

## Guidelines for Shadow-Judging

Please consult the [FEI Education System for Para Dressage Officials](#) as there is a specific maximum number of shadow-judging attempts per officiating Level according to the entry requirements.

**In general** (according to the FEI Education System for Para Dressage Judges)

- Shadow-Judging (SJ) for Level 2 and Level 3 Para Dressage Judges can only be done in CPEDI3\* competitions (all Grades).
- All Level 4 FEI Para Dressage Judges are Mentor Judges. One (1) Mentor Judge (MJ) from the FEI list of MJs must be used for each SJ. There may be different MJs for the SJ in different Grades at the same CPEDI.
- For the evaluation and discussion with the candidate regarding the outcome of their SJ a second judge (min. Level 3 Par Dressage Judge), can be chosen by the MJ as a "Reference Judge" (RJ), but this is not compulsory.
- To cover all Grades and to ensure to have the required number of competitors, the SJ can be completed at different CPEDI3\* with different MJs and in a combination of Para Grand Prix A and Para Grand Prix B.
- Sit-In and Shadow-Judging may be done at the same CPEDI but the SJ must be done before the Sit-In.
- MJ/RJ and candidate must be of different nationalities. MJ and RJ can be from the same nationality.
- A MJ cannot accept more than one (1) candidate per competition (class).
- Minimum three (3) horses have to be judged in each Grade.
- If a candidate is part of the official panel, they cannot do a SJ at the same event. They can officiate in a CPEDI1\* or 2\* and do a SJ in the classes of the CPEDI3\* at the same event.

### **Tasks of the Candidate**

The candidate must:

- Check that at least one (1) FEI approved MJ is judging at the CPEDI3\* where they would like to complete the SJ.
- Contact the MJ min. four (4) weeks before the event and ask for permission to shadow judge.
- Contact the OC min. four (4) weeks before the event, ask for permission to shadow-judge, and clarify details (additional table, additional scribe, judges' sheets etc.).
- Contact the MJ and OC again shortly before the event and ask for all details concerning the shadow-judging (timetable, number of competitors etc.).

### **Tasks of the OC**

If an OC is willing to allow a candidate to shadow-judge, they should provide an additional table (possibly with an appropriate shelter when outdoors), an additional scribe and judges' sheets. The candidate and the MJ(s) should preferably sit near to each other to have the same/similar perspective. The show office should add up the results of the candidate and – if not done with eDressage - copy the sheets of the MJ(s) (and possibly also of the RJ) for the later assessment of the candidate before these are handed out to the Athletes.

## **Tasks of the Mentor Judge**

The MJ must:

- Meet with the candidate prior to the competition to explain the procedure and to give them the possibility to ask questions.
- Remind them that it is compulsory to give remarks for all marks of 5 and below. **However, the candidates should be asked to give remarks for all marks of 6.5 and below.** If possible, also for higher marks.
- Ask for short conclusive sentences summarising the most important issues.
- Point out that candidate may mention on their sheets if their view is affected.
- Take care that the candidate's sheets are collected after each ride.
- Arrange the possibility of using a second judge as RJ.
- Assess the candidate according to the FEI Shadow Judging Assessment Form.

## **Assessment:**

### **1. Appearance and behaviour:**

The MJ evaluates the appearance of the candidate: e.g., friendly, open-minded, well behaved, appropriately dressed, well on time, etc., and checks their spoken English as well as the correct use of the technical language.

### **2. Organisation of SJ, knowledge of the tests:**

The MJ checks how the candidate has organised their Shadow-Judging, e.g., contact with OC beforehand, instructions to the scribe, knowledge of the tests, etc.

### **3. Ranking:**

After the competition, the MJ assesses the results of the candidate and compares the candidates ranking with their own, considering the following criteria:

#### **a. Candidate's Placing:**

- The placing of the MJ is relevant to the decision. Ideally, the candidate's placing is close to the MJ's placing.
- When obvious differences to the MJ's placing occur, it is up to the MJ (possibly together with the RJ) to decide whether the candidate's results are still acceptable.
- Placing differences caused by horses having nearly the same final result in percentage should be considered more leniently.
- If the MJ admits that they made an error, the official placing should be taken as parameter.

#### **b. Spread of final scores:**

The spread of final scores (highest and lowest mark) must be indicated on the assessment. It should be positively remarked if the candidate is able to spread appropriately.

#### **c. Percentage (%):**

- Ideally, the candidate's percentage is close the MJ's percentage.
- More than 3% difference needs acceptable supporting arguments.

- A difference of 5% or more without a valid/acceptable reason – especially among the placed competitors – cannot be accepted and must negatively influence the general outcome of the candidate's SJ.

**The number of significant differences in percentage must be mentioned on the assessment form.**

#### **4. Appropriate Use of Marks and Remarks:**

##### **a. Correct use of marks:**

The MJ should look in detail through the sheets comparing the marks movement by movement.

- 1 point difference from the MJ is allowed.
- 1.5 points difference needs a valid/acceptable reason, otherwise it counts as ½ mistake (½ m).
- 2 and more points difference counts as 1 mistake (1m) to be noted on the front of the test sheet.
- 1 serious mistake (e.g., overlooking a basic mistake) to be **clearly** marked (1m).
- If the candidate has omitted a mark/a course error, it must be counted as 1 mistake (1m).

##### **b. Correlation between marks and remarks/correct use of technical language:**

The following count as ½ mistake (½ m) to be noted on the front page of the test sheet:

- Incorrect remarks.
- Not fitting remarks.
- Missing compulsory remarks for a mark of 5 and below.

##### **c. Spread of single marks:**

The MJ assesses whether the candidate has used the whole range of marks. Inappropriate and excessive use of **6.5** should be negatively noticed.

#### **5. Evaluation of Mistakes:**

- The number of mistakes (marks and remarks) must be added up for the assessment.
- The total number of acceptable mistakes is calculated by multiplying the number of horses by two.
- More than an average of 2 mistakes per horse can only be accepted when the ranking, placing, spread of final scores and % - in comparison to the MJ - are good.
- More than an average of 2.5 mistakes per horse is not acceptable and leads to the failure of the whole SJ.
- **Basic mistakes must always seriously be taken into consideration.**

#### **6. Final Assessment of the Shadow-Judging:**

**The total number of mistakes, the spread of final scores and the percentage in comparison to the MJ must be mentioned on the Shadow Judging Assessment Form.**

- If the placing was very much in line with the MJ's results, the MJ can be slightly more lenient with the assessment of the percentage.
- If the placing was very divergent (e.g., would have significantly changed the official ranking of the competition), the candidate may not pass.
- If the candidate's marks are very much in agreement with the MJ's marks, the MJ can slightly be more generous with the assessment of the remarks.
- If the candidate shows in their marks that they lack basic understanding of the riding and judging principles and/or has an average of more than 2.5 mistakes per horse, they must not pass.

## **7. Outcome:**

After having gone through the sheets, the MJ discusses the outcome with the candidate – possibly in the presence of the RJ who functions as a witness to both sides. The MJ gives the candidate the opportunity to explain their marks/remarks and thereby checks their knowledge of riding and judging principles.

After the discussion the MJ should inform the candidate about the outcome of the Shadow-Judging, emphasise strong and weak points, and give further recommendations on what issues still to improve.

The MJ should keep the candidate's sheets for the three (3) months after the SJ and send them to the FEI if requested.

***The Shadow-Judging Assessment Form AND an official result sheet must be sent to the FEI Para Dressage Department ([thya.moritz@fei.org](mailto:thya.moritz@fei.org)) by the MJ, within two weeks after the event.***

***Unsuccessful attempt (NOT PASSED) must also be sent in.***