

DRESSAGE NEW ZEALAND

Judges Technical Manual

Effective 1 January 2025

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This document has been created to guide NZ Dressage Judges and potential Judges. For further information, please visit our website at <https://www.nzequestrian.org.nz/disciplines/dressage/>.

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Key resources & contacts

Resources

- [ESNZ rules, regulations and policies](#)
- [Rules of ESNZ Dressage \(Rule Book\)](#)
- [Young Dressage Horse Rules & Judging Guidelines](#)
- [ESNZ Dressage & FEI Tests](#)
- [FEI Dressage Rules](#)
- [FEI Dressage and Para Dressage useful resources](#)

Contacts

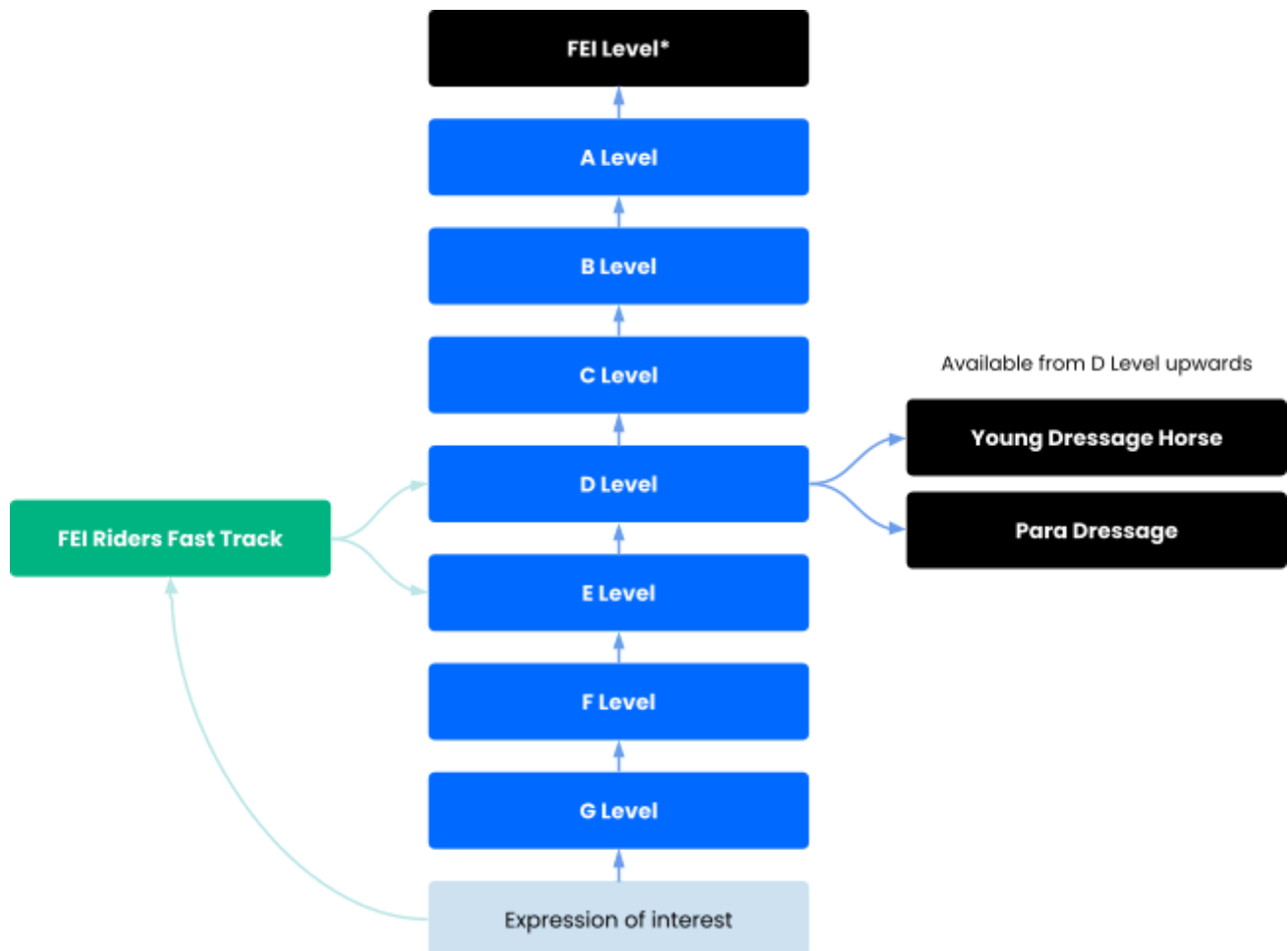
The latest list of officials and other important contacts can be found on our website [here](#).

For further information that cannot be found in either this Technical Manual or reference resources, please contact one of the below.

- Judges Officer
- Dressage NZ Sport Manager
- Area Judges Officer
- Technical Officer (Rules)
- Judges Sub Committee

Judges Education, Maintenance and Transfer-Up requirements

Dressage NZ judges are trained and upgraded through different levels, per below. The education system allows Dressage NZ to produce good judges at all levels. All criteria are geared toward building and developing experience for candidates upgrading to the next level. A points system is used to keep judges accredited.



* Please see [here](#) for details on upgrading to FEI level.

Education system

Our judges education system allows Dressage NZ to produce good judges at all levels. All criteria are geared toward building experience for candidates upgrading to the next level.

Step 1: Gathering experience through criteria

Shadow Judging and Sit-Ins are a vital and important part of the assessment criteria to help judges build, develop, and strengthen their knowledge base, and to gain experience toward the desired level. SJs and SIs happen in the field of play but equally provide an opportunity for a Mentor to guide, discuss, and assess the candidate, and for the candidate to ask questions in order to strengthen and consolidate knowledge and build confidence toward the intended level.

Step 2: Formal assessment – Measuring performance against specific criteria

Theory and practical exams are more formal assessments that measure the candidate's ability, knowledge base and understanding against set criteria to ensure they have adequate experience to begin the intended level.

The **theory exam** is to specifically assess that the candidate has enough theoretical understanding of what they are judging against a set of criteria, e.g Rules, and theoretical understanding of movements, technical execution and use of marks for different scenarios.

The **practical exam** is to assess the candidate in a real setting while judging live. It is also a good way to ensure that marks and supporting comments are in alignment, that assessment summaries and collective marks reflect the test, and also to see how their overall ranking sits in relation to those of their colleagues. This is also measured against formal criteria set by the FEI.

For clarity to candidates

As a result of the theory & practical exams the candidate will have a very clear in-depth analysis on their performance. The scores provide an indication of their performance overall at the intended level, but most importantly they provide an opportunity for direct feedback to inform areas of strength and weakness or for clarity of understanding.

Becoming a judge

To become a judge:

- You must be a financial member of ESNZ, at least 18 years of age, and have access to the current [Rule Book](#).
- You must have attended at least one official judges clinic and be prepared to attend biennial clinics relevant to your level.
- You're encouraged to be a member of your local Area dressage group.

Speak to your local Area Judges Officer who will advise you on what it is necessary to do to make your application to become a judge. If you do not wish to make an application through your own Area, you may make a direct application to the Judges Officer.

Musical Freestyle judging

Musical Freestyles are a compulsory requirement of the Official Judging component list on the Judge Upgrading Application Form. It is necessary that all judges from F-A Level have a clear knowledge and understanding of judging both the technical and artistic sections of the Musical Freestyle Tests.

Musical Freestyle performances are an integral part of our Regional and Nationals and CDI events, and are also offered throughout the year at other events.

Becoming an FEI Dressage Judge for NZ

To apply:

- You must be a financial member of ESNZ.
- You must be a current accredited A Level NZ Dressage Judge and have been accredited for at least 3 years prior to applying.
- You must provide a CV outlining your last 3 years of judging, including attendance and participation at judges clinics and other educational opportunities.
- You must have demonstrated a commitment to Dressage New Zealand.

Process

Apply in writing to the DNZ Judges Officer, outlining and including the above for DNZ Board consideration. The DNZ Judges Officer will notify the applicant of the outcome and potential direction for the future.

Outcome

Successful applicants will then be eligible to follow the FEI Education Pathway toward becoming an FEI Dressage Judge with the support, guidance and direction of DNZ. More information and criteria can be found here: <https://inside.fei.org/fei/your-role/officials/dressage>

FEI Riders Fast Track Pathway

Rationale

To encourage riders who have competed at FEI levels of PSG and above to become official dressage judges through a fast-track programme of promotion, in recognition of the training, knowledge, and contributions of these riders to the sport, and the value of these experiences toward supporting potential judges.

Developing your judging skill set

In the first year of coming onto the Judges list, Fast Track candidates are strongly advised to work closely alongside other judges and mentors to develop their judging skill set. This may also include opportunities to Sit-In, Shadow Judge and attend educational clinics and workshops to deepen their knowledge base for judging.

Requirements

- You must be a current **Official** or **Full Competitive** member of ESNZ.
- You must pass the G Level Rules open book exam with 90% or more before beginning E or D Level requirements.
- You must complete a national accredited dressage judges clinic, or an official DNZ judges clinic approved by the JSC.
- Overseas riders residing/resident in NZ can also apply for this programme, and must follow the same criteria and guidelines set out for NZ riders.
- Fast track candidates must be assigned or appointed to a Mentor or senior judge to assist, support and oversee their development and experience for at least the first year once they are officially on the panel.
- **To enter at F level**
 - Riders competing at PSG – Intermediate I (Small Tour) need to have attained an overall average of 68% or better on 3 occasions over the last 3 years.
 - Follow the requirements for becoming an official **E level** judge as set out in [upgrading requirements](#).
- **To enter at E level**
 - Riders competing at Level 8 and above (Medium Tour) need to have attained an overall average of 65% or better on 3 occasions over the last 5 years.
 - Follow the requirements for becoming an official **D level** judge as set out in [upgrading requirements](#).
- Adhere to the [accreditation requirements](#) to maintain your judging status once you are official.

To apply

- Register your interest with your Area Judges Officer.
- Complete an [Expression of Interest Application form](#) and submit it to the Judges Sub Committee. You must include verification of your competition results.
 - Overseas riders - where possible please provide confirmation of competition results by your National Federation for cross checking purposes.

The JSC reserves the right to review applicants and make necessary changes and adjustments outside of these guidelines when deemed necessary.

Staying accredited as a judge: Maintenance system

It is the responsibility of every DNZ Judge that they complete the required tasks over a **2-year period** to remain accredited. Points are allocated for each task per the table below. Submit the online [Dressage Judge Reporting Form](#) to record your judging assignments as you complete them.

Task	Points
1 Judging official graded DNZ tests including YDH, graded para dressage, and FEI level eventing tests:	
More than 5 horses	20 pts
5 horses or less	10 pts
Judging non-graded DNZ tests, Intro tests, Pony Club tests, eventing/horse trial tests:	
More than 5 horses	10 pts
5 horses or less	5 pts
2A DNZ judges clinics: All judges must attend at least one approved official DNZ judges clinic every 2 years.	
Attending an official DNZ judges clinic that is nationally approved by the JSC and presented by our national Educators (NZ FEI Listed Judges)	150 pts
Young Dressage Horse judges must also attend a YDH seminar presented by a YDH Educator	
Para Dressage judges must also attend a Para Dressage seminar presented by a Para Dressage Educator	
2B Other educational clinics:	
Attend an FEI dressage clinic/seminar (registered and approved by the FEI) in NZ or overseas	100 pts
Attend a dressage clinic in NZ presented by overseas FEI judge(s) and approved by the JSC	100 pts
Attend an overseas official dressage clinic or workshop with appropriate presenters	50 pts
Attend a dressage clinic for G to C level judges presented by official DNZ Mentors and Educators	30 pts
3 Participate in a Rule book discussion at National judges clinics (at least once every 2 years)	20 pts
4 Act as a TD or Assistant TD at any DNZ event (compulsory for all A & B level judges at least once every 2 years)	20 pts
5 Judge out of area	5 pts (per event)
6 Judge at your highest class allowed	5 pts (per class)
7 Shadow Judge or Sit-In at your highest level allowed	5 pts (per class)
8 Write or Sit-In with an international judge	10 pts (per class)
9 Write or Sit-In with an Educator	5 pts (per class)
10 Compete at Advanced Medium or above, attaining 60% or more	5 pts (per class)

Compulsory requirements

- **Task 1:** Minimum of **100 points** per annum. **60 of the points** must come from officially graded DNZ classes - the remainder of points can be made up from a combination of other non-graded judging experiences.
- **Task 2A:** Attend an approved official judges clinic at least once every 2 years.
- **Task 3:** Complete an open Rule Book test every 2 years.

Note: While not all tasks are compulsory, they signal a judge being proactive and engaged which is taken into consideration when reviewing judges.

Minimum points to accumulate over a 2-year period

Levels G to C: **370 pts**

- **Task 1:** 200pts (judging experience)
- **Task 2A:** 150pts (DNZ judges clinic)
- **Task 3:** 20pts (open Rule Book test)

Levels A & B: **390 pts**

- **Task 1:** 200pts (judging experience)
- **Task 2A:** 150pts (DNZ judges clinic)
- **Task 3:** 20pts (open Rule Book test)
- **Task 4:** 20pts (acting as a TD or assistant TD)

Transfer-Up Requirements

All prerequisites in the table below **MUST** be completed **before** the Theory and Practical upgrading exams may be attempted. Requirements for the next level are not to be commenced until upgrading to the previous level is complete. **Note:** SJ and SI evaluation forms must be completed on each occasion.

Requirement	→ G level Prelim	→ F level Nov	→ E level Elem / Med	→ D level Adv Med	→ C level Adv	→ B level Small Tour	→ A level Big Tour
Minimum. age	18	18	20	20	20	20	20
Current ESNZ member	✓	✓	✓	✓	✓	✓	✓
Attend a judges clinic with content relevant to your level	✓	✓	✓	✓	✓	✓	✓
Judging: Min. number of horses judged at current level	N/A	24 (Prelim), min. 5 classes	24 (Nov), min. 5 classes. Min 1 x MFS	24 (Med), min. 5 classes. Min 1 x MFS	24 (Adv Med), min. 5 classes. Min 1 x MFS	18 (Adv), min. 6 classes. Min 2 x MFS	18 (PSG / Int I), min. 6 classes. Min 2 x MFS
Min. level of SJ and SI assessors	Assistant Mentor	Assistant Mentor	Mentor	Mentor	Mentor	Mentor	Mentor
SJ: Level of class	Prelim / Nov	Nov	Elem / Med	Adv Med	Adv	Small Tour / Int I	Big Tour / Int II / GP
SJ: Min. number of classes	2	3	3	4	4	3 of each	3 of each
SJ: Min. number of horses in each class	6	4	4	4	4	6	6
SJ: Min. number of horses judged overall	20	30	30	24	24	36	18
SI: Level of class Must occur on at least 2 separate classes with a different Mentor/Educator (could be completed at one event) plus 1 x MFS at F level and above	Prelim or Nov	Nov	Min. 1 x Elem / 1 x Med	Adv Med	Adv	Small Tour / Int I	Big Tour / Int II / GP
Riding: Min. levels at which at least 60% is attained on at least 2 occasions, judged by accredited judges OR 2 additional SIs	N/A	N/A	N/A	Nov	Elem / Med	Adv Med	Adv Med
Steward or TD at one Regional or above event	Optional	Optional	Optional	Optional	Optional	✓	✓
Provide a CV to Judges Officer	✓	Optional	Optional	Optional	Optional	Optional	Optional

Examinations

All prerequisites **MUST** be completed **before** the practical upgrading exam may be attempted. Prerequisites for the next level are not to be commenced until upgrading to the previous level is complete. **Note:** Shadow Judging (SJ) and Sit-In (SI) evaluation forms must be completed each time.

* It is recognised at times it may not be possible to have the required number of horses. In such cases it is suggested that the candidate also judge another class at the same level at the same competition under exam conditions. The assessment is not to be completed by the MJ until the completion of both of the classes.

Where possible, it is recommended that Judges transferring-up to D level, sit their practical exam out of their area.

Judges transferring-up to C-A levels **must** sit their practical exam out of their area.

^ These exams should be held at regional or named events where possible such as ICH, National Dressage Champs, or HOY.

Candidates must follow the process toward organising their practical exam as set out in the guidelines, and the JSC can assist candidates where possible with the organisation of the exam.

Requirement	→ G level Prelim	→ F level Nov	→ E level Elem / Med	→ D level Adv Med	→ C level Adv	→ B level Small Tour	→ A level Big Tour
Time at current level	N/A	Minimum 2 years, or at the discretion of the JSC on application					
Theory exam: 80% or more obtained This is a prerequisite for the Practical exam.	N/A	✓	✓	✓	✓	✓	✓
Participate in discussions at judges workshops / clinics	✓	✓	✓	✓	✓	✓	✓
Adhere to the Code of Conduct	✓	✓	✓	✓	✓	✓	✓
The level to SJ	N/A			Adv Med	Adv	PSG / Int I	Grand Prix
Min. number of horses to SJ				10*	10*	8*	8*
Min. level of the examining judge				Mentor	Mentor	Mentor	Mentor

Young Dressage Horse and Para Dressage prerequisites

All prerequisites in the table below MUST be completed **before** the Theory and Practical upgrading exams may be attempted.

Requirement	→ Para Dressage	→ Young Dressage Horse
Min. judge level	D level	D level
Min. age	20	20
Current ESNZ member	✓	✓
Attend a relevant seminar	Para Dressage seminar	YDH seminar
Writing: Min. number of horses	N/A	Min. 16 in total across all age groups (4, 5, 6 and 7 yo), at least three in 7 yo
Sit-In	Min. once in every grade (Grades I to V)	Min. 18 horses over the four age groups, with at least three 7 yo OR can be substituted with a class of PSG level)
Shadow Judging	Min. once in every grade (Grades III, IV or V can be a freestyle)	Min. 15 horses over the four age groups, with at least five 4 yo

Examinations

Requirement	→ Para Dressage	→ Young Dressage Horse
Theory exam: 80% or more obtained This is a prerequisite for the Practical exam.	✓	✓
Participate in discussions at judges workshops / clinics	✓	✓
Adhere to the Code of Conduct	✓	✓
Practical exam: The closeness of marks of each movement, placings and spread of marks from highest to lowest and suitability of comments will be taken into account by the examining judge.		
The level to SJ	Grade I to V, at least 1 class per grade*	Ages 4, 5, 6 and 7 yo*
Min. number of horses to SJ	5	16 in total across all age groups
Min. level of the examining judge	Para Dressage Mentor	YDH Mentor

* Can be from different competitions

Dressage Judges Code of Conduct

To be considered in conjunction with ESNZ Code of Conduct (noted below) and DNZ Rules. Any serious breaches of the Code of Conduct may result in disciplinary action as outlined in the Disciplinary Code.

ESNZ Code of Conduct

"As an Official I undertake to respect all ESNZ and FEI Rules and Regulations at all times, found at Rules & Regulations | ESNZ (nzequestrian.org.nz).

I am aware that I am a representative of Equestrian Sports New Zealand while officiating at any ESNZ Event (hereinafter the "Event/s"). I am also conscious of my role as an authority and of the associated obligation to have adequate knowledge of the principles of equestrian sport and the relevant Rules and Regulations, and to apply them at all times in a fair and consistent way.

I will fulfill all the requirements of being an Official (including maintaining the necessary qualification) relevant to each Event to which I am appointed.

While I am officiating:

- I will act in an appropriate and respectful manner towards humans and animals, paying constant attention to their safety and I will carry out all duties in a professional manner. • I will refrain from consuming alcohol, and I will not use any substances and/or medications that would impair my judgement.
- I will be willing to answer the questions of stakeholders (including but not limited to Athletes, Owners and Trainers, Organisers, Grooms and my colleagues). I will take the time to politely and objectively explain my decisions where possible.
- I will be familiar with all the relevant Rules and Regulations and will be well prepared for every Event.
- I will cooperate with the Organiser of the Event and with my colleagues.
- I will be punctual and dress appropriately.

I commit to avoid any actual or perceived conflict of interest. A conflict of interest is defined as any personal, professional or financial relationship, including relationships of family members that could influence or be perceived to influence objectivity when representing or conducting business or other dealings for or on behalf of ESNZ.

I will maintain a neutral, independent and fair position towards Athletes, Owners, Trainers, Grooms, Organisers, other Officials and stakeholders. Financial and/or personal interests will never influence my officiating duties and I will spare no effort to avoid any such perception.

On becoming aware of a potential Conflict of Interest I undertake to promptly notify ESNZ (or where the conflict only arises and/or is identified on-site, the President of the Ground Jury).

In the course of my duties or when representing ESNZ I will refrain from making any public statements, including to the media or in social media, that might cause harm to ESNZ or to equestrian sport in general. This includes statements that might create a perception of bias. I will not place bets on Athletes and Horses competing at Events or otherwise receive any financial or other gain as a product of a particular result. "

The breach of any obligation assumed under this Code of Conduct and/or any breach of the ESNZ and FEI Rules and Regulations may lead to any of the following sanctions as stipulated in the Rules:

- Warning letter
- Obligation to attend a course and/or to pass an exam
- Fine
- Suspension from officiating duties (provisional or for a stated period of time)
- Removal from the relevant and appropriate lists of Officials
- Any other sanctions as stated in the relevant Rules or Regulations

General responsibilities of Judges

1. Judges should not solicit organisers for future invitations. If you need assistance with invitations, please contact your AJO for their assistance.
2. Be discreet in what you say at all times, including to your writer, and when discussing the class with others.
3. In situations where further support is needed, refer to the Technical Delegate for guidance.
4. Be prepared to discuss the results with the competitor if they request to do so.
5. It is not permitted to drink alcohol until you have finished judging your classes for the day.
6. If you are the Chief Judge at C, you are the president of the Ground Jury for that class and must work to resolve any issues that may arise or occur during the class.
7. Reply promptly to judging invitations.
8. Ensure that you are prepared and know the appropriate test and rules.
9. Dress smartly and in accordance with the status of the event.
10. Arrive at least half an hour before your test commences, and remain on the grounds 30 minutes after the results have been published and signed off by the chief judge.
11. Inspect the arena, checking the footing and the positioning of the letters.
12. Be courteous to your writer. Explain how you will give your marks and comments. Prepare your writer for any busy or difficult parts in the test.
13. Do not look at the scores until the class is completed.
14. It is essential to keep to the class times given.

Completion of the event / class

15. Ensure that you check and sign-off the final score sheets before they are posted by the scorers onto the board.
16. If judging as a member of a panel, be prepared to discuss the judging afterwards with your fellow judges in private.
17. Any discrepancies greater than 8%, the Chief Judge must complete the correct form and send to the Judges Officer or Judges Sub Committee.
18. Check the scores before leaving the show. If you are suspicious of the accuracy of the scorers, have the result checked.
19. You will be expected to remain on the grounds for at least 30 minutes after the scores have been posted from your class.

Conflicts

20. DO NOT allow competitors, or their connections involved in the class, to sit in with you.
21. No judge may officiate at a competition if his/her duties will involve a conflict of interest.
22. In any dressage test there should not be any close relationship between any judge and rider or owner of any horse competing.
23. A judge must declare his/her interest in any person or horse competing that he/she has trained on more than three occasions/owned/part owned or have other business interest in within two months preceding a Regional event or six months preceding the Nationals, Island Championships or Horse of the Year.
24. At local shows no limitations apply on a time period thus giving the OC the opportunity to allocate that judge to competitions in which this particular person/horse does not take part.

Disciplinary code

1. A complaint relating to the alleged conduct by a Judge that relates to a breach of this Code of Conduct, or for any other conduct that impacts upon the Judges ability to fairly and properly carry out the role of Judge, will be dealt with by the JSC in consultation with the DNZ Board. This includes conduct by a Judge that takes place outside of an ESNZ event, and may include conduct undertaken by a Judge when they are not carrying out the role of Judge, that is seen to impact upon their ability to remain impartial when carrying out the role of Judge.
2. Complaints to be considered by the Judges Sub Committee should be forwarded, in writing, in confidence, to the Judges Officer, together with supporting evidence. The JSC may deal with a complaint against a Judge that is brought to its attention by any means, or may self-initiate an investigation.
3. The JSC may deal with a complaint regardless of whether or not that complaint is also being dealt with under the ESNZ Judicial System.
4. The JSC will respond to a complaint as promptly as possible, that will usually be within 7 days of receipt of the complaint. All complaints will be dealt with according to the principles of natural justice.
5. All records held relating to a complaint will be kept confidential except as is necessary to enable a full and proper investigation of the complaint. The JSC may choose to make a public statement regarding the outcome of the complaint. This will only be done after consultation with the judge affected.
6. The sanctions the JSC may impose include the following:
 - a. A formal written warning;
 - b. A suspension for a period dictated by the JSC;
 - c. A requirement to undertake training as dictated by the JSC;
 - d. The imposition of conditions upon that individual's authority to Judge ESNZ Dressage events; or
 - e. The removal of the individual from the ESNZ Dressage Judges list.

If the JSC considers that the performance of a Judge, or the number or type of complaints against a particular judge, warrants further sanction then they will refer the complaint to the Discipline Policy and Procedures outlined through the link below:

[ESNZ General Regulations, Chapter Nine: Legal System](#)

Leave of absence & Deletion from DNZ Judges List

Temporary leave of absence

This may be allowed; individual cases will be considered by the JSC. If circumstances mean that you cannot maintain the judging requirements due to personal commitments, you may decide to apply for leave of absence from the panel for a maximum of 2 years, after which time you will be required to fulfil the following requirements.:

Leave of absence (LOA)

Any level judge taking more than 1 year to maximum 2 years LOA will be required to complete the following before re-entering the official panel:

- 2 x SJs and 2 x SIs at the current level to be approved and signed off by an official Mentor
- Successful completion of the **theory exam** and a **practical exam** at their current level
- Attend an official DNZ judge clinic

Removal from DNZ Judges List

Any judge who wishes to retire may do so at their own request. Please advise the JSC and inform your Area Judges Officer.

Maintenance

If a judge is unable to meet their maintenance requirements, the judge will be transferred down to the next level for the following year. If maintenance requirements are still not met the following year, the judge will no longer be able to judge at any local, regional or national dressage events or classes of graded dressage, but may judge at training events.

Removal from the panel however may not be an automatic process, each case will be assessed individually and all details considered before any decision is made.

Remaining on the panel at your current level

Remember to maintain at least the minimum requirements to keep up your accreditation each year. It's up to individual judges to record their personal judging assignments on the online [Dressage Judge Reporting Form](#).

Retaking exams

Any level judge who has failed either an official upgrading practical or written exam cannot retake the exam within a minimum 3 months of the results being officially finalised and the candidate (and AJO for that judge) being advised.

Before retaking the exam, the judge must complete 2 official SIs and 2 SJs at their current level with positive results to demonstrate they have achieved adequate preparation toward the exam re-sit.

G Level Judges & Fast Track Pathway candidates

As new judges to the official list, it is preferred that candidates to be assigned a Mentor or where it is not possible in some areas, AJOs may appoint a more experienced judge (preferably from their area but not necessarily) to assist with this support process, to assist, guide, and support candidates' development within the first 12 months of judging.

Base guidelines for Mentors or support judges

- Review and discuss results of judging with the new judge.
- Discuss rules, especially those arising from the field of play.
- Talk through any questions or concerns the new judge may have on any issue.
- Support & encourage the new judge to sit in, when possible, to keep gaining experience.
- Be able to answer any queries the G Judge may have.
- Other areas of development may be included as you feel necessary and fit for purpose.

Area Judges Officer job description

1. Recruit and train new judges.
2. Make sure there is an ongoing training programme working in the Area for all judges, according to their level.
3. See that judges are assisted to attend educational opportunities when they are organised nationally or online.
4. Advise Areas of the dates of any relevant educational seminars you may be organising.
5. Work in conjunction with organising committees when placing judges on classes – make sure all judges get the opportunity to judge several levels. If possible see that judges are not given too many classes at the same level. Try to mix your local judges with outside judges when you have more than one on a class.
6. For judges who come under review due to discrepancies and complaints etc, ensure that they receive the necessary support in consultation with the JO and JSC.
7. Work with the Judges Officer and JSC to see that judges are being given the chance to be upgraded when they have the ability to go higher.
8. Keep the Judges Officer informed of any changes or irregularities in the Judges Panel.
9. Facilitate educational opportunities for group participation to encourage discussion.

Technical Delegate guidelines

Job description

- As the TD, you are responsible for approving and overseeing the technical and administrative arrangements at an event.
- You are required to be an accredited Dressage NZ Judge (any level).
- Must have a good knowledge of Dressage and the current Dressage NZ, FEI and ESNZ Rules.
- When invited to be a Technical Delegate, establish whether the event is Local, Regional, Island or a National Championship Event.
- You are a part of a team and do not work alone. There is always support amongst your colleagues at all times.
- You are independent from the OC and should be appointed at the beginning of the planning process of the event.
- You need to be able to circulate around the event venue throughout the competition.
- Ideally you should not be a judge at the event, but can be a reserve judge for the competition.
- At designated events, you will supervise and conduct briefings for riders, officials and volunteers.

The Organising Committee should provide:

- A copy of the program for you to check that all is in accordance with the rules.
- A note of who is on the Event Ground Jury.
- A list of the judges invited, and once the draw is completed you need to check that the judges are correctly allocated with no conflicts of interest, with sufficient breaks allocated during the class.
- A copy of the "Riders Notes".
- Health and Safety Policy – ensure that it is current and meets all requirements.

At the event

- Arrive in time before the competition starts to check the grounds, arena surfaces and setup, venue layout, facilities, stables and yards, office, scoring and catering.
- Be in attendance at least an hour before the competition starts and ends each day.
- Meet with members of the OC to discuss any issues that need to be addressed.
- Connect and work alongside your Stewards, Judges and Ground Jury.
- Be aware of any hazards that could harm horses or riders, and be proactive about making necessary changes.
- The welfare of the horse is of utmost importance.
- Ensure riders are observing the rules of "fair play".
- Ensure that judges, writers and cars get to the relevant arenas on time.
- Investigate any protests or complaints presented. Remember to always be fair – it can become emotional so defuse the situation as soon as possible and follow correct procedures and rules, including consulting with the Event Ground Jury.

After the event

- Complete the [TD report](#) and forward to the OC and the DNZ Sports Manager.

Article 441 – Number, List, & Placing of Judges

It is recommended that there be a minimum of two judges on all competitions where possible, but one judge is permitted as defined in the table below.

Note: Small Tour = Level 7, Medium Tour = Level 8, Big Tour = Level 9. Where two judges are on class (if space allows) one is at C and the second at either E or B.

	Non Graded / Training event	Graded classes at Local event	Regional event, ICH	NCH & Named events
Introductory (L0)	<ul style="list-style-type: none"> Judge 1: DNZ trainee or above 	N/A	N/A	N/A
Preliminary (L1)	<ul style="list-style-type: none"> Judge 1: G or above <p>Whenever possible, G level judges should have access to a supporting judge.</p>	<ul style="list-style-type: none"> Judge 1: G or above, plus Judge 2: G or above <p>OR</p> <ul style="list-style-type: none"> Judge 1: F or above 	<ul style="list-style-type: none"> Judge 1: G or above, plus Judge 2: E or above <p>OR</p> <ul style="list-style-type: none"> Judge 1: A or FEI 	<p>Min. 2 judges:</p> <ul style="list-style-type: none"> Judge 1: D or above, plus Judge 2: C or above, plus Judge 3: C or above
Novice (L2)	<ul style="list-style-type: none"> Judge 1: F or above 	<ul style="list-style-type: none"> Judge 1: F or above 	<ul style="list-style-type: none"> Judge 1: F or above, plus Judge 2: E or above <p>OR</p> <ul style="list-style-type: none"> Judge 1: A or FEI 	<p>Min. 2 judges:</p> <ul style="list-style-type: none"> Judge 1: D or above, plus Judge 2: C or above, plus Judge 3: C or above
Elementary (L3)	<ul style="list-style-type: none"> Judge 1: E or above 	<ul style="list-style-type: none"> Judge 1: E or above 	<ul style="list-style-type: none"> Judge 1: E or above, plus Judge 2: E or above <p>OR</p> <ul style="list-style-type: none"> Judge 1: A or FEI 	<p>Min. 2 judges:</p> <ul style="list-style-type: none"> Judge 1: D or above, plus Judge 2: C or above, plus Judge 3: C or above
Medium (L4)	<ul style="list-style-type: none"> Judge 1: E or above 	<ul style="list-style-type: none"> Judge 1: E or above, plus Judge 2: E or above <p>OR</p> <ul style="list-style-type: none"> Judge 1: A or FEI 	<ul style="list-style-type: none"> Judge 1: E or above, plus Judge 2: E or above <p>OR</p> <ul style="list-style-type: none"> Judge 1: A or FEI 	<p>Min. 2 judges:</p> <ul style="list-style-type: none"> Judge 1: D or above, plus Judge 2: C or above, plus Judge 3: C or above
Adv Medium (L5)	<ul style="list-style-type: none"> Judge 1: D or above 	<ul style="list-style-type: none"> Judge 1: D or above 	<ul style="list-style-type: none"> Judge 1: D or above, plus Judge 2: D or above <p>OR</p> <ul style="list-style-type: none"> Judge 1: A or FEI 	<p>Min. 2 judges:</p> <ul style="list-style-type: none"> Judge 1: D or above, plus Judge 2: C or above, plus Judge 3: C or above
Advanced (L6)	<ul style="list-style-type: none"> Judge 1: C or above 	<ul style="list-style-type: none"> Judge 1: C or above, plus Judge 2: C or above <p>OR</p> <ul style="list-style-type: none"> Judge 1: B or above 	<ul style="list-style-type: none"> Judge 1: C or above, plus Judge 2: C or above <p>OR</p> <ul style="list-style-type: none"> Judge 1: A or FEI 	<p>Min. 2 judges:</p> <ul style="list-style-type: none"> Judge 1: C or above, plus Judge 2: C or above, plus Judge 3: C or above

Small Tour (L7)	<ul style="list-style-type: none"> Judge 1: B or above 	<ul style="list-style-type: none"> Judge 1: B or above 	<ul style="list-style-type: none"> Judge 1: B or above, plus Judge 2: B or above OR <ul style="list-style-type: none"> Judge 1: A or FEI 	Min. 2 judges: <ul style="list-style-type: none"> Judge 1: B or above, plus Judge 2: B or above, plus Judge 3: B or above
Medium Tour (L8)	<ul style="list-style-type: none"> Judge 1: A or FEI 	<ul style="list-style-type: none"> Judge 1: B or above, plus Judge 2: B or above OR <ul style="list-style-type: none"> Judge 1: A or FEI 	Min. 2 judges: <ul style="list-style-type: none"> Judge 1: A or FEI, plus Judge 2: A or FEI, plus Judge 3: A or FEI 	Min. 2 judges: <ul style="list-style-type: none"> Judge 1: A or FEI, plus Judge 2: A or FEI, plus Judge 3: A or FEI
Big Tour (L9)	<ul style="list-style-type: none"> Judge 1: A or FEI 	<ul style="list-style-type: none"> Judge 1: B or above, plus Judge 2: B or above OR <ul style="list-style-type: none"> Judge 1: A or FEI 	Min. 2 judges: <ul style="list-style-type: none"> Judge 1: A or FEI, plus Judge 2: A or FEI, plus Judge 3: A or FEI 	Min. 2 judges: <ul style="list-style-type: none"> Judge 1: A or FEI, plus Judge 2: A or FEI, plus Judge 3: A or FEI
Para Dressage	<ul style="list-style-type: none"> Judge 1: D or above (Para Dressage) judge <p>Whenever possible, the judge is an accredited Para Dressage judge.</p>	<ul style="list-style-type: none"> Judge 1: D or above (Para Dressage) judge <p>Whenever possible, the judge is an accredited Para Dressage judge.</p>	Min. 2 judges: <ul style="list-style-type: none"> Judge 1: C or above Para Dressage judge, plus Judge 2: B or above Para Dressage judge 	Min. 2 judges: <ul style="list-style-type: none"> Judge 1: B or above Para Dressage judge, plus Judge 2: A or FEI level Para Dressage judge
Young Dressage Horse Refer to the DNZ Young Dressage Horse Competition Rules, Section 12 for details.	4, 5 & 6YO class: Min. 2 judges: <ul style="list-style-type: none"> Judge 1: C or above to have completed a YDH seminar, plus Judge 2: C or above 7 YO class: As above, plus <ul style="list-style-type: none"> Technical judge: B level or above sitting at C 	4, 5 & 6YO class: Min. 2 judges: <ul style="list-style-type: none"> Judge 1: C or above to have completed a YDH seminar, plus Judge 2: C or above As above, plus <ul style="list-style-type: none"> Technical judge: B level or above sitting at C 	4, 5 & 6YO class: Min. 2 judges: <ul style="list-style-type: none"> Judge 1: FEI Young Horse judge, plus Judge 2: A or B level NZ Young Horse judge OR <ul style="list-style-type: none"> Judge 1: A level Young Horse judge, plus Judge 2: A or B level NZ Young Horse judge 7 YO class: As above, plus <ul style="list-style-type: none"> Technical judge: A or B level sitting at C 	4, 5 & 6YO class: Min. 2 judges: <ul style="list-style-type: none"> Judge 1: FEI Young Horse judge, plus Judge 2: FEI Young Horse judge OR <ul style="list-style-type: none"> Judge 1: FEI Young Horse judge, plus Judge 2: A or B level NZ Young Horse judge 7 YO class: As above, plus <ul style="list-style-type: none"> Technical judge: A or B level sitting at C

G Level Expression of Interest Form

Name	Date of birth	Area / Area Group
Address	Suburb	
City	Postcode	ESNZ membership no.
Mobile	Email	

Please outline your dressage experience:

As a rider

As a coach

As a writer

Please outline the dressage seminars, workshops or clinics attended:

Name of presenter Rider / Observer (circle one)

Name of presenter Rider / Observer (circle one)

Name of presenter Rider / Observer (circle one)

Any other relevant information:

Candidate signature

AJO name & area & signature

Date

Date

G Level Dressage Judge Application Form

Assessment forms to go to the **Area Judges Officer** for verification with this summary sheet.

Name	Date of birth	Area / Area Group
Address	Suburb	
City	Postcode	ESNZ membership no.
Mobile	Email	

Attend a G, F or G/F level clinic	Date	Mentor / Educator	Signature
	Location		
Sit-In on 2 separate Prelim or Nov classes with an Assistant Mentor or above	Date	Mentor / Educator	Signature
	Location		
	Date	Mentor / Educator	Signature
	Location		

Positive Sit-In assessment form(s) completed and attached

Shadow Judge at least 2 entire Prelim or Nov classes with a minimum 20 horses judged overall	Test (e.g. 1C, 2B)	Date	No. of horses
	Test	Date	No. of horses
	Test	Date	No. of horses

Positive Shadow Judging assessment form(s) completed and attached

Pass the G level open Rule Book test with at least 90%	Date	Mentor / Educator	Signature
	Percentage		
Assessment completed	Date	Competent <input type="checkbox"/> Not yet competent <input type="checkbox"/>	

CV attached

Candidate signature	AJO name, area & signature
Date	Date

G Level Dressage Judge Application

Your declaration

The ESNZ and its affiliated organisations have a duty of care to their members and to the general public who interact with ESNZ Officials, as these responsibilities may involve direct and/or unsupervised contact with people under the age of 18 years. As part of this duty of care and as a requirement of the ESNZ Member Protection Policy, the ESNZ must enquire into the background of ESNZ Members applying for registration as an ESNZ Official.

All ESNZ Members wishing to be registered by the ESNZ as an ESNZ Official are required to complete the following declaration;

I sincerely declare:

1. I do not have any criminal charge pending before the courts, nor any criminal convictions or findings of guilt for offences involving drugs, violence, sexual activity, acts of indecency, child abuse or child pornography.
2. I have not had any disciplinary proceedings brought against me by an employer, sporting organisation or similar body involving child abuse, sexual misconduct or harassment, acts of violence, intimidation or other forms of harassment.
3. I have never been sanctioned for an anti-doping rule violation under any ESNZ anti-doping policy (Athlete or Equine).
4. I have never participated in, facilitated or encouraged any practice prohibited by the World Anti-Doping Agency Code or any other anti-doping policy applicable to me, in the ESNZ Horse Anti-Doping Policy.
5. To my knowledge there is no other matter that the ESNZ may consider to constitute a risk to its members, employees, volunteers, athletes or reputation by accepting my ESNZ Officials registration.
6. I will notify the CEO of the organisation(s) engaging me immediately upon becoming aware that any of the matters set out in clauses [1 to 5] above has changed for whatever reason.
7. I acknowledge that I have read and agree to abide by the ESNZ & DNZ Code of Conduct for Officials. I acknowledge I may be subject to disciplinary action if I breach the code.

Signature

Date

Please return these forms to your AJO for verification.

Office use only

Attachments received

Database updated / /

F Level Dressage Judge Application Form

Assessment forms to go to the **Judges Officer** for verification with this summary sheet.

Name	Date of birth	Current level
Address	Suburb	
City	Postcode	ESNZ membership no.
Mobile	Email	Area Group

Attend a clinic that includes F level	Date & Location	Mentor / Educator	Signature
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Confirm reaccreditation clinic at F level is current (within past 2 years)	Date & Location	Mentor / Educator	Signature
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Judged a minimum 5 classes at Prelim with a minimum 24 horses overall	Test (e.g. 1B)	Date & Location/Event	
	Test	Date & Location/Event	
	Test	Date & Location/Event	
	Test	Date & Location/Event	
	Test	Date & Location/Event	

Sit-In on 2 separate Nov classes with a different Assistant Mentor or above	Date & Location	Mentor / Educator	Signature
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	Date & Location	Mentor / Educator	Signature
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Sit-In Novice MFS	Date & Location	Mentor/Educator	Signature
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Positive Sit-In assessment form(s) completed and attached

Shadow Judge a minimum 3 entire Nov classes with a minimum 30 horses judged overall	Test	Date	No. of horses
	Test	Date	No. of horses
	Test	Date	No. of horses

Positive Shadow Judging assessment form(s) completed and attached

Pass Novice theory exam with at least 80%	Date Percentage	Mentor / Educator	Signature
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E Level Dressage Judge Application Form

Assessment forms to go to the **Judges Officer** for verification with this summary sheet.

Name	Date of birth	Current level
Address	Suburb	
City	Postcode	ESNZ membership no.
Mobile	Email	Area Group

Attend a clinic that includes E level	Date & Location	Mentor / Educator	Signature

Confirm reaccreditation clinic at F level is current (within past 2 years)	Date & Location	Mentor / Educator	Signature

Judged a minimum 5 classes at Nov with a minimum of 24 horses overall, including a min of 1 MFS class	Test (e.g. 2B)	Date & Location/Event	
	Test	Date & Location/Event	
	Test	Date & Location/Event	
	Test	Date & Location/Event	
	Test	Date & Location/Event	

Sit-In on 1 x Elem and 1 x Med classes and 1 x Elem or Med MFS with a different Mentor	Date & Location	Mentor / Educator	Signature
	Date & Location	Mentor / Educator	Signature

Positive Sit-In assessment form(s) completed and attached

Shadow Judge a minimum 1 x Elem and 2 x Med classes with a minimum 30 horses judged overall	Test	Date	No. of horses
	Test	Date	No. of horses
	Test	Date	No. of horses

Positive Shadow Judging assessment form(s) completed and attached

Pass Elem / Med theory exam with at least 80%	Date	Mentor / Educator	Signature
	Percentage		

D Level Dressage Judge Application Form

Assessment forms to go to the **Judges Officer** for verification with this summary sheet.

Name	Date of birth	Current level
Address	Suburb	
City	Postcode	ESNZ membership no.
Mobile	Email	Area Group

Attend a clinic that includes D level	Date & Location	Mentor / Educator	Signature
	Date & Location	Mentor / Educator	Signature
Judged a minimum 5 classes at Med with a minimum 24 horses overall including a minimum of 1 x MFS class	Test (e.g. 4A)	Date & Location/Event	
	Test	Date & Location/Event	
	Test	Date & Location/Event	
	Test	Date & Location/Event	
	Test	Date & Location/Event	
Sit-In on 2 separate Adv Med classes with a different Mentor, plus 1 x MFS	Date & Location	Mentor / Educator	Signature
	Date & Location	Mentor / Educator	Signature
Proof of riding attaining 60+% on a minimum of 2 occasions at Nov level, judged by accredited judges OR 2 additional Sit-Ins	Date & Location	Test	Percentage
	Date & Location	Mentor / Educator	Signature
	Date & Location	Mentor / Educator	Signature

Positive Sit-In assessment form(s) completed and attached

D Level Dressage Judge Application Form (cont.)

Shadow Judge a minimum 4 entire Adv Med classes with minimum 24 horses judged overall	Test	Date	No. of horses
	Test	Date	No. of horses
	Test	Date	No. of horses
	Test	Date	No. of horses
Positive Shadow Judging assessment form(s) completed and attached <input type="checkbox"/>			
Pass Adv Med theory exam with at least 80%	Date Percentage	Mentor / Educator	Signature
Practical exam completed	Date & Location	Competent <input type="checkbox"/> Not yet competent <input type="checkbox"/>	
	Mentor / Educator	Signature	

C Level Dressage Judge Application Form

Assessment forms to go to the **Judges Officer** for verification with this summary sheet.

Name	Date of birth	Current level
Address	Suburb	
City	Postcode	ESNZ membership no.
Mobile	Email	Area Group

Attend a clinic that includes C level	Date & Location	Mentor / Educator	Signature
Confirm reaccreditation clinic at D level is current (within past 2 years)	Date & Location	Mentor / Educator	Signature
Judged a minimum 5 classes at Adv Med with a minimum 24 horses overall including a minimum of 1 x MFS class	Test (e.g. 5B)	Date & Location/Event	
	Test	Date & Location/Event	
	Test	Date & Location/Event	
	Test	Date & Location/Event	
	Test	Date & Location/Event	
Sit-In on 2 separate Adv classes with a different Mentor , plus 1 x MFS	Date & Location	Mentor / Educator	Signature
	Date & Location	Mentor / Educator	Signature
Proof of riding attaining 60+% on a minimum 2 occasions at Elem / Med level, judged by accredited judges OR 2 additional Sit-Ins	Date & Location	Test	Percentage
	Date & Location	Mentor / Educator	Signature
	Date & Location	Mentor / Educator	Signature

Positive Sit-In assessment form(s) completed and attached

C Level Dressage Judge Application Form (cont.)

Shadow Judge a minimum 4 entire Adv classes with a minimum 24 horses judged overall	Test	Date	No. of horses
	Test	Date	No. of horses
	Test	Date	No. of horses
	Test	Date	No. of horses
Positive Shadow Judging assessment form(s) completed and attached <input type="checkbox"/>			
CV attached <input type="checkbox"/>			
Pass Adv theory exam with at least 80%	Date	Mentor / Educator	Signature
	Percentage		
Practical exam completed	Date & Location	Competent <input type="checkbox"/> Not yet competent <input type="checkbox"/>	
	Mentor / Educator	Signature	

B Level Dressage Judge Application Form

Assessment forms to go to the **Judges Officer** for verification with this summary sheet.

Name	Date of birth	Current level
Address	Suburb	
City	Postcode	ESNZ membership no.
Mobile	Email	Area Group

Attend a clinic that includes B level	Date & Location	Mentor / Educator	Signature
Confirm reaccreditation clinic at C level is current (within past 2 years)	Date & Location	Mentor / Educator	Signature
Judged a minimum 6 classes at Adv with a minimum 18 horses overall including a minimum of 2 x MFS classes	Test (e.g. 6A)	Date & Location/Event	
	Test	Date & Location/Event	
	Test	Date & Location/Event	
	Test	Date & Location/Event	
	Test	Date & Location/Event	
	Test	Date & Location/Event	
Sit-In on 2 separate Small Tour, PSG and Int 1 classes with a different Mentor plus 1 x MFS	Date & Location	Mentor / Educator	Signature
	Date & Location	Mentor / Educator	Signature
Proof of riding attaining 60+% on at least 2 occasions at Adv Med level, judged by accredited judges OR 2 additional Sit-Ins	Date & Location	Test	Percentage
	Date & Location	Mentor / Educator	Signature
	Date & Location	Mentor / Educator	Signature

B Level Dressage Judge Application Form (cont.)

Positive Sit-In assessment form(s) completed and attached

Shadow Judge a minimum 3 entire Small Tour and 3 entire Int I classes with minimum 36 horses judged overall

Test	Date	No. of horses
Test	Date	No. of horses
Test	Date	No. of horses
Test	Date	No. of horses
Test	Date	No. of horses
Test	Date	No. of horses

Positive Shadow Judging assessment form(s) completed and attached

CV attached

Pass **B level theory exam** with at least 80%

Date Percentage	Mentor / Educator	Signature
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Practical exam completed

Date & Location	Competent <input type="checkbox"/> Not yet competent <input type="checkbox"/>
Mentor / Educator	Signature

A Level Dressage Judge Application Form

Assessment forms to go to the **Judges Officer** for verification with this summary sheet.

Name	Date of birth	Current level
Address	Suburb	
City	Postcode	ESNZ membership no.
Mobile	Email	Area Group

Attend a clinic that includes A level	Date & Location	Mentor / Educator	Signature
Confirm reaccreditation clinic at B level is current (within past 2 years)	Date & Location	Mentor / Educator	Signature
Judged a minimum 6 classes - with a minimum of 4 x Int I classes and can include 2 x PSG classes, with a minimum 18 horses overall, including a minimum of 2 x MFS classes.	Test (PSG/Int 1)	Date & Location/Event	
	Test	Date & Location/Event	
	Test	Date & Location/Event	
	Test	Date & Location/Event	
	Test	Date & Location/Event	
	Test	Date & Location/Event	
Sit-In on 2 separate Int II or GP classes with a different Mentor and 1 x MFS class	Date & Location	Mentor / Educator	Signature
	Date & Location	Mentor / Educator	Signature
Proof of riding attaining 60+% on at least 2 occasions at Adv Med level, justed by accredited judges OR 2 additional Sit-Ins	<i>(Not required, would have been previously provided)</i>		
	Date & Location	Mentor / Educator	Signature
	Date & Location	Mentor / Educator	Signature

A Level Dressage Judge Application Form (cont.)

Positive Sit-In assessment form(s) completed and attached

Shadow Judge a minimum 3 entire Int II and 3 entire GP classes with a minimum 18 horses judged overall; A minimum of 2 classes to be MFS.

Test	Date	No. of horses
Test	Date	No. of horses
Test	Date	No. of horses
Test	Date	No. of horses
Test	Date	No. of horses
Test	Date	No. of horses

Positive Shadow Judging assessment form(s) completed and attached

CV attached

Pass **A level theory exam** with at least 80%

Date Percentage	Mentor / Educator	Signature

Practical exam completed

Date & Location	Competent <input type="checkbox"/> Not yet competent <input type="checkbox"/>
Mentor / Educator	Signature

Para Dressage Judge Application Form

Assessment forms to go to the **Judges Officer** for verification with this summary sheet.

Name	Date of birth	Current level
Address	Suburb	
City	Postcode	ESNZ membership no.
Mobile	Email	Area Group

Attend a seminar which includes Para Dressage components	Date & Location	Mentor / Educator	Signature
	Date & Location	Mentor / Educator	Signature
Sit-In a minimum of once in every grade. This must be completed before commencing any Shadow Judging.	Grade I		
	Date & Location	Educator	Signature
	Grade II		
	Date & Location	Educator	Signature
	Grade III		
	Date & Location	Educator	Signature
	Grade IV		
	Date & Location	Educator	Signature
	Grade V		
	Date & Location	Educator	Signature

Positive Sit-In assessment form(s) completed and attached

Para Dressage Judge Application Form (cont.)

Shadow Judge each grade a minimum of once. Grades III, IV or V, can be assessed against a freestyle test.

Grade I

Date & Location

Educator

Signature

Grade II

Date & Location

Educator

Signature

Grade III

Date & Location

Educator

Signature

Grade IV

Date & Location

Educator

Signature

Grade V

Date & Location

Educator

Signature

Positive Shadow Judging assessment form(s) completed and attached

Pass **Para Dressage theory exam** with at least 80%

Date

Percentage

Mentor / Educator

Signature

Practical exam completed

Date & Location

Competent

Not yet competent

Mentor / Educator

Signature

Young Dressage Horse Judge Application Form

Assessment forms to go to the **Judges Officer** for verification with this summary sheet.

Name	Date of birth	Current level
Address	Suburb	
City	Postcode	ESNZ membership no.
Mobile	Email	Area Group

Attend a seminar which includes Young Dressage Horse components	Date & Location	Mentor / Educator	Signature
	Date & Location	Mentor / Educator	Signature
Write for at least 16 horses across the age groups (with a minimum of 3 horses in 7 yo)	4 yo		
	Date & Location	Educator	Signature
	5 yo		
	Date & Location	Educator	Signature
	6 yo		
	Date & Location	Educator	Signature
	7 yo		
	Date & Location	Educator	Signature

Young Dressage Horse Judge Application Form (cont.)

Sit-In for at least 18 horses across the age groups (with at least three 7 yo OR can be substituted with a class of PSG level)

4 yo

Date & Location

Educator

Signature

5 yo

Date & Location

Educator

Signature

6 yo

Date & Location

Educator

Signature

7 yo

Date & Location

Educator

Signature

Positive Sit-In assessment form(s) completed and attached

Shadow Judge at least 15 horses across the age groups (with at least five 4 yo)

4 yo

Date & Location

Educator

Signature

5 yo

Date & Location

Educator

Signature

6 yo

Date & Location

Educator

Signature

7 yo

Date & Location

Educator

Signature

Positive Sit-In assessment form(s) completed and attached

Young Dressage Horse Judge Application Form (cont.)

Pass Young Dressage Horse theory exam with at least 80%	Date	Mentor / Educator	Signature
	Percentage		
Practical exam completed	Date & Location	Competent <input type="checkbox"/> Not yet competent <input type="checkbox"/>	
	Mentor / Educator	Signature	

DNZ Guidelines for Official sit-ins

General

All requests for official sit-ins are to be made through the candidate judge's Area Judges Officer. Sit-ins and Shadow Judging may be done at the same show but the Shadow Judging **must** be done before the Sit-in. The candidate should sit in with the Educator/Mentor judge throughout the whole class.

Task of the Candidate

Once the candidate has identified the competition they would like to sit-in at, they are to contact their Area Judges Officer to see if an opportunity is available. When their AJO has received a response from the Judge organiser of the competition, they will advise the candidate and give them contact details so they can contact the Judge organiser directly for detailed arrangements. Candidate judge should take a copy of the test and writing materials.

Task of the Mentor Judge

1. The MJ assesses the appearance of the candidate: eg. friendly, open-minded, well-behaved, appropriately dressed, well on time, well prepared with good knowledge of the test.
2. The candidate is to be asked some questions about riding / judging principles in the break between two horses and during the test whenever possible. Corrections should be given by the MJ directly if needed.
3. The candidate has to be given the opportunity to propose marks in the course of the test and the collective marks whenever there is time. The candidate may be asked to record their own collective marks for each combination throughout the class. This way the candidate's knowledge, decisiveness and the speed in which the candidate is able to give the requested marks can be tested. Corrections should be given by the MJ directly if needed.
4. The correct usage of the technical language will be checked through the candidates remarks.

After the class the MJ should inform the candidate about the outcome of the Sit-in, emphasise the strong and weak points and give them further recommendations about what topics need to be worked on. The completed Assessment Sheet, whether a pass or fail, is to be given to the Candidate for their application records.

A **Pass** is determined by the candidate meeting the criteria as set out in the guidelines in the assessment form.

A **Fail** is determined by the candidate not meeting the criteria as set out in the guidelines in the assessment form.

Sit-In Assessment Form

Completed assessment form to be sent to the **Judges Officer** immediately after the event.

Name of candidate	Dates	
Venue	No. of competitors	
Upgrading to	Test no.	
Appearance and behaviour of candidate		
Technical knowledge of riding and judging principles		
Proposal of appropriate marks		
Correct use of technical language		
Further comments		
Assessment (tick one)	<input type="checkbox"/> Achieved	<input type="checkbox"/> Needs more development
Mentor / Educator	Signature	

Guidelines for Shadow Judging

General

All requests for official shadow-judging are to be made through the candidate judge Area Judges officer. Sit-ins and Shadow Judging may be done at the same show but the Shadow Judging **must** be done before the Sit-in. The candidate should judge the whole class with the Educator/mentor judge.

Task of the Candidate

Once the candidate has identified the competition they would like to shadow-judge at, they are to contact their Area Judges Officer to see if an opportunity is available. When their AJO has received a response from the Judge organiser of the competition, they will advise the candidate and give them contact details so they can contact the Judge organiser directly for detailed arrangements. The Candidate is to confirm with the Judge organiser whether they are to provide the required number of test sheets, a writer for the test and a vehicle to judge from.

Scoring and Assessment

It is recommended the scoring sheets are added and totaled by the Scoring team or alternatively an independent person. (the Scorer may be approached to add the sheets, but they may not have sufficient time during a busy event). It is recommended that the completed sheets be added with the final total as a percentage and placings identified prior to meeting with the MJ.

The MJ and the candidate are to make an appropriate time to meet to discuss the results once the MJ has had time to fully review the results. This may not be possible at the conclusion of the event, and the MJ may need to review the papers after the event. If so, it is recommended they email the candidate with the results and feedback, and follow up with a debrief within 7 days of the event.

The OC is to provide extra seating at an appropriate place or ensure an extra car can be placed ideally adjacent to the MJ.

Task of the Mentor Judge

The MJ should meet with the candidate prior to the assessment and explain the procedure and remind the candidate to give comments to all marks 5 and below, and if possible also for the higher marks.

The MJ is to ensure that the candidate's sheets are collected after each rider.

1. The MJ assesses the candidate in accordance with the Assessment Sheet including the appearance of the candidate: : eg. friendly, open-minded, well-behaved, appropriately dressed, on time, well prepared with good knowledge of the test.
2. The MJ checks how the candidate has organised his Shadow Judging, eg. communication, their instructions to the writer and overall knowledge of the relevant test.
3. After the class the MJ will assess the results prior to meeting with the candidate, according to the following criteria:
 - a. The ranking of the competitors with his own; Ideally the candidate's placing is close to the MJ's own.

- b. The level of percentage compared to the co-judges and the difference in %'s between the placed riders.
- c. The spread of the final scores. If there is more than 3-5% difference, there needs to be good reasoning, 5% or more, a valid reason particularly if amongst the placed competitors.
- d. The MJ will look at the correct use of the marks, comparing them movement by movement. 1 point difference allowed (the MJ to decide whether up or down), 2 points difference to be identified for further discussion.
- e. The MJ will look at the spread of the single marks and whether the candidate has used the whole range of marks in accordance with the Assessment Sheet.

After the assessment, the MJ should inform the candidate about the outcome of the Shadow-judge, emphasise the strong and weak points and give them further recommendations about what topics need to be worked on. The completed Assessment Sheet is to be given to the Candidate, whether a pass or a fail, for their application records.

A pass will be given if the above assessment criteria shows that the candidate's scores and placings are overall, in line and comparable with more similarities than differences with the MJ's scores and placings. A fail will be given if the above assessment criteria shows that the candidate's scores and placings are not, overall, in line and comparable with more similarities than differences with the MJ's scores and placings.

Shadow Judging Assessment Form

Completed assessment form to be sent to the **Judges Officer** immediately after the event.

Name of candidate	Dates	
Venue	No. of competitors	
Upgrading to	Test no.	
Appearance and behaviour of candidate		
Organisation of Shadow Judging and knowledge of test		
Ranking	Placing	
	Spread of final scores	
Use of marks	Correct use of marks according to the riding principles	
	Spread of single marks	
	Correlation between marks and remarks	
	Correct use of technical language	
Assessment (tick one)	<input type="checkbox"/> Achieved	<input type="checkbox"/> Needs more development
Mentor / Educator	Signature	

Judging Discrepancy Form

To be completed by the **Chief Judge** of the event. A copy of the results sheet to be attached and forwarded to the **Judges Officer** within 7 days.

Event	Date
Venue	Rider name
Bridle number	Horse name

Judge and result at C	Judge name	%
Judge and result at M	Judge name	%
Judge and result at H	Judge name	%
Judge and result at E	Judge name	%
Judge and result at B	Judge name	%

The discussion in relation to the difference in marks between the judges listed above took place at:	The event <input type="checkbox"/> Yes <input type="checkbox"/> No	Other (Please specify where) <input type="checkbox"/> Yes <input type="checkbox"/> No

Outcome of discussion		
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Outcome of discussion was useful	<input type="checkbox"/> Yes	<input type="checkbox"/> No (Please provide more detail)
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Were all judges willing to discuss?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (Please provide more detail)
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Signature of all judges concerned (with dates)
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Glossary of terms

Area Judges Officer (AJO)

Area Judges Officers work closely with the Judges Officer and JSC to support and train judges in their Area. See [Area Judges Officer job description](#).

Assistant Mentor

Assistant Mentors can sign off on Shadow Judging and sit-in assessments up to Level F.

Accreditation Points

Points earned by completing designated activities which contribute towards a judge staying accredited (as set out in this [Staying accredited as a judge: Maintenance system](#)).

Area, Area Group

There are approximately 20 Area Groups spread across New Zealand. These are largely volunteer and rider-driven groups who promote dressage in their area, organising events and competitions.

Chief Judge (C Judge)

The Chief Judge (positioned at C) leads the team of judges judging a particular class. Their duties include alerting the rider to course errors, signing off on results, and resolving judging discrepancies.

Dressage New Zealand (DNZ)

[Dressage NZ](#) is a discipline of ESNZ, administered under ESNZ By-Law 17, Rules for Administration of Dressage NZ.

Dressage NZ Board (DNZ Board)

The Dressage NZ Board is the governing body of the Dressage discipline, supported by the Dressage Sport Manager, the Events Manager & Marketing Assistant and the Series Points Coordinator.

Educator

Educators are accredited judges who can present at DNZ official judges clinics.

Equestrian Sports New Zealand (ESNZ)

[Equestrian Sports New Zealand](#) (ESNZ) is the National Sports Organisation for Equestrian in New Zealand.

Ground Jury

The Ground Jury is responsible for the technical judging of all competitions and the determination of their final results.

Island Championship (ICH)

The North Island or South Island Championship shows.

(ESNZ/Dressage NZ) Judge

An individual who is accredited to judge dressage tests at events run under ESNZ rules, including (but not limited to) graded and non-graded dressage competitions and the dressage phase of horse trials.

Judges Officer (JO)

The Judges Officer chairs the Dressage NZ Judges Sub Committee, and is responsible for managing and supporting Dressage NZ judges, and reporting to the Board in respect of judges.

Judges Panel (Panel)

The list of official, accredited dressage judges.

Judges Sub Committee (JSC)

The Judges Sub Committee manages the education of Dressage NZ judges, monitors their performance, and provides support to Area Judges Officers.

Mentor

Mentors are accredited judges who can officiate at local clinics and sign off on Shadow Judging and sit-in assessments up to Level C.

National Championship (NCH)

The NZ National Championship show typically includes (but is not limited to) championship titles from Preliminary to Grand Prix, Young Dressage Horse championships and the Para Equestrian championships for all grades.

Natural justice

The three main requirements of natural justice that must be met in every case are: adequate notice, fair opportunity to be heard and no bias.

Organising Committee (OC)

Organising Committees plan and run dressage events and competitions. They are typically volunteers and/or committee members of Area Groups.

Para Dressage, Para Equestrian (Para)

Para Equestrian (Para Dressage) gives people with mild to severe disabilities the opportunity to train and to compete at dressage competition on equal terms. Special accreditation is required to judge Para classes (see [Young Dressage Horse and Para Dressage prerequisites](#)).

Shadow Judge (SJ)

As part of training and upgrading, candidate judges are required to Shadow Judge at the relevant level(s) of competition. A Shadow Judge judges a competition separately from the officiating judge(s), and without his/her results being counted for the ranking of the class. The Mentor judge(s) then assess the outcome and discuss the results, in particular any significant discrepancies in marks or comments..

Sit-In (SI)

As part of training and upgrading, candidate judges are required to sit-in with Mentor judges as they judge (at levels of competition appropriate for the candidate judge). The candidate judge is asked questions about riding / judging principles and to propose marks whenever there is time. Corrections are given by the Mentor judge directly as required.

Technical Delegate (TD)

The Technical Delegate is responsible for approving and overseeing the technical and administrative arrangements at an event.

Technical Officer (TO)

The Technical Officer has responsibility for overall governance of the sport, with duties including monitoring and developing the DNZ Rules, maintaining various Rules documentation, liaising with ESNZ regarding ESNZ General Regulations, and training other technical officials.

Young Dressage Horse (YDH)

Young Dressage Horse classes are age-group competitions for 4, 5, 6 and 7 year old horses. They are an ideal way to give horses exposure with more importance on the way of going and less on accuracy at a marker, or the occasional moments of inattention. Special accreditation is required to judge YDH classes (see [Upgrading to Young Dressage Horse and Para Dressage](#))

Update history

Version	Date updated	Changes
Revision 6	Jan 30th 2025	<ul style="list-style-type: none"> Added information about how to become an FEI judge for NZ
Revision 5	Dec 9th 2024	<ul style="list-style-type: none"> Added Shadow-judging and Sit-in guidelines Added musical freestyles to compulsory judge requirements Added minimum number of horses to be judged in official shadow-judging assessments Added musical freestyles to Novice sit-ins Update wording i.e. Maintenance and Transfer-up for FEI equivalency purposes Updated guidelines for not meeting maintenance requirements Added criteria and explanations of Pass and Fail of Official sit-ins and shadow-judging assessments Added information about practical exams criteria for D - A levels
Revision 4	Oct 5th 2024	<ul style="list-style-type: none"> Added information about the overall judges Education System Updated guidelines and requirements related to leave of absence, deletion from panel, remaining on the panel and retaking exams Added guidelines about organising practical exams Updated requirements for the minimum number of judges required at regional, ICH, NCH and named events Added guidelines for Mentor and support judges assigned to new judges Updated Riders Fast Track Pathway requirements Updated web links to the new Dressage Judge Reporting Form 2024/2025
Revision 3	May 3rd 2024	<ul style="list-style-type: none"> Updated web links to the new Dressage Judge Reporting Form 2023/2024 and ESNZ Rules & Regulations
Revision 2	Jan 16th 2023	<ul style="list-style-type: none"> Updated A Level Dressage Judge Application Form criteria
Revision 1	Oct 26th 2022	<ul style="list-style-type: none"> Updated the links to ESNZ and dressage rules Removed the restriction on judges officiating at an event that they are riding in