



USA Working Equitation
SHOW MANUAL



USA Working Equitation
Show Manual

February 2021

This Show Manual provides guidelines for show organizers and managers in planning and conducting a show licensed with USA Working Equitation (USAWE).

Documents referenced throughout this Show Manual are summarized in Section 6. Original copies can be found on the USAWE website:

<https://usawe.org/competitions>

Please contact the Competitions Committee with any questions.

competitions@usawe.org



USA Working Equitation SHOW MANUAL



CONTENTS

1. Administrative Requirements	3
1.1 Show License Application and Approval	
1.2 Insurance Requirements	
1.3 Membership Requirements	
1.4 Horse Recording Requirements	
1.5 Advancement Requirements	
1.6 Rider Dispensation	
1.7 Use of Name/Logo	
2. Show Organization	5
2.1 Competition Levels	
2.2 Performance Levels	
2.3 Rider Divisions	
2.4 Horse Divisions	
3. Show Management	7
3.1 Rulebook	
3.2 Show Officials and Management	
3.3 Conflict of Interest	
3.4 Course Design	
3.5 Prize List Requirements	
4. Scoring	12
4.1 General Information	
4.2 Final Competition Placement	
4.3 Approval	
4.4 Posting Results	
5. Reporting Requirements	13
5.1 Technical Delegate Report	
5.2 Evaluation of Officials	
5.3 Show Results	
6. Forms and Documents	14



USA Working Equitation SHOW MANUAL



1. ADMINISTRATIVE REQUIREMENTS

1.1 Show License Application and Approval

Show Managers must complete a **Show License Application** and submit it to the Competitions Committee no less than 2 weeks prior to the date requested for the show.

There is no fee to license a show, however, a fee of \$2 per competitor will be collected after the event. An invoice will be issued once show results have been received and the total number of competitors determined. There is no USAWE charge for those doing “schooling” rides.

Show license application: <https://forms.gle/dTHuNuGrrZ1N6WGu6>

The following requirements must be met in order for a show license to be approved and show results to be accepted:

Prior to the show, depending on competition and levels offered (*see section 2.1*):

- Designation of a licensed Judge(s)
- Designation of a licensed or provisional TD
- Submission of certificate of insurance (*see section 1.2*)

Following the show (*see section 5*):

- Submission of Judge and TD evaluations
- Submission of TD Report
- Submission of show results

1.2 Insurance Requirements

All shows must carry insurance with USAWE listed as additional insured.

USA Working Equitation, 5006 Forsythe Place, Boulder CO 80303

Proof of insurance must be presented to the Competitions Committee competitions@usawe.org no later than 2 weeks prior to the show. Show licenses cannot be approved without proof of insurance.

1.3 Membership Requirements

A list of current members is on the USAWE website: <https://usawe.org/membership>. Please use this list to verify entries.

Competitors must hold a current membership with USAWE to compete at A-rated, regional championship, and national championship shows. Non-members are allowed to compete at B-rated shows but must pay a \$20 non-member fee for each show. Non-member fees will be invoiced along with the competitor fee.



USA Working Equitation SHOW MANUAL



Only member scores are tracked in the USAWE awards programs.

Nonmembers can use a one-time voucher to compete without having to pay the nonmember fee. If they join the organization within 30 days of the competition, their scores will be counted in the awards programs. The voucher is available online: <https://forms.gle/U68aZ2yTqNNBSvRA7>

Show management may, at their discretion, allow *Hors de Concours* (schooling) rides. Schooling ride tests are scored but are not posted nor are they factored into final competition placement.

1.4 Horse Recording Requirements

All horses competing in USAWE events must be recorded. A list of recorded horses can be found on the website: <https://usawe.org/membership>. Please use this list to verify that all participating horses are recorded, and that their age is appropriate for the level being shown.

A one-time fee of \$20 per horse includes lifetime performance tracking for USAWE-licensed events. The horse recording form can be completed and submitted online.

1.5 Advancement Requirements

In accordance with section 1.8 of the Rulebook, a horse/rider pair is required to advance to the next higher level in the following competition year once they have achieved a designated number of points in their current competition level. USAWE tracks advancement points for all competitors. A list of those horse/rider pairs that are required to advance to the next level is maintained on the USAWE website (Competitions/ Advancement Point Tracking). The Show Secretary should check this list to verify that competitors are competing at an appropriate level.

1.6 Rider Dispensation

Riders with disabilities can apply for a Dispensation Certificate that approves the use of adaptive equipment and other allowances. The application form is on the USAWE website: <https://usawe.org/competitions>

Competitors with dispensations must include a copy of their Dispensation Certificate with their entry form. Provide copies of this form to the Judge and TD prior to the start of the show.

1.7 Use of Name/Logo

The organization's complete name (USA Working Equitation) should be used wherever possible; however, it may be shortened to USAWE provided that the full name appears first in the copy and at least once on brochures, web pages, flyers, etc.

The USAWE logo must appear on all literature, web pages or correspondence associated with a licensed or sponsored USAWE show or event.



The logo can be found on the USAWE website (Competitions Resources/Downloadable Forms).



USA Working Equitation SHOW MANUAL



2. SHOW ORGANIZATION

2.1 Competition Level

Following is a summary of requirements by competition level.

	B-Rated	A-Rated	Regional Championship	National Championship	<u>Rulebook</u> Section
Judge	'S' (L1-L7) 'R' (L1-L7) 'r' (L1-L5) 'L' (in panel with 1 other judge)	'S' (L1-L7) 'R' (L1-L7)) 'r' (in panel with 2 other judges)	'S' (L1-L7) 'R' (L1-L7)	'S' (L1-L7)	3.3
Number of Judges	1 (more are allowed)	2 (minimum)	2 (minimum)	2 (minimum)	3.3
Technical Delegate	Provisional TD allowed	Licensed TD	Licensed TD	Licensed TD	3.4
Veterinarian	On call	On site	On site. Inspection required.	On site. Inspection required.	3.7
Emergency Medical Personnel	On call	On site recommended	On site recommended	On site recommended	3.17
Farrier	On call	On site	On site	On site	3.18
Qualifying scores	Not required	Not required	Required	Required	2.2 - 2.5

2.2 Performance Levels (see Rulebook section 1.6 for further details)

Show management may offer classes in any of the following levels:

Level	Rider Division Options ⁽¹⁾	Speed Trial	Cattle Trial ⁽²⁾	Minimum Horse Age	Judge Level
Level 1 - Introductory	Youth, Amateur, Open	No	No	4	r, R, S
Level 2 - Novice A	Youth, Amateur, Open	Yes	Yes	4	r, R, S
Level 3 - Novice B	Youth, Amateur, Open	Yes	Yes	4	r, R, S
Level 4 - Intermediate A	Youth, Amateur, Open	Yes	Yes	5	r, R, S
Level 5 - Intermediate B	Youth, Amateur, Open	Yes	Yes	5	r, R, S
Level 6 - Advanced	Youth, Amateur, Open	Yes	Yes	6	R, S
Level 7 - Masters	Open	Yes	Yes	6	R, S

Note: (1) It is not required to have separate divisions. If no divisions are specified, all classes are considered Open.

(2) Cattle trials are not required to be held for a complete Working Equitation competition.



USA Working Equitation SHOW MANUAL



2.3 **Rider Divisions** (see *Rulebook* section 1.3 for further details)

Show management may offer classes in any of the following divisions for riders:

- a. **Youth:** Open to riders 7 to 17 years of age as of January 1 of the calendar year. This division may be further categorized as follows:

- (1) Children: Riders 7 to 11.
- (2) Juniors: Riders 12 to 17.

Youth division riders may compete in any level up through Level 6. Youth riders competing in the Open division may compete in Level 7.

- b. **Amateur:** Riders must be in compliance with USEF Rule GR1306.

- c. **Open:** All riders.

If separate divisions are not designated, all classes are considered to be in the Open division.

2.4 **Horse Divisions** (see *Rulebook* section 1.4 for further details)

Show management may offer separate divisions for young horses in Levels 1, 2, or 3, or gaited horses in all levels.



USA Working Equitation SHOW MANUAL



3. SHOW MANAGEMENT

3.1 Rulebook

All licensed shows must use the United States Rules for Working Equitation (Rulebook). The latest version is maintained on the USAWE website: <https://usawe.org/rules>.

3.2 **Show Officials and Management Personnel** (see Rulebook section 3 for further details)

a. **Show Manager**

- Submits application for show license.
- Ensures insurance requirements are met.
- Manages the competition.
- Ensures all necessary personnel are in place and properly trained.
- Publishes the Prize List.
- Ensures course designs are prepared and approved in advance of the show (see section 3.4)
- Ensures all necessary equipment and obstacles are available and meet requirements.
- Manages the show budget and pays expenses.
- Coordinates with the facility for arenas, dressage ring, warm-up areas, etc.
- Solicits sponsors.
- Coordinates/manages awards ceremonies.
- Ensures all reporting requirements are met (see section 5).
- Serves as a member of the Protests Committee.

Note: The Show Manager may compete in B-rated shows that he/she is managing but must adhere to the provisions outlined in the Rulebook, section 3.20a.

b. **Show Secretary** (see Rulebook section 3.2 for further details)

- Receives show entries, prepares class lists.
- Verifies competitor memberships and horse recordings
- Verifies competitors are eligible to compete in the level entered (see section 1.5)
- Determines Order of Go, in conjunction with TD.
- Accounts for entry fees.
- Prints necessary score sheets before the show.
- Prints/posts/distributes course maps prior to the trials.
- Maintains competitor scores in the show database.
- Posts the order of go for all trials.
- Posts individual scores and rankings within the specified time limit.
- May assist Scorers in tallying score sheets and verifying their accuracy.

c. **Judge** (see Rulebook section 3.3 for further details)

- The same Judge(s) must be used for all trials for a given level/division.
- Approves the EOH and Speed course design (or TD).
- Approves scoresheets and final placement sheets prior to posting (or TD).



USA Working Equitation SHOW MANUAL



- A list of licensed Judges is maintained on the USAWE website:
<https://usawe.org/licensed-officials/>

Guest Judge. A guest card may be issued for a specific competition to a licensed WE Judge from another national working equitation organization. The Guest Judge must pass an open-book U.S. rules test within 1 year of the application. A licensed Technical Delegate must officiate. Contact the USAWE Licensed Officials Committee for further details.

d. Technical Delegate (see *Rulebook* section 3.4 for further details)

- Designs or approves EOH and Speed courses (or Judge or Course Designer).
- Ensures entry forms are properly processed by Show Secretary. Verifies horse recordings and membership status.
- Determines order of go, in conjunction with Show Secretary.
- Coordinates with Show Manager to ensure all obstacles and equipment are available.
- Oversees course set-up.
- Consults with Judge on rules and course walkthrough. May lead the course walkthrough at some events.
- Answers competitor questions about courses or rules during the show.
- Receives/handles all complaints made by competitors.
- Approves EOH and Speed course design (must be a licensed TD to approve).
- Approves scoresheets and final placement sheets prior to posting (or Judge).
- Must have a full set of rules available, as well as blank copies of Protest forms.
- Must be present throughout the entire competition.
- Serves as a member of the Protests Committee.
- Completes a report on the conduct of the show at the end of the competition.

Licensed Technical Delegates. Licensed Technical Delegates (TDs) are required for A-rated shows and above. Licensed TDs are recommended but not required for B-rated shows. The goal of Show Managers should be to grow their events to the point of being able to have a licensed TD officiate at all shows. Licensed TDs have proven credentials, many hours of classroom instruction, and in-depth experience that provide enhanced coverage. A list of licensed TDs is maintained on the USAWE website: <https://usawe.org/licensed-officials/>

Provisional TD Option for B-rated Shows

- The Provisional TD option enables a volunteer to serve in that capacity at smaller shows that cannot afford to pay the fee charged by a licensed TD or where licensed TDs are not readily available.
- 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 necessary TD functions.
- Provisional TDs must successfully pass an open-book test on the rules with a minimum score of 90% prior to the show, sign a Code of Ethics statement, and sign a statement verifying that they understand the role and responsibilities of a



USA Working Equitation SHOW MANUAL



Technical Delegate. The test and signed statement are valid for one competition year.

- 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).
 - Individuals willing to take on the role of Provisional TD should contact the Licensed Officials Committee to initiate this streamlined process. There are no application fees or continuing education requirements for Provisional TDs.
- e. **Veterinarian** (see *Rulebook* section 3.7 for further details). Recommended to be on call at B-rated shows; must be onsite at A-rated shows and above.
- f. **Paddock Steward** (see *Rulebook* section 3.8 for further details)
- Coordinates the competitors' entrance into the arena based on their entry order.
 - Inspects each competitor, verifying tack and attire are in accordance with Prize List and *Rulebook* section 1.9 requirements.
 - Inspects the condition of the horse before and after every trial for signs of blood. If blood is detected, notifies the Judge and/or TD immediately.
 - Ensures no coercive methods and/or abusive acts are used on horses.
 - Notifies the Judge or TD of any irregularity or failure to comply with the rules.
 - Completes a report on the conduct of the show at the end of the competition.
- A Tack and Attire Checklist is available on the USAWE website to enable the Paddock Steward to quickly determine tack/attire requirements. (Competitions Resources/Downloadable Forms). A checklist of Paddock Steward duties is also available.
- g. **Scribe**. Documents the Judge's scores and comments on the score sheets. A list of Scribe duties is available on the USAWE website (Competitions Resources/Downloadable Forms).
- h. **Scorer**
- Tallies individual score sheets.
 - Completes Final Competition Placement Sheet for each level/division.
 - Has Judge or TD verify accuracy of final show results before awards are presented.
 - Posts scores or provides scores to Secretary for posting.
- i. **Timers** (see *Rulebook* section 3.13 for further details). If automatic timers are not available, the Judge is the official timer. The Judge may designate someone to perform this duty. A back-up timer must be present.
- j. **Runner**: Takes the score sheets from the Scribe to the Scorer or Show Secretary on a schedule directed by the Show Manager.
- k. **Safety Coordinator**: Prepares/posts an Emergency Plan, handles any safety issues, and ensures all procedures are followed in the event of an accident. The Show Manager, Show Secretary, or other show official may serve in the role of Safety



USA Working Equitation SHOW MANUAL



Coordinator. A sample Emergency Plan is on the USAWE website (Competitions Resources/Downloadable Forms).

- l. **Announcer:** Keeps competitors and public informed of schedules and results as provided by the Show Secretary and/or Scorer.
- m. **Ground Crew:** It is important to instruct the ground crew in advance of the show to ensure that they know to:
 - Replace/reset poles, rings, rails, jug, cup, etc., after each competitor has finished his/her test. Each piece is to be reset in exactly the same way for each competitor in the division/level.
 - Move obstacles as necessary between trials.
 - Adjust obstacles depending on the level (e.g., Jump)
 - Be prepared to pick up dropped obstacle items and hand them to Introductory level riders or as required for dispensation riders during a test.

An Obstacle Specification Checklist is available on the USAWE website (Competitions Resources/Downloadable Forms), which is handy for the Ground Crew team, as well as the TD and Show Manager.

- n. **Farrier:** Recommended to be on call at B-rated shows; must be onsite at A-rated shows and above.

3.3 **Conflict of Interest Restrictions** (see *Rulebook section 3.20 for complete details*)

The following are not allowed to compete at shows where they are officiating:

- Show Manager (A-rated shows and above; can show at B-rated with specific provisions)
- Judge
- Horse owned or leased by the Judge
- Individuals who are related to or work with/for the Judge, or who have purchased/sold/leased a horse from the Judge within 90 days
- TD
- Individuals who are related to or work with/for the TD, or who have purchased/sold/leased a horse from the TD within 90 days
- Veterinarian
- Paddock Steward
- Scribe
- Course Designer
- Foul Line Judge
- Individuals who are related to or work with/for the Foul Line Judge, or who have purchased/sold/leased a horse from the TD within 90 days
- Scorer

More than one TD can be made available to ensure that no individual officiates when there is any conflict of interest with either a horse or rider.



USA Working Equitation SHOW MANUAL



Conflict of interest restrictions do not apply if the rider is riding *Hors de Concours* (schooling ride).

3.4 Course Design (see *Rulebook* section 3.11)

Courses for EOH and Speed trials must be designed and approved in advance of the competition. Course designs may be approved by a licensed TD, the presiding Judge (if not the course designer), or any “r”, “R”, or “S” Judge. A Provisional TD is not authorized to approve a course design.

The course design must be kept confidential until it is made available to all competitors.

3.5 Prize List Requirements

The prize list should contain the following at a minimum:

- Title page to include the show name, competition level, location, date(s) of competition, opening and closing dates for entries, and USAWE name and logo (see *Show Manual* section 1.6).
- List of show officials (e.g., Show Manager, Secretary, Judge, TD, Safety Coordinator, Veterinarian, Farrier) and contact information as appropriate.
- Notice that the show is run in accordance with the U.S. Rules for Working Equitation, and USAWE’s website address for the most recent version.
- Membership requirements.
- Horse recording requirements.
- List of classes and divisions offered.
- Cash prizes/awards offered.
- Entry procedures.
- Entry fees and other show fees.
- Entry form. The first page can be modified as needed to accommodate specific show requirements. The second page must be included in its entirety, with no changes. Signatures are mandatory.
- General show rules (e.g., smoking restrictions, sharps container placement, use of protective head gear, dogs on leash, etc.)
- Facility requirements, stabling availability.

A prize list template on the USAWE website (Competitions Resources/Downloadable Forms) is available for use.



USA Working Equitation SHOW MANUAL



4. SCORING

4.1 General Information

Refer to Rulebook section 4.8 for detailed scoring instructions. The final page of Appendix C has a summary of scoring requirements and can be used as a reference when scoring. Word versions of scoresheets are available on the USAWE website (Competitions Resources/Downloadable Forms).

Provide Scorer(s) with an up-to-date list of competitors in each level/division. Flag any riders who may be doing schooling rides. Schooling rides are scored but are not posted nor are they incorporated in final competition placements.

4.2 Final Competition Placement

For shows with competitors showing individually, use the **Final Competition Placement - Individual** form (Rulebook Appendix C) to compile scores and determine points and placings for all trials. Use a separate sheet for each level/division. Complete the information on the top of each sheet to help ensure the correct scoresheets are entered and proper points and placings are assigned.

For shows with teams competing, use the **Final Competition Placement - Team** form to compile scores and determine points and placings.

For shows using the online scoring software GIRA.io, please be sure to familiarize yourself with the software in advance. GIRA.io will automatically compute the scores and determine points and placings for all trials. It can also be used to print pre-filled (names, etc.) scoresheets for all trials.

4.3 Approval

The Judge and/or the TD must approve the release of results and scoresheets prior to posting and release. Random scoresheets should be checked to verify overall accuracy.

4.4 Posting Results

Scoresheets must be posted no later than 2 hours following trial completion for multiple-day shows. For one-day shows, scores must be posted no later than 2 hours after the last ride of the day. Originals of the Dressage and EOH tests must be made available to riders after each trial.



USA Working Equitation SHOW MANUAL



5. REPORTING REQUIREMENTS

Reports and evaluations help us keep the sport and its officials growing in the correct way. Thank you for helping us toward this goal.

5.1 Technical Delegate Report

The **Technical Delegate** must complete a Technical Delegate Report within 1 week of completion of the competition.

If there is more than one TD officiating at the competition, the senior TD is responsible for completing the report, consolidating comments from the other TD(s).

The TD Report is available online at: <https://forms.gle/kZXsGU6d9Ut7ji5v6>

5.2 Evaluation of Officials

- a. Judge. The **Show Manager** must submit a Judge Evaluation for each Judge who officiates at the competition. The evaluation(s) must be submitted within 1 week of completion of the competition. The Judge Evaluation Report is available online: <https://forms.gle/d3aoBNizb3ysgNzP8>
- b. **Technical Delegate**. The **Show Manager** must submit a Technical Delegate Evaluation for each TD who officiates at the competition. The evaluation(s) must be sent within 1 week of completion of the competition. The Technical Delegate Evaluation Report is available online: <https://forms.gle/8PimR38iysyFyTu8A>

In cases where the Show Manager also serves as the TD at a B-rated show, the Judge must complete the Technical Delegate Evaluation. It is up to the Show Manager to inform the Judge of this requirement in advance of the show.

5.3 Show Results

Show results must be submitted within 2 weeks of completion of the competition using the Show Results Reporting Form (Excel file) or the Results file from the GIRA.io online scoring program.

When using the Show Results Reporting Form, input all results into a single worksheet and ensure all applicable fields are filled. In the case of any disqualifications or withdrawals, indicate DQ or WD on the sheet for the appropriate entry/trial.

Submit the completed file to: awards@usawe.org

Include the show's license number in the file name.



USA Working Equitation SHOW MANUAL



6. FORMS AND DOCUMENTS

The following forms/ documents are available on the USAWE website for use by show personnel.
(<https://usawe.org/competitions>)

Document	Comments
Dispensation Certificate Application	<i>Riders with disabilities use this form to apply for a Dispensation Certificate that approves the use of adaptive equipment and other allowances.</i>
Emergency Plan (sample)	<i>Prepared by Safety Coordinator. (Section 3.2k)</i>
Entry Form (sample)	<i>First page can be modified as needed. Second page cannot be changed. (Section 3.4)</i>
Final Competition Placement, Individual Final Competition Placement, Team	<i>Scorer enters data from individual scoresheets to determine final placement.</i>
Guest Judge Card application	
Judge Evaluation form	<i>Show Manager uses this form to assess Judge(s) performance. (Section 5.3)</i>
Non-member Voucher	<i>Non-members can use a one-time voucher to cover the non-member fee for a B-rated show.</i>
Obstacle Specification Checklist	<i>Useful to provide copies to ground crew. Handy for TD and Judge as well.</i>
Paddock Steward Duties	
Prize List (sample)	<i>Suggested basic information to be included in a prize list. See Section 3.4</i>
Professional/ Amateur Status	<i>Excerpts from USEF GR1306 that defines amateur vs. professional status.</i>
Scoresheet, Cattle, Individual (Word) Scoresheet, Cattle, Team (Word)	<i>Secretary can enter competitor data in advance.</i>
Scoresheet, EOH (Word) Scoresheet, Speed (Word)	<i>Secretary can enter obstacle data in advance, as well as competitor data.</i>
Scribe Duties	
Show Results Reporting Form (Excel)	<i>Use this form to report show results. (Section 5.1)</i>
Tack and Attire Checklist	<i>Useful for Paddock Steward.</i>
TD Duties	
TD Evaluation form	<i>Show Manager uses this form to assess TD performance. (Section 5.4).</i>
TD Report form	<i>TD uses this form to report on the competition. (Section 5.2)</i>