



# ARABIAN HORSE ASSOCIATION

## Judges & Stewards

### **INSTRUCTIONS - APPRENTICE EVALUATION FORM**

Thank you for accepting the responsibility of working with an Apprentice Judge in the Arabian division. We appreciate your willingness to be part of the education experience for the apprentice. Before you accept a request to work with an Apprentice Judge, please read through this overview and familiarize yourself with the form and your responsibilities.

If you are approached to have an Apprentice Judge.

- Please verify that the apprentice has received permission from the competition manager of the USEF/AHA competition where you will be judging.
- An apprentice must have attended the AHA Exhibitors and Judges School AND started their USEF Licensed Officials Checklist prior to any apprenticeship. If one or both of these requirements are not met, USEF will not count the apprentice experience towards licensure. AHA would accept the apprentice evaluation as extra experience.
- Only USEF competitions will count. AHA Value Shows do not count towards the required apprentice experiences, although they will be considered as additional experience by the Education and Evaluation Commission.
- EC competitions count towards the EC licensing process, but will not count towards USEF requirements unless the show is dually licensed by both national governing bodies.
- If you are related to the apprentice, or may possibly have another conflict, please read GR1006.5 to determine if the apprentice is eligible to work with you.

The first section of the form requests standard information such as name, member numbers, contact information for the Apprentice Judge as well as name, location, and date of competition. The apprentice judge could complete this in advance. Also, the approximate number of horses shown at the competition. (Either the judge or the apprentice can ask the show secretary or manager for this information.)

The next section has a check box to indicate if the apprentice worked with you for the entire competition, or if not, how many days or sessions they worked with you. It also includes a place to indicate if this was their 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, etc. apprentice experience in the Arabian division. Please make sure to provide both of these important bits of information.

Effective 12/1/2024, apprentice experiences are counted in days, not solely by number of competitions. Apprentices who attended the School prior to December 2024 will continue counting number of competitions. Apprentices attending in December 2024 or later will use the new system.

Based on your observations as well as your conversations with the apprentice, you will rate the individual regarding their knowledge of and correct adjudication of a variety of Arabian division classes. Ratings are: 5=excellent, 4=good, 3=average, 2=unsatisfactory, N/A-did not adjudicate. Comments are required for ratings of 2 and are appreciated for all other ratings.

In order for the Apprentice Evaluation Form to serve as a learning tool for the apprentice as well as input for the EEC and LOC, it is imperative that you discuss the ratings and comments with the apprentice. The

importance of this communication cannot be underestimated! Yes, it will take more time and more effort on your part but please consider the benefits to the individual. Because of your honest evaluation and thoughtful comments, the apprentice will have a better understanding of their knowledge and abilities to-date.

If this is the second, third, or fourth apprentice experience for an individual, encourage them to share what they learned in previous apprenticing and how they have furthered their knowledge and experience before participating in the current apprenticing situation. Basically, are they growing in their knowledge and ability to judge?

Let's look at the real 'meat' of the form. The categories to be evaluated have been expanded with more space to provide comments. Please include the number of classes the apprentice worked with you in each category – the apprentice should be responsible for tracking this count; one suggestion is to have the apprentice mark the prize list/class list to indicate which classes the apprentice judged with you.

For many of the sections, listing the number of classes apprenticed, the rating, and comments is all that is required. Some sections request additional information.

Breeding/Gelding In-hand classes: knowledge of correction conformation & form to function; knowledge of correct movement; efficiency of judging procedures

Performance Halter: same as above with the addition of proper use of score card, including using a range of scores where applicable.

Equitation classes: check each of the equitation seats apprenticed; indicate in some way seats not offered – draw a line through them, write N/A or zero (0). Rate each equitation seat separately.

Trail, Reining, Ranch Horse, and Cow classes: Score the apprentice in two categories

- Knowledge of scoring & penalties
- Proper use of score sheets

General Knowledge/General Impressions: rate the apprentice on each of the following

• Soundness	• Conduct
• Form to function	• Promptness
• Correctness of gaits	• Organization skills
• USEF Rules (knowledge of)	• Proper judicial temperament
• AHA Rules (knowledge of)	• Ability to work as a team member w/other
• Attire (appropriateness & neatness)	officials & competition staff

Final section: you will compete AND discuss with apprentice each of the following

- A list of what you consider to be the Apprentice Judge's strongest areas of knowledge/ability
- A list what you consider to be the Apprentice Judge's weakest areas of knowledge/ability
- The recommendations you shared with the Apprentice Judge

If you feel it is too early in the apprentice's experience to choose either "Approve" or "Disapprove" for recorded status, you can leave both choices blank.

In addition, you will answer these final two statements by indicating, a **Yes** or **No** answer.

- I have a conflict of interest with and/or am related to this individual (SEE GR1006.5)

- I have shared the contents of this form with the Apprentice Judge;

Sign the Apprentice Judge Evaluation Form AND give a copy to the apprentice. The apprentice is responsible for uploading the Evaluation Form to their Licensed Officials Checklist; AHA receives notice of the upload and downloads a copy of the form.

*Thank you for being actively involved in the educational experiences of our future judges.*