

## Organising and conducting a Judges Seminar

Your Club has decided that they are interested in running a seminar which will be recognised by Dressage NSW for judges to reaccredit or upgrade.

Following is the procedure to be followed in order to make it a success:

- A seminar should cover no more than two National levels, i.e. Novice/Elementary or Medium/Advanced. If conducted in conjunction with upgrading exams then the same Judge Educator should, if possible, officiate at both the Seminar and the practical exam. Owing to the fact that a greater number of horses need to be judged for each practical exam, it is recommended that only one level of practical examinations is held per day.
- Liaise with SDA or Area Delegate to set a recommended date. If there are official events nearby it will drain accredited judges from your area and those within the region and you need as many as possible to attend.
- No closer than three months from the anticipated date, approach or enquire from the Judge Educator of your choice as to their availability and also to successfully advertise it to maximise use by accredited judges. A list of Judge Educators is available from DNSW's Judges Sub Committee.
- In keeping with the ADC's recommendation the JE fees to be discussed and confirmed in writing with the Judge Educator. Current NDC recommendation for approved fee is \$275 for one day or \$440 for 2 days. Theory and Practical Exams \$20 per person. 30c per km for Judge Educator Travel. (2 day Seminars are a different format, and do not cover exams).
- Complete the Seminar Application Form which includes date, venue and levels required.
- If required a venue suitable for the theory lectures should be provided and also a suitable place for the theory exam to be completed. The organiser needs to liaise with the Judge Educator to ensure that the venue has the type of equipment required such as a microphone or video player.

### **WITHOUT EXAMS**

- The level of the seminar will be decided by the JSC/JE but Clubs are reminded that country seminars will only be approved up to and including Medium level as it is important to have a number of horses of a high standard to demonstrate and it is felt by the JSC that this is as high as the majority of clubs can supply satisfactorily. An exception can be made to include Advanced level but only after the quality of demonstration horses at this level has been approved by the JSC and the JE.
- A seminar is only as good as the demonstration horses. In order that the seminar can remain as a positive experience for all those who attend, horses used as demonstrators must not have major training problems. There is no benefit to either those attending the seminar nor the riders if a horse is continually criticised by the JE.

- Seminars should cover no more than 3 national levels, E and F levels may including G (Preliminary) and H (Probationary). Please refer to p5 NOAS Scheme I.I.08.
- This would mean a theory session in the morning followed by demonstration horses in the afternoon. Should the JE be required to cover Medium and/or Advanced levels then this would follow on the next day with the same procedure. They are two separate seminars. They may not be conducted on the same day as it is simply not possible to cover all the information both theoretically and practically. All seminars must be of a whole day duration. Should the same JE be used on 2 days with this format \$440 would be the correct fee.
- There should be no more than two demonstration horses for each competition level covered by the seminar, i.e. preliminary, novice, elementary. Horses demonstrating need not be graded the level they are demonstrating. A horse graded FEI may demonstrate at a lower level in order to keep the level of the seminar positive. The JE will outline to clubs the timetable for the day, remembering that both theory and practical must be covered.

## **WITH EXAMS**

- The level of the **EXAMINATIONS** available is at the discretion of the JSC/JE and is once again dependant on the quality of horses available in the immediate area, hence examinations up to and including Elementary level is normally as high as clubs can hold. The tests used for the examinations need to be the highest at each level i.e. 2.4 or 3.4. At novice level it will be necessary to have a minimum of 15 horses in the competition and 12 horses at elementary level. The candidates are required to judge the entire competition. The JE will then select the horses they wish to review.
- Should judges' examinations be required with the seminar, it is standard practice to hold the seminar with the theoretical/demonstration horse component on one day and the practical exam in conjunction with an event being held in the area either the following day or at a later time. The theory exam is usually completed first as proceeding with the practical exam is dependent upon an 80% pass in the theory paper. It is preferable to hold the Theory Exams, supervised by a suitable official (e.g. A level Judge, President of Club etc) 2 weeks prior to the practical exam.
- The JE will outline to clubs the timetable for the day, remembering that both theory and practical must be covered.
- Persons wishing to sit judge's examinations **MUST** complete and submit an application form to the organising committee no less than four weeks prior to the seminar date. **ONLY THOSE SUBMITTING THESE FORMS WILL BE ALLOWED TO SIT THE EXAMINATION.**

## **AFTER THE SEMINAR**

- Clubs are to send a list of judges who participated in the Seminar to DNSW on the designated form.
- Clubs are encouraged to issue a Certificate of Participation to those who attended the Seminar for re-accreditation purposes.