



USAWE Board Meeting Minutes

Meeting Date: July 12, 2021

Meeting Time: 5:00 p.m. Pacific, 6:00 p.m. Mountain, 7:00 p.m. Central, 8:00 p.m. Eastern

Meeting Modality: Zoom

Board Members Present		Board Members Absent at Roll Call	
President	Leslie Martien	At Large Director 1	Trisha Kiefer-Reed
President Elect	Barbara Price	R3 Director	Cindy Branham
Secretary	Julie Alonzo	R5 Director	Alex Tyson
Treasurer	Erin O'Shaughnessy		
At Large Director 2	Doreen Atkinson		
R1 Director	Kristine Strasburger		
R2 Director	Robin Bond		
R4 Director	Kiki Pantaze		
R6 Director	Kimberley Hillyer		
R7 Director	Rebecca Algar		

Current # of Board members = 13. BOD members required for Quorum = 7. # of BOD members in attendance = 9. Quorum was established.

Board Members in Attendance After Roll Call

USAWE Adult Members in attendance for all or part of the meeting:

Jeanne Bond, Chair, Competitions & Rules Committees

Becky Sherven, R5 Member

Susan Watkins, R2 Member

Kris Blacklock, R5 Member

Sandy Klinkey, R5 Member

Christine Righeimer, R5 Member

President Martien called the meeting to order at 6:00 PM, Mountain time.

UPDATE TO METHOD OF BANNER SALES

Kristine Strasburger, R1 Director, had shared a proposal for procedures to handle the ordering/processing of banner requests. The proposal includes embedding a Google Form link on the USAWE website, which would be forwarded to the Secretary for invoicing and Barbara Price, who has offered to handle banner orders, for processing once payment is received.

The written proposal sent to the Board in advance of the meeting explained:

USAWE Banner Sales Proposal

4x6 actual banner cost = \$66.39

Flat Rate Shipping = \$20

USAWE pays \$50

Purchaser pays \$36 for first banner

Purchaser pays \$86 for additional banners



Banner order form on our website can be a Google Form to collect needed info:

- Name of purchaser
- Show or event date needed by
- Ship to name, phone number, address
- Quantity of 4x6 banners needed

Purchaser will be invoiced and pay invoice online prior to banner order.

Once invoice is paid, Secretary will notify Banner manager to place order.

Barbara Price has offered to place the orders and seek reimbursement as needed.

Workflow:

Member fills out form on USAWE.org to place banner order > Secretary receives order and verifies subsidy qualification > Secretary invoices member for amount due > Member pays invoice > Secretary sends order request to Banner Manager (Barbara for now) > Banner Manager places order to be shipped directly from manufacturer to member > Treasurer records banner sales transactions from Paypal reporting > Secretary maintains record of banner purchasers (via Form results)

Motions for Board Discussion and vote:

Proposed Motion: Amend previously approved motion which authorized USAWE to pay 75% of the banner cost for one banner per show or event organizer to instead authorize a flat rate of \$50 per banner.

Rationale: Instead of offering a percentage subsidy, I propose that we offer a flat amount of \$50 paid by USAWE toward purchasing the first banner per show or event manager. Also, a flat rate shipping charge of \$20 per banner. This is easier to manage for processing and recording.

The Board discussed the proposal and how best to inform members about how we would get the word out. We can share information through the newsletter to let people know about the option. Kristine volunteered to write an article for the newsletter and to provide a link to the Google Form to Jeanne to include in the show management communications. Barbara Price provided Kristine with a rough draft order form which Kristine has offered to use to create a Google Form which show / event organizers can use to order banners.

Kristine Strasburger, R1 Director, made a motion to:

Motion: Amend previously approved motion which authorized USAWE to pay 75% of the banner cost for one banner per show or event organizer to instead authorize a flat rate of \$50 per banner.

Motion was seconded by Rebecca Algar, R7 Director.

➤ **The motion passed unanimously by voice vote with no “nays” heard.**

Proposed Motion: Affiliate Organizations are authorized to request one 4 x 6 banner at no cost. USAWE will pay full cost of purchase and shipping. AO’s may only receive one free banner and are not eligible for a discount as a show or event organizer if they have already received a banner at no cost.

Rationale: Our AO’s are major promoters of USAWE and a primary source of new members. Banners are advertising for USAWE. Current AO dues are \$30 per year in 2021, so USAWE will essentially subsidize slightly more (\$56) per AO than per show or event organizer for 2021, but when AO dues go up



to \$50 in 2022, the cost to USAWE will be even less. Receiving a banner at no cost is one way to “Perk” the AO’s for their extra effort to promote USAWE.

Kristine Strasburger, R1 Director, made a motion to:

Motion: Authorize Affiliate Organizations to request one 4 x 6 banner at no cost. USAWE will pay full cost of purchase and shipping. AO’s may only receive one free banner and are not eligible for a discount as a show or event organizer if they have already received a banner at no cost.

Motion was seconded Rebecca Algar, R7 Director.

- **The motion passed unanimously by voice vote with no “nays” heard.** To avoid a potential Conflict of Interest, Kristine Strasburger and Julie Alonzo both recused themselves from voting on the motion because both of them have Affiliate Organizations.

PROPOSAL TO ADD TWO MEMBERS TO THE COMPETITIONS COMMITTEE

Jeanne Bond, Competitions Committee Chair, has requested that Joy Chadsey and Sue Watkins be appointed to the Competitions Committee. In her proposal for the Board, Jeanne noted:

“Sue and Joy responded to the email that was sent to the 56 members who initially volunteered to support this effort. We have been “talking” via email for some time about what the job entails to make sure they were aware of the complexities of the effort and the skills that would be needed. There is a lot of detailed work associated with each license issued, and since we have issued over 100 licenses thus far this year and are in the height of show season, it can get hectic at times. I finally got a chance to meet with them this week to discuss the end-to-end requirements for processing and managing show licensing and we determined a way to divide the duties effectively. Joy and Sue are eager to help, and I am eager and grateful to have some help.

Both Sue and Joy have experience in managing shows, which is a plus. They understand the role of Competitions is to help show organizers/managers get as much assistance as necessary to make their shows successful and stress free. I feel that we will work well together as a team.”

Leslie Martien, President, made a motion to:

Motion: Appoint Joy Chadsey and Sue Watkins to the USAWE Competitions Committee, effective immediately.

Motion was seconded by Erin O’Shaughnessy, Treasurer.

- **The motion passed unanimously by voice vote with no “nays” heard.**



APPROVAL OF SECTION 2.3 OF THE POLICIES AND PROCEDURES MANUAL

Prior to the meeting, Jeanne Bond, Competitions Committee Chair, had shared a draft of Section 2.3 of the Policies and Procedures Manual, outlining the process to be used by the Competitions Committee when conducting their work on behalf of USAWE. That document is appended to these minutes.

Discussion included the “fairness” of giving priority scheduling to show license holders who have held a competition on a particular date, the degree to which distance/date requirements would be fair to competitors / show organizers, and the need for show organizers to communicate with one another to coordinate dates.

After a few minutes of discussion, President Leslie Martien requested that the Board temporarily suspend discussion on this topic and return to it later in the meeting.

Jeanne Bond, Competitions Chair, suggested removing Part 3 of the proposal (related to people with prior shows having priority to reserve their show dates for the following competition year).

Julie Alonzo, Secretary, suggested adding the word “Competition” before “Appeals Committee” to reduce the chance of people misunderstanding that this “appeals committee” is not the same as the Appeals Committee for the Ethics process.

Kristine Strasburger, R1 Director, suggested a modification to the first statement about the Competitions Appeals Committee Process. The group assisted with some word-smithing.

Julie Alonzo, Secretary, asked if it might make sense to get feedback from members related to the Zone Championships rather than vote on this matter tonight.

Jeanne Bond, Competitions Committee Chair, indicated that she thought that decision might make sense, to hold off on this proposal for tonight.

President Leslie Martien indicated that we would return to this proposal at our next Board meeting.

CHAMPIONSHIP SHOW STRUCTURE

Prior to the meeting, the task force that President Leslie Martien had assembled to make proposals for how to update the structure of Championship Shows in the future had shared the following report:

Members: Kim Hillyer, Julie Alonzo, Jeanne Bond, Jessica Mosbaugh, Erin Long, Alex Tyson

The goal of this task force is to propose a new championship show structure for USAWE. We believe it is important to have in-person championship shows to provide an opportunity to help build community and excitement about the sport across the country as well as to recognize the accomplishments of our members. At the same time, we believe it is important to find ways to make championship shows more accessible to both members and to the people / organizations



that might be willing to host them. To that end, we recommend a reconceptualization of the championship show structure. The rationale is to provide high-quality championship shows that will be available to all members and to not financially stretch our members or the national organization as they try to put on and attend multiple championship shows.

Our first proposal is to eliminate the option of “A” rated shows and instead classify the current B-Rated shows as simply “Licensed shows”. The championship shows would be run the same way as our current Championship shows. (With the new rule change that was just approved by the board). The reason for this is we feel that there is no benefit to hosting or showing at an “A” rated show. The financial risk to the show organizers is big, and that cost is then pushed onto the competitors with no added benefit to them.

Next: We propose to offer only Zone Championship shows. If this change is approved, there will not be Regional or National Championship shows. The reason behind this is mostly due to cost to both the competitors and those hosting those shows, as well as helping to support local shows by capitalizing on the Regional and National Leaderboards to name Regional and National Champions each year.

I. Proposed Zone Championships:

- A. There will be the possibility of 3 Zone Championship shows each year starting in 2022. Zone Championships can be held no more frequently than once per year per zone but are not required to be held every year.
- B. The 3 zones are East (Regions 6 and 7), Central (Regions 3, 4, & 5), and West (Regions 1 & 2)
- C. Each zone may hold one Zone Championship show per year.
 1. Zone Championship shows will rotate within the zones
 2. USAWE will issue an RFP (Request for Proposal) to define the criteria and requirements for a zone championship show.
 3. Show Organizers will submit a proposal by a specified date to a Zone Championship Evaluation Committee (to include regional directors for the specified zone
 4. Shows will be selected based on
 1. Expertise (past experience and successful running of large shows)
 2. Geographic Diversity
 3. Quality/How are they going to make it special
 4. Adequate resources (personnel, facility, finances)
- D. Qualifying for Zone Championships and showing at Zone Championship
 1. Horse/rider combinations must earn an average of 58% or higher dressage/EOH scores combined, without disqualifying in Speed at levels where it is offered, at a minimum of two licensed shows to qualify.
 2. Scores can be earned at any USAWE-licensed show in any region
 3. Riders can compete outside of their zone and/or compete in multiple Zone Championships
 4. For year-end Regional and National standings, additional points will be added to final points total for the Zone Championship shows.
 1. 2 points for Champion
 2. 1 point for Reserve Champions

II. How can USAWE help with the Zone Championship Shows?

- A. Waive show licensing fees.



- B. Provide a Grant of \$2000 to each winning bid to hold a Zone Championship show. (To be sent upon successful completion of the Zone Championship, with all required show reports and results submitted to USAWE. Authorize Zone Championship shows to use USAWE logo for Awards and swag at the event.

The Board discussed various aspects of the proposal.

Rebecca Algar, R7 Director, indicated that she feels very strongly that USAWE should host a National Championship, that this is what she hears people asking about.

Julie Alonzo, Secretary, explained that the task force started their discussion by trying to identify the purpose behind Championships – they identified multiple purposes – community building, camaraderie, the ability to establish your competence /distinguish yourself among a larger group of riders

Kristine Strasburger, R1 Director, emphasized the need to provide a very good clear rationale for why the proposal is being structured in this way. She also believes it is important to include planning for a National Show.

Kim Hillyer, R6 Director, indicated that she liked the idea of suggesting three years of Zone Championships and then a National Championship for the fourth year.

Leslie Martien, President, shared that one of the challenges we face is that the organization is still fairly young. To put on a National Show is going to require lots of people, resources. Voting on this proposal doesn't prevent the option for a National Show in the future.

Doreen Atkinson, At-Large Director, expressed concern over the name "zone," suggesting that we might be able to find a different name.

Robin Bond, R2 Director, indicated that if we use the Leaderboards to declare National Champions, she might be comfortable with the Zone proposal.

Kim Hillyer, R6 Director, said she is still committed to the idea of a National Championship, and that she hopes that the Zone Championship might be a way to start to build toward that.

Rebecca Algar, R7 Director, said that it's important to come up with a good name to use to designate the Zone Championships – maybe something like Eastern Nationals, Central Nationals, Western Nationals. To give people something to aim for.

Barbara Price, President-Elect, cautions the group to be careful about rushing to hold a National Championship. Her experience with other small organizations' National Shows was that they draw a select group of participants (those who are able to travel to attend). She is good with the Zone proposal for now, as a stepping stone. Perhaps we can come up with better names than "Zone Championship" to help make them more appealing.

Jeanne Bond, Competitions & Rules Committee Chair, suggested that we should learn from the experience of other organizations that have had difficulty making successful National Championships. She likes the idea of calling them Eastern Championship, Central Championship, Western Championship.



Kristine Strasburger, R1 Director, affirmed the importance of having a good name for these competitions.

Leslie Martien, President, summarized the various comments heard and asked if people felt comfortable enough now to vote on the motion. She also asked the Board to consider whether we want to poll the members first or simply vote on the proposal.

Kim Hillyer, R6 Director, suggested we might want to break up the proposal into phases, addressing some of the proposal now, then soliciting input from members, then moving forward with the rest of the proposal.

Erin O’Shaughnessy, Treasurer, suggested we address the first motion in the proposal tonight, then solicit input from members in a targeted email survey before addressing the proposed Zone Championship change.

Erin O’Shaughnessy, Treasurer, made a motion to:

Motion: Eliminate the option of “A” rated shows and instead classify the current B-Rated shows as simply “licensed shows” effective December 1, 2021.

Motion was seconded by Kiki Pantaze, R4 Director.

- **The motion passed unanimously by voice vote with no “nays” heard.**

UPDATE TO TECHNICAL DELEGATE POLICY

At the last meeting of the Board, Jeanne Bond, had brought a joint proposal to the Board from the Licensed Officials and Competitions Committee. The Board discussed the proposal, suggested some slight revisions, and tabled the vote on the proposal until our July 12th meeting.

Revisions have since been made and shared with the Board, and the Board is being asked to approve the revised proposal (appended to these minutes) at tonight’s meeting.

Rebecca Algar, R7 Director, asked for clarification around how the proposal applies to currently-licensed TDs.

Julie Alonzo, Secretary, suggested that for clarification, the document could be updated to read, “Specific Requirements for Provisional TDs seeking TD Licensure”.

Kiki Pantaze, R4 Director, indicated that she thought that the December 1 deadline is too stringent. She suggested we extend the date to July 2022.



Kristine Strasburger, R1 Director, asked for clarification about what the process will be for people who would like to become TDs in the future but are not already Provisional TDs.

Robin Bond, R2 Director, indicated that she thinks there is a substantial need for training for Paddock Stewards. Leslie Martien, President, indicated that she thought that particular topic might be best addressed at a later time, given the lateness of the hour.

Julie Alonzo, Secretary, made a motion to:

Motion: Approve proposed update to the USAWE technical delegate policy, which will go into effect on December 1, 2021.

Motion was seconded by Leslie Martien, President.

- **The motion passed unanimously by voice vote with no “nays” heard.**

President Leslie Martien adjourned the meeting at 8:05, Mountain Time.

Minutes submitted by Julie Alonzo, USAWE Secretary

Proposal for Technical Delegate

To: Board of Directors
From: Licensed Officials Committee and Competitions Committee
Subj: Proposal to Restructure Technical Delegate Requirements for Licensed Competitions
Date: 29 June 2021

The Problem:

The Provisional Technical Delegate (PTD) concept was implemented to ensure that individuals with at least some proven knowledge of the Rulebook would be available to officiate at B-rated shows that cannot afford a licensed TD. It was meant to be used on an as-needed basis for smaller shows. The reality, however, is that 91% of B-rated shows use PTDs rather than licensed TDs. And since the majority of USAWE's licensed competitions are B-rated (95%), this means most of our shows are officiated by PTDs who have very little experience and no real education.

Compounding the problem is that (for a variety of reasons) some individuals don't take the test until the very last minute and have no time to prepare properly for the show. And there are some who don't pass the test at all (also often at the last minute), which throws show management into a justifiable panic.

Another factor that is not visible to anyone outside the Licensed Officials and Competitions committees is the incredible effort it takes to maintain this PTD system: helping show management get a TD certified in time for the show, dealing with testing and "certification" at all random times of the day and night, and maintaining two lists of officials, one licensed that can be posted and advertised, and one that cannot. In addition, since PTDs must get recertified annually, the workload is constant every year.

A related significant issue is the pending proposal to eliminate A-rated shows and only have one level of licensed competition. If that proposal is approved, we believe it is not in the organization's best interests to have PTDs officiate at all regular USAWE licensed shows.

Goal:

Redefine the requirements and improve the training for Technical Delegates so that shows can have more qualified talent available locally, thus improving the quality of support while keeping show costs at a minimum.

Proposed Solution:

For the 2022 competition year (Dec 1, 2021):

- a. Eliminate the Provisional TD option. All TDs must be licensed.
- b. Provide a TD Handbook that defines the TD job requirements and covers those duties that are not addressed in the Rulebook (*currently in final review; see attached outline*).
- c. Have a specific test for TDs. Include questions in the TD test from the handbook as well as the Rulebook.
- d. Revise requirements for TD licensure and continuing education (*see below*).
- e. Emphasize the importance of the TD's role to show managers and TD candidates. The TD cannot serve in any other role during the show (e.g., scorer, show manager, etc.).

Proposal for Technical Delegate

General Requirements for Licensure (no change)

- 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.

Specific Requirements for Licensure

- a. Show Experience. One of the following:
 - (1) Shadow a currently licensed TD.
 - (2) Serve as provisional TD at a show in 2021.
- b. Education
 - (1) Attend TD training module.
 - (2) Attend Scoring module.

Continuing Education

- a. Every 2 years successfully complete an open book test with a score of 90% or higher.
- b. Officiate at a minimum of one licensed show per year.
- c. Attend and/or instruct at a minimum of one USAWE education seminar per year. Class schedules and requirements to be determined.

Implementation:

If the Board approves this proposal, it will need to be announced as soon as possible as it impacts the availability of TDs for the 2022 competition year. Current PTDs will have the remainder of this year to meet the **education** requirements.

The proposal will impact the following:

- The LO Program document.
- The Rulebook.
- The Show Manual.
- Training modules.
- **Education seminars.**
- The website.

Proposal for Technical Delegate

USAWE

TECHNICAL DELEGATE HANDBOOK

Contents

1. Role
2. Knowledge Requirements
3. Items to Have on Hand
4. Supporting the Judge
5. Membership/Horse Recording Verification
6. Conflicts of Interest
7. Rider Dispensations
8. Course Design Approval
9. Veterinary Inspections
10. Order of Go
11. Course Setup Verification
12. Course Walkthrough
13. Importance of the Paddock Steward's Role
14. Tack, Attire, Equipment
15. Disqualifications
16. Evidence of Blood
17. Approving Show Results Prior to Posting
18. Timeline for Posting Results
19. Handing Questions
20. Handling Complaints
21. Handling Protests
22. Protests Committee
23. Disciplinary Dispositions
24. TD Report
25. Competitor Feedback

Attachment 1. Obstacle Specifications

Attachment 2. Tack and Attire Checklist

SECTION 2. PROCEDURES

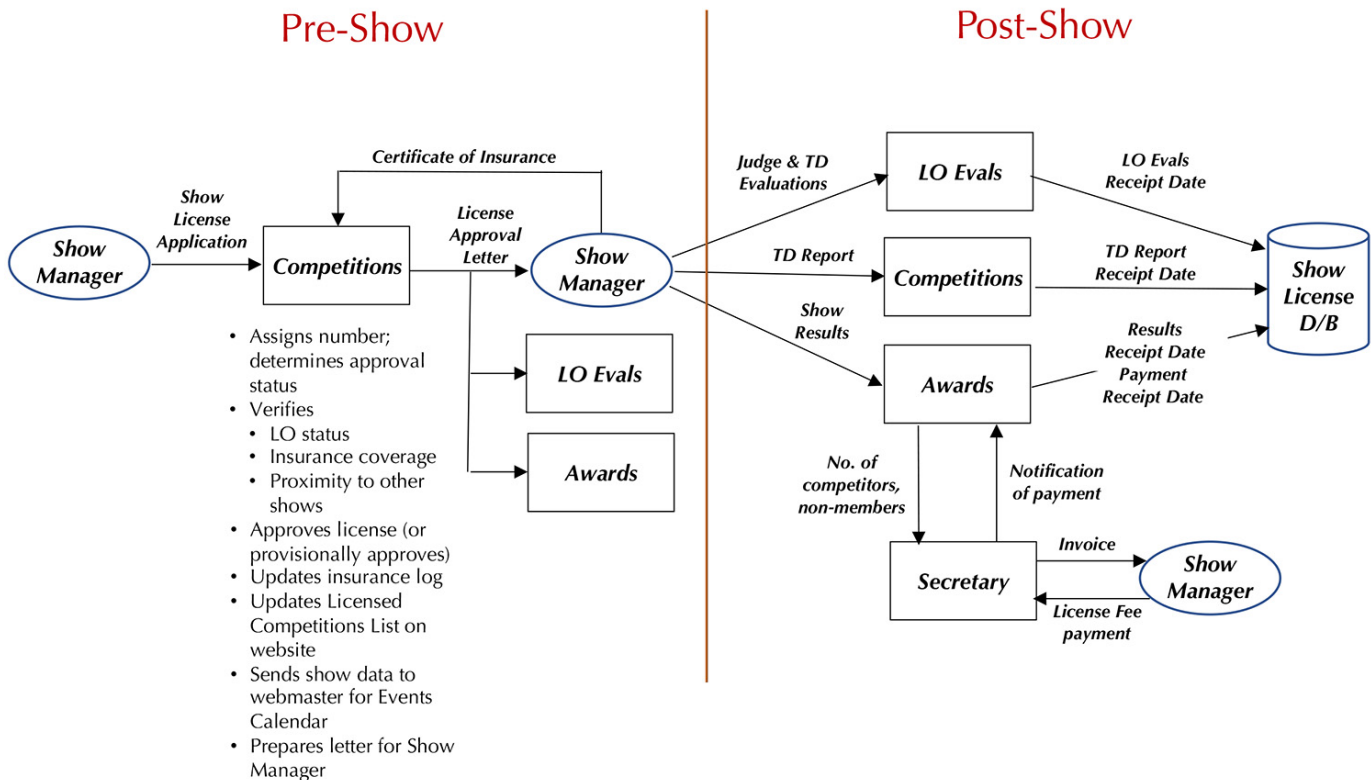
2.3 Competitions

2.3.1 General Duties and Responsibilities

The Competitions effort includes:

- a. Processing and approving show license applications.
- b. Communicating with show managers to clarify requirements and answer questions.
- c. Communicating with Awards, LOC, and Website teams regarding upcoming shows.
- d. Reviewing TD reports for actionable items and following through with as needed.
- e. Verifying that LO evaluations and show results are delivered as required.
- f. Ensuring the currency and accuracy of the show license database, website list of shows, insurance log, and insurance certificates.
- g. Preparing and maintaining all documentation associated with the Competitions process.

The end-to-end process is as follows:





USA WORKING EQUITATION

Policies and Procedures



2.3.2 Requirements for License Approval - Rated Shows

Licenses are issued for live shows only. The license application should be submitted no less than 2 weeks prior to the event. All applications are checked for the following:

- a. Officials are licensed.
- b. Judge's license is appropriate for the levels offered.
- c. Insurance requirement is acknowledged. The show must be insured and USAWE must be designated as an "additional insured."
- d. There are no date/location conflicts with other shows in the vicinity (*see section 2.3.4*).
- e. All information is complete.

2.3.3 Requirements for License Approval - Championship Shows

Licenses to host championship competitions are awarded annually through a competitive bid process run by a committee appointed by the Board for this purpose.

Details TBD.

2.3.4 Competition Date/Location: Restrictions and Allowances

- a. Licensed Shows
 - (1) No competitions being organized by different organizers may be scheduled for the same date if they are within 100 miles of one another.
 - (2) There must be a minimum of 2 weeks (one intervening weekend) in between licensed competitions if they are located within 50 miles of one another.
 - (3) Competition license holders who have held a USAWE-licensed competition and have completed all post-show requirements (*see section 2.3.8*) have priority to reserve their show dates for the following competition year. This allowance is available until November 30 each year. On December 1, all non-reserved calendar dates for the next competition season will be open, and licenses will be issued on a "first come/first served" basis.
- b. Championship Shows. There must be a minimum of 2 weeks (one intervening weekend) and 150 miles distance between any championship show and a currently scheduled licensed show. Exceptions may be made if agreement is obtained in writing from the show manager(s) of all licensed shows impacted by the championship show location and schedule.

2.3.5 License Application Process

License applications are assigned the next sequential number as they are received. The license is officially approved once all requirements are met. The license may be provisionally approved if some items are outstanding (e.g., designation of a qualified LO or insurance). The Competitions Committee chair works with the show manager to resolve provisional licensing issues and obtain final approval prior to the event.



USA WORKING EQUITATION

Policies and Procedures



An email is sent to the show manager with information regarding the show requirements and schedule and a copy of the Show Manual. If license issues are still outstanding 3 weeks prior to the show date, a second email is sent.

The following teams are notified once a show license application has been processed:

- LOC
- Awards
- Website (for event calendar).

2.3.6 Insurance Compliance Process

Insurance information for each show is maintained in a log on the Drive that identifies the individual or organization insured, insurance company, dates of coverage, and shows covered. Certificates of Insurance are assigned a control number and maintained in a folder on the Drive for reference.

2.3.7 Fees

- License Fee. There is no show license fee. A fee of \$2 per competitor is collected after the event. There is no charge for those doing “schooling” rides.
- Competitor Fees. Competitors must be a member of USAWE. Non-members can compete in licensed shows but must pay a non-member fee. Non-members cannot compete in championship shows. (*Note: Eliminated the one-time voucher.*)

Show organizers can assess additional fees if desired but they cannot be classified as a non-member fee.

Only members are eligible for lifetime or year-end awards, or have their scores tracked on the ranking board. Points earned by non-members who join within 30 days of a competition will be counted.

- Horse Recording Fees. All competing horses must be recorded with USAWE. This is a one-time fee.

2.3.8 Post-Show Requirements

- TD Report: Due 1 week after the show. It is submitted via Google form to **Competitions**. **Competitions** enters the date of receipt in the show license database and reviews the report for actionable items.
- Evaluations for the Judge(s) and TD: Due 1 week after the show. Evaluations are submitted via Google form to **LO Evaluations**. **LO Evaluations** enters the date of receipt in the show license database and reviews the evaluations for any actionable items.



USA WORKING EQUITATION

Policies and Procedures



- c. Show Results: Due 2 weeks after the show. Show results are submitted to the **Awards** committee. **Awards** enters the results on the Leaderboard and updates the show license database to indicate receipt.
- d. Show Fee. When results are received, **Awards** notifies the USAWE Secretary of the total number of competitors (members and non-members). The Secretary invoices the show manager and notifies **Awards** when the show fee has been paid. **Awards** updates the show license database to indicate receipt.

Show results are not posted until all reporting requirements are met and show fees are paid.

2.3.9 Appeals Committee Process

In the event that a protest at a competition cannot be satisfactorily resolved and an appeal is filed, an Appeals Committee is convened. Members include:

- Competitions Committee chair (serves as chair of the Appeals Committee)
- President Elect
- Regional Director (rotating assignment; cannot serve if appeal is within her/his region)

An appeal must be in writing and accompanied by a fee of \$150 made payable to USAWE. The appeal must be received within 7 calendar days of the conclusion of the competition.

The Appeals Committee will gather all reports and information related to the protest, interview participants and witnesses to the incident, review the findings of the Protest Committee, and make a final determination on the issue within 45 days of receipt.

If the appeal is upheld, the applicant will be refunded both the fees for the protest and the appeal. Competition results impacted by the appeal will be corrected. Any awards and prizes impacted by the appeal will be corrected.

The Appeals Committee may review the results of any competition without an appeal having been filed. If discrepancies in scoring or computational errors are found, the Appeals Committee will inform the competition management and will post corrected results. Any awards or prizes will be corrected by show management.

All appeals activities and decisions will be made public.