



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 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 LOC Chair requesting admittance to the Learner Judge or Steward's Program. With this letter shall be a copy of the Applicant's current WSH membership card, plus a non-refundable, application fee of \$10.00.

Send to: Sherri Williams
WSH LOC Chair
7503 Lyon Lane
Yakima, WA 98903

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:
 - a. 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.
 - b. 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.
 - c. Experience within the horse industry, i.e. breeding, showing, training, coaching, teaching, show management, etc.
 - d. Names and addresses of references: At least eight (8) references, five of which must be from licensed officials, which may be Judges or Stewards.
7. Reference forms shall be mailed or emailed 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 eight (8) 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. If approved, the applicant shall mail a non refundable entrance fee to the LOC Chair of \$100.00 (check or money order) payable to WSH LOC.
11. Once the payment has cleared, an open book test shall be sent by email or 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 email or certified mail once completed. Applicant shall be notified by email or mail of the results of their test within thirty (30) calendar days.
12. Upon passing the written test with a minimum score of 85%, the applicant may proceed with learner judging or stewarding. The applicant shall print all needed evaluation forms from the WSH LOC page.
 - a. 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.
 - b. 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).

- c. Learner Stewards must do a minimum of five learner stewarding experiences with a minimum of five different presiding stewards.
 - d. 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.
13. The learner applicant shall print an evaluation form, show premium/class list and a pre-addressed stamped envelope to the presiding Judge or Steward, who shall mail the evaluation form to the LOC Chair.
14. The presiding Judge must be a senior Judge with WSH. The presiding Steward must be a WSH Steward. The learner applicant is encouraged to officiate ALL BUT ONE SHOW outside of their own Zone and at least one show must be out of their district.
15. 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.
16. 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.
17. 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:
 - a. Take no action against the negative responses.
 - b. 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.
 - c. Drop the applicant from the Learner Program.
18. The committee chair 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.
19. At the Annual WSH Convention, the learner will take their final exam of general horse show rules and rules from divisions chosen and an oral interview conducted by the Advisory Committee.
 - a. Once these are passed, approval is required by the Licensed Official Committee.
 - b. After all approvals, an annual fee of \$40.00 shall be required. The applicant will be added to the WSH LOC roster as a "Jr." rated Licensed Official.
20. The Learner Program must be completed within two years from the date of the original application.
21. 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 ALL LICENSED OFFICIAL AND HORSE SHOW DIVISION MEETINGS, THE WSH ANNUAL CONVENTION PLUS ANY WSH SPONSORED CLINICS, AND/OR 4 HOURS OF APPROVED CONTINUING EDUCATION UNITS EACH YEAR FOR THE FIRST THREE YEARS AFTER OBTAINING THEIR CREDENTIALS.

**Questions regarding the program should be directed to the LOC Chair,
Sherri Williams (509) 949-0291 swluvs2trot@yahoo.com
7503 Lyons Lane
Yakima, WA 98903**