



**USEF/WDAA Western Dressage
Sideline Apprentice Guidelines
for the R Judge Conducting the Apprenticeship**



Thank you for supporting the training of future Judges. These guidelines have been developed to help guide “R” Judges through the process when asked to do group apprenticeships with judge applicants.

General Information:

- It should be noted that when working with Competition Management, you may be working with either the Competition Manager or Secretary of the competition. The first point of contact should be the Competition Manager, however.
- A group apprenticing is best done with five applicants, but you may accept a group of up to six applicants or do an individual apprentice.
- As an “R” Judge for a group apprenticing, you may not be involved in any other aspect of the competition.
- It is up to the “R” Judge whether he/she will finish all the paperwork while at the show. The “R” Judge may return all the scoresheets for safekeeping or may elect to take them home if there isn’t sufficient time at the show to finish all the paperwork. If applicants want to have the scoresheets returned, a self-addressed stamped envelope of suitable size must be furnished, with at least \$10.00 postage.

Before Accepting:

- Be sure that the group/individuals have received permission from the show management.
- Be sure that the “group leader” has worked with competition management to determine if there is a location at the show grounds that can accommodate you and the group/individual that will give you a good view of the ring, but also in a location where you will not cause distractions.
 - Seating should be as inconspicuous as possible, and seating should be in an area apart from any spectators.
 - Be sure that the “group leader” has worked with competition management to make any necessary arrangements for chairs, tables, etc.
- If a list of the classes that the group needs to apprentice is provided (IN ADVANCE) to Competition Management, they may be able to arrange the classes so that they are in the same ring. HOWEVER, you may not ask that classes be rearranged after the show schedule is set OR to request classes be done at a specific time of day.
- Ask “group leader” if they have verified class sizes in previous 2 – 3 competition years to be sure they have the class sizes that are needed for a group apprenticing.

Format:

- If possible, the applicants should judge the highest test of the level, and judge complete tests, including collectives.
- The “R” Judge must discuss with the applicants the scores and comments, as well as summaries made at the bottom of the tests.
- To be able to properly evaluate the applicants, we recommend there should be at least 6 horses in each class and placement of the class should be recorded and compared to your scores. However, if there are less than 6 in the class, the tests will still count.
- Be sure you are familiar with all the evaluation forms that you will be required to fill in and submit before the start of the competition.
If possible, check with competition management to see if they are set up in a “show software” that can be set up with the “R” Judge and used to create grids that are easier for comparison.

How to make this more educational:

- Start by narrating and discussing a few tests at each level before the paper judging. If there are enough rides, ask the applicants to judge a few select movements and give the collective scores before moving

into the judging of full tests.

- When possible, give the applicants a ‘warm up’ test before the actual judging begins. Depending on the size of the classes, this could be done on a lower-level test, to get comfortable with the process, so that applicants can “dive into” the class they need to focus on.
- If there is a large group, make sure you have a scorer, or that the applicants have time to score their tests and put the information on the tabulation sheets before you begin the discussion.
- Asking the applicants to judge ‘orally’ can also be helpful as a practice for the final exam.

Feedback helpful for the applicants:

- Do the scores match the comments?
- Do they address the essence of each movement?
- Are the comments helpful or generic?
- Do the collectives match the body of the test?
- Do the *Further Remarks* address the most important aspect of the test?
- Do all scores have comments?
- Were errors handled correctly?

Reporting

- Results and all paperwork must be completed and back to the judge applicants within 1 week of the last day of the show.
- The following reports must be completed. Only the evaluation and verification of apprentice forms need to be uploaded to the USEF website.
 - Western Dressage Evaluation Form – Apprentice Judging ‘r’/’R’ Applicants
 - Western Dressage – Verification of Apprentice Judging with Judge
 - Score Tabulation Sheet for USEF/WDAA Apprentice Judging
 - Note: Do not load the tabulation sheets to the USEF website.

Please note:

- The area should be left clean with trash picked up.
- Once the group has begun judging, they should stay in those seats until the entire class is complete. You are guests at the competition and should act as such.
- Try to visit the show office at some point and personally thank the competition manager for allowing this educational experience to take place at their show.
- The “R” Judge should remind the “group leader” of the following:
 - Designate one person from the group to go to the show office to get day sheets. The entire group should not inundate the show office!
 - Refreshments/meals should be arranged within the group. Competition Management is not responsible for providing the resources to feed the group.
 - Under no circumstances should the applicants draw from competition volunteers
 - Ask if they have considered using headsets for the discussion.
 - Is a tent needed? While this is an added expense and may not be practical, it may be needed in case of inclement weather.
 - Applicants must review their current requirements on their USEF checklist and let the “R” Judge know what classes they require.
 - ‘r’ through Level 1
 - ‘R’ should be at Levels 2 - 5

Follow-Up

- Is there a thank you gift and/or card for the competition manager and secretary?
- Ask the group leader to take a group photo and submit it to WDAA along with a short write-up on the experience.