

	Audit Recommendations
<p>1) Show Records Keeping</p>	<p>To preserve integrity of the sport, all USAWE Licensed Shows MUST continue to retain copies of the original score sheets for all trials (front and back of the judge signed score sheet, when applicable) containing all comments and corrections and signed by a judge for 12 months from the date of the last day of a show. Both photocopies and scanned copies of the original score sheets are acceptable. Numerous reasons for this requirement are outlined in the <i>Score Sheet Keeping Requirement Task Force Opinion</i> document.</p> <p>In the course of our audit, we discovered that, unfortunately, the majority of the show organizers/secretaries did not abide by the USAWE Rules and did not retain the copies of the original score sheets. That made the comprehensive audit portion of our Task Force’s mandate impossible to perform.</p> <p>The Board should consider instituting corrective action for show managers that do not comply with the requirements of competition licensing as outlined in USA Working Equitation Rules (Rules) and USAWE Competition Manual.</p>
<p>2) Score Validation Procedures</p>	<p>Quality Assurance Task Force recommends that USAWE develops a formal score validation procedure for all licensed shows, providing a process for shows scored manually and GIRA data entry. This procedure should be added to the Competitions Manual, be part of Competitions training for Show Managers and Scorers and be a part of Licensed Officials training for all Judges and Technical Delegates.</p> <p>Validated score sheets should include initials of the scorer and ‘G’ (for GIRA) to document who scored and data entered each score sheet and the initials of Judge/TD who verified GIRA data entry (to be in compliance with USA Working Equitation Scorer rules).</p>
<p>3) GIRA Results</p>	<p>Recommend using the GIRA > Results > Files (same Show Results excel worksheet sent to Results) to be in compliance with USA Working Equitation Rules and competitor protest requirements). The Show Results file should be used (not the General Reports) to validate score sheets and to post end of day show results as it contains ALL of the information needed (plus it is the same information sent to the Awards Committee for year-end awards and lifetime rider medals). The General GIRA Results are difficult to follow, don’t contain all of the information required for score/placing validation and are a waste of paper.</p> <p>Currently the GIRA General reports are missing collective scores (only listed for ties). Competitors, Show Managers, Scorers, Judges, and Technical Delegates are currently unable to validate GIRA Collective Mark total data entry (to be in compliance with Rules).</p>
<p>4) GIRA Scoring and Placement Test Script</p>	<p>The Task Force recommends that GIRA Administrator creates a test script to validate GIRA scoring/placements for Dressage, EOH, Speed and Cow Trial and implement UAT testing after any GIRA coding and BEFORE pushing to production to avoid such an issue as the USAWE faced in the 2023 show season when the collective marks were not calculated correctly, and the error has not been detected by either GIRA Administrators, or Competition Committee, and the Judges/TDs working at licensed shows from January 1 to June 3, 2023.</p>

<p>5) GIRA Agreement</p>	<p>USAWE to obtain and annually review a written standard business to business contract with GIRA that outlines what the \$5,000 annual fee includes. It is vital to ensure annual updates necessary to keep all affected parts of GIRA aligned with the newest version of the Rules (including all score sheets) are included in the base rate, as well as resolutions of any issues uncovered. The contract should also disclose how the USAWE price compares to other Working Equitation countries' GIRA usage fees; outline show and athlete data retention periods and include the privacy policy/procedures for USAWE membership and horse recording information.</p>
<p>6) GIRA Administrators Eligibility</p>	<p>The Task Force unanimously agrees that active show organizers should not be eligible to serve as GIRA Administrators; nor should they be eligible to serve on the Competitions Committee to avoid a very serious conflict of interest. A GIRA Administrator has full system access privileges (creating the show, setting show dates and adjusting the dates AFTER a licensed show ends and the ability to change rider-horse pairs and scores). Show Organizers who are Competitions Committee members should not be licensing or processing post show deliverables for their own shows or shows of others.</p>
<p>7) GIRA Show Competitor Information</p>	<p>The Task Force recommends that when entering competitors for a show, GIRA switches from manual data entry to automatically pulling complete rider and horse information directly from USAWE current members and recorded horses lists. The rider information should also include Division, as indicated on the USAWE Membership List (right now this field defaults to "Open" causing rider-horse show entry errors). Currently, show managers can manually enter all information which results in rider-horse duplications and profile errors. GIRA already has an ability to pull from USAWE data, but it is only used to check manually entered data after the show results are submitted.</p>
<p>8) GIRA User Issues</p>	<p>Based on the results of the GIRA.io Feedback Survey conducted September 2023 with USAWE licensed show organizers, scorers and licensed officials (Judge/TDs), the following issues have been identified and need to be addressed by GIRA:</p> <ol style="list-style-type: none"> 1. Replace "Junior" designation of the rider division to "Youth" to align with the USAWE Rulebook and the recent decision by the Awards, Competitions, Rules and Youth Development Committees (effective January 1, 2024). 2. Ability to add/delete/edit multiple obstacles for the EOH Trial. 3. Add obstacle names to the Speed Trial score sheet. 4. Ensure GIRA generated score sheets have the same format and verbiage as the USA Rules for Working Equitation. USA Rules supersede GIRA and Competitions Manual. 5. Add the wording "Leave the arena at A in free walk" to all GIRA dressage score sheets to match USAWE score sheets (since GIRA generated score sheets are being used) and to avoid disqualifying riders who otherwise end up leaving the open-sided arena at the wrong location. This is a known issue with GIRA generated score sheets. 6. GIRA should not default a rider-horse pair to Open. The default should be 'Select Division'. 7. Add the Division (Open, Amateur, Youth) to GIRA generated score sheets (to be in alignment with rules rider divisions). Since GIRA automatically defaults all riders to Open Division and each Youth or Amateur rider has to be manually corrected (an easy mistake to happen_. It would be more obvious to people

	<p>handling the paper work and also to competitors when they receive their score sheet if they are in the wrong Division if the Division name is on the score sheet. This was not caught until after the show; Gira administrator had to be contacted to open the show back up so the show secretary could correct the mistake. This also affected prizes given at the show.</p> <ol style="list-style-type: none"> 8. Add numerical descriptors of the level to all score sheets (i.e., L1, L2 etc.). Include the Performance Level# along with the level name in GIRA generated score sheets. Currently GIRA generates [TRIAL NAME] Performance Level Name (i.e., "DRESSAGE TEST Novice B". Recommend GIRA generate score sheets with Level# Level Name, Division Name (i.e., DRESSAGE TEST L3 Novice B (Amateur) (to be in alignment with rules performance levels and ease in identifying rider-horse performance level on each test). 9. Resolve the difficulty selecting "zero" as a Dressage and EOH score within GIRA.io > Evaluation.
<p>9) GIRA System Access & Reporting</p>	<p>GIRA to provide: a list and description of various system access levels and a clear definition of what each administrative level access entails; produce and retain a monthly log of all administrative actions that can be reviewed by the BOD.</p> <p>Switch Speed results to display in a minute:second.hundredth format, as current seconds:hundredths format used by GIRA cannot be easily verified by a Judge/TD to actual scorer recorded time (MM:SS:HH) without manually converting seconds to minutes.</p> <p>Request that GIRA add a show season year-end report sorted by horse recording number to eliminate many hours of work and increase accuracy of the Year End Breed Awards calculations</p>
<p>10) USAWE GIRA Administrator Duties</p>	<p>GIRA administrators must maintain a log of every email/call/text with GIRA support request, tracking the response time and action taken and provide BOD updates. The Task Force discovered that while many users were happy with response times, there were some that NEVER received any response to their inquiry. Tracking all issues/complaints is the most efficient way to pinpoint system problems that need to be resolved. Recommend creating a Q&A to common questions/issues and posting to the Competition Resources page to help GIRA show organizers.</p>
<p>11) Competition Manual</p>	<p>As it exists currently, the Competition Manual cannot be seen or interpreted as part of the USAWE Rules and Regulations as it does not appear on the rules page on USAWE.org nor is it board approved.</p> <p>Since the Competition Manual defines how to run USAWE licensed shows and if the USAWE BOD wishes for the Manual to be more than a helpful suggestion to the show organizers, it must be treated as part of Rules and Regulations change process and the BOD approval process:</p> <ol style="list-style-type: none"> 1. The document and any changes must require board approval. 2. The changes must be published before the start of a new show season (to coincide with the publishing of the US Rules for Working Equitation). 3. All document changes must appear in red font, have a prefix that lists all changes and be in alignment and compliance with US Rules for Working Equitation.



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	<p>4. The Competition Manual must be mentioned in the USAWE Rules when referencing running licensed shows, and the Manual itself must be included on the Rules and Regulations page as an Appendix.</p>
12) USAWE Quality Control	<p>The Task Force recommends that annual audits of reported scores against the copies of the original score sheets signed by a judge and validated by judge or TD be carried out to ensure high standard of show results reporting and to identify and potential issues that may arise with manual or software facilitated scoring/reporting</p>
13) LOC Training Opportunity	<p>In the process of examining the limited number of the copies of the original score sheets that were made available to us, the Task Force noted that there appear to be judges that consistently do not adhere to the standard judging practice of leaving a comment for every score of six or below. We also noted that there appears to be judge/TD verified score sheets missing movement/collective subtotals and overall score penalties/totals. We recommend that the LOC uses the score sheets with exceptions/issues as training tools for judges' education.</p>
14) Scoring System Alternatives	<p>Fulfilling our group's mandate to investigate possible alternative providers for show scoring, we recommend the board consider Equi-Sore, a FREE scoring/placement provider used by several WAVE member countries. The summary of scoring/placement programs used by WAVE member countries is included in the <i>GIRA.io Survey Feedback Recap - QA Audit 2023</i> shared with the Board of Directors on 10.11.2023 during their regular meeting.</p>

The Board of Directors appointed a Quality Assurance team (QualityAssurance@usawe.org) tasked with identifying and resolving licensed show scoring/placement/show result issues, soliciting GIRA.io user feedback and seeking software enhancements/apps that streamline the process from start to finish. Audits will identify what works well, suggestions for improvement and ideas to enhance functionality. 8.11.2023