



**USA WORKING EQUITATION**  
**Licensed Officials Program**



**USAWE**  
**LICENSED OFFICIALS PROGRAM**

**January 2021**



## USA WORKING EQUITATION Licensed Officials Program



### PREFACE

The purpose of the Licensed Officials Program is to create, maintain and support a robust roster of educated, current, talented and professional licensed officials to benefit the sport of working equitation in the U.S. The Licensed Officials Committee (LOC) achieves this goal through the development and maintenance of a rigorous curriculum, licensing process, testing protocol, and continuing education.

The LOC will review proposed amendments and submit recommendations for changes to this process to the USAWE Board of Directors. All changes to the process are subject to Board approval.

Updates to this process will be effective upon publication. Applicants, current or pending, will be subject to the policies and procedures in effect at the time of the application is received by the LOC. Updated policies and procedures will not be applied retroactively to an applicant unless the revision would benefit the applicant.

Contact the Licensed Officials Committee ([loc@usawe.org](mailto:loc@usawe.org)) with any questions, comments, or suggestions.



USA WORKING EQUITATION  
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CONTENTS

<b>1. PROGRAM OVERVIEW .....</b>	<b>4</b>
1.1 Application Process .....	4
1.2 LOC Appeals Process .....	4
1.3 License Maintenance Requirements .....	4
<b>2. LICENSING AND CERTIFICATION REQUIREMENTS .....</b>	<b>5</b>
2.1 U.S. Judges and Technical Delegates .....	5
2.1.1 General Requirements.....	5
2.1.2 Learner “L” Judge .....	5
2.1.3 Recorded “r” Judge .....	6
2.1.4 Recognized “R” Judge .....	7
2.1.5 Senior “S” Judge .....	7
2.1.6 Technical Delegate .....	7
2.2 Provisional Technical Delegate Program .....	8
2.3 International Guest Judges.....	9
<b>3. CONTINUING EDUCATION REQUIREMENTS .....</b>	<b>9</b>
3.1 All Licensed Officials .....	9
3.2 Judges .....	10
3.3 Technical Delegates .....	10



# USA WORKING EQUITATION Licensed Officials Program



## SECTION 1. PROGRAM OVERVIEW

### 1.1 Application Process

License applications must be submitted on the appropriate official form provided on the website (USAWE.org/Competitions/Licensed Officials). Only fully completed applications accompanied by an application fee will be considered.

The first full year after an official's approval will be considered the start of his/her officiating record.

All applications, whether for initial enrollment, renewal, promotion, or other change in status, contain a statement to be signed by the applicant, indicating that the applicant has read, understands, and agrees to abide by the rules governing the USAWE Licensed Officials program.

Licensed officials are responsible for renewing their license(s) and fulfilling the 2-year continuing education and testing requirements.

### 1.2 LOC Appeals Process

Any person whose application for enrollment, renewal, promotion or change of status has been denied or whose license has been revoked, placed on probationary status, or suspended may request a review by the LOC to reconsider the decision. The request must be in writing and include a rationale for the change. The request must be received within 30 days of the LOC ruling.

The LOC will issue a written notice to all parties within 10 days of the request for review; the notice will contain a brief statement of the facts regarding the position of the LOC and specify the time and place at which the review is to be held. The person requesting the review may attend and may bring witnesses or other evidence on his/her behalf.

The LOC will review the request for reconsideration. If the original decision is upheld, the person has the right to appeal to the USAWE Appeals Committee who will review the case and make a final determination. (The Appeals Committee structure and process is described in the USAWE Policies and Procedures document.)

### 1.3 License Maintenance Requirements

It is the responsibility of the licensed official to satisfy all necessary requirements for maintaining his/her license. Licenses must be renewed every 2 years, as of January 31. Continuing Education forms may be submitted at any time within the 2-year renewal period. The LOC will notify an official prior to the expiration of a renewal period and provide the required forms.



## USA WORKING EQUITATION Licensed Officials Program



Officials who do not pass the USAWE rules test on their first attempt will have the opportunity to re-take the exam one additional time within 2 weeks of taking the initial test. If an official does not achieve a passing score on the make-up exam, he/she will become ineligible to renew his/her license at that time. The license will be suspended until the test is passed. The official may take a comparable exam in 6 months; if a passing score is achieved, the license will be reinstated. If two more failed tests occur at the 6-month cycle, the LOC will require further educational efforts.

An inactive license for 2 years will be considered expired. Applicants must reapply.

### SECTION 2. LICENSING AND CERTIFICATION REQUIREMENTS

#### 2.1 U.S. Judges and Technical Delegates

##### 2.1.1 **General Requirements.** All Licensed Officials (LOs) must:

- a. Be 21 years old or older at the time of application.
- b. Hold a current membership with USAWE.
- c. Attend a national WE education seminar event within 2 years of application.
- d. Pass the USAWE open-book rules test within the 2 preceding years or immediately following application submission with a minimum score of 90%.
- e. Sign a USAWE Code of Ethics statement.
- f. Agree to abide by the USAWE Social Media Policy.
- g. Maintain their license through continuing education.

LO applications can be found on the USAWE website ([usawe.org/Competitions/Licensed Officials](http://usawe.org/Competitions/LicensedOfficials)). The application fee is \$50. The fee is non-refundable.

##### 2.1.2 **Learner "L" Judge.** "L" applicants must provide proof of the following with their application:

- a. Shadow Judging
  - (1) "L" applicants must shadow judge 50 rides with a minimum of two licensed "R", "S", or WAVE Judges.
  - (2) The rides must include 15 rides at L1, 20 rides at L2, and 15 rides at L3.
  - (3) The rides must include all available trials for the level.

**Note:** A ride is defined as all trials entered and ridden by a horse/rider pair, including DQs, e.g., Novice A (L2) Dressage, EOH, and Speed trials constitute one ride. Scratches and "no shows" do not qualify.

**Note:** An applicant may submit proof of successfully competing in all available trials in at least one licensed competition at L2 or above with a combined minimum



## USA WORKING EQUITATION Licensed Officials Program



dressage and EOH score of 62% to count for 10 of the required 50 shadow judged rides.

- b. Technical Delegate Experience. "L" applicants are required to do one of the following for one licensed show:
- Shadow a Licensed TD.
  - Serve as a Licensed TD, or
  - Serve as a Provisional TD.
- c. Volunteer Experience. "L" applicants are required to volunteer in the following areas for a licensed show:
- Paddock Steward (4-hour minimum).
  - Scorer (8-hour minimum).
  - Scribe for at least 50 rides, three phases, with two different "r" (minimum) judges.

"L" applicants must have references from five knowledgeable horse persons. Reference forms are available on the USAWE website. [USAWE.org/Competitions/Licensed Officials](http://USAWE.org/Competitions/LicensedOfficials)

An interview with the LOC will be conducted.

**2.1.3 Recorded "r" Judge.** "r" applicants must provide proof of the following with their application:

- a. Experience. "r" applicants must have held their "L" license for a minimum of 1 year at the time of application. All requirements for this level must be met after the "L" licensing date.
- b. Shadow Judging
- (1) "r" applicants must shadow judge at least 30 rides in all available trials, at a minimum of two shows with at least two different "R", "S", or WAVE Judges.
  - (2) The 30 required rides must include at least 10 rides at L3, 5 rides at L4, and 5 rides at L5.
  - (3) Judge evaluations and score comparisons must be submitted for all shadow judging.

**Note:** A ride is defined as all trials entered and ridden by a horse/rider pair, including DQs. Scratches and "no shows" do not qualify.

- c. Judging/Co-judging. "r" applicants must judge at least 50 rides in all available trials at shows within 2 preceding years. Judging requirements may be met by judging schooling shows or co-judging licensed shows with an "R" or "S" Judge.

"r" applicants must submit at least two written evaluations from show management within the preceding 2 years.



## USA WORKING EQUITATION Licensed Officials Program



**2.1.4 Recognized “R” Judge.** “R” applicants must provide proof of the following with their application:

- a. Experience. “R” applicants must have held their “r” license for a minimum of 1 year at the time of application. All requirements for this level must be met after the “r” licensing date.
- b. Shadow Judging
  - (1) “R” applicants must shadow judge at least 50 rides in all available trials, at a minimum of two shows with at least two different “R”, “S”, or WAVE Judges.
  - (2) The 50 rides must include at least 5 rides at L4, 5 rides at L5, as well as at least 1 ride each at L6 and L7.
  - (3) Judge evaluations and score comparisons must be submitted for all shadow judging.

**Note:** A ride is defined as all trials entered and ridden by a horse/rider pair, including DQs. Scratches and “no shows” do not qualify.

- c. Judging/Co-judging
  - (1) “R” applicants must judge at least 150 rides in all available trials at shows within the 3 preceding years.
  - (2) The 150 required rides must include 15 rides at L4 and 15 rides at L5.
  - (3) Judging requirements may be met by judging schooling shows or co-judging licensed shows with an “S” Judge.

“R” applicants must submit at least three written evaluations from show management within preceding 2 years.

**2.1.5 Senior “S” Judge.** “S” applicants must provide proof of the following with their application:

- a. Experience. “S” applicants must have held their “R” license for a minimum of 2 years at the time of application. All requirements for this level must be met after the “R” licensing date.
- b. Shadow Judging
  - (1) “S” applicants must shadow judge at least 25 rides in all available trials with an “S” and/or WAVE Judge.
  - (2) The 25 required rides must include rides at L6 and L7.
  - (3) Judge evaluations and score comparisons must be submitted for all shadow judging.



## USA WORKING EQUITATION Licensed Officials Program



### c. Judging

- (1) "S" applicants must judge at least 150 rides in all available trials at shows within the 3 preceding years.
- (2) The 150 required rides must include six rides at L6.

### d. Co-judging

- (1) "S" applicants are required to co-judge with an "S" or WAWE Judge at one recognized show.
- (2) The Judge's written evaluation and score comparisons are required.

"S" applicants must submit three letters of reference from "R", "S", or WAWE Judges.

**2.1.6 Technical Delegate.** Technical Delegate (TD) applicants must provide proof of the following with their application:

- a. Show Experience. TD applicants are required to do one of the following for one licensed show:
  - Shadow a Licensed TD, or
  - Serve as a Provisional TD.
- b. Volunteer Experience. TD applicants are required to:
  - Serve as Scribe (or sit in) for one licensed show.
  - Serve as Paddock Steward for one licensed show.
  - Serve as Scorer for one licensed show.

TD applicants must provide letters of reference from a Judge, Show Manager, and TD with the application.

## 2.2 Provisional Technical Delegate Program

The Provisional TD program enables a volunteer to serve as a TD at smaller, B-rated shows.

Provisional TDs must be knowledgeable of the WE rules, be present at all trials to ensure the rules are followed, and be capable of performing all TD functions.

Remuneration for travel and expenses is reasonable; however, any fees paid for Provisional TD services should be minimal (i.e., if not on a volunteer basis, then no more than \$75/day).

Provisional TDs must:

- a. Be 21 years old or older at the time of application.
- b. Hold a current membership with USAWE.
- c. Pass an open book rules test with a minimum score of 90%.



## USA WORKING EQUITATION Licensed Officials Program



- d. Sign a USAWE Code of Ethics statement.
- e. Sign a TD Responsibilities statement.

Provisional TD certifications are good for one competition year only; applicants must reapply each year. There are no application fees or continuing education requirements for this position.

The Provisional TD application can be found on the USAWE website ([usawe.org/Competitions/Licensed Officials](http://usawe.org/Competitions/LicensedOfficials)).

### **2.3 International Guest Judges**

The LOC may grant permission for an international WE Judge to officiate at the request of a licensed competition for that competition only.

Guest cards will be issued for officials with foreign national licenses provided they have senior WE status in their own country and will be officiating at the levels for which they are licensed by their organization. Judges must provide a copy of the license and documentation to validate that they are currently "a judge in good standing" in that organization. These documents must be official, issued by the country's national WE organization.

A licensed TD is required to officiate.

Guest Judges are required to take an open book rules test and pass with a minimum score of 90%.

The application fee is \$25 (nonrefundable). The application must be made at least 4 weeks in advance of the competition date.

It is the responsibility of competition management to assure the eligibility of guest officials.

## **SECTION 3. CONTINUING EDUCATION REQUIREMENTS**

### **3.1 All Licensed Officials**

Every 2 years, all Licensed Officials are required to:

- a. Submit a continuing education form that details continuing education activities for that period. Continuing education forms can be found on the USAWE website ([usawe.org/Competitions/Licensed Officials](http://usawe.org/Competitions/LicensedOfficials)).
- b. Successfully complete an open-book rules test with a score of 90% or higher.



## USA WORKING EQUITATION Licensed Officials Program



### 3.2 Judges

Every 2 years, Judges are required to:

- a. Officiate at a minimum of two licensed competitions (“r”, “R”, and “S” Judges).
- b. Earn 30 credits from any combination of the following continuing education options:
  - (1) Attendance and/or instruction at a USAWE education seminar event (mandatory): Credits based on classes attended/taught
  - (2) Scribe for Judges holding the same license or higher: 4 credits per competition
  - (3) Shadow judge with Judges holding the same license or higher: 6 credits per competition
  - (4) Attend clinics and seminars pre-approved by the LOC: Credits specified by LOC based on clinic/seminar
  - (5) Participate in calibration sessions pre-approved by the LOC: 2 credits per session; capped at 6 credits for this option
  - (6) Conduct calibration sessions pre-approved by the LOC: 2 credits per session; capped at 6 credits for this option
  - (7) Compete at a USAWE-licensed show, completing all trials: 1 credit per phase; capped at 6 credits for this option

### 3.3 Technical Delegates

Every 2 years, TDs are required to:

- a. Officiate at a minimum of two licensed shows.
- b. Attend and/or instruct at a USAWE education seminar event (mandatory).