

## **‘Tips to Keep Judges Keen to Come Back to Judge at Your Future Events’ - from DWA**

Dressage WA appreciate your club organising Dressage events. To help you to attract and keep Judges coming to your events, we have outlined some guidelines from the EA Dressage Rule Book.

### ***Maximum number***

Keep the number of tests per day under 40 for each Judge.

### ***Breaks***

Breaks allow Judges to maintain a high level of concentration. Give Judges a 10 minute break and refreshments after every 10 horses. If there are fewer than 20 in a competition, make the break earlier, eg where there are 15 horses in the competition, make a break after the first 8 horses.

### ***30 minutes before and after***

Keep in mind that Judges are required to be at the ground 30 minutes before they commence judging, and to remain for 30 minutes after the scores are posted. Try to get scores posted very soon after each Judge’s last competition is completed, to enable the Judge to leave about 40 minutes after their judging is finished.

If a Judge must leave & the scores are slow, one approach is to take down the Judge’s mobile number.

### ***Scoresheet signed off***

Give the Chief Judge each competition score sheet to sign before they leave. In a situation where there is a delay in posting the final results, another judge of the competition (class), who intends to remain at the ground, sometimes signs for them.

### ***Chief Judge***

The most senior Judge traditionally goes at C – the position of Chief Judge. In some situations Judges may request not to:

eg If they competed before judging – they may have had an early start and a busy day *or* they may have already judged several other competitions earlier in the day.

## **What do organisers need to provide?**

### ***Writer’s Board***

#### ***Copies of each test sheet***

Include at least two spare sheets in each writer’s board. Judges may or may not have their own copies of the current tests.

#### ***Draw***

Include a copy of the draw, with withdrawals (scratchings).

### ***Score sheets & test sheets for Judges***

After each competition (class), give Judges:

1. All test sheets from the competition (class) for review, before they are available to competitors
2. A copy of the scores (including each Judge’s ‘splits’)

### ***A quiet, private space***

If possible, please provide a quiet space away from the scoreboard and spectators:

- for Judges to confer over sheets and scores

- for any riders who wish to confer with Judges after receiving their sheets

This process of conferring is important in helping Judges to continue to improve.

### ***Reimbursement***

Confirm reimbursement arrangements prior to the event, especially for those Judges who will travel longer distances. The 2008 EFA WA Handbook recommends:

'Up to 50 kms - \$15.00 per hour with a minimum of \$60.00, over 50 kms - \$0.35 per km with a minimum of \$60.00.' For metro appointments, most metro Judges will be happy to accept the \$60.00 minimum.

If the drive to the venue is more than 2 hours, offer the Judge accommodation the night before *or* after.

### ***Car***

Judges may request a vehicle to judge in, particularly if they have driven a horse to the event. It is helpful if the windscreen is clean. A vehicle which gives a degree of height off the ground - eg a 4 wheel drive - is ideal.

## **Reaccreditation requirements for Judges**

### ***Evidence of judging***

Judges must provide evidence to EA National that they have fulfilled their reaccreditation requirements every 2 years. You can help Judges by giving them a brief letter of thanks, listing each competition and the number of horses in each competition (see attached sample).

Judges must judge a certain number of competitions at their highest accredited level. Where possible, allocate judging at each Judge's highest level of accreditation to help them meet their biennial reaccreditation requirements.

Our sport needs to encourage our Judges to remain on the Judges List, and our riders appreciate it when we enable Judges to perform at their best. We thank you for your cooperation in running your event.

### **Information Sheet**

When Judges accept your invitation to judge, you may find it helpful to send each Judge an information sheet such as the one below.

Please note - The Rule Book terms used above are:

An **event** – previously called a competition.

A **competition** - previously called a class.

A **writer** - previously called a penciller.