



Licensed Officials Program

Mentoring and Shadow Judging / TD Guidelines

This document serves as a guideline to the responsibilities of those involved in running licensed shows as well as candidates in the Licensed Officials Program. Please note this is just that, a guideline, and every show committee and judge may have different rules and feelings toward the use and schedule of Mentoring or Shadowing Judges and TDs.

Candidates in the Licensed Officials Program should always maintain a high level of professionalism when conducting themselves at a show and will be treated with the same level of respect and professionalism by the show committees and official judges.

Procedures to Arrange for Mentoring and/or Shadow Judging or Shadow TDs

- **Note ** The Judge or TD should never be contacted by the Candidate directly.**
- Contact Show Management to inquire about mentoring and/or shadowing.
- It is the Candidates' responsibility to ask to arrange for the scheduling of mentoring, shadow judging/shadow TDs at shows.
 - The LOP can provide contact information for show committees if it is not readily available.
 - The allowing of mentoring or shadow Judging/shadow TDs will be at the discretion of the show organizing committee who will be in contact with the Official.
 - Some Officials (lower levels in particular) may not be comfortable with any more than 1 mentor or shadow per show and this decision must be respected.
 - The show committee will also have a similar thought process depending on many factors such as number of entries, size of arena, etc.
- Please note that mentoring/shadow Judging/TDing is not guaranteed at any point.
- Mentoring/Shadowing will not be arranged by anyone other than the Candidate and show organizing committee working together.
- Do not arrive at the show without prior arrangements having been made and expect to be able to mentor/shadow.

SHADOW JUDGES:

- In collaboration with Show Management, prepare test sheets for all three phases of the competition. (Some show offices may offer to provide copies of their test sheets at candidates' cost)
- A Shadow will be provided with a schedule and course maps from the show organizing committee.
- Be prepared and have extras of each of the above, as well as pens, pencils, and any other materials appropriate to complete shadow judging.
- It is recommended to have copies of each dressage test with you to reference if needed.
- A rulebook will be on site, but it is recommended to have your own printed or easily accessible in cases of questions arising that the judge cannot immediately answer.
- Arrive to the show grounds well before the competition starts. A show will not be delayed for anyone other than the official judge.



Licensed Officials Program

- Upon arrival, report to the show office for updates and to be introduced to the show official(s).
- As a Shadow Judge you are required to be located in or near the arena with as similar a line of sight as the Official Judge as possible BUT **out of hearing/listening range of the Judge and Scribe and any other Official or Candidate.**
- After each trial, leave your completed score sheets with the Show Management to forward to the WECAN LOP for review and comparison with the Official Judge's score sheets.
- Upon the close of the show, fill out a **Show Experience Form** complete with signed verification from the Official Judge and/or Show Management and forward it to the LOP at lop@workingeq.ca (One show per form)
- Show Management and the Official Judge or TD are required to complete a **Shadow Assessment form** on each Shadow.

***Remember: A ride is defined as all trials entered and ridden by a horse/rider pair, including DQs; e.g., Novice A (L2) Dressage, EOH, and Speed trials constitute one ride. Scratches and withdrawals do not qualify.

Mentoring

- The Candidate who is mentoring should come prepared to watch and listen.
- No score sheets are to be completed
- The Candidate is to be located beside the official that she/he is mentoring,
 - seated/standing beside the Judge within hearing range of comments to the scribe
 - alongside the TD as they go about their official tasks
- Upon the close of the show a **Show Experience form** is required to be completed by the mentoring Candidate, with signed verification from the Official Judge or TD
 - The Candidate is required to forward this form to the LOP at lop@workingeq.ca (One show per form)

Technical Delegate

- The Candidate should come prepared with their own tape measure and rulebook
- Will work alongside the Official TD in all of their required tasks
- At the close of the show a **Show Experience form** is required to be completed by the shadowing Candidate, with signed verification from the Official TD.
 - The Candidate is required to forward this form to the LOP at lop@workingeq.ca (One show per form)



Licensed Officials Program

Show Management

- Work with LOP Candidates to arrange Mentoring or Shadow Judging/Shadow TDing.
- Management will be the main contact between the Candidate and the Show Officials.
- Every Judge/TD has their own thoughts on how many extra people they can accommodate and how they like to operate with them, so always check with the Judge first.
 - Some newer Judges may not be comfortable with Mentoring or Shadows or may want only one at a time. This is a decision that must be respected, but in most cases, Judges are more than happy to share their knowledge with candidates.
- Be aware that some terminology is not the same when dealing with Judges who are coming from the USA and be clear in your requests.
 - WECAN Shadowing is referred to as Silent Judging in USAWE
 - WECAN Mentoring is referred to as Shadowing in USAWE
- Show Management is to provide schedules, course maps and sample EOH and Speed score sheets as they are available.
- Shadow Judges are responsible for having their own copies for their scoring use. However, show organizers may work with Shadow Judges to acquire these copies if so desired.
- Mentoring Candidates do not require score sheets as they are there to watch and learn without scoring.
- In the case of schedule changes, Candidates must be informed of all changes in case flights and/or hotel reservations may need to be adjusted.
- Introduce Candidates to the Officials upon their arrival to the show grounds.
- **Copies of the Official Judge's score sheets** are required to be sent to the WECAN LOP at the end of the show.
 - These may be scanned and emailed to lop@workingeq.ca or sent by Canada Post.
- **Shadows are required to submit their original score sheets** to Show Management at the end of each trial or day.
 - Show Management will forward them to the WECAN LOP with the Official Judge's sheets as above.
 - If only SOME rides are Shadow scored, only the corresponding Official score sheets need to be sent.
- Shadows are not to receive copies of the official score sheets.
- If possible, the organizer may arrange a scribe for the shadow judges.
- Show Management is required to complete a **Shadow Assessment form** on each Shadow and forward it to the WECAN LOP lop@workingeq.ca at the close of every show.
- Show Management will also provide a **Shadow Assessment form** to the Official being shadowed. It is to be completed by the Official and returned to Show Management for forwarding to the WECAN LOP lop@workingeq.ca



Working Equitation Canada / Équitation de Travail Canada



Licensed Officials Program

- For each **Shadow Judge** the required paperwork to be completed and returned to the WECan LOP is:
 - Original Score Sheets of the Shadow
 - Copies of the Official Judge's score sheets
 - **Shadow Assessment form** completed by Show Management
 - **Shadow Assessment form** completed by the Official Judge
- For each **Shadow TD** the required paperwork to be completed and returned to the WECan LOP is:
 - **Shadow Assessment form** completed by Show Management
 - **Shadow Assessment form** completed by the Official TD

Licensed Officials Program (LOP) lop@workingeq.ca

- Provide contact for show organizers to judging/TD candidates.
- The LOC is not to be responsible for scheduling mentoring or shadows for shows; this will be left to the judging/TD candidate and the show organizers to work out between themselves.
- Provide this document to all Judging/TD Candidates as well as Show Organizers before the event and answer any questions that arise from either party.
- Deal with any conflict as it may arise in relation to mentoring or judging/TD candidates or show committees.
- Provide a **Shadow Assessment Form** to Official Judge(s)/TDs and to Show Management to report back on performance of the shadow judge(s)/TDs.
- Provide **Show Experience Forms** to candidates for recording Mentoring, Shadowing or Volunteering submissions for their LOP Requirements. This Form is available in the classroom or by contacting the lop@workingeq.ca