



## **RULE 10 – LICENSED OFFICIALS Handbook**

### **SECTION 1. LICENSED OFFICIAL COMMITTEE**

**1.1** The Licensed Officials Committee shall be composed of the Horse Show Director, WSH Judges, Stewards, Technical Delegates, Honorary, and Inactive officials in good standing and; who have applied and have been accepted for membership in this Committee.

**1.2** The Chairperson of the Licensed Officials Committee shall issue within ten (10) days of receipt to each completed application.

#### **1.3 LOC ADVISORY COMMITTEES**

**1.3.1** Members of the LOC Advisory Committee cannot be on the Horse Show Advisory Committee or hold the office of Horse Show Director or Executive Secretary / Treasurer at the same time due to possible conflicts of interest.

**1.3.2** The Advisory Committees shall act as an Enforcement Committee and shall solicit information, review and make a ruling on any and all protests and complaints filed against a member of the LOC Committee. Their decisions shall be final.

**1.3.3** It shall be the duty of the Advisory Committee to act upon all applications for enrollment, annual renewal of credentials, promotion and classification of Judges, Stewards, or Technical Delegates. The Advisory Committees may at their discretion, and for good cause, refuse to renew a Judges" / Stewards" / Technical Delegates" card at its expiration. In such instance, the fee shall be returned to the Official.

**1.3.4** The Official shall have the right to appear before the appropriate Advisory Committee to plead his / her case.

**1.3.5** Each member of the Advisory Committee shall have a single vote on any and all decisions regarding the execution of their duties. In the case of a tied vote, the LOC Chairman will cast the deciding vote.

**1.4. JUDGES' ADVISORY COMMITTEE:** FOUR (4) members plus one alternate from the Committee Roster shall be elected. These four members shall be Senior Judges.

**1.4.1.** The term of Judges Advisory Committee members shall be three (3) years.

**1.4.2.** It shall be the duty of the Judges" Advisory Committee to act upon matters and advise the Chairman of the Licensed Officials Committee where special assistance / opinions may be requested.

**1.4.3.** Any elected member of the Judges" Advisory Committee who does not attend two (2) consecutive meetings shall be replaced by the alternate Committee member.

**1.5. STEWARDS / TECHNICAL DELEGATES' ADVISORY COMMITTEE:** FOUR (4) Stewards / Technical Delegates from the Committee shall be elected. These four members shall be Stewards or Technical Delegates.

**1.5.1.** The term of Stewards / Technical Delegates' Advisory Committee member shall be three (3) years.

**1.5.2.** It shall be the duty of the Stewards / Technical Delegates' Advisory Committee to act upon matters and advise the Chairman of the Licensed Officials Committee where special assistance / opinions may be requested.

**1.5.3.** Any elected member of the Stewards / Technical Delegates' Advisory Committee who does not attend two (2) consecutive meetings shall be replaced by the other Committee members.

## **SECTION 2. CLASSIFICATIONS – JUDGES**

**2.1.** Judges shall be of four (4) classifications: Senior, Junior, Learner, Honorary.

**2.2.** A SENIOR JUDGE is an individual 21 years and over, so classified in one or more Divisions by the Committee. He / she is entitled to officiate alone at any show in the divisions for which she / he is approved. Only Senior Judges are eligible to work with the Learner Judges enrolled in the Learner Program.

**2.3.** A JUNIOR JUDGE is an individual 21 years and over, so classified in one or more Divisions by the Committee. He / she is entitled to officiate alone at any WSH approved B-System show (except USEF Local Member) in the divisions for which she / he is approved.

**2.4.** A LEARNER JUDGE is an individual 20 years and over, who must be a current member of WSH and USEF or EQUINE CANADA or Breed Association or other Association Licensed Official and will be permitted at WSH approved show provided that procedures outlined are followed. Refer to Section 11.

**2.5. AN HONORARY JUDGE:**

**2.5.1.** Shall have a voice and a vote in Committee Meetings.

**2.5.2.** Cannot officiate as a Judge at a WSH show.

**2.5.3.** May officiate in any other capacity if he / she is so qualified.

**2.5.4.** Honorary Judges who do not adhere strictly to Rule 2.5 shall be in violation of these rules and shall be fined \$100.00 for each offense.

**2.6.** A former WSH Judge who wishes to return to active status shall reapply by entering into the Learner Judges Program. Refer to section 11 for Learner judges requirements

**2.6.1.** The Committee, upon examining the Applicant's credentials may delete any part of the Learner Judges Program.

**2.7.** WSH Judges must apply for, and pass, at least three Divisions, one of which must be Equitation, to have a Judges card issued to them.

**2.8.** All Judges shall receive a JUNIOR RATING when first approved in a Division regardless of experience.

**2.8.1. EXCEPTION:** Dressage and USEF / EQUINE CANADA Judges.

**2.9.** All Judges and Stewards who have not officiated at a recognized WSH / USEF / EQUINE CANADA show within three years after obtaining a license or for any three year period thereafter may be required to reapply for a license in order to retain their recognized status.

## **SECTION 3. CLASSIFICATIONS – STEWARDS / TECHNICAL DELEGATES**

**3.1.** An Honorary Steward cannot officiate as a Steward at a WSH show.

**3.1.1.** Honorary Stewards who do not adhere strictly to Rule 3.1 shall be in violation of these rules and shall be fined \$100.00 for each offense.

**3.2.** An Honorary Technical Delegate cannot officiate as a Technical Delegate at a WSH Dressage show.

**3.2.1.** Honorary Stewards / Technical Delegates who do not adhere strictly to Rule 3.2 shall be in violation of these rules and shall be fined \$100.00 for each offense.

**3.3.** Any Honorary Steward or Technical Delegate may officiate in any other capacity, if so qualified.

## **SECTION 4. JUDGES LICENSE APPLICATIONS, ENROLLMENT, PROMOTION, AND MAINTENANCE**

**4.1.** USEF, EQUINE CANADA, Other Association or Re-Applying Licensed Officials may apply for membership to the LOC by writing a letter of Application to the LOC Chairperson:

WSH LOC  
C/O Patti Burns  
PO Box 444  
Buckley, WA 98321

**4.1.1.** Applicant must have a minimum of two years of judging experience in their respective Association.

**4.1.2.** The following items must accompany the Letter of Application:

- Resume outlining past judging experience
- Names and addresses of a minimum of (6) six references. Five of which must be from current Senior WSH Officials and/or current USEF/EQUINE CANADA Licensed Officials.
- Photocopy of current WSH membership card
- Photocopy of current USEF Licensed Official card and / or photocopy of their current EQUINE CANADA Licensed Official card (both sides) and / or photocopy of their current Licensed Official card which has been granted to them by any other nationally recognized Breed Association or Equine Organization which holds sanctioned horse show competitions.
- A nonrefundable application fee of \$10
- Applicant must declare three Divisions they will be testing in. One must be Equitation.

**4.1.3.** Upon receipt of the Letter of Application, the LOC Chairperson shall send out Reference Forms to the list of individuals supplied by the Applicant.

**4.1.4.** Upon return of six affirmative references, the Applicant will be sent an open book test which will cover the WSH and USEF Rules. The Applicant shall have thirty (30) calendar days from date of receipt to complete the test. Instructions shall accompany the test. The completed test shall be returned to the LOC Chairperson by mail once completed. Upon passing the written test with a minimum score of 85%, the Applicant will be given a date, time and place in which to appear before a meeting of the Advisory Committee. This shall act as an introduction to the LOC Advisory Committee.

**4.1.5.** The LOC Advisory Committee shall then vote on whether to accept or deny entrance into the WSH LOC. If accepted by a simple majority, the Applicant shall be issued a WSH Official's card, with the same rating and Divisions noted on the back, as the Applicant holds with USEF, EQUINE CANADA, Breed or other Associations. The Applicant shall pay a \$40 listing fee to the LOC.

**4.1.7.** If the LOC Advisory Committee denies the application, then the Applicant may go through the entire WSH Learner Judges Program.

## **4.2. LEARNER JUDGES/STEWARDS PROGRAM**

### **4.2.1. PROCEDURES FOR ENTERING AND COMPLETING THE WSH PROGRAM**

#### **Requirements**

**4.2.2.** Application may be made for only one licensed official status at a time either for Judge, Steward or Technical Delegate.

**4.2.3.** The Applicant must be a WSH and USEF member for a minimum of one year, including the year of application or they will be expelled from the program.

**4.2.4.** The minimum age for a WSH Judge or Steward application submission is 20 years of age.

**4.2.5.** The minimum age for acquisition of a WSH Judge or Steward card is 21 years of age.

#### **Process**

**4.2.6.** The Applicant shall send a letter to the Licensed Officials Committee (LOC) Chairperson requesting admittance into the Learner Judge or Stewards Program. Applicant must include a copy of their current WSH and USEF / Equine Canada membership cards, plus a non-refundable, application fee of \$10.

Send to:

WSH LOC  
C/O Patti Burns  
PO Box 444  
Buckley, WA 98321

**4.2.7.** On receipt of the application letter, the LOC Chairperson shall send an Application Form to the Applicant. This form is to be returned to the LOC Chairperson and must include a resume including the following information:

**4.2.7.1** If applying as a Learner Judge:

- The names of the Divisions for which the Applicant is applying for. The Applicant must apply for at least three divisions but not more than four divisions.
- A list of schooling / non-approved shows judged, including the dates, show manager's names, and addresses. A minimum of eight judging experiences must be listed.
- Experience within the horse industry, i.e. breeding, showing, training, coaching, teaching, show management, etc.
- Names and addresses of a minimum of 10 references. Five must be from current WSH, USEF / EQUINE CANADA, or Breed Association Licensed Officials (may be either Judges or Stewards).
- Enclose a \$150.00 nonrefundable application fee.

**4.2.7.2** If applying as a Learner Steward:

- Experience within the horse industry, i.e. breeding, showing, training, coaching, teaching, show management, etc.
- Names and addresses of a minimum of 10 references. Five must be from current WSH, USEF / EQUINE CANADA, or Breed Association Licensed Officials (may be either Judges or Stewards).
- Enclose a \$150.00 nonrefundable application fee.

**4.2.8.** The LOC chairperson shall mail Reference Forms to all persons listed as a reference.

**4.3.0.** Upon receipt of ten references, the Applicants credentials and references shall be reviewed by the LOC chairperson and / or the Judges / Stewards Advisory Committee. The Applicant shall be notified by either e-mail or U.S. mail as to whether they have or have not been accepted into the WSH Learner program. If the Applicant is not accepted, the Applicant shall be given guidelines as to how the Applicant may obtain the necessary skills or experience to be accepted into the learner program.

**4.3.1.** Once notified of acceptance into the Learner Program. An open book test shall be sent to the Applicant. The Applicant shall have thirty (30) calendar days from date of receipt to complete the test. Instructions shall accompany the test. The completed test shall be returned to the LOC Chairperson mail once completed. Test scores shall be emailed or mailed to the Applicant within thirty (30) calendar days.

**4.3.2.** Learner Judges -Upon passing the written test with a minimum score of 85%, the Applicant may proceed with learner judging and / or stewarding. The Applicant shall be sent 5 evaluation forms. Learner Judges must complete a minimum of four learner judging experiences with a minimum of four different presiding judges. The presiding Judge must be a Senior Judge with WSH or "R" with USEF. In addition, one experience shall be as a learner with a Licensed Steward at a WSH show. The presiding Steward must be a WSH Steward.

**4.3.3.** Learner Stewards - Upon passing the written test with a minimum score of 85%, the Applicant may proceed with learner stewarding. The Applicant shall be sent 5 evaluation forms. The Learner Steward must complete a minimum of five learner stewarding experiences with a minimum of five different presiding Stewards. The presiding Steward must be a WSH Steward.

**4.3.4.** It is the responsibility of the learner Applicant to contact show management and presiding officials for their approval at least fourteen calendar days prior to the show in which they will be learning judging/stewarding.

**4.3.5.** Learner judging and stewarding shall take place at WSH "B" System shows only. All sessions officiated by the WSH official must be completed by the learner Applicant for the experience to count.

**4.3.6.** The learner Applicant shall provide an evaluation form and prize list in a pre-addressed stamped envelope to the presiding Judge or Steward, who shall mail the evaluation form to the LOC Chairperson.

**4.3.7.** The learner Applicant may learner officiate only once in his / her own Zone and at least one show must be out of their District.

**4.3.8.** When warranted, the LOC may schedule a "Learner Judge Only" roundtable meeting / discussion with Senior Judge(s) acting as mentors. This meeting can be used in lieu of one learner judging experience and will require that an evaluation form be filled out by the mentoring judge(s).

**4.3.9.** After the learner Applicant has satisfied the aforementioned requirements, his / her name shall be published on the WSH website and at least thirty calendar days prior to the written examination. Comments shall be solicited at this time.

**4.3.10.** If no negative responses from the publication of the Applicant's name on the WSH website are received, the Applicant shall be notified of the date, time, and place for a written examination and oral interview with the Advisory Committee.

**4.3.11.** If negative responses from the publication of the Applicant's name on the WSH website are received, the Advisory Committee shall meet to discuss and decide on a course of action, which may consist of:

**4.3.11.1.** Take no action against the negative responses

**4.3.11.2.** Direct that the Applicant shall Learner Judge or Steward at a determined number of WSH shows beyond what has already been done, or list the required steps to correct any deficiencies noted.

**4.3.11.3.** Drop the Applicant from the Learner Program.

**4.3.12.** The LOC Chairperson shall notify the Applicant, in writing, of the Advisory Committees action. The Applicant may request a meeting of the Advisory Committee at which he / she may answer to the negative responses.

**4.3.13.** On passing the final written exam, the oral interview conducted by the Advisory Committee members, and being approved by the Licensed Officials Committee at the annual meeting in November, the Applicant's name shall be published on the WSH website as a Licensed Official. An annual listing fee of \$40.00 shall be required.

**4.3.14.** All Judges shall receive a JUNIOR RATING when first approved in a Division regardless of experience

**4.3.15.** The Learner Program must be completed within two years from the date of the original application.

**4.3.16.** All Learner Judges and Stewards must attend all WSH sponsored clinics while enrolled in the learner program. The learner applicant must be present at each session for his/her attendance to count for the Learner Program. Upon issuance of the Judges or Stewards Card, the new Official must attend the WSH sponsored clinics for the next (3) years.

**4.3.17.** Questions regarding the program should be directed to the LOC Chairperson.

#### **4.4. JUDGES ADVANCEMENT**

**4.4.1.** All Judges shall receive a JUNIOR RATING when first approved in a Division Regardless of experience.

**4.4.2.** No Junior Judge shall be considered for promotion to Senior Judge until he / she has completed the following requirements:

**4.4.2.1.** Held their Judge's card for a minimum of three (3) years.

**4.4.2.2.** Completed a clinic each year of the first three (3) years.

**4.4.2.3.** Judged in five WSH approved shows in the Division(s) for which he / she is applying for promotion.

**4.4.2.4.** The five shows must have been adjudicated within the three years proceeding application.

**4.4.3.** The Application Form for promotion may be obtained from the LOC Committee Chairman.

**4.4.4.** The fee shall be \$20.00 and must be returned with the Form for Promotion.

**4.4.5.** The Advisory Committee may solicit information from sources such as show management, stewards and judges, etc in order to determine whether the Junior Judge has satisfactory knowledge and experience.

**4.4.6.** Upon completion of the paperwork it will be forwarded to the LOC Advisory Committee for approval or rejection.

#### **4.5. JUDGES – NEW DIVISIONS**

**4.5.1.** No Applicant shall be considered for a new Division until he / she had adjudicated at three (3) WSH approved shows in at least two (2) Divisions for which he / she is already recognized.

**4.5.2.** The Application Form for applying for new Division(s) may be obtained from the LOC Committee Chairman.

**4.5.3.** The fee shall be \$20.00 for each division and must be returned with the Application Form at which point Applicant will receive confirmation that all requirements have been met.

## **SECTION 5 . STEWARDS AND TECHNICAL DELEGATES**

**5.1.** Stewards and Technical Delegates shall be governed by USEF and WSH Rules.

**5.2.** Steward's and Technical Delegate's reports and other paperwork must be mailed to the Horse Show Division within three (3) days after the Show. Memberships are to be sent to WSH Executive Secretary / Treasurer. Failure to comply may result in a fine of \$50.00 and/or the loss of the Steward's / Technical Delegate's Card.

**5.4.** Stewards may officiate at any number of WSH shows during the show season.

**5.5.** An Honorary Steward cannot officiate as a Steward at a WSH show.

**5.6.** An Honorary Technical Delegate cannot officiate as a Technical Delegate at a WSH Dressage show.

**5.6.1.** Honorary Stewards / Technical Delegates who do not adhere strictly to the restrictions placed on them shall be in violation of these rules and shall be fined not more than \$100.00 for each offense.

**5.7.** Any show with WSH approval must have a WSH Steward.

## **SECTION 6. REGULATIONS GOVERNING OFFICIALS**

**6.1.** Judges must be approved by the LOC Committee to Judge WSH primary approved shows. Exception - A WSH approved Driving Show may be judged by a person holding an American Driving Society Judges card.

**6.2.** No WSH, USEF, EQUINE CANADA, or Breed Association Judge shall judge more than two (2) A-System Shows on each side of the Cascade Range and three (3) B-System shows in each of all four (4) Districts of the State of Washington in a show year. Exceptions; Dressage Officials.

**6.3.** Judges may officiate at no more than three (3) WSH approved shows within each Zone in a show year.

**6.3.1.** Judges shall officiate at no more than two (2) times in a show year at shows whose Primary Approval is Zone (without WSH or National Breed Association approval). Zone Primary Approval only is the determining factor. Exceptions; Dressage Officials "B" System Dressage Shows may be judged by graduates of USEF / USDF Learner Judge program

**6.4.** Judges officiating at Dual Judged shows must adjudicate all classes separately and independently, without consulting or conferring with each other, or appearing to consult, confer, or discuss placings. Conversations in the ring shall be kept to a minimum and restricted to necessary topics. (e.g. safety considerations)

**6.5.** Judges will be appropriately dressed in a professional manner. Jeans are allowed as long as they are in good repair, clean, starched, pressed, and worn with a sport jacket / blazer or nice long-sleeved dress shirt or blouse, ties are optional. Sleeveless and tank tops are not appropriate. Tennis shoes are not allowed unless a doctor's note is provided.

**6.6.** Failure of an official to attend a competition to which he / she is committed, to perform his duties in accordance with the rules, or to officiate in the classes to which he / she is assigned shall constitute cause for disciplinary review and disciplinary action by the respective Advisory Committee.

**6.7.** Except in the discharge of their official duty, the use of cellular phones by judges while adjudicating during a competition is strictly prohibited.

**6.8.** A judge must order from the ring any unruly horse or one whose actions threaten to endanger the rider, driver, handler, other exhibitors or their entries.

**6.9.** A judge must order from the ring any rider, driver or handler who exhibits inappropriate or dangerous behavior or whose actions would in any way threaten the safety of any exhibitor, their entries or the safety of class officials.

**6.10.** A judge, steward or technical delegate may not be an owner of any interest in a horse (including but not limited to syndicate and partnership shares), nor may he / she be an exhibitor, trainer, coach, lesser, lessee, rider, driver, halter handler, steward, ringmaster, technical delegate, or manager, nor may he / she be a family member of a competition licensee, steward, technical delegate or manager at any Washington State Horsemen Show at which he / she is officiating, including unrated classes.

**6.11.** A judge, steward or technical delegate cannot own or operate any business (i.e. tack shop, braiding business, etc.) at the same competition where he / she is officiating.

**6.12.** If a horse is presented to a judge by a person the judge knows is ineligible to compete under these rules, the judge shall judge and place the class and contact the show steward for appropriate follow-up.

**6.13.** If an entry in a class is ineligible under one judge the entry will be ineligible under all judges.

**6.14.** If a licensed official should become unable to officiate due to illness after the show has begun, it will be the responsibility of the show management to make every effort to find an available official. If one is not available and it is a double judged show the management must refund a portion of the fee back to the exhibitors and only one set of points will be given. If a dual judge show, one of the judges becomes ill and the steward is a Licensed Official Judge they may step in and fulfill the sick judges role and the two new judges will fulfill the stewards duties. If the sick official is the Steward, and after checking with all possible available stewards to find a replacement, the Judges will continue without the Steward and will make all decisions of the Steward.

## **SECTION 7. JUDGES / STEWARDS ANNUAL MEMBERSHIP RENEWAL**

### **7.1. Renewal Process**

**7.1.1.** Each Licensed Official must submit a Renewal Form accompanied by the Annual \$40 Renewal Fee no later than November 30<sup>th</sup> of the current year. A grace period of 30 days will be given followed by a \$50 penalty if received after the 30 grace period.

**7.1.2.** Photocopies of current WSH and USEF membership cards, (current EQUINE CANADA card may be substituted for the USEF card) must be submitted AND ON FILE BY MARCH 1ST OF THE CURRENT YEAR before a WSH Licensed Officials card will be renewed.

**7.1.3.** \$10.00 of the Annual fee goes to the Horse Show Division this fee shall be used for the annual listing in the Horse Show Rule Books Roster of Licensed Officials, listing on the WSH website, and listing in the Canter.

**7.1.4.** Upon receipt of the above requirements, the LOC Chairperson shall issue a WSH Licensed Officials card for the current year, within ten (10) calendar days.

**7.1.2** If the above listed requirements are not met and the membership cards are NOT ON FILE BY THE MARCH 1 DEADLINE, NO OFFICIALS CARD(S) SHALL BE ISSUED FOR THE CURRENT YEAR. Reinstatement may be accomplished by petition of the Committee. See SECTION 7.3.

### **7.2. Clinic and Meeting Requirements**

**7.2.1.** All active members of the Committee must attend 100% of a WSH / USEF / EQUINE CANADA or Breed Association Judges or Stewards / Technical Delegates Clinic at least every two years. Any Official who attends



a clinic other than a WSH clinic, must attend an LOC Annual Meeting once every three years. All newly licensed Judges must attend a clinic every year for the first three (3) years after receiving their license.

**7.2.2.** It shall be the responsibility of the Licensed Official to provide the Committee Chairman with written proof of tests passed, forums/WSH clinics attended so that records may be maintained by the Committee Chairman.

**7.2.3.** All Learner Judges, Stewards/Technical Delegates MUST ATTEND a WSH approved Clinic if offered within the year of applying for recognition.

**7.2.4.** Those Judges or Stewards / Technical Delegates who do not attend a WSH / USEF / EQUINE CANADA or Breed Association clinic at least every two years shall be dropped from the Committee Roster and shall not be allowed to officiate as a WSH Judge or Steward / Technical Delegate for a period of one year after which they may petition for reinstatement.

**7.2.5.** All Learner Judges, Stewards / Technical Delegates shall adhere strictly to Rule 7.2.1 and Rule 7.2.3. Failure to do so will automatically cause expulsion from the program.

### **7.3. Petition for Reinstatement**

**7.3.1.** To petition for reinstatement, the Petitioner shall write a letter to the LOC Chairperson requesting a Reinstatement Form which shall be completed by the Petitioner and sent with a check for \$50.00 to the LOC Chairperson. There must be proof of clinic attendance enclosed with the petition. The Petitioner shall be notified of the time and place of the next meeting of the Advisory Committee for which he / she must appear. There shall be no testing.

**7.3.2.** The Petition Form must be on file fifteen (15) calendar days before the next meeting of the associated Advisory Committee.

## **SECTION 8. ELIGIBILITY TO OFFICIATE**

**8.1.** No Licensed Official approved by WSH only, may officiate at a WSH (Primary approval) Show without a current membership in WSH and USEF / EQUINE CANADA.

**8.2.** No Judge or Steward / Technical Delegate may officiate at any WSH (Primary Approval) Show without a current Judges or Stewards / Technical Delegates Card.

**8.3.** If any WSH Judge or Steward / Technical Delegate officiates at a WSH approved show without a current WSH Licensed Officials Card, the Enforcement Committee may recommend that the official:

**8.3.1.** Be fined \$100.00 to be paid to the LOC Committee immediately upon receiving notice by U.S. Mail or email.

**8.3.2.** Have his / her licensed Officials Card suspended for a period of time as defined by the Advisory Committee.

**8.3.3.** Have his / her Licensed Officials Card revoked all together.

**8.3.4.** Have his / her Licensed Officials Card revoked permanently if the \$100.00 fine is not returned to the Committee Chairperson within fourteen (14) calendar days from notification by U.S. Mail/email.