief Judge** is the judge positioned at C for the competition
t) **a gear check** is having the horse and rider's equipment and attire inspected to ensure it complies with the rules

Equestrian **Australian Dressage Committee (EADC)**

The EADC operates under the powers delegated to it by Section 2 of the EA Committee By-Law. The EADC reports to the EA Board. In summary it has the following responsibilities:

a) to formulate the strategic direction of the sport of dressage in Australia and facilitate its implementation
b) to advise and offer recommendations to the Board on national rules and policies for the sport of dressage (including Para-Equestrian)
c) to implement FEI policy and rules applicable to the sport
d) to work cooperatively with the High Performance Manager, National Performance Director, State Dressage Authorities and other key stakeholders
e) in conjunction with the National Education guidelines, maintain, train and appoint adequate numbers of national and FEI-qualified officials, who must be members of EA
f) establish sub-committees for the sport subject to approval by National Board (e.g. the Equestrian Australia Dressage Judges Committee)

g) promote and facilitate conduct of the sport in Australia within EA National policy
h) facilitate the development of the sport for all participants, from youth riders to international level, within the framework of the EA strategic plan
i) assist in raising funds within the framework of national policy of the Board

Equestrian Australian Dressage Judges Committee (EADJC)

The EADJC reports to the Equestrian Australia Dressage Committee (EADC) and is responsible for contributing to the development of policy and monitoring application of policy for the following:

a) encouragement, support and ongoing education of dressage judges
b) assessment and accreditation examinations of national dressage judges, including Para-Equestrian, in Australia
c) selection, development of programs and mentoring of suitable National A level dressage judges who wish to become FEI accredited
d) act as the final arbiter in issues related to judging standards and judges which have not been resolved by State Dressage Authorities (SDA) (These do not include cases that would be subject to a disciplinary tribunal established under the EA Disciplinary By-Law or related to the EA Member Protection Policy)
e) assist in the development and implementation of the National Judges Seminars list
f) assist in the conduct of national and international forums for judges, judge educators and mentors

Equestrian Australia Dressage Para Equestrian Committee (EADPEC)

The EADPEC reports to the Equestrian Australia Dressage Committee (EADC) and is responsible for contributing to the development of policy and monitoring application of policy for but not limited to the following:

a) reviewing the National Rules for PE Dressage and staying abreast of FEI rule changes
b) monitoring the National Calendar including FEI events
c) communicating with EADC
d) informing EADC of any contact changes for Para Equestrian
e) addressing any issues and considering thoughtfully agenda items put forward
f) developing new initiatives to support Para Equestrian in Australia at all levels of participation
g) promoting Para Equestrian and Equestrian Australia positively at all times

SECTION 12 - EQUESTRIAN AUSTRALIA DRESSAGE JUDGES AND STEWARDS IN AUSTRALIA

These rules cover the ongoing education of EA members wishing to become accredited dressage judges; the training and examination required to attain accreditation; and the procedures required to remain accredited. These EA rules refer to various rules and sections in the EA Dressage Rules. All Judges must have a copy of the EA Dressage Rules.

Any variation or dispensation from the following rules must be referred to the Equestrian Australian Dressage Judges Committee (EADJC) through the EADC for consideration.

12.1 Code of Conduct for Accredited Dressage Judges

a) accredited Dressage Judges must adhere to the *EA Code of Conduct for Officials*, *The EA General Code of Conduct* and the *EA Member Protection Policy*. The FEI *Code of Conduct for the Welfare of the Horse* applies to all EA and FEI activities. Codes of Conduct and EA Sport Rules and By-Law are available at www.equestrian.org.au
b) for complaints in relation to violation of any EA Code of Conduct, refer to rule 1.4; and
c) EA General Regulations, *Articles* 163-165; and
d) for Conflict of Interest see rule 1.7

12.1.1 Dressage Judges' protocol

Dressage judges should:

a) have an open and friendly attitude towards all competitors while being careful not to show familiarity towards those competing
b) be aware that judges are responsible for setting and maintaining the image and standards of dressage both in the competition arena and away from it, and as ambassadors for dressage, they should conduct themselves with dignity, honesty and good manners, especially in difficult situations
c) treat requests from competitors to explain their decisions as an opportunity to assist the competitor to improve their performance
d) honour a commitment to judge and if unforeseen circumstances prevent this, endeavour to help the organisers to find a replacement
e) maintain an objective and fair mind towards all competitors which includes:
    - not taking into account knowledge of riders, horses or past performances
    - guarding against conflicts of interest and avoiding judging in situations where they have a close personal/professional relationship with a competitor or owner
f) ensure to the best of their ability the same conditions apply to all competitors
g) know and understand the scale of marks and ensure that their comments and marks are related
h) maintain the same standard for all competitors in a competition and all events
i) possess a current Dressage Rule Book together with any amendments
j) know the rules and be prepared to coordinate their personal opinion with the principles of the FEI and EA
k) have thorough knowledge of correct training of the dressage horse and understand the requirements of the test they are to judge

12.2 Equestrian Australia Dressage Judges Committee (EADJC) – Refer to Definitions

12.3 State Dressage Authority (SDA)

SDAs are the State Dressage Committees of EA, unless otherwise specified. The SDAs are responsible for all matters relating to the day-to-day running of the sport, and training and accrediting of judges in accordance with the EA Dressage Rules. These matters may be delegated by the SDA to the state Judges Sub Committee (JSC) but responsibility for these matters ultimately rests with the SDA. However, the JSC may, when necessary or appropriate, refer issues to the EADJC. On these occasions SDAs must be kept informed.

SDAs must ensure that accreditation courses and assessments are conducted by presenters and assessors as per these rules.

12.4 National Judges

This scheme is based on:

a) assessment activities which include:
   - shadow judging
   - sit-ins
   - written theory paper
   - practical judging exam
   - sport-specific and generic officiating information

b) mentoring is recommended as an educational activity

12.5 Judges accreditation

Accredited judges may act as a member of a Ground Jury at events or competitions in Australia.

The National levels of judges are:

- A-Level – accredited to judge up to and including Grand Prix level
- B-Level – accredited to judge up to and including Intermediate I level
- C-Level – accredited to judge up to and including Advanced level
- D-Level – accredited to judge up to and including Medium level
- E-Level – accredited to judge up to and including Elementary level
- F-Level – accredited to judge up to and including Novice level
- G-Level – authorised to judge up to and including Official Competitive Preliminary – with conditions – refer to rule 3.21

Every third year all dressage judges are required to re-accredit with the EA National Office using the Reaccreditation form and complete an Open Rule Book Test (ORBT). Once a judge has reaccredited with the EA National Office, they will appear on the National Judges list and can be found in the Officials search on the EA website www.equestrian.org.au

12.6 Number and level of judges to judge Official Competitive and Participation Competitions

Refer to rule 3.21 for number of judges required.

12.7 How to become a G level (Preliminary) dressage judge

Anyone interested in becoming an accredited judge should pursue the following procedure (FEI level riders seeking to fast-track, refer in addition, to rule 12.14):

a) be at least 17 years of age
b) be a current financial EA member in the appropriate category
c) complete the application form, available from the SDA

d) attend an EA-approved G level judges seminar
e) complete the G level Open Rule Book Test (ORBT) with a mark of at least 90%
f) shadow judge one entire Preliminary and one entire Novice competitions or two entire Novice competitions with at least 10 horses in each competition with an appointed Judge Educator or Mentor
g) complete a shadow judging form and forward to the State Judges Committee along with the assessors recommendation
h) complete the G level exam and seminar before undertaking the shadow judging
i) although not a compulsory requirement, the following questions will be asked:
   - experience as a competition rider including highest level ridden
   - details of coaches used by the applicant
   - experience as an instructor
   - number of times assisted an accredited judge as a writer (an essential item)
   - EA approved Judges' seminars/workshops/symposium attended with details of dates and presenter(s)
   - any other relevant information

Once the G-level ORBT has been submitted to the SDA and assessed as being satisfactory, along with the required shadow judging, the applicant is accredited at G level.

12.8 General conditions to maintain accreditation

To remain an EA -accredited judge, judges must carry out these requirements:

a) be a member of EA (see General Regulations re membership levels)
b) complete an Open Rule Book Test (ORBT) every 3 years with a mark of at least 90%

12.8.1 Compulsory conditions to maintain accreditation

These requirements are compulsory and are to be achieved over a period of 3 years:

a) attend a seminar at least every 3 years at their level as per rule 12.18 (**NOTE:** F-level judges may attend a G-level seminar and G-level judges may attend an F/E level seminar to maintain their accreditation)
b) if also accredited as a Young Horse or Para-Equestrian judge, judges must attend the relevant seminar at least every 3 years
c) attend at least 2 workshops in the accreditation period (i.e. attend a seminar or a workshop every year as detailed in rule 12.18 and 12.19)
d) judge 6 Official Competitive competitions at their judging level i.e. F at Novice, E at Elementary, D at Medium, C – at Advanced, B at PSG or Inter I, A at Inter A to GP
e) judge 6 other competitions at any level up to their highest level (these can be Official Competitive, Official Participation, Restricted Participation, Young Rider, Pony, AHRC, Eventing or Inter Schools (providing the Officials judges table is used)
f) judges must have access to the official calendar of dressage events in their state and a list of event secretaries whom they may contact for appointments to judge. This information may be obtained from the EA website calendar or the EA branch office
g) judges who do not meet the reaccreditation requirements will have their accreditation extended to the end of the current year to enable requirements to be met
h) judges who, after a period of extension, still do not meet the requirements will be downgraded at least 1 level
i) Young Horse judges are required to judge at least 1 YH competition in the 3 year re-accreditation cycle

Judges must have access to the official calendar of dressage events in their state and a list of event secretaries whom they may contact for appointments to judge. This information may be obtained from the EA website calendar or the EA branch office.

12.9 Requirements for judges to remain accredited

a) please note that the re-accreditation period covers 3 full years e.g. 1/1/18 to 31/12/20
b) the reaccreditation process will take place in February/March 2021
c) judges who have not met the compulsory requirements may have their accreditation extended for a period of time in order to meet the requirements

Below is a summary table of the requirements to remain accredited. Note that EA membership is to be current at all times .

Current level	G	F	E	D	C	B	A
Compulsory every 3 years							
Judges Reaccreditation form to be completed at 1st April every third year with proof of completed and marked ORBT at 90% or higher.	✓	✓	✓	✓	✓	✓	✓
Must attend and participate in at least one EA-approved judges seminar **at your level** at least every 3 years (F level may use a G-level seminar for this purpose and G level can use an F/E seminar for this purpose).	✓	✓	✓	✓	✓	✓	✓
Compulsory in each non seminar year							
Must attend and participate in at least two Workshops – one per year in the non-seminar years Any approved judges' seminar at any level may be attended and utilised as a workshop for this purpose Judges in regional areas may, on one occasion during the reaccreditation period, substitute one workshop with assessed sit in/s totalling a minimum of 1.5 hours on Official competition/s at their level e.g. D level – sit-in on Medium level competition, with a Judge Educator or a Mentor of at least B level. Assessed Sit-In form to be completed and forwarded to the State JSC. State JSCs to define judges considered 'regional' Note: attending another seminar at any level can be counted as a workshop for reaccreditation purposes.	✓	✓	✓	✓	✓	✓	✓
Compulsory every 3 years: Young Horse judges only							
Attend a Young Horse seminar	**YH judges only**						
Pass the YH section of the ORBT with at least 90%	**YH judges only**						
Compulsory every 3 years: Para-Equestrian judges only							
Attend a Para-Equestrian seminar	X	X	**P-E judges only**				
Pass the PE section of the ORBT with at least 90%							
Completed over the 3-year-period	**G**	**F**	**E**	**D**	**C**	**B**	**A**
Minimum Judging Requirements (excluding Freestyles): Judge 6 competitions at your accredited level: • F at Novice • E at Elementary • D at Medium • C at Advanced • B at PSG or Inter I • A at Inter A to GP (may substitute a SJ at GP or Inter II) **Young Horse** - judge at least 1 YH competition	X	✓	✓	✓	✓	✓	✓
Completed over the 3-year-period	**G**	**F**	**E**	**D**	**C**	**B**	**A**
Minimum judging requirements: Judge 6 competitions – Official Preliminary, or Participation/Restricted Club **events** at Prelim/Novice level. Can also include Eventing Dressage	✓	X	X	X	X	X	X

12.10 Upgrading judges

a) all members seeking to upgrade must apply to do so in writing through their respective SDA
b) applications will be invited by the SDA/SJC on an annual basis in January each year
c) candidates must be up to date with having attended the compulsory seminar at their current level before sitting the practical exam

12.11 Requirements for upgrading to the next level

For judges wishing to upgrade to the next level, all prerequisites *must* be completed before the practical upgrading exam may be attempted. All prerequisites for the next level are not to be commenced until upgrading to the previous level is complete. When shadow judging, candidates for upgrading must be aware that in order to judge the total minimum number of horses required at each level, it may be necessary to judge more competitions than required.

On the next page is a summary table of all the prerequisites needed for a judge to upgrade to the next level.

Summary table of all the prerequisites needed for a judge to upgrade to the next level

Requirements	Upgrade to F	Upgrade to E	Upgrade to D	Upgrade to C	Upgrade to B	Upgrade to A
General						
Minimum age	18	20	20	20	20	20
Current EA member	✓	✓	✓	✓	✓	✓
Level of seminar to attend	Must include the level that the candidate is upgrading to					
Minimum level of JE Examiner	A	A	A	A	FEI	FEI
Complete Generic Units 1,2,3, 4 and 5 (Refer to rule 12.24)		✓				
Must have judged at least 5 competitions at their current highest level and must be completed BEFORE commencing any pre regs to upgrade	✓	✓	✓	✓	6	6
Riding Requirement						
Attained at least 55% overall score on at least 2 occasions judged by accredited judge/s. Can be higher level.	N/A	N/A	Novice	Elem	Medium	Medium
Shadow judging						
Level of competition to be judged	Novice	Elem	Med	Adv	PSG & Intl	Inter II & GP (c)
Min number of entire competitions to be judged	3	3	4	4	3 of each	3 of each
Min number of horses in each competition	10	10	6	6	6	3
Min number of horses to be judged overall (more is better)	30	30	24	24	36	18
Supervising JE/Mentor to be at least	D	D	C	B	A	FEI
Shadow judging evaluation form to be completed each time	✓	✓	✓	✓	✓	✓
Sit-ins						
Must occur on at least 2 separate competitions with a different JE/Mentor (could be completed at the one event)	2	2	2	2	2	2
Supervising JE/Mentor to be at least	**D**	**D**	**C**	**B**	**A**	**FEI**
Sit-in evaluation form to be completed each time if it an assessed sit-in.	✓	✓	✓	✓	✓	✓
Writer						
Take opportunities to act as a writer or time/course watcher at a higher level.	✓	✓	✓	✓	✓	✓

NOTE:

a) Judges **Fast Tracking to Elementary or Medium** – required to shadow judge 24 horses in total
b) Judges upgrading to **Advanced and above** – one shadow judging may be replaced by an additional sit-in. However, if upgrading to **B or A** level then the substituted sit-in must apply to the lower level (e.g. PSG or Intermediate A or B or Inter II
c) **Intermediate II** level includes Intermediate A, Intermediate B and Intermediate II and U25 GP
d) Judges upgrading to **B level** – one shadow judging at Intermediate I may be substituted with an additional PSG

12.12 Examination requirements

Below is a summary of examination requirements.

REQUIREMENTS	Upgrade to F	Upgrade to E	Upgrade to D	Upgrade to C	Upgrade to B	Upgrade to A
Complete a Theory exam with a mark of at least 80%. To be completed prior to Practical exam. If that mark is not achieved the candidate is not able to sit the practical examination	✓	✓	✓	✓	✓	✓
Demonstrate ability to participate in discussion at judges workshops	✓	✓	✓	✓	✓	✓
Adhere to Code of Conduct for officials.	✓	✓	✓	✓	✓	✓
Judge an entire Official Competitive competition at the upgrading level	Nov	Elem	Medium	Adv	Inter I	GP
Minimum level of Judge Educator	A	A	A	A	FEI	FEI
Min horses to judge in practical exam	15	15*	15*	15*	15	15
The closeness of marks of each movement, the placings and spread of marks from highest to lowest and suitability of comments will be taken into account for results of practical judging by examining judge	✓	✓	✓	✓	✓	✓
Test sheets will be assessed in detail by examining judge	✓	✓	✓	✓	✓	✓
All of the above will be taken into consideration by examining judge to enable them to reach a final decision	✓	✓	✓	✓	✓	✓

***NOTE:** It is recognised at times it may not be possible to have the required minimum number of horses. In such cases it is suggested that the candidate also judge another Medium or Advanced as the case may be on the same day under exam conditions or try to get additional horses to ride HC

12.13 EA Young Horse and Para-Equestrian judges and accreditation

Requirements for accreditation of EA Young Horse and Para- Equestrian judges are as follows below:

12.13.1 Young Horse

a) specific Young Horse seminars for Young Horse judges are to be conducted by a Young Horse Judge Educator
b) Young Horse exams are to be conducted by a Young Horse Judge Examiner.
c) Young Horse judges are required to attend a Young Horse seminar at least every 3 years to maintain their accreditation.
d) Young Horse seminars and exams are to be conducted by the relevant SDA
e) to become a Young Horse judge you must:
   - be at least D level. Note: D-level YH judges must judge YH competitions with a higher level judge
   - attend and participate in a Young Horse seminar
   - prior to sitting a Young Horse exam candidates are required to 'sit-in' (this may include writing for Young Horse competitions) at a YH event with at least 6 horses in each of the 4-, 5- and 6- year-old age group. Minimum number of horses to be judged overall is 18. Young Horse sit-in assessment form to be completed on each occasion.
   - complete a theory exam with a mark of at least 80% (this should be completed at the end of the seminar and practical judging)
   - complete and be assessed as competent in a practical exam

- a Young Horse practical examination can only take place where 4-, 5- and 6-year-old competitions are offered – preferably at the premier Young Horse event in each state (e.g. State Young Horse Championships)
- in combination, at least 15 horses (minimum of 6 horses in the 4-year-old competition) must be judged over the 3 age groups in the practical exam

12.13.2 Para-Equestrian judges

a) all judges judging PE must be accredited
b) PE seminars are to be conducted by a National PE Judge Educator
c) seminars are to be of one day duration
d) for reaccreditation purposes the judge must be in attendance for the entire duration of the seminar **and** be an active participant
e) participation certificates are to be issued to attendees
f) for reaccreditation, judges are required to attend a specific PE seminar every 3 years
g) to become a PE Judge you must:
   - be E level or above to judge National PE Para tests
   - be D level or above to judge FEI PE Para tests
   - attend and participate in a full day PE Seminar
   - demonstrate satisfactory skills in two assessments:
     - PE written theory test with a pass of at least 80%; and
     - one shadow judging which must at least cover Grades I, II, III
     - this shadow judging may take place at the PE seminar if sufficient horses or if not it may take place in conjunction with another PE event
h) a PE accreditation seminar is to be held at least every 3 years

12.14 Fast-track for FEI-level riders and/or Level 2 or 3 coaches to become judges

Expression of interest from applicants who are either FEI riders and/or Level 2/ 3 General or Dressage coaches and meet the criteria below should be lodged with the state JSC for approval. The application form can be downloaded from the EA website and sent to the relevant SDA.

12.14.1 To enter the fast-track scheme applicants must be:

a) FEI riders who have obtained an overall average total of 62% or better on 3 occasions in Official Prix St Georges or Intermediate I. Performances that have been gained in the past 8 years are eligible to enter the scheme at Elementary level. Consideration may be given by the candidate's state JSC for entry at Medium level
b) FEI riders who have obtained an overall average total of 60% or better on 3 occasions in Official Intermediate A or Intermediate B or Intermediate II or Official Grand Prix. Performances that have been gained in the past 8 years are eligible to enter the scheme at Elementary or Medium level (it is the candidate's choice)
c) EA Level 2 General or Level 2 Specialist Dressage or Level 3 Specialist Dressage coaches are eligible to enter at Elementary level. Consideration may be given by the candidate's state JSC for entry at Medium level
d) EA Level 3 General or Specialist Dressage coaches (eligible to enter at Elementary or Medium level)

12.14.2 All candidates are required to attend the relevant required seminar and complete and pass their ORBT before commencing their shadow judging. Once completed candidates will be accredited at G level and placed on the judges' list. Candidates can then continue completing the remaining pre-requisites at their intended level.

12.14.3 To enter at E (Elementary) level applicants must:

a) be a current EA member
b) complete the current ORBT with a pass of at least 90% (this must be completed and passed prior to undertaking any shadow judging)
c) attend a seminar that includes E level
d) pass the Elementary theory exam with at least 80%
e) once accredited at G level, candidates must judge at least one competition at Preliminary Level and at least one competition at Novice level (may be Competitive, Participant, Eventing, Pony Club or equivalent)
f) complete generic units 1, 2, 3, 4 and 5 – refer to rule 12.24 (**NOTE**: Units 1, 4 and 5 will be covered in your seminar. Units 2 and 3 can be completed online or in a workshop situation)
g) shadow judge at least 2 entire Elementary competitions where the total number of horses judged overall is 24 or more. In order to judge the total minimum number of horses required it may be necessary to judge more competitions
h) sit in on at least 2 occasions at Elementary level
i) the supervising judge for all shadow judging and sit-ins to be a Judge Educator or A or B level Mentor
j) be assessed as competent at the Elementary practical exam

12.14.4 To enter at D (Medium) level applicants must:

a) be a current EA member
b) complete the current ORBT with a pass of at least 90% (this must be completed and passed prior to undertaking any shadow judging)
c) attend a seminar that includes D level
d) pass the Medium theory exam with at least 80%
e) once accredited at G Level, candidates must judge at least one competition at Preliminary level and at least one competition at Novice level (may be Competitive, Participant, Eventing, Pony Club or equivalent)
f) complete generic units 1, 2, 3, 4 and 5 – refer to rule 12.24 (**Note**: Units 1, 4 and 5 will be covered in your seminar. Units 2 and 3 can be completed online or in a workshop situation)
g) shadow judge at least 2 entire Medium competitions where the total number of horses judged overall is 24 or more. In order to judge the total minimum number of horses required it may be necessary to judge more competitions
h) sit in on at least 2 occasions at Medium level
i) the supervising judge for all shadow judging and sit-ins to be a Judge Educator or A or B Level Mentor
j) be assessed as competent at the Medium practical exam

Expressions of interest from applicants who meet the above criteria should be lodged via the application form (which can be downloaded from the EA website). It should be forwarded to the EA National Office who will then formally advise the relevant JSC.

12.15 Judge Educators

Judge Educators are responsible for the conduct and organisation of EA- approved accreditation and reaccreditation seminars, workshops and judge examinations.

Level of Judge Educator	Seminar level	Examination level
National A	Up to and including C level	Up to and including C level
FEI3* & above	All levels	All levels

12.15.1 Training of Judge Educators

The EADJC, on recommendation from the SDA who will provide a copy of all assessments to the EADJC, will be responsible for appointing Judge Educators. Judge Educators will be reviewed, in consultation with the relevant SDA, every 3 years.

It is expected that Judge Educators remain active and up to date with current education and assessment procedures as well as with technical dressage judging matters.

To become a Judge Educator, judges must:

a) be an accredited A-Level judge of at least 3 continuous years active participation in the sport immediately prior to commencing training
b) be a current Mentor who has attended the required Mentor course (refer to rule 12.17.2)
c) on at least 2 occasions co-present at one G or E-F and one D–C seminar and demonstrate their presentation and communication skills with favourable reports from the senior presenter – assessment form to be completed by the presenter on each occasion
d) as a minimum, Judge Educators are required to conduct at least 2 workshops or seminars, approved by the JSC, every 3 years to maintain accreditation

12.15.2 Training of Young Horse Judge Educators

The EADJC, on recommendation from the SDA who will provide a copy of all assessments to the EADJC, will be responsible for appointing Young Horse Judge Educators. Young Horse Judge Educators will be reviewed, in consultation with the relevant SDA, every 3 years.

It is expected that Young Horse Judge Educators remain active and up to date with current education and assessment procedures as well as with technical young dressage horse judging matters.

To become a Young Horse Judge Educator, judges must:

a) must be an accredited Judge Educator for dressage
b) be an accredited Young Horse judge for at least 3 continuous years
c) must be an active Young Horse judge
d) on at least 2 occasions co-present at a Young Horse seminar where the presenter is a YH Judge Examiner– assessment form to be completed by the presenter on each occasion.
e) as a minimum YH Judge Educators are required to be actively involved as a YHJE in at least one YH seminar during the three year re-accreditation period

12.16 Payment to Judge Educators and/or Mentors

The following fees are payable to by the SDA to Judge Educators:

a) a minimum $300 for 1 day; or if longer than 2 days then the fee to be negotiated for the conduct of judges' seminar
b) a minimum $30 per candidate for the marking of all levels of theory papers F to A incl Young Horse
c) a minimum $75 per candidate undertaking a practical exam where the OC provides all results on a spreadsheet. If the OC is unable to provide this assistance, there will be a cost involved to cover the additional work done by the JE at $50 **per hour** per candidate – maximum $150 per candidate
d) minimum $50 per candidate for the assessing of Young Horse practical exam
e) in addition to the above, where the Judge Educator is driving to the fixture they may claim mileage at 68c per km for the round trip
f) $30 per candidate for each shadow judging session

g) when a rider, who is also an accredited judge, has entered to compete at an event and subsequently is asked to judge at the same event, the usual practice shall be that the rider/judge is paid the judging honorarium only, but not the travel money
h) **judge protocol session** - the current hourly rate for judging or a maximum of $300 per day or an amount determined by prior arrangement is recommended

12.17 Shadow judging and assessed sit-ins (Please also refer to Annex I for details)

a) shadow judging and assessed sit-ins are formal educational processes. They are compulsory and assessable prerequisites in preparation for upgrading to the next level
b) at the completion of each shadow judging or assessed sit-in session, the appropriate EA shadow judging or sit-in evaluation form must be completed by the supervising judge with suitable notations
c) these forms are found on the EA website and must be retained by the candidate judge when completed. They must be produced at each shadow judging or assessed sit-in session, so the supervising judge can assess the ongoing training

The following applies to shadow judging and sit-ins:

d) shadow judging and sit-ins may be done at the same event. If the same Judge Educator/Mentor is used the shadow judging must be done before the assessed sit-in. However, if different Judge Educators/Mentors are used then there is no restriction on what is done first
e) in principle, the requirements for sit-ins could be met at a single event providing two different Judge Educators/Mentors are used
f) rule 12.9 details the number of competitions required for shadow judging and the requirement for assessed sit-ins
g) for privacy of competitors, shadow judging test sheets are to be destroyed once they have been discussed by the candidate and supervising judge
h) it is the responsibility of the Judge Educator/Mentor to give honest assessment of the candidate's progress in preparation for the practical examination
i) shadow judging must be with 2 different judge educators/mentors
j) details of shadow judging payment to Judge Educators and Mentors can be found in rule 12.12

12.17.1 Who can supervise shadow judging and assessed sit-ins

(See Annex I for details)

12.17.2 Appointment of Mentors

a) the EADJC, on recommendation from the SDA, will be responsible for appointing Mentors
b) all judges being recommended for appointment by the EADJC as a Mentor must have attended an approved Mentors Course prior to being recommended. **NOTE:** Completion of Skill Specific Trainer or Assessor (SSTA) or Coach Educator (CE) qualification as a coach meets this criterion, along with any judge who has a teaching qualification or has a current Certificate IV in Workplace Training and Assessment
c) mentors will be reviewed, in consultation with the relevant SDA, every 3 years
d) the EADJC provides (through the SDAs and EA National office) appropriate education on how to interact and impart their knowledge to candidates and others
e) SDAs may invite suitably-qualified A-, B-, C- or D-level judges or suitably-experienced retired judges to be Mentors
f) the names of the candidates should be sent to the EADJC for final approval before being placed on the official list
g) if the candidate is a retired judge then they must keep themselves refreshed through attending dressage educational activities and attend a seminar at their previous judging level, as well as completing the ORBT with at least 90% every 3 years at re-accreditation time

12.17.3 Ways for a candidate to shadow judge

(See Annex I – Dressage Shadow Judging – Procedures to Candidates and Clubs)

a) candidates must obtain approval from the Judge Educator/Mentor judge prior to the competition
b) a candidate can judge a Competitive, Participation, Restricted or Eventing competition in an unofficial capacity. Pony club competitions can also be used provided current EA Dressage tests are used
c) the supervising judge for all shadow judging must be an appointed JE/Mentor of the required level as per rule 12.17.1
d) all shadow judging for upgrading assessment must be carried out in conjunction with a competition (e.g. shadow judging by video is not permitted)
e) the candidates must retain their judging sheets and calculate their scores
f) in conjunction with the supervising competition judge, a candidate must have a number of the test sheets discussed and compared
g) the supervising competition judge needs to make arrangements with the OC/scorers for a suitable number of the actual competition test sheets to be available from the competition the candidate has shadow judged. Such sheets (or preferably copies) must have had the scoring finalised
h) time *must* be set aside for useful discussion between the supervising competition judge
i) and the candidate doing the shadow judging. Both judging and discussion *must* occur to be valid and of educational benefit
j) the supervising competition judge is to complete the EA shadow judging evaluation form which will be provided by the candidate
k) the evaluation form is to be kept by the candidate to be submitted to the Examining Authority prior to sitting the practical examination

12.17.4 Ways for a candidate to do assessed sit-ins

Sitting-in (either assessed or not assessed) is a learning process and whilst there is now a compulsory element for an assessed sit-in for upgrading, all judges are encouraged to use sitting-in as a continuing learning exercise.

a) candidates must obtain approval from the Judge Educator/Mentor judge prior to the competition
b) a single candidate should sit-in with an appointed Judge Educator/Mentor judge for the entire competition where possible
c) the candidate is to be asked questions about riding/judging principles in the break or when time allows. Corrections should be given immediately by the Judge Educator/Mentor if needed
d) after the competition there should be a chance for a short discussion about the outcomes of the sit- in, emphasising the strong and weak points and giving further recommendations
e) if the candidate has indicated that the sit-in is to be assessed the Judge Educator/Mentor is to complete the EA sit-in evaluation form which will be kept by the candidate to submit to the Examining Authority prior to sitting the practical examination
f) an assessed sit-in may be substituted for one shadow judging for D-, C-, B- or A-levels only. If upgrading to B- or A-level then only the lower level may be dropped (e.g. PSG for B level or Inter A, B or II, for A level)
g) freestyle competitions are not permitted to be used for an assessed sit-in

12.18 Judges seminars

These seminars provide an opportunity for discussion between judges and candidate judges to find the standard. An approved EA judges' seminar may only be conducted by EA Judge Educators or FEI Judge Educators who are conversant with conducting Judge Education seminars. Visiting FEI Judge Educators must be endorsed by the Chair of the EADC or the EADJC.

It is recommended that at least one seminar at each level should be held annually in each state.

The level of seminars include:

- G Level – stand alone (preferred)
- any 2 consecutive levels i.e. F–C
- B–A Level

Additionally:

a) a seminar is to cover no more than two national levels
b) to conduct a seminar in a regional area that includes three national levels (e.g. G/F/E) the approval of the EADJC is required on recommendation from the SDA, providing that existing G-level judges can attend only to maintain their accreditation (i.e. the seminar is ***not*** for candidate judges)
c) a seminar must be of at least one day duration
d) for upgrading or reaccreditation purposes the judge must be in attendance for the entire duration of the seminar ***and*** be an active participant
e) a seminar must include (but not limited to):
    - basic principles to be adhered to when judging, including eventing
    - the role of EA– Generic Unit 1
    - ethical issues – Generic unit 4
    - horse welfare – Generic unit 5
    - rules and protocol, including eventing
    - discussion of paces
    - explaining the collective marks
    - practical judging practice, which usually involves individual movements and may also involve whole test~~s~~ with suitable horses
    - any updates relevant to the level of seminar
f) videos may be used only as an ***additional*** aspect of teaching or for assessment

12.19 National or State Judges Symposium

State or National Dressage Symposia provide a level of practical teaching and may include judges of all levels, trainers and riders. This can be used as a workshop for reaccreditation purposes.

12.20 Judges workshops

a) workshops are to be conducted by a Judge Educator, A or B level Mentor or other person approved by the EADJC on recommendation from the SDA
b) workshops may be held on varying subjects and may be of less than one day in duration (e.g. 2–3 hours or more). Subjects are limitless and may include:
    - types of competitions such as freestyles, young horse or pony dressage
    - rules and procedures
    - sport science
    - judge/trainer/rider interaction at all levels
    - generic Units 2 and 3
c) where the workshop is in relation to Para Equestrian the Judge Educator conducting the workshop must also be a PE judge
d) where the workshop is in relation to Young horses the Judge Educator conducting the workshop must also be a YH judge

12..21 Exemptions from any prerequisites

Dispensation from any of the requirements of the EA must be submitted in writing to the SDA and forwarded for consideration to the EADJC.

12.22 Limitation of time

a) for all levels all of the requirements for upgrading have a tenure of **24 months**. This includes shadow judging, sit-ins, seminar attendance, theory and practical examinations
b) exceptional circumstances may be considered on application in writing to the SDA and forwarded for consideration to the EADJC

12.23 Examining Authority

Accreditation examinations are conducted by:

a) the EADJC for A and B practical exams
b) the SDA in each state for C to F practical exams.

These bodies in this context are hereafter referred to as the Examining Authority.

12.24 Upgrading criteria

Where a judge has started the upgrading process from one level to another and there is a change of rules that affects the process, the rule in place at the time when the candidate started the upgrading process will continue to apply.

The current upgrading criteria are detailed below.

a) for seminar requirements refer to rule 12.18
b) generic units for those upgrading from F to E and all fast-track candidates are as below:
   - unit 1 – Role of EA
   - unit 2 – Communication and Conflict Resolution
   - unit 3 – Safety and Risk Management
   - unit 4 – Ethical Issues
   - unit 5 – Horse Welfare

   NOTE: Units 4 and 5 will be covered in all seminars. Units 2 and 3 can be completed online at https://learning.ausport.gov.au/auth/login/ or in a workshop situation.
c) for shadow judging refer to rule 12.17.
d) for sit-in assessments refer to rule 12.17
e) for theory examination refer to rule 12.24.1
f) for practical examination refer to rule 12.11
g) for riding requirement for D level and above refer to rule 12.9
h) any variation/exception to the riding requirement is to be referred to the EADJC by the SDA for consideration where each submission will be assessed on a case-by-case basis
i) **judges upgrading between F and C** – candidates are required to judge 5 Official EA competitions, at their current level. The minimum number of horses to be judged overall is 24 horses. This judging must be completed BEFORE commencing any of the pre requisites to upgrade
j) **judges upgrading to B** – candidates are required to judge for a minimum of 1 year at C level, judge 6 Official EA competitions, at their highest level (i.e. Advanced). The minimum number of horses to be judged overall is 18 horses. This judging must be completed BEFORE commencing any of the pre requisites to upgrade
k) **judges upgrading to A** – candidates are required to judge for a minimum of 1 year at B level, judge 6 Official EA competitions, at their highest level (i.e. Inter I). The minimum number of horses to be judged overall is 18 horses. This judging must be completed BEFORE commencing any of the pre requisites to upgrade
l) EADJC may invite suitably experienced retired FEI judges to be an examining judge for A and B exams providing they are a current A level judge and a Judge Educator

12.24.1 Theory examination (excluding G level)

a) the theory examination, which is a closed rule book examination, is held at a time and place as determined by the SDA
b) in principal the theory examination should be completed at least 2 months prior to sitting the practical examination
c) if a candidate fails the theory exam a second attempt can be done at a time negotiated with the SDA, providing a new theory paper has been released
d) the exam papers are set by the EADJC and are available to the SDA from the EA National Office. These exam papers are reviewed annually by the EADJC
e) the delegated Judge Educator must mark the theory papers and return them to the Examining Authority within 14 days of receipt of the paper
f) the SDA is responsible for advising the candidate of the results of the theory examination, including forwarding the assessment sheet only, within 7 days after receiving the marked paper
g) the marked theory paper is not to be returned to the candidate. The candidate, under supervision, may look at the marked theory paper but cannot take the original or a copy. This should take approximately 30 minutes

12.24.2 Shadow judging

All shadow judging requirements *must* be completed prior to sitting the practical examination.

12.24.3 Practical judging examination

a) practical examinations using videos is not permitted
b) practical examinations are only conducted by current Judge Educators
c) the Examining Authority for A- and B-level practical exams is the EADJC
d) the Examining Authority for C-, D-, E- and F-level practical exams is the SDA
e) A and B level exams will be conducted annually, in principle, at the Australian Dressage Championships and at another suitable event (subject to the number and quality of horses), with the venue to be advised to candidates at least 6 months prior to the practical exam
f) it is recommended that all C-level exams are conducted at the relevant state championships
g) writers for exam candidates should not be a judge. However, if the writer is a judge then they must be at least 2 levels lower than the exam (e.g. C exam writer no higher than an E-level judge)
h) the practical judging examination is to be held in conjunction with an official competition
i) the test to be used must be the highest graded test in each level and must consist of an entire competition so that not only the standard of each horse is assessed but also the candidate's ability to rank horses in an entire competition is assessed (Refer to rule 12.13 for the minimum number of horses to be judged at each level)
j) the examining Judge Educator is to debrief candidates at the conclusion of practical judging
k) practical judging sheets are to be assessed in line with the Guidelines for Judge Educators for the Assessment of Practical Examinations, determined by the EADJC and the final recommendation and results are to be returned to the Examining Authority within 14 days
l) the examining Judge Educator has the sole responsibility for assessing candidates as competent or not yet competent
m) the Examining Judge is encouraged to discuss with other Judge Educators any section of the examination that needs a second opinion, especially if a candidate is deemed 'not yet competent'
n) all candidates are to be advised of the outcome of their exam by the Examining Authority within the timeframe previously mentioned

Level of Judge Educator required to assess upgrading exams

Level of Judge Educator	Examination level
National A	Up to and including C-level
FEI3* & above	All levels

12.24.4 Examination failures

a) if a candidate is not yet competent in the theory examination, a second attempt can be done at a time negotiated with the SDA, providing a new theory paper has been released
b) if a candidate is not yet competent in the practical examination, a second attempt can be done. The Examining Authority will contact the candidate to arrange a suitable time for this to occur
c) if a candidate is assessed as competent in the theory examination and is 'not yet competent' in the practical judging, they are not required to re-sit the theory paper provided that the practical exam is re-sat and successfully completed within a 2-year period. However, if a new rulebook is issued during this period the candidate will be required to complete an Open Rule Book Test and obtain a mark of at least 90%
d) if an examiner is of the opinion that, in order to upgrade, a candidate needs further education through mentoring and/or shadow judging, the candidate will remain at their current level until such time as the further education is satisfactorily completed
e) candidates who are assessed as 'not yet competent' in a practical examination on 2 occasions will be required to:
    - complete a further minimum of 1 year of judging
    - must attend an official EA Judges seminar at their existing level
    - submit sufficient proof of further shadow judging at the level they wish to upgrade to as per rules 12.11 and 12.12
    - submit sufficient proof of further mentoring and/or shadow judging at the level they wish to upgrade to as per rule 12.9
f) candidates who have failed their practical examination on 3 occasions (under 3 different examiners and, if practicable, one of which is an interstate examiner) will not be eligible to apply for any further upgrades

12.25 Lapsed accreditation and leave of absence

The requirements detailed below will be necessary in order for an EA judge to be reaccredited. If LOA is taken at re-accreditation time (or from 1 January in the re-accreditation year) the judge must still complete the re-accreditation process including completing the ORBT before they can be reinstated following a LOA.

12.25.1 L a p s e d for up to 1 year

Judges who have asked for leave of absence or exemption for up to 1 year:

a) must be a current financial EA member in the appropriate category
b) upon written application must fulfil all requirements as per rule 12.8 so they can be reaccredited without the need for any further examination
c) if previously Young Horse- or PE-accredited must have attended the relevant seminar within the past 3 years
d) must have sought leave of absence in writing for a maximum of 1 year
e) must have attended a seminar at their level within the last 12 months
f) must have completed an Open Rule Book Test as part of the previous re-accreditation process with a mark of 90% or more
g) if Young Horse or Para-Equestrian-accredited, must also complete the relevant ORBT with a mark of 90% or more

12.25.2 Lapsed for more than 1 year and less than 3 years

Judges whose accreditation has lapsed for more than 1 year but less than 3 years must:

a) be a current financial EA member in the appropriate category
b) participate in an official EA Seminar at their past accredited level
c) if previously Young Horse- or Para-Equestrian-accredited must have attended the relevant seminar within the past 3 years
d) sit-in on at least one occasion at their previous highest level with a Judge Educator or A level mentor

e) shadow judge at their previous highest accredited level the following minimum number of horses for assessment by a Judge Educator:
   - Novice 20
   - Elementary 15
   - Medium 10
   - Advanced 10
   - Intermediate I–6
   - Grand Prix–6
f) seek approval from the EADJC for any deviation from the above
g) complete an Open Rule Book Test with a mark of at least 90%
h) upon written application and fulfilling all requirements, will be reaccredited without the need for any further examination
i) also complete the relevant ORBT with a mark of 90% or more if Young Horse or Para-Equestrian-accredited
j) G level judges must recommence their training from the beginning

12.25.3 Lapsed for 3 to 5 years

Judges whose accreditation has lapsed for more than 3 years must complete the requirements of rule 12.25.2 and will be required to re-sit and be assessed as competent in both theory and practical examinations at their existing level before being reaccredited. The same conditions apply regarding the practical exam as for upgrading in relation to the minimum number of horses to be judges – refer to rule 12.13. The following also applies:

a) all prerequisites *must* be completed prior to sitting the practical exam
b) returning A- and B-level judges must sit their practical exam at either the Australian Dressage Championships or the Dressage Festival and such arrangements are to be made through the EADJC
c) G level judges must recommence their training from the beginning

12.25.4 Lapsed for more than 5 years

Judges whose accreditation has lapsed for more than 5 years must re-enter the system at F level. However, cases submitted to the EADJC, in writing, by the SDA for any variation to the following will be assessed on a case-by-case basis.

Those returning at F level (Novice) must complete the following:

a) be a current EA member in the appropriate category
b) participate in an official EA Seminar at F level
c) sit-in on at least one occasion at Novice level
d) shadow judge at least one entire Novice competition with at least 20 horses
e) the supervising judge is to be a Judge Educator
f) complete an Open Rule Book Test with a mark of at least 90%
g) complete the Novice theory exam with a pass of at least 80%
h) complete the Novice practical exam judging a minimum of 15 horses
i) examining judge must be a Judge Educator
j) all prerequisites must be completed prior to sitting the practical exam
k) G-level judges must recommence their training from the beginning

12.26 Interstate transfer

Judges transferring from one state to another are required to notify their existing and new SDA.

12.27 Foreign judges accredited under another national scheme

Applications will be forwarded to the EADJC by the EA National Office for consideration. Foreign Judges, accredited under another national scheme who wish to become accredited under EA in Australia, are required to:

a) give written proof from their NF or the FEI that they are an accredited judge and of their current standing
b) attend a seminar at their level or deemed level
c) complete the Open Rule Book Test, including the relevant level specific questions, with a mark of 90% or more
d) complete shadow judging as determined by the EADJC
e) demonstrate they have a command of English adequate to communicate with riders and officials

12.28 Complaints against EA judges for judging standards

In regards to complaints received against judges:

a) complaints to be considered by the SDA are to be forwarded, in writing, in confidence to the SDA within 14 days of the event
b) the SDA must respond to every written complaint and keep accurate and complete confidential files on these matters
c) if the SDA considers that the number or type of complaint/s against a judge warrants further consideration then they can request the judge:
   - to provide a response in writing to the details of the complaint(s)
   - if necessary, to attend a meeting with a panel of judge educators
   - to attend a further seminar
   - to participate in a mentor program with an experienced judge educator
   - to sit further assessment examinations
d) if warranted, the judge may be suspended for a period of time or downgraded one level, but only when the SDA has explored all other avenues. (See rule 12.29 Inappropriate behaviour by a judge)

12.29 Complaints against Judges for Inappropriate behaviour

Complaints against the Code of Conduct, as contained in the EA Member Protection Policy are to be referred by the SDA directly to the relevant EA state branch. (See rule 1.5) A state branch may refer the complaint to a state disciplinary tribunal as per EA disciplinary By-Laws.

Refer to EA Regulation 169.6.3 for the penalty in relation to incorrect behaviour towards event officials or any other party connected with the event (rider, owner, journalist, public etc.)

12.30 Education and accreditation of Stewards

The purpose of Stewarding is:

- to protect the fare of the horse and ensure fair play
- to support the OC in the successful rung of the event inline with the current Australian Dressage rules and regulations

The EA Stewarding training program is the national accreditation scheme and is a truly national program to further enhance the reputation and quality of EA events nationally and internationally.

The course covers the basic concepts of stewarding essential to the provision of minimum standards of horse and participant welfare and safety.

Before commencing EA Steward education you must:

a) be at least 18 years of age
b) be a current Member of Equestrian Australia of the correct category
c) have a personal fitness level that will enable you to physically complete the practical requirements of the course and the duties required

To be accredited as an EA National Steward you are required to:

d) attend an approved EA Steward Seminar of one day's duration
e) competently complete an Open Rule Book Test related to the rules of your discipline with a pass of at least 90%
f) complete a Risk Management/Communication assessment
g) competently complete 3 Shadow/Assistant Stewarding Experiences
h) the National Steward course is designed to include some face to face delivery and several units of self-paced study
i) shadow Stewarding must be completed under the supervision of a currently registered FEI Steward or appointed Mentor
j) on successful completion participants will be added to the Equestrian Australia Officials database

12.31 Potential applicants for FEI 3* or FEI PED 3* judge status

National judges wishing to upgrade to FEI 3* or FEI PED 3* must apply to the EADJC and follow the criteria below:

a) the application must provide a detailed and significant history (several years) of evidence to the EADJC and EA National Office outlining their appropriate contribution to dressage or PE dressage
b) the application must address the requirements as per the FEI Education System for Judges and the Education System for PE Judges
c) the deadline to become an FEI 3* or FEI PED 3*Judge is 57 years of age
d) details of the FEI Education System can be found on the FEI website:
   - **FEI 3*** - http://www.fei.org/fei/your-role/officials/dressage/education-system or
   - **FEI PED 3 - *** http://www.fei.org/fei/your-role/officials/dressage/ped-education-system

ANNEXES

Annex I - Dressage shadow judging and procedures for candidate judges and clubs

Shadow Judging (SJ) is a process by which a Candidate Judge, for the purposes of upgrading, is assessed by an accredited Mentor at their next judging level. It is aimed at assessing the candidate's ability, comprehension and skills in an actual judging environment. The Mentor reviews the candidate's marks and comments for each combination judge and discusses various movements especially where there is a discrepancy in marks between the Mentor and the candidate. It is a learning and development exercise. The Mentor must be an appointed Mentor of at least D level. They must be at least 2 levels higher than the candidate judge (see table below)

Candidate Current Level	Exam Level	Shadow Judge/Mentor Level (Minimum)
G	F	D
F	E	D
E	D	C
D	C	B
C	B	A
B	A	FEI

Responsibilities - Candidate Judge

a) check the Dressage Rule book, Section 12 for Dressage Judges (and all amendments) for the rules on Shadow Judging
b) ask the club prior to the closing date of entries of the event of your wish to do some shadow judging, the level you want to shadow judge and if they are OK with this occurring
c) options for copying supervising judges test sheets:
d) ask supervising judge if they have a tablet and can take a photo of their test sheets before they go to the scorer – preferred method
e) provide your own copier and paper
f) photocopy test sheets at the event if the OC has copying facilities – Need to ask the OC
g) provide supervising judge with carbon paper and paper – not preferred – time consuming for writer
h) provide your own test sheets for the tests to be judged, a writer and car to judge from
i) add up your own scores and calculate the percentage of each test judged and rank your order of horses
j) provide a SJ Evaluation form to the Mentor for completion (also have on hand any previous SJ evaluation forms for review by the Mentor)
k) conduct yourself as though you are judging officially and adhere to the Code of Conduct for Officials
l) tests are not to be discussed with anyone other than the judges of the competition shadowed

Responsibilities - Mentor/Supervising Judge

a) set aside time at the end of the competition/event for discussion with the candidate judge
b) discussion may take place after the event if time does not permit at the event for full discussion
c) discuss both marks and comments with the candidate judge especially where the mark is 2 or more marks difference
d) provide constructive feedback to the candidate judge
e) complete a SJ Assessment form

Responsibilities - Organising Committee (OC)

a) send the candidate judge a copy of the draw when it is available
b) advise the candidate judge of the person to report to on arrival
c) provide the candidate judge with an up to date copy of the draw if different to what has been sent out
d) provide time for the Mentor to perform their task e.g. they need time after the competition or at the end of the day to discuss the tests with the candidate judge – this will usually take about 30 mins to 1 hour. It may mean that you need to allocate a longer lunch break for the Mentor or an early finish to the day for the Mentor
e) provide a print out of the final results to the Mentor and candidate judge
f) provide to the Mentor details of all individual marks for each horse the Mentor has judged if possible

g) if your scorers add up the candidate judges' sheets (not compulsory) then a print out of individual marks per movement for each horse judged by the candidate should also be provided to the Mentor
h) you are not expected to provide the candidate or their writer with lunch unless they are also officiating at the event