

Equestrian Australia Limited



SECTION 12 - NATIONAL DRESSAGE RULES

EQUESTRIAN AUSTRALIA DRESSAGE JUDGES AND STEWARDS IN AUSTRALIA

Effective  
1 July 2023  
CLEAN VERSION

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

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To be read in conjunction with the EA National Dressage Rules, EA General Regulations and other EA policies and By-Law available on the EA website [www.equestrian.org.au](http://www.equestrian.org.au) - These rules are effective from 1 July 2023. From this date on, all other texts covering the same matter are superseded.

## **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 Officials Committee (EADOC) 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](http://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 1.8

#### **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 Officials Committee (EADOC) – 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 EADOC. 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 as well as Participant events as outlined in 3.21 – 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](http://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) complete the Australian Institute of Sport (AIS) Community Officiating Principles Online Course
- e) attend an EA-approved G level judges seminar
- f) complete the G level Open Rule Book Test (ORBT) with a mark of at least 90%
- g) 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
- h) undertake at least one assessed sit-in of at least 2 hours duration on an Official Preliminary or Novice competition with an approved Mentor or A or B level judge. This may be completed over more than one sit-in, sit-in assessment to be completed on each occasion
- i) complete a shadow judging form and forward to the State Judges Committee along with the assessors recommendation
- j) complete the G level ORBT and seminar before undertaking the shadow judging

- k) 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 (a recommended 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 and at least 2 workshops in the 3 year cycle as detailed in rule 12.18 and 12.19) – it is recommended that judges attend some judge education every year
- 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. 1/04/2022 to 31/03/2025
- b) judges are required to complete the compulsory requirements between 1/01/22 and 31/03/2025
- c) the reaccreditation process will take place in March 2025

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
<b>Compulsory every 3 years</b>							
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 <b>at your level</b> 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).	✓	✓	✓	✓	✓	✓	✓
<b>Compulsory in each non seminar year</b>							
Must attend and participate in at least two Workshops in the 3 year cycle – preferably 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' <b>NOTE:</b> attending another seminar at any level can be counted as a workshop for reaccreditation purposes.	✓	✓	✓	✓	✓	✓	✓
<b>Compulsory every 3 years: Young Horse judges only</b>							
Attend a Young Horse seminar	<b>YH judges only</b>						
Pass the YH section of the ORBT with at least 90%	<b>YH judges only</b>						
<b>Compulsory every 3 years: Para-Equestrian judges only</b>							
Attend a Para-Equestrian seminar	X	X	<b>P-E judges only</b>				
Pass the PE section of the ORBT with at least 90%							
<b>Completed over the 3-year-period F to A Judges</b>	<b>G</b>	<b>F</b>	<b>E</b>	<b>D</b>	<b>C</b>	<b>B</b>	<b>A</b>
Minimum Judging Requirements (excluding Freestyles): Judge 6 Official <u>competitions</u> at your accredited level: <ul style="list-style-type: none"> <li>F at Novice</li> <li>E at Elementary</li> <li>D at Medium</li> <li>C at Advanced</li> <li>B at PSG or Inter I</li> <li>A at Inter A to GP (may substitute a SJ at GP or Inter II)</li> </ul> <b>Young Horse</b> - judge at least 1 YH <u>competition</u> <b>PLUS</b> judge 6 other competitions up to and including your level (refer to rule 12.8.1e)	X	✓	✓	✓	✓	✓	✓
<b>Completed over the 3-year-period – G Level Judges</b>	<b>G</b>	<b>F</b>	<b>E</b>	<b>D</b>	<b>C</b>	<b>B</b>	<b>A</b>
<b>Minimum judging requirements:</b> Judge 6 competitions – Official Preliminary, or Participation/Restricted Club <b>events</b> 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
- d) upgrading judges are not permitted to sit-in or shadow judge with their examining judge prior to the practical exam once the examining judge has been appointed

### 12.11 Requirements for upgrading to the next level

ALL prerequisites **MUST** be completed and verified prior to sitting the practical exam  
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
<b>General</b>						
Minimum age	18	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
Attend a Freestyle Workshop	N/A	N/A	N/A	N/A	N/A	Yes
Must have judged min number of competitions at their current highest level and must be completed BEFORE sitting Practical Exam	2	5	5	5	5	6
<b>Riding Requirement</b>						
Attained at least 60% overall score on at least 2 occasions judged by accredited judge/s. Can be higher level.	N/A	N/A	Novice	Elem	Medium	Medium
<b>Shadow judging</b>						
Level of competition to be judged	Novice	Elem	Med	Adv	PSG & Int I	Inter II* & GP (c)
Min number of entire competitions to be judged	3	3	4	4	1x PSG 3x Int 1	3 of each
Min number of horses in each competition	N/A	1 competition min. of 10	6	6	6	4
Min number of horses to be judged overall (more is better)	24	24	24	24	24	24
Supervising JE/Mentor to be at least	D	D	C	B	A	FEI
Shadow judging evaluation form to be completed each time	✓	✓	✓	✓	✓	✓
At least one Medium Tour or GP freestyle with an overall total of at least 8 horses	N/A	N/A	N/A	N/A	N/A	Yes
<b>Sit-ins</b>						
Must occur on at least 2 separate competitions with a different JE/Mentor (could be completed at the one event) Must be minimum of 2 hours in total	2	2	2	2	1 x PSG 1x Int 1	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:** Re- Shadow Judging. The above lists the minimum number of horses to be judged overall (more is better). At least one shadow judging competition must have the minimum number of competitors. However, it may be necessary to shadow judge more than the minimum number of competitions to achieve the minimum number of horses required.

\* **Intermediate II** level includes Intermediate A, Intermediate B and Intermediate II and U25 GP

## 12.12 Examination requirements

ALL prerequisites **MUST** be completed and verified prior to sitting the practical exam  
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 Accredited
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 and 3 in the 7 year old age group. Minimum number of horses to be judged overall is 21. 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- 6- and 7year-old competitions are offered and only on the first round– preferably at the premier Young Horse event in each state (e.g. State Young Horse Championships)
- in combination, at least 15 horses must be judged over the 4 age groups in the practical exam with the minimum in each age group as follows: 6 x 4yo, 3 x 5yo, 2 x 6yo, 1 x 7yo so that ranking is also an element of each examination.

If 2 horses are in the same arena the examining judge will nominate which horse the candidate is to assess.

YH exams are extremely important as a guide to the deep knowledge of candidates about the correct way of doing the training scale and the ability to assess.

### 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 practical examination with a National PE Judge Educator which must at least cover Grades I, II, III
    - this shadow judging practical examination 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

### 12.13.3 Training of Para Equestrian Judge Educators

To become a Para-Equestrian Judge Educator, judges must:

- a) be an accredited A level judge, an EA Judge Educator and an FEI accredited Para-Equestrian Judge
- b) On at least one (1) occasion co-present at a National Para-Equestrian Seminar and demonstrate their presentation and communication skills with regard to judging Grades 1, 2 and 3 with favourable reports from the senior presenter – form to be completed by the presenter.

### 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, with current accreditation, 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, complete the Australian Institute of Sport (AIS) Community Officiating Principles Online Course and complete and pass their current General ORBT before commencing their shadow judging. Once completed candidates will be accredited at F level and placed on the judges' list. Candidates can then continue completing the remaining pre-requisites at their intended level. However, if the fast-track candidate has not upgraded to the approved level of E or D within 24 months, the candidate will be removed from the judges list.

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

- a) be a current EA member
- b) complete the current General ORBT and relevant level specific questions 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) complete the Australian Institute of Sport (AIS) Community Officiating Principles Online Course
- e) pass the Elementary theory exam with at least 80%
- f) once accredited at F level, candidates must judge at least one competition at Competitive Preliminary Level and at least one Competitive competition at Novice level
- 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 General ORBT and relevant level specific questions 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) complete the Australian Institute of Sport (AIS) Community Officiating Principles Online Course
- e) pass the Medium theory exam with at least 80%
- f) once accredited at F level, candidates must judge at least one competition at Competitive Preliminary Level and at least one Competitive competition at Novice level
- 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

## 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 EADOC, on recommendation from the SDA who will provide a copy of all assessments to the EADOC, 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 EADOC, on recommendation from the SDA who will provide a copy of all assessments to the EADOC, 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

Judges who pass the FEI Young Horse exam and are ratified as an FEI judge, and who are currently EA judge educators will automatically become an EA Young Horse Judge Educator.

## 12.16 Payment of Out-of-Pocket Expenses to Judge Educators and/or Mentors

Refer to Annex I – Payment for Officials – for current rates of out-of-pocket expenses

## 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) all shadow judging and sit in requirements must be completed and verified prior to sitting the practical exam
- c) 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
- d) 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:

- e) 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
- f) in principle, the requirements for sit-ins could be met at a single event providing two different Judge Educators/Mentors are used
- g) rule 12.11 details the entire number of competitions required for shadow judging and the requirement for assessed sit-ins
- h) for privacy of competitors, shadow judging test sheets are to be destroyed once they have been discussed by the candidate and supervising judge
- i) it is the responsibility of the Judge Educator/Mentor to give honest assessment of the candidate's progress in preparation for the practical examination
- j) shadow judging must be with 2 different judge educators/mentors
- k) details of shadow judging payment to Judge Educators and Mentors can be found in rule 12.10

### 12.17.1 Who can supervise shadow judging and assessed sit-ins

(See Annex I for details)

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

### 12.17.2 Appointment of Mentors

- a) all Mentors must be current accredited judges
- b) SDAs may invite suitably qualified A, B, or C level judges. Existing D level judges shall maintain their accreditation as a Mentor
- c) the EADOC, on recommendation from the SDA, will be responsible for appointing Mentors and the names of suitable candidates are to be forwarded to the EADOC for final approval before being placed on the official list
- d) all judges being recommended for appointment as a Mentor must have attended an approved Mentors Course prior to being appointed.
  - o this course will count as a workshop in any 3-year re-accreditation period
- e) mentors will be required to attend a Mentor Course during each re-accreditation period (every 3 years) – such attendance will be counted as one of the compulsory workshops required – such workshop may be held virtually or face to face
- f) mentors will be reviewed, in consultation with the relevant SDA, every 3 years

### 12.17.3 Ways for a candidate to shadow judge

#### Procedures for Candidates and Clubs

- a) candidates must obtain approval from the Judge Educator/Mentor judge prior to the competition
- b) a candidate can undertake Shadow Judging on Competitive, Participation, Restricted, Eventing, or Interscholar competitions. Pony club competitions can also be used provided current EA Dressage tests are used and an approved JE/Mentor is officiating – see restriction below

- only 1 Eventing, Interschool or Pony Club competition may be used as a shadow judging assessment
- 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 – note, the entire competition must be judged, 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
- l) shadow judging can also be undertaken at Eventing Dressage provided the required Judge Educator/Mentor as per Annex I is the supervising judge:
  - 1\*and 2\* Eventing Dressage Tests can be used for Novice shadow judging
  - 3\* Eventing Dressage Test can be used for Elementary shadow judging
  - 4\* Eventing Dressage can be used for Medium shadow judging

#### 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) candidate can undertake an assessed sit-in on Competitive, Participation, Restricted, Eventing or Interschool competitions. Pony club competitions can also be used provided current EA Dressage tests are used and an approved JE/Mentor is officiating – see restriction below
  - Only 1 Eventing, Interschool or Pony Club competition may be used as a sit-in assessment.
- b) candidates must obtain approval from the Judge Educator/Mentor judge prior to the competition
- c) a single candidate should sit-in with an appointed Judge Educator/Mentor judge for the entire competition where possible
- d) 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
- e) 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
- f) 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
- g) 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)
- h) freestyle competitions are not permitted to be used for an assessed sit-in
- i) tutoring/mentoring may take place from outside the competition arena e.g., in a quiet place in the stands. For an upgrading/assessed sit-in the following applies:
  - must take place with a Judge Educator or approved Mentor applicable to their level
  - no more than 2 candidates at a time
  - each candidate to propose marks for a minimum of 6 horses i.e., need at least 12 horses in the competition if there are 2 candidates
  - sit-in assessment form to be completed for each candidate



- it is strongly recommended that candidates undertake sit-ins prior to commencing shadow judging

## 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 EADOC.

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

The level of seminars includes:

- G, or G/F Level – stand-alone G is preferred
- F, E, D or C can be held as standalone
- F/E, E/D, D/C can be held as 2 consecutives
- F/E/D or E/D/C – 3 consecutive levels – Regional areas only - EADOC approval is required
- B/A or C/B/A - no need to seek EADOC approval

Additionally:

- a) ideally a seminar is to cover no more than two national levels
- b) seminars covering 3 levels – F/E/D – will only be considered in regional areas. The approval of the EADOC is required on recommendation from the SDA. Current G-level judges can attend to maintain their accreditation. An F/E/D seminar is **not** to be used for trainee judges upgrading to G. G candidate judges must attend a G or G/F seminar to become accredited
- c) a seminar should be a minimum of 5-6 hours duration. If the online generic and technical theory sessions are all delivered prior to the practical session, then the technical theory could be reduced to 2-3 hours
- d) for upgrading or reaccreditation purposes the judge must be in attendance with the same JE for the entire duration of the seminar (online and face to face) **and** be an active participant
- e) a seminar must include (but not limited to):
  - **generic concepts** such as:
    - ☐ basic principles to be adhered to when judging, including eventing
    - ☐ the role of EA
    - ☐ communication & conflict resolution
    - ☐ safety & risk management
    - ☐ ethical issues
    - ☐ horse welfare

NOTE: These generic concept units can be delivered online from 2021 in three ways:

  - online, either by the individual judge doing the modules in the comfort of their home (**N.B.** this option not available to G and F seminars); or
  - via an online meeting platform session with a JE; or
  - at the practical seminar
  - technical theory related to the basic training scale principles for the level of the seminar
    - the technical theory content, which must be interactive, can also be delivered online for all levels; and
    - can be undertaken at a separate time
    - be of at least 2-3 hours duration
  - also explaining the collective mark(s)
  - practical judging training, which usually involves individual movements and may also involve whole tests with suitable horses
  - any updates relevant to the level of seminar
- f) where the technical theory of a seminar is delivered online, the practical face to face session must be delivered by the same Judge Educator for it to be counted as a seminar and for continuity purposes in education and recording of completion of the seminar requirement. Ideally the practical session should not be held more than 6 weeks after the online theory session.
- g) however, for those who attend the technical theory part of the seminar delivered online but not the

practical session, the online session may be counted as a workshop.

- h) online delivery of seminars for D level and above, for one seminar during a reaccreditation period is offered as a delivery option when special circumstances dictate that a face-to-face session is not possible. This will be in consultation with the EADOC
- i) Videos may be used 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 EADOC on recommendation from the SDA using material in consultation with the EADOC for consistency of content
- b) face to face 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
- c) workshops may also be delivered online as follows:
  - material to be in consultation with the EADOC for consistency of content
  - must be of at least one-hour duration
  - must be interactive
  - the JSC may restrict numbers attending
- d) where the workshop is in relation to Para Equestrian the Para Judge Educator conducting the workshop must also be a PE judge
- e) where the workshop is in relation to Young horses the Judge Educator conducting the workshop must also be a YH Judge Educator

### 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 EADOC.

### 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 EADOC

### 12.23 Examining Authority

Accreditation examinations are conducted by:

- a) the EADOC 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) for shadow judging refer to rule 12.17.
- c) for sit-in assessments refer to rule 12.17

- d) for theory examination refer to rule 12.24.1
- e) for practical examination refer to rule 12.11
- f) for riding requirement for D level and above refer to rule 12.11
- g) any variation/exception to the riding requirement is to be referred to the EADOC by the SDA for consideration where each submission will be assessed on a case-by-case basis
- h) **judges upgrading between F and B** – candidates are required to judge 5 Competitive EA competitions, at their current level – this does not include Eventing Dressage. The minimum number of horses to be judged overall is 24 horses. This judging must be completed BEFORE sitting the Practical Exam. (G level judges upgrading to F can also include Participant and Restricted competitions)
- i) **judges upgrading to A** – candidates are required to judge for a minimum of 1 year at B level, judge 6 Competitive 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 sitting the Practical Exam.
- j) **EADOC** 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
- k) judges upgrading to A are required to also undertake the following:
  - attend a Freestyle workshop; and
  - shadow judge at least one Medium Tour or GP freestyle with an overall total of at least 8 horses

#### 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 EADOC and are available to the SDA from the EA National Office. These exam papers are reviewed annually by the EADOC
- 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) ALL pre-requisites **MUST** be completed and verified prior to sitting the practical exam
- b) practical examinations using videos is not permitted
- c) practical examinations are only conducted by current Judge Educators
- d) as an option, a JSC may seek approval from the EADOC for the Examining Judge to be separate from the judging panel, but they must be positioned on the side of the arena
- e) the Examining Authority for A and B level practical exams is the EADOC
- f) the Examining Authority for C, D, E and F level practical exams is the SDA
- g) 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
- h) it is recommended that all C level exams are conducted at the relevant state championships
- i) 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)
- j) the practical judging examination is to be held in conjunction with an official competition
- k) 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)

- l) the examining Judge Educator is to debrief candidates at the conclusion of practical judging
- m) practical judging sheets are to be assessed in line with the Guidelines for Judge Educators for the Assessment of Practical Examinations, determined by the EADOC and the final recommendation and results are to be returned to the Examining Authority within 14 days
- n) the examining Judge Educator has the sole responsibility for assessing candidates as competent or not yet competent
- o) 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'
- p) 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) where an A or B candidate has been assessed as 'not yet competent' the re-sit practical exam is to be undertaken at a different event with a different Examining Judge
- e) 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. Supplementary Theory Exam Process
  - candidates who achieve **less than 75%** in the theory paper will have their paper reviewed by a second examiner. If the mark is still deemed less than 75%, they will be required to wait until a new paper is available as per the rule book i.e. January of the following year
  - supplementary exam questions will only be offered (by the State JSC) to those candidates who are considered not yet competent but who gain **at least 75% but less than 80%** in the theory paper.
  - the candidate must sit the supplementary paper within two months of the paper being referred to the State JSC
  - the questions in the supplementary exam paper will be based on the weaknesses identified in the original theory paper
  - candidates who are eligible to undertake supplementary exam questions will be required to pass these questions with **at least 85%**
  - should the candidate fail to achieve 85% they will be required to wait until a new theory paper has been developed i.e. January of the following year
  - the current theory exam payment is to be paid
- f) 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
- g) 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 at their current level
  - must attend an official EA Judges seminar at their upgrading level
  - must complete the following at the upgrading level:
    - all levels - 1 shadow judging with a JE
    - F to C - 2 sit-ins with a JE or A or B Mentor
    - B & A - 2 sit-ins with a JE
  - assessment forms to be completed on each occasion with positive assessments (negative assessments will not be accepted)
- h) candidates who have failed their practical examination on 3 occasions (under 3 different examiners and, if practicable, one of which is an interstate examiner for F to C practical exams) 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 re-accredited. 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.

- a) all candidates returning to the list must:
  - must be a current financial EA member in the appropriate category
- b) once judges returning to the judges list pursuant to rule 12.25.2, 12.25.3, 12.25.4, have passed their ORBT and attended the required seminar at their returning level, to be placed on the judge's list at G level whilst they are completing the other requirements

### 12.25.1 Lapsed for up to 1 year

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

- a) upon written application must fulfil all requirements as per rule 12.8 so they can be re-accredited without the need for any further examination
- b) if previously Young Horse or PE-accredited must have attended the relevant seminar within the past 3 years
- c) must have sought leave of absence in writing for a maximum of 1 year
- d) must have attended a seminar at their level within the last 12 months
- e) must have completed an Open Rule Book Test as part of the previous re-accreditation process with a mark of 90% or more
- f) 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) participate in an official EA Seminar at their past accredited level
- b) if previously Young Horse or Para-Equestrian-accredited must have attended the relevant seminar within the past 3 years
- c) sit-in on at least one occasion at their previous highest level with a Judge Educator or A level mentor
- d) 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
- e) seek approval from the EADOC for any deviation from the above
- f) complete an Open Rule Book Test with a mark of at least 90%; and
- g) complete the relevant ORBT with a mark of 90% or more if Young Horse or Para-Equestrian-accredited
- h) upon written application and fulfilling all requirements, will be re-accredited without the need for any further examination
- i) 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 re-accredited. 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. In addition to prerequisites listed above, returning judges must also complete the online modules.
- b) returning A and B level judges must sit their practical exam at either the Australian Dressage Championships or at an event designated by the EADOC

- c) G level judges must recommence their training from the beginning

#### **12.25.4 Lapsed for more than 5 years and less than 8 years**

Must comply with 12.25.3 and the following:

- a) Judges who were previously:
- A - can re-enter at any level up to and including C level
  - B - can re-enter at any level up to and including D level
  - C - can re-enter at any level up to and including E level
  - D - can re-enter at any level up to an including F level
  - E, F and G required to re-enter at G level

#### **12.25.5 Lapsed for more than 8 years**

Judges whose accreditation has lapsed for more than 8 years must re-enter the system at G level. However, cases submitted to the EADOC, 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) participate in an official EA Seminar at F level
- b) sit-in on at least one occasion at Novice level
- c) shadow judge at least one entire Novice competition with at least 20 horses
- d) the supervising judge is to be a Judge Educator
- e) complete an Open Rule Book Test with a mark of at least 90%
- f) complete the Novice theory exam with a pass of at least 80%
- g) complete the Novice practical exam judging a minimum of 15 horses
- h) examining judge must be a Judge Educator
- i) all prerequisites must be completed prior to sitting the practical exam
- j) 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 EADOC 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 EADOC
- e) demonstrate they have a command of English adequate to communicate with riders and officials

#### **12.28 Complaints against EA Dressage judges for judging standards**

In regard 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/course
  - 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 welfare of the horse and ensure fair play
- to support the OC in the successful running of the event in line 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

Requirements for EA Dressage Stewards to remain accredited:

- k) stewards are required to update their accreditation every 3-year cycle (e.g. 2022, 2025)
- l) re-accreditation will take place in March for each cycle
- m) to remain accredited Stewards
  - i. must attend a National Stewards Refresher Seminar/Course within the 3 year cycle
  - ii. must have actively stewarded at dressage events a minimum of 3 times during the cycle
  - iii. submit Steward Official re-accreditation form to the EA National Office every 3 years
  - iv. remain a financial member of Equestrian Australia
  - v. adhere to the Official rules & guidelines of Equestrian Australia
  - vi. adhere to the EA Code of Conduct for Officials and the FEI Conduct for the Welfare of the horse.
  - vii. stewards who do not meet the reaccreditation requirements may request their accreditation be extended for a period of time to enable requirements to be met
  - viii. stewards who, after a period of extension, still do not meet the requirements will be removed from the EA National Stewards list

### 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 EADOC and follow the criteria below:

- a) the application must provide a detailed and significant history (several years) of evidence to the EADOC 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) 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](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>