

Policies of the Licensed Officials Committee

This section updated and replaced for 2023 by the Licensed Officials Committee.

Chapter 1 – Competition Officials

A. DUTIES AND CLASSIFICATIONS

LO.1 Duties of the Licensed Officials Committee

The Licensed Officials Committee has the authority and responsibility to:

- LO.1.1 Create and maintain the criteria for acceptance, promotion and renewal for American Driving Society officials as published in the *Requirements for ADS-Licensed Officials* as approved by the Board of Directors.
- LO.1.2 Carefully review and act upon all applications for acceptance, promotion or renewal filed with the ADS.
- LO.1.3 Review and act upon all complaints about Officials received in writing to the ADS in accordance with the Disciplinary procedures of the ADS.
- LO.1.4 Send out questionnaires, evaluations or requests for information concerning the capability and integrity of an applicant or official.
- LO.1.5 Reinstate officials who have allowed their licenses to lapse for one year or may require those officials to re-apply.
- LO.1.6 Determine and award official emeritus status to honored officials.
- LO.1.7 Require all officials to attend an ADS-recognized clinic for licensed officials in the classification in which the official is licensed at least once in any three year period.
- LO.1.8 Discipline any official according to the disciplinary procedures of the ADS.
- LO.1.9 Act with a majority of the committee present in all matters of acceptance, promotion and discipline.
- LO.1.10 Protect the confidentiality of all matters coming before the committee.

LO.2 Officials

- LO.2.1 Judges have four classifications:

- Pleasure
- Combined Driving
- Dressage
- Coaching

- LO.2.2 Technical Delegates have two classifications:

- Pleasure
- Combined Driving

- LO.2.3 There are four classifications for Pleasure, Dressage, Coaching:

- Learner “L”
- Recorded “r”
- Registered “R”
- Guest

LO.2.4 There are six classifications for Combined Driving Officials:

Learner “L”
Recorded “r”
Registered “R”
Senior “S”
Senior-Advanced “S-A” – restricted see [LO.3.4](#)
Guest

LO.2.5 All officials must be 21 years of age or over except Learners who may be 18 years of age or over. No official under 25 years of age may be promoted to registered status until that official has been licensed as a recorded official for more than two years.

LO.2.6 All officials must be members of the American Driving Society.

LO.2.7 Officials who are ADS licensed as required and ADS members in good standing may officiate at an ADS-recognized competition.

LO.2.8 Licenses

- a. All officials must attend and complete a clinic for each license held, a minimum of once in every three-year period. They must pass any required tests. Attendance at the ADS Super Clinic will complete this requirement for all licenses held.
- b. Combined Driving judges must also attend a Dressage clinic once every three years in addition to the Combined Driving Judges Clinic. Attendance at the ADS Super Clinic will complete this requirement for all licenses held.
- c. Extensions of the clinic requirement may be granted by the LOC under certain circumstances, on a case-by-case basis, until the next available clinic.
- d. Failure to attend a clinic when required will result in suspension of a license for a period not to exceed one year.
- e. An official will have his/her license reinstated if he/she fulfills clinic requirements during this time.
- f. If an official does not fulfill his/her clinic requirements during this one-year period, his/her license will be terminated.
- g. An official must not officiate with a suspended or terminated license, nor should he/she accept future officiating assignments until his/her license is made current.
- h. A competition must not request a guest card for an official with a suspended or terminated license.
- i. Once a license has been terminated, the LOC may require the official to reapply as a learner. At a minimum, he/she will need to attend a clinic prior to reinstatement.
- j. Officials are responsible for notifying the ADS office in writing of any changes to their status.
- k. Officials may request to have a clinic given by another reputable organization (USDF, FEI, etc.) applied to their clinic requirement. To do this officials must apply in writing to the LOC prior to attending the clinic giving the information on the clinic (including dates, sponsoring organization, clinician, a brief list of topics covered, and whether or not a test is to be taken). The LOC will make a decision on the applicability of the clinic and notify the Official in writing of their decision. If approved, the Official must return a letter to the LOC with the signature of the clinician attesting that they attended in full and passed any test if given. Failure to send in this acknowledgment will result in no credit being given. Officials will still be required to pass a test on ADS rules once in the three year period.

LO.2.9 All ADS officials are independent contractors, who set their own fees and expenses, determine their own work hours, accept or decline assignments of their own choosing and make their own decisions in their officiating capacity. The ADS does not supervise or employ officials.

LO.2.10 Upon a written and signed report by an ADS member, the Licensed Officials Committee will review any allegations of misconduct in a manner detrimental to the standards of the ADS or misapplication of the ADS Rules in accordance with the Disciplinary procedures of the ADS.

LO.3 Classification of Judges

LO.3.1 Learner Judge: “L”

- a. A Learner Judge is a judge in training who may observe but not act in an official capacity.
- b. Learners must have the permission of the Organizer (or committee) for a particular competition and from the Licensed Official with whom the Learner will work.
- c. Learners are encouraged to work with ADS Registered officials whenever possible.
- d. A Learner must be provided the opportunity to evaluate competitors and observe officials concerning issues arising at the competition but must not consult with the official until any class or competition is completed. A Learner must not attempt to influence an official's decision.
- e. A Learner has no authority as to the merits of a competitor and must not act in any official capacity including advice to competitors during the competition.
- f. There is no limit to the number of times a person may participate as a Learner.

LO.3.2 Recorded Judge: “r”

- a. A Recorded Judge is a person who has been recognized in that classification by the Licensed Officials Committee.
- b. A Recorded Judge is listed on the Officials Roster as “r” and is entitled to officiate according to the rules.
- c. A Recorded Combined Driving Judge may officiate alone, or be President of the Jury at any Combined Driving Event, Driving Trial or Arena Trial at the Training, Preliminary or Intermediate Levels.
- d. A Recorded Combined Driving Judge cannot be President of the Jury at a Dressage Competition offering the Advanced Level.
- e. A Recorded Dressage Judge cannot be President of the Jury at a Dressage Competition offering the Advanced Level.
- f. A Recorded Pleasure Driving Judge must not officiate alone at any Pleasure Driving Competition having more than 15 classes in one day.
- g. A Recorded Pleasure Driving Judge who is also licensed as a Recorded Pleasure Driving Technical Delegate must not serve in both capacities at a Pleasure Driving Competition.

LO.3.3 Registered Judge: “R”

- a. A Registered Judge is a person who has been approved in that classification by the Licensed Officials Committee.
- b. A Registered Judge is listed on the Officials Roster as “R” and is entitled to officiate according to the rules.
- c. A Registered Pleasure Driving Judge may officiate alone at any Pleasure Driving Competition.
- d. A Registered Pleasure Driving Judge who is also licensed as a Registered Pleasure Driving Technical Delegate may serve in both capacities at the same show if that show offers no more than 15 classes with no more than two obstacle courses.

LO.3.4 Senior Combined Driving Judge: “S”

- a. A Senior Combined Driving Judge has successfully completed all levels of available education and has been a Registered “R” Combined Driving Judge for a minimum of five years and judged a minimum of five Advanced-level Combined Driving Events.
- b. Judges who feel they meet the requirements for Senior status may submit a letter to the LOC listing their qualifications.

LO.3.5 Guest Judge

- a. A recognized Guest Judge must be a member of a foreign federation who holds a similar license with his or her federation or another governing body or an ADS member (21 years of age or over) who is not licensed or is a retired official in a particular classification to whom the Licensed Officials Committee grants permission to officiate at a single competition.

- b. Such permission may be granted upon the request of a particular competition when application is made at least 45 days prior to the competition on the ADS form and accompanied by the non-refundable fee.
- c. A competition must request a Guest Card for international officials not licensed by the ADS.
- d. Emergency guest cards must only be granted under extraordinary circumstances such as sudden illness of an already contracted judge or unavailability of ADS officials. Guest Cards must not be granted for economic reasons. Guest Cards are not intended to allow non-licensed persons to act as officials.
- e. A Guest Card must not be issued to anyone who is ineligible or whose application to become an official has been rejected by the Licensed Officials Committee.
- f. A Guest Card official must not officiate alone without special permission of the Licensed Officials Committee.
- g. Permission to adjudicate as a Guest Judge must not be granted to any person more than twice in a particular classification unless the person resides in a foreign country.

LO.4 Classification of Technical Delegates

LO.4.1 Learner Technical Delegate: “L”

- a. A Learner Technical Delegate is a Technical Delegate in training who may observe but not act in an official capacity.
- b. Learner Technical Delegates must have the permission of the organizer (or committee) for a particular competition and from the Licensed Official with whom the Learner will work. Learners are encouraged to work with ADS Registered officials whenever possible.
- c. A Learner must be provided with the opportunity to evaluate competitions and observe officials concerning issues arising at the competition but must not consult with the official until any class or competition is completed. A Learner must not attempt to influence an Official's decision.
- d. A Learner has no authority as to the merits of a competition and must not act in any official capacity including advice to competition management during the competition.
- e. There is no limit to the number of times a person may participate as a Learner.

LO.4.2 Recorded Technical Delegate: “r”

- a. A Recorded Technical Delegate is a person who has been approved in that classification by the Licensed Officials Committee.
- b. A Recorded Technical Delegate is listed on the Officials Roster as “r” and is entitled to officiate according to the rules.
- c. A Recorded Combined Driving Technical Delegate may officiate alone at the Training, Preliminary and Intermediate levels.
- d. A Recorded Pleasure Driving Technical Delegate may officiate alone at any competition.
- e. A Recorded Pleasure Driving Technical Delegate may judge obstacle classes at Pleasure Driving Competitions at which they are NOT the Technical Delegate.
- f. A Recorded Combined Driving Technical Delegate may judge cones at a Combined Driving Event, Driving Trial or Arena Trial when permitted by the Combined Driving rules.

LO.4.3 Registered Technical Delegate: “R”

- a. A Registered Technical Delegate is a person who has been recognized in that classification by the Licensed Officials Committee.
- b. A Registered Technical Delegate is listed on the Officials Roster as “R” and is entitled to officiate according to the rules.
- c. A Registered Pleasure Driving Technical Delegate who is also licensed as a Registered Pleasure Driving Judge may serve in both capacities at the same show if that show offers no more than 15 classes with no more than two obstacle courses.

- d. A Registered Pleasure Driving Technical Delegate may judge obstacle classes at a Pleasure Driving Competition at which they are NOT the Technical Delegate.
- e. A Registered Combined Driving Technical Delegate may judge cones at a Combined Driving Event, Driving Trial or Arena Trial when permitted by the Combined Driving rules.

LO.4.4 Senior Combined Driving Technical Delegate: “S”

A Technical Delegate who has an “R” classification and who wants a promotion to “S” classification may apply after having:

- a. worked a minimum of five years at the “R” classification;
- b. worked as the Technical Delegate at three Advanced-level Combined Driving Events, or;
- c. apprenticed at a minimum of five Advanced-level Combined Driving Events.

LO.4.5 Guest Technical Delegate

- a. A Guest Technical Delegate must be a member of a foreign federation or an ADS member (21 years of age or over) who is not licensed as an official in a particular classification to whom the Licensed Officials Committee grants permission to officiate at a single competition.
- b. Such permission may be granted upon the request of a particular competition when application is made at least 45 days prior to the competition on the ADS form and accompanied by a non-refundable fee.
- c. A Competition must request a Guest Card for international qualified officials.
- d. Emergency Guest Cards must only be granted under extraordinary circumstances such as sudden illness of an already contracted official or unavailability of ADS officials. Guest Cards must not be granted for economic reasons. Guest Cards are not intended to allow non-licensed persons to act as officials.
- e. A Guest Card must not be issued to anyone whose application to become an official has been rejected by the Licensed Officials Committee.
- f. A Guest official must not officiate alone without special permission of the Licensed Officials Committee.
- g. Officials allowed under ADS rules may adjudicate without a Guest Card.
- h. Permission to adjudicate as a Guest official must not be granted to any person more than twice in a particular classification unless the person resides in a foreign country.

B. REGULATIONS AND THE DISCIPLINARY PROCESS

LO.5 Regulations Governing Judges

- LO.5.1 A judge is obligated to adjudicate each class in conformity with the rules and specifications of that class and the directives of the American Driving Society as they appear in the ADS Rulebook.
- LO.5.2 A judge is expected to be proficient and to possess a thorough knowledge of the rules of the ADS.
- LO.5.3 A judge must evaluate each entry according to the requirements of the competition with no personal bias related to the entry including the animal's size, type or way of going.
- LO.5.4 Except in the case of an emergency, Judges must not accept assignments nor perform the duties for which they are not licensed or qualified.
- LO.5.5 Judges accepting an invitation to officiate must recognize management's prerogative to designate a particular system of judging, providing the system follows the ADS philosophy, and the right to post a judge's complete order of placement for public inspection. Unless management exercises this prerogative when an invitation is issued, a judge is not required to use a particular system of judging.
- LO.5.6 It is the judge's responsibility to use all ADS official score cards or forms provided by management and to sign each card or results at the completion.

- LO.5.7 The decisions of a judge reflect solely an individual preference and in no way constitute a verdict by the ADS.
- LO.5.8 A judge must not be an exhibitor, driver, technical delegate, organizer or manager at any event held on the grounds during a competition at which that official is officiating.
- LO.5.9 A judge may not officiate at any ADS competition in more than 3 consecutive years.
- LO.5.10 A judge must not judge an animal currently owned by or leased from the judge or an animal sold by said judge in a period of three months prior to the competition.
- LO.5.11 A judge must not judge an animal that is boarded with or currently trained by the judge.
- LO.5.12 A judge must not judge a member of his immediate family, a person living under the same roof, nor a person with whom he has a financial relationship.
- LO.5.13 The judge must not judge anyone who has been instructed by that judge within a period of 30 days prior to the competition except for a group clinic.
- LO.5.14 A judge may officiate over entries (competitors or animals) who attend group clinics at the competition if:
- The clinic is open to all competitors and animals entered.
 - The clinic is advertised and available to all possible entrants.
 - During the clinic the judge does not drive any animal that is entered in the competition.
- LO.5.15 Any judge who accepts a Learner official or who works with a Recorded official is required to complete the provided Evaluation Form and mail it within 30 days to the American Driving Society.
- LO.5.16 The Head Judge must review and approve the Omnibus listing prior to the Organizer submitting it to the ADS for each event or show where a Technical Delegate is not required.

LO.6 Regulations Governing Technical Delegates

- LO.6.1 A Technical Delegate must not be an exhibitor, judge (except as allowed by the rules), Driver, Course Designer, Organizer or Manager on the grounds where the competition is being held.
- LO.6.2 A Technical Delegate must not officiate at any competition in which a member of his immediate family, a person living under the same roof, or a person with whom he has a financial relationship. The TD must not officiate anyone who has been instructed by that TD within a period of 30 days prior to the competition, except for a group clinic.
- A TD may officiate over entries (competitors or animals) who he has instructed in a group clinic if:
- The clinic is open to all competitors and animals entered.
 - The clinic is advertised and available to all possible entrants.
 - During the clinic, the TD does not drive any animal that is entered in the competition.
- LO.6.3 A Technical Delegate must not serve in that capacity at the same Combined Driving Event, Driving Trial, Driven Dressage Competition or Pleasure Driving Show more than three consecutive years.
- LO.6.4 A Technical Delegate has no authority in connection with the management and judging of any competition. The Technical Delegate is the representative of the ADS and must point out in a diplomatic manner any instance where the rules and directives are not enforced.
- LO.6.5 A Technical Delegate must not dictate to judges or management, but must immediately report to the appropriate officials any violations of the rules which might invalidate a class or induce disciplinary action by the ADS.
- LO.6.6 A Technical Delegate must keep himself available to judges, exhibitors and management at all times to clarify the application of ADS rules and investigate any situation in which the rules are not upheld.
- LO.6.7 A Technical Delegate must not accept an assignment for which the Technical Delegate is not qualified under the rules.

LO.6.8 The Technical Delegate must review and approve the Omnibus listing prior its submission to ADS for each event or show. For Events not requiring a Technical Delegate, the review and approval is the responsibility of the Head Judge.

LO.6.9 Additional duties include, but are not limited to, the following:

- a. To protect the interests of the exhibitors, judges, and management.
- b. To report to the management any misrepresentation or substitution of entry.
- c. To ascertain that judges either are approved in divisions to which assigned or that the competition has a guest card for the divisions not covered prior to the beginning of the competition.
- d. To measure all animals required to be measured according to the rules.
- e. To inspect, prior to each class, each obstacle course to ensure that the specifications are followed. The technical delegate has no authority to alter a course for aesthetic reasons. Alterations are in order only if the plan violates a specific rule or is clearly undrivable or unsafe.
- f. To inspect any marathon course or permanent cross country course at a time early enough to allow any changes or alterations to conform to the rules and directives for safety and driveability, to ascertain that any "allowed times" are reasonable considering terrain and weather and to supervise the briefing of competitors by the course designer.
- g. To ensure all accommodations for exhibitors, grooms, and horses are adequate and that schooling areas are suitable.
- h. To report to the management any offense or violation of the rules and prefer charges against violators if not properly handled by management.
- i. To furnish the ADS with a written report as to the conduct of the event, including any offense or violation of the rules, within 14 days of its completion.
- j. To inspect all timing equipment ensuring that it is in good working order and adequate for specific timing duties; to ascertain that adequate provision has been made for back-up timing during each applicable event and to instruct all timers how the equipment is to be used.
- k. To complete Evaluation Forms on any Learner or Recorded Technical Delegate and mail it within 30 days to the ADS.
- l. To ascertain that scoring of all competitions is prompt and correct according to the procedures outlined in the rules including the collection of data, posting of scores and ranking of competitors.

LO.7 The Disciplinary Process

LO.7.1 The Disciplinary Process must ensure that the standard of officiating meets the highest level and ensures fair competitions by addressing the concerns of competitors, officials and management by the Licensed Officials Committee of the American Driving Society.

LO.7.2 To ensure confidentiality, and to be considered, complaints MUST be sent to the ADS Office.

LO.7.3 The Disciplinary Process may be invoked by the Licensed Officials Committee upon any one of the following event(s):

- a. The ADS office receives a minimum of three written and signed complaints from ADS members of a similar nature about the same official within five years;
- b. The ADS office receives one written and signed complaint from an ADS member of an extremely serious nature; or
- c. The ADS office receives a series of written and signed complaints from ADS members on the same individual.

LO.7.4 The Licensed Officials Committee must investigate using the recognized investigation process to assure a good faith effort to determine sufficient cause exists, based on reasonable grounds, to warrant some degree of advisory or disciplinary action. The investigation process seeks a thorough understanding of all sides of an issue and allows for a structured, measured and fair investigation.

- LO.7.5 A subcommittee must be comprised of members of the Licensed Officials Committee and/or additional members appointed by the Licensed Officials Committee Chairperson. The subcommittee must be selected to avoid any conflict of interest between an individual concerned with investigating a complaint and the individual under investigation.
- LO.7.6 All complaints submitted to the ADS, in writing and signed by ADS members, must be investigated by the Licensed Officials Committee as deemed appropriate.
- LO.7.7 After review of a complaint, letters of review will be provided to parties involved. The ADS Office will file the original complaint plus the review letters. A copy of the review letter will also be placed in the official's file.
- LO.7.8 Upon a finding of sufficient cause, the subcommittee must recommend to the Licensed Officials Committee one of the following:
- a verbal advisory warning without additional follow through
 - a written advisory warning
 - non-renewal of license
 - no action

Chapter 2 – Acceptance and Promotion Criteria for Officials

LO.8 Applications

- LO.8.1 Application for acceptance or promotion must be made on an official form provided by the ADS and accompanied by the required non-refundable fee as set by the ADS and submitted directly to the ADS.
- LO.8.2 Applicant must meet and provide documentation of the completed required criteria, as published herein (including training, volunteering, and experience in management, competitions as an official or competitor), in the classification for which he is applying. Forms are available from the ADS.
- LO.8.3 All evaluations submitted must be considered. Those Evaluations by the official with whom the candidate worked directly will be weighted most heavily. Any experience, clinic, or training not offered by the ADS must be pre-approved by the Licensed Officials Committee (and documented by the offering body) or it will not be considered in the application. Applicants must may not use members of the ADS LOC for recommendations on their initial applications, but may participate in learner activities with them.
- LO.8.4 Greater weight must be given to evaluations from Registered officials regarding the applicant.
- LO.8.5 Only criteria with documentation or evaluations must be used by the Licensed Officials Committee.
- LO.8.6 All criteria required for promotion must be done within five years (or within five years for acceptance as a Learner) of the date of the application to the Licensed Officials Committee and must not be considered again in subsequent applications for acceptance or promotion.
- LO.8.7 Any submission of competitor scores to meet criterion must demonstrate the completion of the competition with the results showing the scores of the entire class or division.
- LO.8.8 Credit must only be given for one criterion per event (except as noted for dressage experience.)
- LO.8.9 Credit will be given for the same location with the same officials only once.
- LO.8.10 Additional credit will not be given for repeated experiences with the same official unless it is at a different venue and the minimum requirement has been filled with other officials.
- LO.8.11 All applicants must also be evaluated on character and temperament to adjudicate.
- LO.8.12 All material submitted to the Committee, including applications, evaluations, questionnaires, letters received regarding applicants or officials, competition reports and other relevant information must be strictly confidential. All applicants specifically waive their rights to examine such submissions.
- LO.8.13 All applications for initial acceptance, renewal or promotion must contain a statement to be signed by the applicant, indicating the applicant:

- a. is currently a member in good standing with the ADS,
- b. waives the right to review confidential submissions and the file,
- c. has fulfilled the required clinic within three calendar years of the application,
- d. has met the criteria and has provided the documentation to support the position for which he is applying,
- e. has read and understands the rules governing the application and renewal process.

LO.8.14 Any applicant who is denied promotion three times in the same division must wait a period of five years before re-applying.

LO.8.15 Learner applicants are required to attend and complete an ADS-recognized officials clinic in the classification for which they are seeking acceptance within a three-year period. This clinic must be attended prior to application for promotion.

LO.8.16 All applicants are required to take an open book test and must pass with a score of 85% or greater.

A. ACCEPTANCE AS LEARNER

LO.9 REQUIREMENTS FOR COMBINED DRIVING AND DRIVEN DRESSAGE LEARNERS

All CD Judge, CD Technical Delegate, and Driven Dressage Learners must complete the following in addition to the specific requirements of the position they are applying for. See also LO.10, LO.11, LO.12

LO.9.1 A Combined Driving or Driven Dressage Learner must demonstrate knowledge and experience in horse shows, combined driving competitions, pleasure shows or clinic management in one or more of the following areas: scorer, secretary, organizer, technical delegate, timer, course designer or volunteer coordinator, or as assistant to two or more of these positions. They must also show that some of the tasks were done by the applicant.

LO.9.2 Learner must take and pass with a score of 85% or better an entry-level open-book learner judge test provided by the ADS within one year prior to application submission to demonstrate a basic working knowledge of the ADS rules.

LO.9.3 Learner must provide letters of recommendation from two ADS officials who know the applicant's character and temperament to adjudicate, unless currently licensed as a driving official with ADS or USEF. Officials licensed with USDF or a performance or breed association must provide a letter of recommendation from their licensing body.

LO.10 Combined Driving Judge Learner

LO.10.1 A Learner CD Judge must volunteer within the ten years prior to the application at a minimum of two different ADS-recognized combined driving competitions (CDE, DT or ADT) for two hours in each of the three competitions (dressage, marathon and cones). Total minimum volunteer hours from all events is 12. One event should be large (25 or more competitors) and one should be small (fewer than 25 competitors).

LO.10.2 Learner must possess experience as a driver or groom/navigator in four or more ADS combined driving competitions (CDE or DT) at two or more separate venues at the Preliminary level or above in the ten years prior to application. Two must be at CDEs.

LO.11 Driven Dressage Judge Learner

LO.11.1 A Learner Dressage Judge must volunteer as a scribe within the past ten years a minimum of eight hours at a minimum of two separate ADS or USEF-recognized combined driving competitions (CDE, DT or ADT) or driven dressage, pleasure or driving shows.

LO.11.2 Learner must possess experience as a driver, or groom, within the past ten years at four or more ADS, USEF, FEI or breed show competitions, or at six or more licensed competitions at three or more different venues as a rider or driver, trainer or official in dressage, eventing or breed competition at or above the Training level (USDF), Novice (USEA) or equivalent level.

LO.12 Combined Driving Technical Delegate Learner

- LO.12.1 A Learner CD Technical Delegate must volunteer within the ten years prior to the application at a minimum of two different ADS-recognized combined driving competitions (CDE, DT or ADT) for two hours in each of the three competitions (dressage, marathon and cones). Total minimum volunteer hours from all events is 12. One event should be large (25 or more competitors) and one should be small (fewer than 25 competitors). One event must be a CDE.
- LO.12.2 Learner must possess experience as a driver or groom/navigator in four or more ADS-recognized combined driving competitions (CDE or DT) at two or more separate venues at the Preliminary level or above in the ten years prior to application. Two must be at CDEs.

LO.13.1 Coaching Judge Learner

To be approved on a case-by-case basis.

LO.14 Pleasure Judge Learner

- LO.14.1 A Learner Pleasure Driving Judge must volunteer within the ten years prior to the application for a minimum of six hours each in a minimum of two separate ADS-recognized pleasure shows. Total minimum volunteer hours from all events is 12. At least one show should have less than 25 entries and at least one show should have 25 or more entries.
- LO.14.2 Learner must possess experience as a driver, trainer, or working groom in competition at four or more ADS, USEF Carriage, or carriage classes at breed-recognized competitions within the ten years prior to the application.
- LO.14.3 Learner must demonstrate knowledge and experience in pleasure showing management in one or more of the following areas: ring master, steward or gate person, scribe for driven dressage, timer or scribe for cones or obstacle classes, pleasure drive timer or spotter, or as secretary, organizer, pleasure technical delegate or volunteer coordinator.
- LO.14.4 Learner must take and pass with a score of 85% or better an entry-level open-book learner written test from the ADS to demonstrate a basic working knowledge of the ADS rules within a year of application submission.
- LO.14.5 Learner must provide letters of recommendation from two ADS officials who know the applicant's character and temperament to adjudicate unless currently licensed as an official with ADS, USEF, USDF, or breed or performance associations or another national equine federation.

LO.15 Pleasure Driving Technical Delegate Learner

- LO.15.1 A Learner Pleasure Driving Technical Delegate must volunteer within the ten years prior to the application for a minimum of six hours each in a minimum of two separate ADS-recognized pleasure shows. Total minimum volunteer hours from all events is 12. At least one show should have less than 25 entries and at least one show should have 25 or more entries.
- LO.15.2 Learner must possess experience as a driver, trainer, or working groom in competition at four or more ADS recognized, USEF Carriage, or carriage classes at breed-recognized breed association licensed pleasure driving competitions within the ten years prior to the application.
- LO.15.3 Learner must demonstrate knowledge and experience in pleasure showing management in one or more of the following areas: ring master, steward or gate person, scribe for driven dressage, timer or scribe for cones or obstacle classes, pleasure drive timer or spotter or as secretary, organizer, pleasure judge, or volunteer coordinator.
- LO.15.4 Learner must take and pass with a score of 85% or better an entry-level open-book learner written test from the ADS to demonstrate a basic working knowledge of the ADS rules within a year of application submission.
- LO.15.5 Learner must provide letters of recommendation from two ADS officials who know the applicant's character and temperament to adjudicate unless currently licensed as an official with ADS, USEF, USDF, or breed or performance associations or another national equine federation.

LO.16 Additional Licenses

An official currently licensed in a discipline and seeking an additional license in the same discipline may request to Learn by submitting the Learner application fee and a letter of intent to the LOC.

B. REQUIREMENTS FOR PROMOTION OF OFFICIALS

A licensed official is always a representative of the ADS and the sport of Combined Driving even when not working at an event.

LO.17 Combined Driving Judge Recorded "r"

A recorded "r" combined driving judge has proven, through positive evaluations as a learner, that they are competent to serve as a side judge at any ADS recognized CT, ADT, DT, or CDE. They may serve as President of the jury at any event not offering Advanced classes. The LOC recommends that newly licensed Judges serve on a jury a minimum of three times before accepting any POJ position.

LO.17.1 Work as Learner and receive good recommendations from licensed officials at a minimum of six ADS-recognized combined driving competitions (CDE, DT or ADT) in three two or more ADS regions within the ten years prior to the application, with at least three of those experiences being within 5 years of application submission. Two competitions should be large (25 or more competitors) and two should be small (fewer than 25 competitors). At least two learner experiences must be at events where pairs or multiples were competing.

The Licensed Officials Committee may consider competition experience at the Preliminary Level or above in place of two of the six experiences, however detailed information must be submitted including size of the competitions, number of entries in the applicant's class, scores in all three competitions and overall placing. Submission of competition experience does not ensure that it will be accepted in lieu of learner experiences.

LO.17.2 Within the three years prior to the application for promotion, attend and complete all requirements of an ADS-recognized clinic for combined driving judges, and within one year of application submission pass the required written test with a score of 85% or better.

LO.17.3 Provide documentation of training in driven dressage by meeting one of the following:

- Achieve four driven dressage competition scores at Preliminary level or higher of 60 penalties or lower (or 60% or better at a pleasure show) from an ADS, USEF, FEI or breed show competition within a five-ten-year period prior to the application for promotion; at least two of the competitions must be within five years of application submission
- Four ridden competition scores of 60% or better from USDF or USEA licensed events within a ten year period prior to the application for promotion; at least two of the competitions must be within five years of application submission
- Complete as an auditor the USDF "L" program Section A, B, C, or D1 for dressage judges within the ten years prior to the application;
- Demonstrate knowledge of additional dressage training or experience in ridden or driven dressage as a rider, driver, trainer, coach or as a licensed dressage official.

LO.18 Combined Driving Judge Registered "R"

A Registered "R" Combined Driving Judge has successfully worked as a recorded official and, through positive recommendations at that level, has proven knowledgeable in any position on the jury, and may be President of the Jury at any ADS or Advanced level combined driving competition. A Registered Combined Driving Judge must be willing to provide mentoring for less experienced officials.

LO.18.1 Work with and receive good recommendations from qualified officials at a minimum of eight ADS combined driving competitions (CDE, DT or ADT) in three or more ADS regions within the ten years prior to the application with at least four experiences being within five years of application submission. At least one show should have less than 25 entries and at least one show should have 25 or more entries. At least three must have multiples (unicorns or four-in-hands) entered, four must have competitors at Intermediate level or above; and one must have the Advanced level.

The applicant may substitute two experiences as a learner for the Advanced requirement with appropriate evaluations from two judges who worked with the applicant at each event. The Licensed Officials Committee may consider competition experience at the Intermediate or Advanced level in place of two of the eight experiences, however detailed information must

be submitted including size of the competitions, number of entries in the applicants class, scores in all three competitions and overall placing. Submission of competition experience does not ensure that it will be accepted in lieu of learner experiences.

- LO.18.2 Work as president of the jury a minimum of three times within the ten years prior to the application submission. At least one of these experiences must be a three-day CDE with more than 25 entries. One experience may be at a DT if Intermediate level is offered. At least two of the experiences must be within a five year period of application submission.
- LO.18.3 Within the three years prior to the application for promotion, attend and complete all requirements of an ADS or USEF-recognized clinic for combined driving judges and within one year of application submission pass the required written test with a score of 85% or better.
- LO.18.4 Demonstrate knowledge of judging pairs and multiples by meeting one of the following:
- Have a record of competition with pairs or multiples in at least two events at ADS-recognized CDEs or DTs at the Preliminary level or above;
 - Have experience as a pleasure driver, competition groom or navigator with pairs or multiples;
 - Demonstrate specialized training in pairs or multiples;
 - Submit two letters of recommendation from active pair or multiples drivers or from two Registered or Senior ADS CD or Driven Dressage Judges that you have judged with attesting to your knowledge in judging pairs or multiples.
- LO.18.5 Provide documentation of education in dressage by meeting one of the following:
- Achieve four driven competition scores of 60 penalties or lower in driven dressage at an ADS, USEF or FEI competition within a ten year period prior to the application for promotion (may include the same 3 competitions as above);
 - Achieve four ridden competition scores of 60% or better from USDF recognized events within a ten year period prior to the application for promotion with at least two experiences being within five years of application submission;
 - Complete as an auditor the USDF "L" program Section A, B, C or D1 for dressage judges;
 - Demonstrate knowledge of additional dressage training or experience in ridden or driven dressage as a rider, driver, trainer, coach or as a licensed dressage official.
- LO.18.6 Attend and complete safety training for horses and/or people such as first aid or emergency management.
- LO.18.7 No applicant under 25 years of age will be considered for promotion unless applicant has served as a Recorded Judge for at least two years.

LO.19 Combined Driving Judge Senior "S"

In receiving a Senior "S" license, the official is expected to be exemplary in all aspects of the position of Judge, to mentor less-experienced officials and to be a representative of the ADS and the sport of Combined Driving at all times.

- An individual who has successfully completed all levels of available education and has been a Registered "R" combined Driving Judge for a minimum of five years and judged a minimum of five Advanced-level Combined Driving Events.
- Judges who feel they meet the requirements for Senior status may submit a letter to the LOC listing their qualifications.

LO.20 Driven Dressage Judge Recorded "r"

The recorded Driven Dressage Judge is only licensed to judge Dressage. This license must not serve on the ground jury for the marathon and cones phases of a combined driving event or serve as President of the Jury at any combined driving event. Recorded driven dressage judges may sit at "C" at dressage festivals for tests at the Training and Preliminary level.

- LO.20.1 Work as a Learner with qualified officials and receive good recommendations at a minimum of six driven dressage portions of ADS-recognized combined driving competitions (CDE, DT

or ADT) or driven dressage at pleasure shows in three or more ADS regions within the five years prior to the application. Two competitions should have 25 or more competitors and two should have fewer than 25 competitors. At least three experiences must be within five years prior to application submission.

The Licensed Officials Committee may consider competition experience at the Preliminary level or above in place of two of these experiences, however detailed information must be submitted including size of the competition, number of entries in the applicant's class, scores in all three competitions and overall placing. Submission of competition experience does not ensure that it will be accepted in lieu of learner experiences.

LO.20.2 Within the three years prior to the application for promotion, attend and complete all requirements of an ADS or USEF-recognized clinic for driven dressage judges and within one year of application submission pass the required written test with a score of 85% or better.

LO.20.3 Provide documentation of education in driven dressage by meeting one of the following:

- a. Achieve four driven competition scores of 60 penalties or better from driven dressage within a ten year period prior to the application for promotion (may include same competitions as above);
- b. Achieve four ridden competition scores of 60% or better from USDF licensed events within a ten year period prior to the application for promotion. Both options require at least two experiences to be within five years of application submission.
- c. Complete as an auditor the USDF "L" program Section A, B, C or D1 for dressage judges;
- d. Demonstrate knowledge of additional dressage training in ridden or driven dressage as a rider, driver, trainer, coach or ridden dressage judge.

LO.21 Driven Dressage Judge Registered "R"

The Registered Driven Dressage Judge is only licensed to judge Dressage. This license may not serve on the ground jury for the marathon and cones phases of a combined driving event or serve as President of the Jury at any combined driving event. Registered driven dressage judges may sit at "C" at dressage festivals for tests at any level.

LO.21.1 Work with and receive good recommendations as an official at a minimum of eight driven dressage portions of ADS-recognized or USEF-licensed combined driving competitions (CDE, DT or ADT) or driven dressage at ADS or USEF pleasure shows in three or more ADS regions within the ten years prior to the application. At least two competitions should have 25 or more competitors and at least two should have fewer than 25 competitors. At least four experiences should be within five years of application submission.

The Licensed Officials Committee may consider competition experience at the Intermediate or Advanced level or above in place of two of these experiences, however detailed information must be submitted including size of the competition, number of entries in the applicant's class, scores in all three competitions and overall placing. Submission of competition experience does not ensure that it will be accepted in lieu of learner experiences.

LO.21.2 Demonstrate knowledge of judging pairs and multiples by meeting one of the following:

- a. Experience judging pairs or multiples at least two times at ADS-recognized CDEs at the Preliminary level or above or at pleasure shows;
- b. Have experience as a competition groom or navigator with pairs or multiples;
- c. Have specialized training in driving pairs or multiples;
- d. Submit two letters of recommendation from active pair or multiples drivers or from two Registered ADS CD or Driven Dressage Judges that you have judged with attesting to your knowledge in judging pairs or multiples.

LO.21.3 Within the three years prior to the application for promotion, attend and complete all requirements of an ADS or USEF-recognized clinic for driven dressage judges and within one year of application submission pass the required written test with a score of 85% or better.

LO.21.4 Provide documentation of education in driven dressage by meeting one of the following:

- a. Achieve four driven competition scores of 60 penalties or better in driven dressage within a ten year period prior to the application for promotion (may include same competitions as above); at least two competitions must be within five years of application submission.
- b. Achieve four ridden competition scores of 60% or better from USDF licensed events within a ten year period prior to the application for promotion. At least two competitions must be within five years of application submission.
- c. Complete as an auditor the USDF "L" program Section A, B, C or D1 for dressage judges;
- d. Demonstrate knowledge of additional dressage training in ridden or driven dressage as a rider, driver, trainer, coach or ridden dressage judge.

LO.21.5 Attend and complete safety training for horses and/or people such as first aid or emergency management.

LO.21.6 No applicant under 25 years of age will be considered for promotion unless that applicant has served as a Recorded Judge for at least two years.

LO.22 Combined Driving Technical Delegate Recorded "r"

A recorded Combined Driving Technical Delegate has proven, through positive evaluations as a learner, that they are competent to serve as Technical Delegate at any ADS CT, ADT, DT, or CDE below the Advanced level. Knowledge of all aspects of the organization of an event is required. It is a recommendation of the LOC that the successful applicant work a minimum of three events at the DT or two-day CDE level before accepting the role as TD at a larger (over 40 entries) three-day CDE. A licensed official is always a representative of the ADS and the sport of Combined Driving even when not working at an event.

LO.22.1 Work as Learner and receive a good recommendation at a minimum of six ADS-recognized combined driving competitions (CDE, DT or ADT) in three or more ADS regions within the ten years prior to the application. At least two competitions should have 25 or more competitors and at least two should have fewer than 25 competitors and two must be three-day CDEs. At least three experiences must be within five years of application submission. Work as Learner experience should include briefings, scoring, scheduling, timing and course layout.

The Licensed Officials Committee may consider competition experience at the Preliminary level or above in place of two of these experiences, however detailed information must be submitted including size of the competition, number of entries in the applicant's class, scores in all three competitions and overall placing. Submission of competition experience does not ensure that it will be accepted in lieu of learner experiences.

LO.22.2 Within the three years prior to the application for promotion, attend and complete all requirements of an ADS or USEF-recognized clinic for combined driving technical delegates and within one year of application submission pass the required written test with a score of 85% or better.

LO.22.3 Demonstrate additional driving technical training by attending and completing clinics offered by the ADS, USEF or FEI, or demonstrate experience or education in one of the following: course design, as a steward, scoring or course building.

LO.22.4 Attend and complete safety training for horses and/or people such as first aid or emergency management.

LO.23 Combined Driving Technical Delegate Registered "R"

A Registered Combined Driving Technical Delegate has proven, through positive evaluations, to be able to officiate at any ADS or Advanced level competition. The "R" CDTD must have a proven record of working with the event organization and the Jury as necessary throughout the event, seeing potential problem areas and addressing them in a timely manner. A Registered CDTD must be willing to provide mentoring for less-experienced officials. A licensed official is always a representative of the ADS and the sport of Combined Driving even when not working at an event.

- LO.23.1 Work and receive good recommendations as an official at a minimum of eight ADS-recognized combined driving competitions (CDE, DT or ADT) in three or more ADS regions within the ten years prior to the application with at least four experiences being within five years of application submission:
- One competition should have 25 or more competitors and one should have fewer than 25 competitors;
 - All eight experiences must be as the TD of the competition.
 - Three competitions should offer Intermediate level or above;
 - A minimum of two experiences must be at three-day competitions;
 - At least two experiences (outside of the eight) are required as the assistant (or learner) TD at an Advanced-level USEF event.
- LO.23.2 Within the three years prior to the application for promotion, attend and complete all requirements of an ADS or USEF recognized clinic for combined driving technical delegates and within one year prior to application submission pass the required written test with a score of 85% or better.
- LO.23.3 Demonstrate additional driving technical training by attending and completing clinics offered by the ADS, USEF or FEI, or demonstrate experience or education in one of the following: course design, as a steward, scoring or course building.
- LO.23.4 Attend and complete safety training for horses and/or people such as first aid or emergency management.
- LO.23.5 Demonstrate knowledge of pairs and multiples by meeting one of the following:
- Have competition experience as a driver or groom/navigator with pairs and multiples at least two times at ADS-recognized, USEF or specialty breeds licensed combined driving or pleasure shows;
 - Have specialized training in pairs or multiples;
 - Provide two letters of recommendation from active pair or multiples drivers or from Registered driving officials you have worked with attesting to your knowledge in combined driving pairs or multiples.
- LO.23.6 No applicant under 25 years of age will be considered for promotion unless that applicant has served as a Recorded TD for at least two years.

LO.24 Combined Driving Technical Delegate Senior “S”

In receiving a Senior “S” license, the official is expected to be exemplary in all aspects of the position of Technical Delegate and to mentor less-experienced officials.

LO.24.1 A Technical Delegate may be advanced to “S” if he or she has:

- held the “R” classification for at least five years;
- worked a minimum of three Advanced-level Combined Driving Events, or
- apprenticed at five Advanced-level events.

LO.24.2 Technical Delegates who feel they meet the requirements for Senior status must submit a letter to the LOC listing their qualifications.

LO.25 Pleasure Judge Recorded “r”

LO.25.1 Work as Learner and receive good recommendations at a minimum of four separate ADS-recognized pleasure shows in three or more ADS regions within the ten years prior to the application: At least one show should have less than 25 entries and at least one show should have 25 or more entries; OR

Provide current competition record within the ten years prior to the application submission demonstrating competitive Pleasure driving for two of the required four shows. At least two experiences must be within five years of application submission.

LO.25.2 Within the three years prior to the application for promotion, attend and complete all requirements of an ADS or USEF-recognized clinic for pleasure judges and within one year of application submission pass the required written test with a score of 85% or better.

LO.25.3 Demonstrate additional pleasure driving training by attending and completing clinics related to pleasure driving offered by the ADS, CAA or specialty breeds.

LO.26 Pleasure Judge Registered "R"

LO.26.1 Work and receive good recommendations as an official at a minimum of four separate ADS, USEF Carriage, or carriage classes at breed-recognized shows in three or more ADS regions within the ten years prior to the application with at least two experiences being within five years of application submission. At least one show should have less than 25 entries and at least one show should have 25 or more entries OR

Provide current competition record demonstrating competitive pleasure driving within the ten years prior to the application at two of the required four shows. The Licensed Officials Committee may consider competitive experience at ADS, USEF, CAA or or carriage classes at breed-recognized shows. At least one show should have less than 25 entries and at least one show should have 25 or more entries. Information must be submitted including size of the competition, number of entries in the applicant's classes and the type of class (e.g., turnout, working, reinsmanship, obstacle, driven dressage) along with his or her placings. Submission of competition experience does not ensure that it will be accepted in lieu of learner experiences.

LO.26.2 Within the three years prior to the application for promotion attend and complete all requirements of an ADS or USEF-recognized clinic for pleasure judges and within one year of application submission pass the required written test with a score of 85% or better.

LO.26.3 Demonstrate additional pleasure driving training by attending and completing clinics offered by the ADS, CAA, or USEF; or attend and complete safety training for horses and/or people such as first aid or emergency management.

LO.26.4 Demonstrate knowledge of judging pairs and multiples by meeting one of the following:

- a. Have competition experience with pairs and multiples at least four times at ADS, USEF Carriage, CAA, or carriage classes at breeds-licensed pleasure shows;
- b. Have experience as a competition groom or driver in pleasure or combined driving with pairs or multiples;
- c. Have specialized training in pairs or multiples;
- d. Provide two letters of recommendation from active pleasure pair or multiples drivers attesting to your knowledge in judging pleasure pairs or multiples.

LO.26.5 No applicant under 25 years of age will be considered for promotion unless that applicant has served as a Recorded Judge for at least two years.

LO.27 Pleasure Driving Technical Delegate Recorded "r"

LO.27.1 Work as a Learner and receive good recommendations at a minimum of four separate ADS-recognized pleasure shows in two or more ADS regions within the ten years prior to the application, at least two experiences must be within five years of application submission, at least one show should have less than 25 entries and at least one show should have 25 or more entries OR

Provide current competition record demonstrating competitive pleasure driving within the ten years prior to the application at two of the required four shows.

LO.27.2 Within the three years prior to the application for promotion, attend and complete all requirements of an ADS or USEF recognized clinic for pleasure driving technical delegates and

within one year prior to application submission pass the required written test with a score of 85% or better.

Demonstrate additional driving technical training by attending and completing clinics offered by the ADS, FEI or USEF; in any of the of the following: pleasure course design, pleasure scoring or pleasure course building; OR

provide documentation of additional education or actual pleasure driving experience in scoring, course design, course building and/or stewarding; or attend and complete safety training for horses and/or people such as first aid or emergency management.

LO.28 Pleasure Driving Technical Delegate Registered "R"

LO.28.1 Work and receive good recommendations as an official at a minimum of four separate ADS-recognized pleasure shows in two or more ADS regions within the ten years prior to the application: at least two experiences must be within five years of application submission;

a. At least one competition should have less than 25 entries and one should have 25 or more entries.

b. At least twice, applicant must be the only technical delegate at the competition;

OR

Provide current competition record demonstrating competitive pleasure driving within the ten years prior to the application at two of the required four shows. At least one experience should be within five years of application submission.

LO.28.2 Within the three years prior to the application for promotion, attend and complete all requirements of an ADS or USEF-recognized clinic for pleasure technical delegates and within one year of application submission pass the required written test with a score of 85% or better.

LO.28.3 Demonstrate additional pleasure driving technical ability since becoming a recorded official by: designing pleasure driving courses, stewarding, scoring or course building; OR

providing documentation of additional education or actual experience in pleasure driving shows scoring, course designing, course building and/or stewarding.

LO.28.4 Attending and completing safety training for horses and/or people such as first aid or emergency management.

LO.28.5 Demonstrating knowledge of pairs and multiples by meeting one of the following:

a. Competition experience in at least five times at ADS recognized, USEF or specialty breeds licensed pleasure shows;

b. Experience as a competition groom, driver in pleasure driving with pairs or multiples;

c. Specialized training in pairs or multiples;

d. Two letters of recommendation from active pair or multiples drivers attesting to your knowledge in pleasure pairs or multiples.

LO.28.6 No applicant under 25 years of age will be considered for promotion unless that applicant has served as a Recorded TD for at least two years.

LO.29 Coaching Judge Recorded "r"

LO.29.1 Learners will be evaluated on a case-by-case basis but will be required to demonstrate coaching driving experience.

LO.29.2 Within the three years prior to the application for promotion attend and complete all requirements of an ADS or USEF recognized clinic for coaching judges and within one year of application submission pass the required written test with a score of 85% or better.

LO.29.3 Demonstrate additional coaching training by attending and completing clinics related to coaching driving.

LO.30 Coaching Judge Registered "R"

LO.30.1 Work and receive good recommendations as an official who will be evaluated on a case-by-case basis and will include current competition or driving experience.

- LO.30.2 Within the three years prior to the application for promotion attend and complete all requirements of an ADS or USEF recognized clinic for coaching judges and within one year of application submission pass the required written test with a score of 85% or better.
- LO.30.3 Attend and complete safety training for horses and/or people such as first aid or emergency training.
- LO.30.4 No applicant under 25 years of age will be considered for promotion unless that judge has served as a recorded Judge for at least two years.

Chapter 3 – Competition Officials Code of Ethics

Code of Ethics for Judges and Technical Delegates of the American Driving Society. For the acceptance of equestrian sports by others, its integrity is an absolute pre-condition.

The purpose of the Code of Ethics is to ensure fair, knowledgeable, and honest officiating. Failure to adhere to these standards can result in disciplinary action as stated in the Advisory Process.

- Good officiating depends upon a correct observance of the fine points and the selection of the best animals for the purpose described by conditions of the class.
- An official serves four interests: personal conscience, exhibitors, managers and spectators. That official should make clear that the best animals/drivers win. Conduct all dealings with honesty and fairness.
- It is an honor to be contracted as an official. All involved must be treated with respect. Conflicts must be avoided.
- The appearance of impropriety can be as damaging as actual impropriety. Conduct that appears to be improper is unacceptable.
- Avoid conflicts of interest both real and perceived.
- The acceptance of inappropriate hospitality or gift giving from competitors is not allowed. Inappropriate hospitality is defined as the offering or receiving of accommodations, tours, event tickets, entertainment, meals or other similar personal benefits.
- Any official who fails to report to a show or reports late without a valid reason will be subject to disciplinary action.
- Officials must be appropriately dressed in a professional manner and must not smoke or drink alcohol while officiating.
- Always show respect and interest for the competitor. Treat everyone equally.
- Even when attending an event as a competitor or spectator, officials must hold to the highest standards. Remember that you are always a licensed official and act accordingly.
- Arrogant and rude behaviors are a violation of the Code of Ethics.
- Judges and Technical Delegates must not discuss any exhibitor's faults with another competitor.
- Know the rules for the classes being judged.
- Judges must judge based on the rules or standards of the class and must not base decisions on personal likes or dislikes.

Any person who violates or condones the violation of the Code of Ethics is subject to disciplinary measures.