

## BEFORE THE COMPETITION

For Apprentices	For 'R' judge/CD accepting apprentice
<p>Double-check your Checklist is up-to-date, and you are cleared to apprentice (email LOinquiry@usef.org with questions) and understand class/section requirements</p> <p>Contact show management for approval to apprentice first (this is your duty, not the 'R' judge/CD)</p> <p>Next, contact 'R' judge(s)/Course Designer(s) for permission to apprentice (<a href="http://www.usef.org/search/officials">www.usef.org/search/officials</a>) and be prepared to provide references</p> <p>Bring your own judges cards, writing utensils, clipboards, and other materials (do not expect show management to pack anything)</p> <p>Be prepared to apprentice for the entire show day</p> <p>Make your own travel/transportation plans</p> <p>Review relevant Rules, Zone specs, and any class specs necessary</p> <p>Apprentices are subject to Conflict of Interest (COI) Rules outlined in GR1006</p>	<p>Respond to requests either accepting or declining apprentice</p> <p>Request references if you deem necessary</p> <p>Communicate with Competition Management that you are taking an apprentice</p> <p>Only one apprentice at a time</p> <p>Outline general expectations with apprentice</p>

## DURING THE COMPETITION

For Apprentices	For 'R' judge/CD accepting apprentice
<p>Be familiar with Conflict of Interest (COI) Rules in GR1006, GR1039</p> <p><b><i>Dress professionally</i></b> and appropriately for the weather</p> <p>Arrive approximately one hour before the start of your ring</p> <p>Check-in with Competition Management and Steward</p> <p>Ensure you have all materials for the day (see above)</p> <p>Pack drinks, lunch, snacks, drinks for the entire day</p> <p>Set your cell phone to silent or airplane mode</p> <p>Stay the entire duration of the assigned ring(s)</p> <p>Supply your 'R' judge/CD with your Apprentice Evaluation Form at the beginning of the competition (top portion completed)</p> <p>Be respectful and courteous to Competition Management, staff, officials, and competitors</p> <p>Conversations are strictly confidential</p>	<p>Use drag breaks, height changes, etc. to review cards (judges)</p> <p>First and foremost, your job is to officiate</p> <p>Expect professionalism from your apprentice</p> <p>Discuss nuances of the class/division</p> <p>Model professionalism</p> <p>Be open, honest, and consistent with feedback on Apprentice Evaluation Form and in-person</p> <p>Be familiar with Conflict of Interest (COI) Rules outlined in GR1006, GR1039</p>

## AFTER THE COMPETITION

For Apprentices	For 'R' judge/CD accepting an apprentice
Send a follow-up thank you email to 'R' judge/CD and Competition Management	Expect a confirmation email from USEF LO Department
Upload Apprentice Evaluation Form to USEF Licensed Official Dashboard	Be open to fielding questions from apprentice
Track apprenticing requirements	Send programmatic feedback, if necessary, to USEF LOinquiry@usef.org and USHJA LOeducation@ushja.org

### Apprenticing Do's and Don'ts:

- **DO** arrive early and **DON'T** leave early
- **DO** stay the whole day for all assigned classes and **DON'T** request partial day(s) or limited classes
- **DON'T** expect materials or meals from the competition
- **DO** be aware that you are subject to COI Rules (GR1006)
- **DON'T** discuss rounds or results with anyone other than the 'R'
- **DO** dress professionally and appropriately
- **DON'T** expect to sit with other officials at the competition, unless scheduled in advance
- **DO** make sure you have approval from Competition Management to apprentice well in advance of the show

### **\*Please NOTE:**

If an apprentice has been invited to judge a portion of the competition, for example, in the unrated divisions, they cannot count that judging as meeting their apprenticing requirements.

If you are apprenticing a "big class" requiring an additional official besides the 'R' you are apprenticing with, you may be asked to step out of the booth either because of limited space or the other official's comfort and preference. In this instance, proper protocol is to move to the public seating and continue to keep cards. Check back in with your 'R' judge following the class.

### Why Accept an Apprentice?

- Provides an opportunity to invest in the future of the sport
- Ability to identify those who would make good judges/course designers and help them through the licensing process
- Opportunity to provide honest feedback and constructive criticism that will help new judges/course designers develop their skills