



LICENSED OFFICIALS HANDBOOK

SECTION 1. LICENSED OFFICIAL COMMITTEES

1. **The Licensed Officials Committee (LOC)** 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.

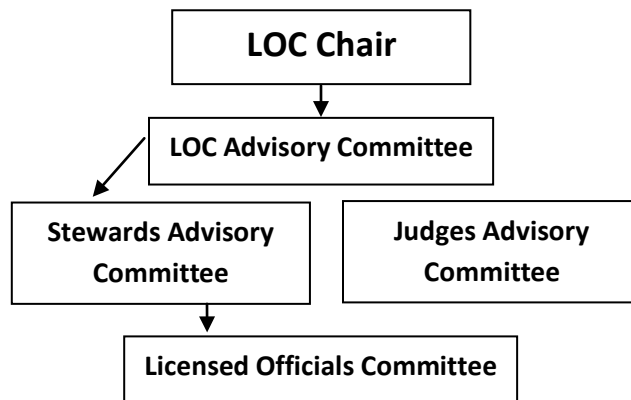
Specific Responsibilities of the LOC

- a. To always promote WSH by the high standards expected of them
- b. Attend and support all clinics
 - i. New Judges/Stewards minimum 100% attendance at one clinic every year for 3 years
 - ii. Veteran Judges/Stewards minimum 100% attendance at one clinic every 2 years – mandatory clinics are the exception.
- c. Attend and support WSH Convention - participate at Horse Show and LOC Meetings.
- d. Vote on matters of concern at WSH Convention
- e. Help mentor learner Judges and Stewards

Licensed Official Committee Chair – (LOCC) The Chair shall be the overall charge of the Licensed Officials and shall provide general supervision of the LOC Advisory Committees and all committee members. This position is nominated and voted on by the entire LOC membership at the time of the Annual WSH Convention.

Specific duties include but are not limited to the following:

- a. Promote WSH by ensuring and maintaining high standards from all members of the LOC.
- b. Attend WSH Board meetings representing the LOC in all matters and to keep the Board apprised of an issue or complaints that affect WSH.
- c. Chair the LOC meetings during annual WSH Convention and to report to the General Membership on matters appropriate to bring before the WSH membership.
- d. Receive and answer correspondence in regards to the committee and to direct letters to the appropriate committee/person to be handled in a timely manner.
- e. Receive all complaints and forward to the appropriate Advisory Committee members.
- f. Ensure that procedures for disciplinary action, dress codes, etc. that are necessary to maintain good order within the LOC are published and that every member is aware of the procedures. To liaison with other State LOC type organizations on matters of reciprocity Judges and rules.
- g. Keep the WSH President apprised of any conflicts or significant complaints that arise in the LOC if necessary.
- h. Collect necessary fees, renewal form, Continuing Education Unit (CEU) form and may issue LOC membership license cards.
- i. Maintain copies of all financial records and make available a report copy to anyone upon request. Responsible for maintaining the financial statements for the LOC and for providing a copy at the Annual Convention
- j. Appoint a person to be in charge of the yearly clinic scheduled in early spring and prior to start of the show season two (2) years in advance.
- k. Make application available for all applicants who want to enter the Learner programs and distribute appropriate forms to stewards.
- l. Coordinates the Learner Programs for potential Judges and Stewards.
- m. Gather all information on Learner Judges and Stewards to present to the Advisory Committee
- n. Assign coordinators for the Learner Judges and Learner Stewards Programs
- o. The LOC Chair shall be reimbursed for hotel and mileage (at current government rate) for WSH Convention, WSH LOC Clinics, meetings and WSH Board meetings. **The Chair will also be reimbursed for other expenses incurred during regular LOC business.**



2. **LOC ADVISORY COMMITTEES** - The Licensed Officials Advisory Committee (LOAC) will consist of both a Stewards Advisory Committee as well as a Judges Advisory Committee. The LOC Chair will be the LOAC chair and will conduct all Learner Judge and Steward evaluations with the advisory members. This is a non-voting position unless needed to break a tie vote. Members of the LOC Advisory Committees cannot hold the office of Horse Show Director or Executive Secretary / Treasurer at the same time due to possible conflicts of interest. The term of each position is three (3) years.
- a. The purpose of the Advisory Committee is to promote good communication and educate learner Judges and Stewards and hold all officials to the high standards that a WSH official should hold.
 - b. It shall be the duty of the Advisory Committee to act upon all applications for enrollment, promotion and classification of Judges, Stewards, or Technical Delegates.
 - c. 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 Chair will cast the deciding vote.
 - d. 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.
 - i. To address any LOC member who is not up-to-date on yearly requirements.
 - ii. To assist the LOC Chair with any questions on matters that has to do with the LOC Committee.
 - iii. The Advisory Committees may at their discretion, and for good cause, refuse to renew a Judges' / Stewards' / Technical Delegates' License. Cause for refusal of renewal will be based on facts. In such instance, the fee shall be returned to the Official.
 - iv. The Official shall have the right to appear before the appropriate Advisory Committee to plead his/her case.
 - v. The Advisory Committee decisions are final.
 - e. The specific duties of the Advisory Committees include, but not limited to the following:
 - i. Appoint Committee members for specific duties such as Secretary, Treasurer, Spokesperson, etc.
 - ii. Meet at WSH Annual Convention or as often as necessary to conduct the business of the Committee or when issues arise that need to be dealt with including any problems involving the Judges/Stewards.
 - iii. Address any complaints, comments, etc. that may be sent to the LOC Chair in a timely matter.
 - iv. Take minutes of the meeting and to have them available at each meeting to be used for review purposes.
 - v. Forward copies of meeting minutes to the LOC Chair and other Committee members as appropriate.
 - vi. Make subsequent recommendations to the body of the LOC.
 - vii. Keep all information including letters, correspondence or discussions confidential and not share the information with anyone outside of the Advisory Committee.
 - viii. Demonstrate strict confidentiality when dealing with issues brought forth to this committee. If a member is found to have breached confidentiality, they may be fined, put on probation, removed from committee or any other penalty deems appropriate.

- ix. Advise the LOC Chair on all appropriate matters.
 - x. Manage the major work load within the LOC under the supervision of the LOC Chair;
 - xi. Report to the LOC Chair recommended changes in the Judges/Stewards portion of the LOC to be presented at WSH Convention where it can be voted upon by all members in attendance.
 - xii. Ensure any recommended changes are placed in the Canter prior to WSH Convention and also in the Convention brochure.
 - xiii. Ensure the LOC members uphold the highest standards of professionalism during the performance of their duties.
 - xiv. Promote Washington State Horsemen and encourage non-members to consider becoming members.
 - xv. Act as the coordinators for both the Learner Judges and Learner Steward Programs. The coordinators will be the liaison between the learner candidates and the LOC Chair. They will also assist the learners through the program as needed.
 - xvi. Meet and review files of applicants after they have completed all the requirements of becoming a judge and/or steward including passing the final written test.
 - xvii. Conduct the oral evaluations of the testing process.
 - xviii. Assist with updating test question. All questions shall have the rulebook reference number with the page number and which rulebook the information was from.
- f. Committee members shall be elected by the members of the committee as specified by LOC procedures. In order to keep consistency, the positions will be filled at different times so that not all of the positions are vacated at the same time.
 - g. Inactive/Active and Honorary Judges and Stewards may serve on the Advisory Committees.
3. **STEWARDS / TECHNICAL DELEGATES' ADVISORY COMMITTEE:** The Licensed Officials Stewards Advisory Committee will consist of four (4) WSH Stewards or Technical Delegates and one (1) alternate. Nominations will be made and voted on at the LOC meeting at WSH Convention.
- a. The term of Stewards / Technical Delegates' Advisory Committee member shall be three (3) years.
 - b. It shall be the duty of the Stewards / Technical Delegates' Advisory Committee to act upon matters and advise the Chair of the Licensed Officials Committee where special assistance / opinions may be requested.
 - c. Any elected member of the Stewards / Technical Delegates' Advisory Committee who does not attend two (2) consecutive meetings may be replaced by the alternate Committee member.
4. **JUDGES' ADVISORY COMMITTEE:** - The Licensed Officials Judges Advisory Committee will consist of four (4) WSH Judges and one (1) alternate. These four members shall be Senior Judges. Nominations will be made and voted on at the LOC meeting at WSH Convention
- a. The term of Judges' Advisory Committee members shall be three (3) years.
 - b. It shall be the duty of the Judges' Advisory Committee to act upon matters and advise the Chair of the Licensed Officials Committee where special assistance / opinions may be requested.
 - c. Any elected member of the Judges' Advisory Committee who does not attend two (2) consecutive meetings may be replaced by the alternate Committee member.

SECTION 2. CLASSIFICATIONS – JUDGES

- 1. Judges shall be of **Five (5)** classifications: Senior, Junior, Learner, **Inactive** and Honorary.
 - a. 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. Only Senior Judges are eligible to work with the Learner Judges enrolled in the Learner Program.
 - b. 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.
 - c. A LEARNER JUDGE is an individual 20 years and over, who must be a current member of WSH and will be permitted at WSH approved show provided that procedures outlined are followed.

- d. An Inactive Judge is an official that has all fees and paperwork on file but has not met the meeting requirements for the year.
 - i. Cannot officiate at any WSH show.
 - ii. Inactive Judges who do not adhere strictly to Rule 2.1.d. shall be in violation of these rules and shall be fined \$100.00 for each offense.
- e. AN HONORARY JUDGE:
 - i. Shall have a voice and a vote in Committee Meetings.
 - ii. Cannot officiate as a Judge at a WSH show.
 - iii. May officiate in any other capacity if he / she is so qualified.
 - iv. Honorary Judges who do not adhere strictly to Rule 2.1.e. shall be in violation of these rules and shall be fined \$100.00 for each offense.
- 2. A former WSH Judge who wishes to return to active status shall reapply by entering into the Learner Judges Program.
- 3. The Committee, upon examining the Applicant's credentials may delete any part of the Learner Judges Program.
- 4. 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.
- 5. All Judges shall receive a JUNIOR RATING when first approved in a Division regardless of experience.
- 6. EXCEPTION: Dressage and US Equestrian (USE) / Equestrian Canada Judges.
- 7. All Judges and Stewards who have not officiated at a recognized WSH / US Equestrian (USE) / Equestrian 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

- 1. A Steward may be of three (3) classifications **Active** Steward, Inactive or Honorary
 - a. **Active** Steward is any member in good standing meeting all monetary and filing requirements.
 - b. An Inactive Steward is an official that has all fees and paperwork on file but has not met the meeting requirements for the year.
 - i. Cannot officiate at any WSH show.
 - ii. Inactive Stewards who do not adhere strictly to Rule 3.1.b. shall be in violation of these rules and shall be fined \$100.00 for each offense.
 - c. An Honorary Steward cannot officiate as a Steward at a WSH show.
 - i. 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.
 - ii. An Honorary Technical Delegate cannot officiate as a Technical Delegate at a WSH Dressage show.
 - iii. Honorary Stewards / Technical Delegates 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.
 - iv. Any Honorary Steward or Technical Delegate may officiate in any other capacity, if so qualified.

SECTION 4. JUDGES / STEWARDS LICENSE APPLICATIONS, ENROLLMENT, PROMOTION, AND MAINTENANCE

- 1. **Current Licensed Officials** of US Equestrian (USE), Equestrian Canada or Breed Association seeking to be on the WSH Roster or Re-Applying Licensed Officials may apply for membership to the LOC by writing a letter of Application to the LOC Chair:

WSH LOC
 C/O Sherri Williams
 7503 Lyons Lane
 Yakima, WA 98903

Procedures and Requirements

- a. Applicant must have a minimum of two years of judging / stewarding experience in their respective Association.

- b. The following items must accompany the Learner Judges/Stewards Letter of Application:
 - i. Resume outlining past judging / stewarding experiences.
 - ii. Names and addresses of a minimum of (8) eight references. Five of which must be from current WSH Officials, current US Equestrian (USE), Equestrian Canada, or Breed Licensed Officials.
 - iii. Photocopy of current WSH membership card
 - iv. Photocopy (both sides) of current US Equestrian (USE) Licensed Official card, current Equestrian Canada and / or 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.
 - v. A nonrefundable application fee of \$10.
- c. Upon receipt of the Letter of Application, the LOC Chair shall instruct the applicant to print an Application Form from the WSH web site.
- d. Upon return of a **minimum of six (6) to all eight (8)** affirmative references, the Applicant will be sent an open book test which will cover the WSH and Breed Association 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 Chair by mail **or email** once completed. The Applicant must pass the written test with a minimum score of 85%.
- e. 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 US Equestrian (USE), Equestrian Canada, Breed or other Associations. The Applicant shall pay a \$40 listing fee to the LOC.
- f. If the LOC Advisory Committee denies the application, then the Applicant may go through the entire WSH Learner Judges Program.
- g. **Upon issuance of the Judges or Stewards WSH Card, the new Official must attend both the LOC & HSD meetings at the WSH Annual Convention, all WSH sponsored clinics and 4 hours of approved continuing education for the first 3 years of holding their WSH Card. All necessary forms can be found on the LOC page of the WSH website.**

2. NON LICENSED APPLICANTS PROCEDURES FOR ENTERING AND COMPLETING THE LEARNER JUDGES/STEWARDS PROGRAM

- a. Application may be made for only one licensed official status at a time either for Judge, Steward or Technical Delegate.
- b. The Applicant must be a **current member in good standing of WSH to apply into the Judges or Stewards Learner Program.**
 - i. The minimum age for a WSH Judge or Steward application submission is 20 years of age.
 - ii. The minimum age for acquisition of a WSH Judge or Steward card is 21 years of age.

Procedures and Requirements

- a. The Applicant shall send a letter to the Licensed Officials Committee (LOC) Chair requesting admittance into the Learner Judge or Stewards Program. Applicant must include a copy of their current WSH and any other Horse Association membership cards the applicant holds, plus a non-refundable, application fee of \$10.

Send to:
 WSH LOC
 C/O Sherri Williams
 7503 Lyons Lane
 Yakima, WA 98903

- b. The following items must accompany the Learner Judges/Stewards Letter of Application:
 - i. If applying as a Learner Judge:

1. 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 applying for must be an Equitation Seat.
 2. 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.
 3. Experience within the horse industry, i.e. breeding, showing, training, coaching, teaching, show management, etc.
 4. Names and addresses of a minimum of eight (8) references. Five must be from current WSH, US Equestrian (USE) / Equestrian Canada, or Breed Association Licensed Officials (may be either Judges or Stewards).
 5. Enclose a \$100.00 nonrefundable application fee.
- ii. If applying as a Learner Steward:
1. Experience within the horse industry, i.e. breeding, showing, training, coaching, teaching, show management, etc.
 2. Names and addresses of a minimum of eight (8) references. Five must be from current WSH, US Equestrian (USE) / Equestrian Canada, or Breed Association Licensed Officials (may be either Judges or Stewards).
 3. Enclose a \$100.00 nonrefundable application fee.
- c. The LOC chair shall mail or email Reference Forms to all persons listed as a reference.
- d. Upon receipt of a **minimum of six (6) to all eight (8)** affirmative references, the Applicants credentials and references shall be reviewed by the LOC chair 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.
- e. 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 Chair by mail **or email** once completed. Test scores shall be emailed or mailed to the Applicant within thirty (30) calendar days.
- f. 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 **or may print from the LOC page of the WSH Website** the evaluation forms needed. 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. 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.
- g. 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 **or may print from the LOC page of the WSH Website** 4 evaluation forms. The Learner Steward must complete a minimum of four learner stewarding experiences with a minimum of four different presiding Stewards. The presiding Steward must be a WSH Steward.
- h. 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.
- i. 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.
- j. 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 Chair **within five (5) days**.
- k. The learner Applicant is encouraged to officiate ALL but one (1) show outside their Zone

- l. 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).
- m. 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 \$50.00 shall be required.
- n. The Learner Program must be completed within two years from the date of the original application.
- o. All Learner Judges and Stewards must attend all WSH sponsored clinics, and both the LOC Meeting and the Horse Show Division meeting at WSH Convention while enrolled in the learner program. The Learner does not have a vote during the LOC meeting. If sensitive subjects need discussing during the LOC meeting, the Learner(s) will be asked to step out of the meeting during the time of discussion. The learner applicant must be present at each session for his/her attendance to count for the Learner Program.
- p. Upon issuance of the Judges or Stewards Card, the new Official must attend the WSH sponsored clinics for the next three (3) years and or 4 hours of approved continuing education each year and **must** attend both the LOC & HSD meetings at the WSH Annual Convention for the first 3 years. All necessary forms can be found on the LOC page of the WSH website.
- q. All Judges shall receive a JUNIOR RATING when first approved in a Division regardless of experience.
- r. At the discretion of the Advisory Committee a modification of the program may be granted to select applicants, based on their years of experience and other certifications or cards they may hold. A minimum of at least one (1) learner should be completed to ensure the Applicants knowledge of WSH Rules and Procedures.
- s. Questions regarding the program should be directed to the LOC Chair.

3. JUDGES ADVANCEMENT

- 1) All Judges shall receive a JUNIOR RATING when first approved in a Division Regardless of experience.
- 2) No Junior Judge shall be considered for promotion to Senior Judge until he / she has completed the following requirements:
- 3) Held their Judge's card for a minimum of three (3) years.
- 4) Completed a clinic each year of the first three (3) years and or 4 hours of approved continuing education each year.
- 5) Judged in five (5) WSH approved shows in the Division(s) for which he / she is applying for promotion.
- 6) The five (5) shows must have been adjudicated within the three (3) years proceeding application.
- 7) The Application Form for promotion may be obtained from the LOC Committee Chair or on the LOC page of the WSH website.
- 8) The fee shall be \$20.00 and must be returned with the Form for Promotion.
- 9) 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.
- 10) Upon completion of the paperwork it will be forwarded to the LOC Advisory Committee for approval or rejection.

4. JUDGES – NEW DIVISIONS

- 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.
- 2) The Application Form for applying for new Division(s) may be obtained from the LOC Committee Chair or on the LOC page of the WSH website.
- 3) Once received, LOC Chair will send application to the appropriate Advisory Committee for review for approval or rejection.
- 4) The fee shall be \$20.00 for each division and must be sent with the Application Form at which point Applicant will receive confirmation that all requirements have been met.

SECTION 5. STEWARDS AND TECHNICAL DELEGATES

1. Stewards and Technical Delegates shall be governed by WSH Rules.
2. Steward's and Technical Delegate's reports, memberships and other paperwork must be mailed to the **LOC Chair and the Horse Show Division Director** within five (5) days after the Show. Failure to comply may result in a fine of \$50.00 and/or the loss of the Steward's / Technical Delegate's Card.
3. Stewards may officiate at any number of WSH shows during the show season.
4. An Honorary Steward cannot officiate as a Steward at a WSH show.
5. An Honorary Technical Delegate cannot officiate as a Technical Delegate at a WSH Dressage show.
 - a. 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.
6. Any show with WSH approval must have a WSH Steward.

SECTION 6. REGULATIONS GOVERNING OFFICIALS

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.
2. No WSH, US Equestrian (USE), Equestrian Canada, or Breed Association Judge shall judge more than two (2) A-System Shows on each side of the Cascade Range.
3. Judges may officiate at no more than three (3) WSH approved shows within each Zone in a show year.
 - a. 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 USE / USDF Learner Judge program
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 placing. Conversations in the ring shall be kept to a minimum and restricted to necessary topics. (e.g. safety considerations)
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. 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.
7. Except in the discharge of their official duty, the use of cellular phones by judges while adjudicating during a competition is strictly prohibited.
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.
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.
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.
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.
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.
13. If an entry in a class is ineligible under one judge the entry is still eligible under the other judge(s) if there are multiple judges.

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 **and the contracted official if possible**, 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 judged show, one of the judges becomes ill and the steward is a Licensed Official Judge they may step in and fulfill the sick judge's role and the two new judges will fulfill the steward's duties. If the sick official is the Steward, and after checking with all possible available Stewards, **if one is not available then a WSH Judge may act as the Show Steward. If all efforts have been exhausted and it is not possible** to find a replacement, **the contracted Judge(s)** will continue without the Steward and will make all decisions of the Steward.

SECTION 7. JUDGES / STEWARDS ANNUAL MEMBERSHIP RENEWAL

Renewal Process

1. Each Licensed Official must submit a Renewal Form accompanied by the Annual **\$50** Renewal Fee and the CEU Tracker Form no later than November 15th of the current year. If forms are received after November 30th, a \$50.00 penalty will be applied. All necessary forms can be found on the LOC page of the WSH website.
2. Current WSH membership and any other Judge's cards must be renewed no later than December 1st.
 - a. **~~\$10.00~~ \$20.00** 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.
 - b. The forms may be found on the WSH LOC page of the WSH website. It is to be completed to verify a minimum of four (4) hours each year has been completed by every LOC member.
 - c. The intent of this is to continue to improve and enhance our knowledge and ability to perform our duties as a LOC member.

Examples of acceptable CEU are:

 - i. Attending a clinic or course in person, either participation or clerk
 - ii. Online classes, courses AQHA Universe, Paint Horse IQ, Arabian Judge's Perspective, any other breed that offers continuing education that will make you a better Judge/Steward.
 - iii. Working at a horse show as a scribe, ring steward, or in the show office. This is to be a learning experience that teaches you something.
 - iv. Clinics/ courses do not have to be horse related, especially for stewards, it may be conflict resolution, communication, self improvement, etc.
 - v. If any questions in regards to anything else that may be acceptable contact LOC Chair.
 - d. If the above listed requirements are not met and the membership cards are NOT ON FILE BY THE **November 15th** 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.

Clinic and Meeting Requirements

1. All active members of the Committee must complete 4 Continuing Education Unit (CEU) hours a year AND attend BOTH Horse Show Division (HSD) and LOC meetings at WSH Convention every 2 years. All newly licensed Judges and Stewards must complete 4 CEU Hours a year AND attend all HSD and LOC meetings at WSH Convention every year for the first three (3) years after obtaining their license.
 - a. **If a Judge/Steward does not attend the WSH Convention and attend both the HSD & LOC meetings every 2 years and /or not turn in your CEU tracker form. Within five (5) days of completion of the WSH Convention a Judge/Steward must file an appeal letter complete with a \$50.00 non-refundable check (made out to WSH LOC) and sent to the LOC Chair. The letter must state what your circumstances are that caused you to miss 2 years in a row and submit the completed CEU Tracker form.**
 - b. **The letter will then go to the appropriate advisory board to determine one of two options:**
 - i. **The Judge/Steward is granted one more year. Your WSH Membership & LOC Renewal must be paid, and CEU tracker form sent in by Nov 15th (if received after Nov 30th a**

penalty will be added). You must attend the HSD & LOC meetings at the next convention. If missed again then your card is revoked.

- ii. If the appeal is denied, then you are put on a Inactive status for the year. You must still pay to renew your WSH membership, LOC Renewal and turn in your CEU tracker by Nov 15th (if received after Nov 30th a penalty will be added). If you attend both HSD & LOC meetings at the next convention and CEU Tracker is filed, an open book test will be sent and if passed the appropriate Judges and or Stewards card(s) shall be reinstated.
2. It shall be the responsibility of the Licensed Official to provide the Committee Chair or designated member with written proof of tests passed, forums/WSH clinics attended and continuing education so that records may be maintained by the Committee Chair.
 3. All Learner Judges, Stewards/Technical Delegates MUST ATTEND a WSH approved Clinic if offered within the year of applying for recognition.
 4. Those Judges or Stewards / Technical Delegates who do not attend a WSH / US Equestrian (USE) / Equestrian Canada or Breed Association clinic and or 4 hours of continuing education each year, 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.
 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.

Petition for Reinstatement

1. To petition for reinstatement, the Petitioner shall write a letter to the LOC Chair requesting a Reinstatement Form which shall be completed by the Petitioner and sent with a check for \$50.00 to the LOC Chair. There must be proof of clinic attendance and or 4 hours of approved continuing education each year, 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.
2. The Petition Form must be on file thirty (30) calendar days before the next meeting of the associated Advisory Committee.

SECTION 8. ELIGIBILITY TO OFFICIATE

1. No Licensed Official approved by WSH only, may officiate at a WSH (Primary approval) Show without a current membership in WSH.
2. No Judge or Steward / Technical Delegate may officiate at any WSH (Primary Approval) Show without a current Judges or Stewards / Technical Delegates Card.
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:
 - a. Be fined \$100.00 to be paid to the LOC Committee immediately upon receiving notice by U.S. Mail or email.
 - b. Have his / her licensed Officials Card suspended for a period of time as defined by the Advisory Committee.
 - c. Have his / her Licensed Officials Card revoked all together.
 - d. 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.

SECTION 9. CODE OF CONDUCT - Designation as a WSH Judge/Steward is revocable by the WSH LOC Advisory Committee if an individual does not adhere to the code of ethics.

1. Designation as a WSH-approved Judge/Steward is a privilege, not a right, bestowed by the LOC Committee to individuals whose equine expertise and personal character merit the honor. It is important that you as a Judge and Steward abide by and adhere to all the current rules and regulations as stated in the WSH Official Handbook of Rules and Regulations. An individual's conduct as a member, exhibitor and Judge or Steward, must be exemplary; is subject to continual LOC Committee review; and such designation is revocable by the LOC Committee with or without notice and formal hearing, subject only to ultimate review by the LOC Advisory Committee.
2. All LOC members agree to the following:

- a. Uphold all rules pertaining to Judges/Stewards
- b. Ensure that the welfare of the horse/equine is paramount and that every horse/equine shall always be treated humanely and with dignity, respect and compassion.
- c. Abide by stringent rules established and enforced by WSH demanding that all breeders, owners, trainers, exhibitors, show officials and judges/stewards are continually responsible for the well being and humane treatment of any horse entrusted to their care. These rules include, but are not limited to, prohibited training practices, prohibited surgical procedure, prohibited chemical administration, or prohibited devices that could affect a horse's performance or alter the horse's natural conformation. Such rules further include compliance of all medication policies.
- d. To adhere to the professional standards and ethics of the WSH and at all times, act in a professional manner.
- e. To adhere to the Judge/Steward's Electronic Communications and Self-Adjusted Monitoring policies.
- f. To be professional and courteous to all LOC members at all times including **social media**, corresponding texts, emails and during meetings.
- g. To be courteous to all parties (including exhibitors, Show Management and Secretaries, other Judges, Show and Ring Stewards, Arena Crews and Assistants) at shows and Judge/Steward with a positive attitude.
- h. To have the conviction and courage to Judge/Steward by the rules and disqualify entries that are in the violation of the rules.
- i. To refuse, decline, and promptly report to the License Official Committee Chair any attempt by third parties to bribe or otherwise illegally persuade or influence any Judge/Steward or judging, including any sort of remuneration, consideration, or anything of value that constitutes a bribe in the furtherance of Judging/Stewarding duties.
- j. To instill confidence among exhibitors and the public in the horse industry, avoiding any action conducive to discrediting it or membership in the Washington State Horseman Association.
- k. To Judge/Steward honestly, fairly and impartially each horse exhibited to me strictly on the horse's conformation and/or its performance as the rules of the event dictate.