



WASHINGTON STATE HORSEMEN LEARNER PROGRAM

PROCEDURES FOR BECOMING A JUDGE OR STEWARD FOR WSH

1. Application may be made for only one licensed official status at a time for Judge or Steward.
2. The applicant must be a WSH and USEF member for a minimum of one year, including the year of application.
3. The minimum age for a WSH Judge or Steward application submission is 20 years of age.
4. The minimum age for acquisition of a WSH Judge or Steward card is 21 years of age.
5. The Applicant shall send a letter to the Committee Chairperson requesting admittance to the Learner Judge or Steward's Program. With this letter shall be a copy of the Applicant's current WSH and USEF membership cards, plus a non-refundable, application fee of \$10.00.

Send to: WSH Learner Program
c/o LOC Chair
P.O. Box 444
Buckley, WA 98321

6. Upon receipt of the letter of application, the committee chairperson shall send an enrollment form to the applicant. This form is to be returned to the committee chairperson and must include the applicant's resume with the following information:
 - 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. One of the divisions must be an Equitation seat.
 - If applying as a learner Judge: 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 references: At least ten references, five of which must be from licensed officials, which may be Judges or Stewards.
 - Enclose \$150.00 which is the entrance fee and is non-refundable.
7. Reference forms shall be mailed to all the persons listed as a reference.
8. The name of the applicant shall be published on the WSH website and in the Canter asking for comments on the applicant.
9. Upon receipt of ten references, the applicant's credentials and references shall be evaluated. After the evaluation has been made, the applicant shall be notified either by e-mail or U.S. Mail whether the applicant has or has not been accepted into the WSH Learner Program. If the applicant is not accepted, the applicant shall be given guidelines to follow so that the applicant may gain the necessary skills or experience to be accepted into the Learner Program.
10. An open book test shall be sent by certified mail to the applicant by the LOC Chair. 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 Chair via certified mail

once completed. Applicant shall be notified by mail or email of the results of their test within thirty (30) calendar days.

11. Upon passing the written test with a minimum score of 85%, the applicant may proceed with learner judging or stewarding. The applicant shall be sent 5 evaluation forms. Learner Judges must do a minimum of four learner judging experiences, completed with a minimum of four different presiding judges. In addition, one experience shall be as a learner with a licensed steward at a WSH show. Learner Stewards must do a minimum of five learner stewarding experiences with a minimum of five different presiding stewards. It is the responsibility of the learner applicant to make contact with the show management and the presiding officials. 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 to count. When warranted, the LOC will 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).
12. The learner applicant shall provide an evaluation form and a pre-addressed stamped envelope to the presiding Judge or Steward, who shall mail the evaluation form to the LOC Chairperson.
13. The presiding Judge must be a senior Judge with WSH or "R" with USEF. The presiding Steward must be a WSH Steward. The learner applicant may officiate only once in his/her own zone and at least one show must be out of their district.
14. After the learner applicant has completed the first 13 requirements, his/her name shall be published on the WSH website and in the Canter at least thirty days prior to the written examination. Comments shall be solicited at this time.
15. If no negative responses are received from the publication of the applicant's name on the WSH website and in the Canter, the applicant shall be notified of the date, time, and place for the written examination.
16. If negative responses are received from the publication of the applicant's name on the WSH website and in the Canter, the advisory committee shall meet to discuss and to decide upon a course of action, which may consist of:
 - Take no action against the negative responses.
 - 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.
 - Drop the applicant from the Learner Program.
17. The committee chairperson shall notify the applicant, in writing, of the advisory committee's action. The applicant may request a meeting of the advisory committee at which he/she may answer to the negative responses.
18. Upon passing the written exam, the oral interview conducted by the advisory committee member, and being approved by the Licensed Officials Committee at the annual meeting in November, the applicants name shall be published on the WSH website as a licensed official. An annual listing fee of \$40.00 shall be required.
19. The Learner Program must be completed within two years from the date of the original application.
20. ALL LEARNER JUDGES AND STEWARD MUST ATTEND ALL SPONSORED CLINICS WHILE ENROLLED IN THE LEARNER PROGRAM. THE LEARNER APPLICANT MUST BE PRESENT AND IN EACH SESSION FOR HIS/HER ATTENDANCE TO COUNT FOR THE LEARNER PROGRAM. UPON ISSUANCE OF THE JUDGE'S OR STEWARD'S CARD,

THE NEW OFFICIAL MUST ATTEND THE WSH SPONSORED CLINICS FOR THE NEXT THREE YEARS.

21. Questions regarding the program should be directed to the LOC Chairperson, Patti Burns at (360)829-6467 or via e-mail happygoluckytb@hotmail.com .