



USA WORKING EQUITATION Competition Manual



USAWE COMPETITION MANUAL

1 January 2024



USA WORKING EQUITATION Competition Manual



PREFACE

This document defines the requirements and guidelines for conducting USAWE licensed shows in the U.S., including championship shows. It is maintained on the USAWE website: [USAWE.org>Competitions>Competition Resources](https://www.usawe.org/Competitions/CompetitionResources). The document is revised annually in conjunction with the USAWE Rules for Working Equitation (Rulebook). The revision cycle may be more frequent depending on the time sensitivity of the changes required. Show management will be notified as updates are incorporated. Updates to this document will be effective upon release. In the event of a discrepancy between a printed version and the version residing on the website, the electronic version will take precedence.

Please contact the Competitions Committee with any questions. competitions@usawe.org

Revision Summary

- 1.1 Show licenses applications will be accepted starting July 1 for the following competition year. The window for legacy show licenses is June 25 through June 30.
- 1.2a USAWE judges are exempt from taking a U.S. rules test. International judges must be covered by the USAWE group insurance policy for licensed officials.
- 1.2d Exceptions to date/location conflicts may be made if agreement is obtained in writing from show manager(s) of all licensed shows impacted.
- 1.3 Increased fee for shows using GIRA.io to \$4/competitor. There is no longer a non-member fee as all competitors must be USAWE members.
- 1.4 All competitors in USAWE-licensed shows must be USAWE members. Non-members may only show as *hors concours* (schooling rides).
- 1.5 Lifetime horse recording fees increased to \$30/horse.
- 1.6 An alternate Show Manager must be named prior to the start of the competition if a Show Manager is competing.
- 1.7 It is strongly recommended that a judge not be housed at the residence of a competitor.
- 2.3 Riders must compete in the division designated on their membership application. Amateur and Youth riders may elect to compete in a different division in accordance with the **USAWE Rider Division Policy**.
- 4.4 Course maps can be posted and/or made available to competitors no earlier than 1 week prior to an event.
- 5.2 Biosecurity procedures must be practiced when inspecting horses.
- 6.1 Flag any riders who are riding *hors concours* (schooling rides) as non-members.
- 6.2 If a show is scored manually, the results must be submitted using the manual process, not entered into GIRA after the show.
- 6.4 Use a Results Verification Log to track scoring validation (Attachment 5).
- 6.5 Retain copies of scoresheets for 1 month following submission of results.
- 8 Competition year 2024 will be the last year for Zone championships.
- 8.4 For the 2024 competition year, the championship qualifying period is January 1, 2023 through the show entry deadline in 2024. At least one of the scores must be earned during the current competition year.
- 9 New section for regional championships

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Note: All references in this document to forms and documents are available on the USAWE website:

USAWE.org>Competitions>Competition Resources>Links and Downloadable Forms



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1. LICENSING AND ENTRIES

- 1.1 License Application.** Show license applications will be accepted starting July 1 for the following competition year. For legacy shows that have been held on the same weekend each year for multiple years, the show licensing window is June 25 through June 30.

Submit a license application no less than 2 weeks prior to show date. A separate license is not required for a Cattle trial associated with a licensed show. The application can be found on the USAWE website on the Competitions Resources page.

There is no fee to apply for a show license.

You will receive an email with your license number and other information regarding the status of your license. **Make note of the license number and include it on all correspondence.**

Notify the Competitions Committee if the competition is canceled, needs to be rescheduled, or if there is a change in show management (Show Manager, Show Secretary) or officials (Judge or TD).

- 1.2 License Approval.** The following are required for license approval:

- a. Designation of licensed Judge(s) authorized to officiate at the levels offered. The list of judges is on the USAWE website.

Guest cards may be issued for judges 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. An international guest judge card application is on the USAWE website. Guest judges are required to take an open book test on the U.S. rules. **Exception: WAVE judges are exempt from taking a rules test.**

International judges must be covered by the USAWE group insurance policy for licensed officials. Contact the LOC for further guidance: locadmin@usawe.org.

- b. Designation of a licensed TD. The list of TDs is on the USAWE website.
- c. General liability insurance, minimum \$1M per occurrence, naming USAWE as an additional insured. Submit a certificate of insurance no later than 2 weeks prior to the event to: Competitions@usawe.org. The organization's corporate address is:

USA Working Equitation, 5006 Forsythe Place, Boulder, CO 80303

- d. No date/location conflicts with other shows in the vicinity. In the event of a conflict, the show licensed that was time-stamped first after the official opening date for license applications will take precedence.
- (1) Licensed Shows. No competitions being organized by different organizers may be scheduled for the same date if they are within 100 miles of one another. 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.
- (2) 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 to date/location conflicts for either licensed or championship shows may be made if agreement is obtained in writing from the show manager(s) of all licensed shows impacted. The impacted show managers are responsible for working toward agreement and should contact their USAWE Regional Director for assistance.

Note: Show licenses will not be approved if the hosting organization or individual has outstanding (overdue) reports, evaluations, results, or show fees from a previously held competition.

- 1.3 Show Fees. For licensed competitions, a \$4 fee per competitor will be collected after the event **when GIRA.io is used for scoring and submitting final results**. A \$5 fee per competitor will be collected for those shows that do not use the GIRA.io for scoring and to submit their final results. Refer to section 7.3. An invoice will be issued once show results have been received.
- 1.4 Membership Requirements. **All competitors in USAWE-licensed shows must be USAWE members**. Members are eligible for lifetime and year-end awards, and have their scores tracked on the Leaderboards. Non-members may **only show as *hors concours* (schooling rides)**.

Check the membership list on the USAWE website to verify the status of the entries: USAWE.org>Membership & Horses>Current Members. Verify the membership number and correct rider name (exact spelling) to help ensure correct tracking of results.

- 1.5 Horse Requirements. All horses must be recorded with USAWE. A one-time fee of \$30 per horse includes lifetime performance tracking. The form is completed online.

Check the horse recording list on USAWE website to verify the horse's official USAWE recorded name and number are used: USAWE.org>Membership & Horses>Recorded Horses. This will help ensure correct tracking of results.



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Verify that the horse is the correct age for the level being shown. At the beginning of the competition year, a horse must be at least:

- 4 years old to participate in Intro (L1) and Novice A (L2).
- 5 years old to participate in Novice B (L3) and Intermediate A/B (L4/L5).
- 6 years old to participate in Advanced (L6) and Masters (L7).

The competition year is January 1 through December 31.

A horse is considered 1 year old on the first day of January following the actual date of foaling. Therefore, to compete in the 2024 competition season, a horse must have been born in or before:

- 2020 to compete in L1 or L2.
- 2019 to compete in L3, L4, or L5.
- 2018 to compete in L6 or L7.

The following table may be helpful to track eligibility:

| Competition Year | Birth Year <i>(On or Before)</i> | | |
|------------------|----------------------------------|------------|--------|
| | L1, L2 | L3, L4, L5 | L6, L7 |
| 2024 | 2020 | 2019 | 2018 |
| 2025 | 2021 | 2020 | 2019 |
| 2026 | 2022 | 2021 | 2020 |
| 2027 | 2023 | 2022 | 2021 |

1.6 Show Staffing. At a minimum, you must designate individuals to cover the following functions prior to the show date:

- Show Manager (see Rulebook 3.1). This individual must be available to serve on the Protest Committee when necessary. **If a Show Manager is competing, an alternate Show Manager must be designated prior to the start of the competition. The alternate will serve on the Protest Committee. The alternate may not compete.**
- Show Secretary (see Rulebook 3.2).
- Gate Steward (see Rulebook 3.8). May also cover Paddock Steward duties.
- Paddock Steward (see Rulebook 3.9). Required as a separate position for championship shows and strongly recommended for facilities where the warmup area is not within sight of and in proximity to the entry gate; otherwise, duties can be covered by the Gate Steward.

The Show Manager and Show Secretary must be identified with the license application. If there is a change in assignment for either of these positions, please submit changes before your show is held to Competitions@usawe.com. Be sure to include the license number, show name, and date.

Note: A Technical Delegate cannot perform any show staff functions at a show in which they are officiating.

- 1.7 **Conflict of Interest Considerations.** Be mindful of the conflict-of-interest restrictions in section 3.20 of the Rulebook. There are specific restrictions for show staff positions as well as for licensed officials. All USAWE licensed officials must sign a Code of Ethics that requires them to avoid conflicts of interest, either real or perceived, whenever possible. To that end, **it is strongly recommended that a judge not be housed at the residence of a competitor.**

2. SHOW STRUCTURE

- 2.1 **Trials.** Dressage, EOH, and Speed trials are mandatory for any licensed or championship competition. If the Cattle trial is included, it is scored and placed as a separate event. The points earned at a Cattle trial are reported for awards tracking. Only riders who competed in the Dressage, EOH, and Speed trials can enter the Cattle trial. L1 riders are not eligible to participate in a Speed or Cattle trial.
- 2.2 **Levels.** Classes may be offered in any of the levels 1 through 7.
- 2.3 **Rider Divisions.** In USAWE-licensed competitions, a rider must compete in the classification designated on their USAWE membership application, i.e.,
- **Youth:** Riders between the ages of 7 and 17 as of January 1.
 - **Amateur:** Non-professional riders.
 - **Open:** Open to all riders. Professional riders may only compete in the **Open** division.

A Youth rider may elect to enroll and compete in the **Amateur** or **Open** division. An Amateur rider may elect to enroll and compete in the **Open** division. If a rider elects to change division, the following conditions apply:

- a. The change must be made at the start of the next membership/competition year, and/or when the rider joins or renews their membership in USAWE.
- b. The change must stay in place for the duration of the competition year.
- c. Riders are eligible for year-end awards only in their chosen division. **Exception:** Youth riders remain eligible for Youth scholarships and grants.

Refer to the **USAWE Rider Division Policy** (Rulebook, Appendix G) for more details.

- 2.4 **Horse Divisions.** Show management has the option to designate separate divisions for young horses or gaited horses.
- 2.5 **Team Competition.** Shows may be run as a team competition as opposed to having individual competitors. Teams of 3 or 4 riders are defined in advance. Riders must be at Level 2 or above in order to compete in all three trials. Separate teams of Level 1 riders may be held if there are enough competitors, or they may compete as individuals.



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Team members compete at their respective level in Dressage, EOH, and Speed trials. Scores, placements, and points for each trial are entered on the **Final Competition Placement – Team** sheet by team. Only the top 3 rider scores per team are counted for each trial. Teams are placed by the total points earned by team members.

Note:

Awards and prizes may be presented in accordance with team placement; however, official results must be submitted with horse/rider pairs listed individually in accordance with the requirements in section 7.3.

U.S. Rules for Working Equitation
FINAL COMPETITION PLACEMENT – TEAM

Show _____ Date _____ Judge(s) _____ Total No. Competitors _____ Sheet _____ of _____

Include ONLY TOP 3 rider scores per team for each trial. Determine overall points and placement for all competitors for each trial. Teams are placed by total points earned by team members.

| Team | Rider | Horse | Dressage | | | EOH | | | Speed | | | TOTAL TEAM POINTS | TEAM PLACE |
|------|-------|-------|-------------|-------|-----|-------------|-------|-----|-------------|-------|-----|-------------------|------------|
| | | | % | Place | Pts | % | Place | Pts | Final Time | Place | Pts | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | Total top 3 | | | Total top 3 | | | Total top 3 | | | | |

| Team | Rider | Horse | Dressage | | | EOH | | | Speed | | | TOTAL TEAM POINTS | TEAM PLACE |
|------|-------|-------|-------------|-------|-----|-------------|-------|-----|-------------|-------|-----|-------------------|------------|
| | | | % | Place | Pts | % | Place | Pts | Final Time | Place | Pts | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | Total top 3 | | | Total top 3 | | | Total top 3 | | | | |

| Team | Rider | Horse | Dressage | | | EOH | | | Speed | | | TOTAL TEAM POINTS | TEAM PLACE |
|------|-------|-------|-------------|-------|-----|-------------|-------|-----|-------------|-------|-----|-------------------|------------|
| | | | % | Place | Pts | % | Place | Pts | Final Time | Place | Pts | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | Total top 3 | | | Total top 3 | | | Total top 3 | | | | |

Refer to following for details:

- Rulebook 1.3, Rider Divisions
- Rulebook 1.4, Horse Divisions
- Rulebook 1.7, Performance Level Selection and Advancement
- Rulebook Appendix G, USAWE Rider Division Policy.

2.6 Clinics Prior to Shows. Clinics conducted by the presiding Judge may not be held prior to shows. *Exception:* Competitors competing solely in the Introductory (L1) level and competitors riding *hors concours* (schooling rides) may participate in a clinic prior to the show. Clinics are allowed for all competitors following the show. See Rulebook 3.20b.

3. REQUIREMENTS BY COMPETITION LEVEL

| | Licensed Show | Championship Show |
|-----------------------------|---|--|
| Judge | "S" (L1-L7) "R" (L1-L7) "r" (L1-L5) "L" (L1-L5) if serving on a panel with at least one "R" or "S" Judge | "S" (L1-L7) "R" (L1-L7) if serving on a panel with one or more "S" Judges |
| Number of Judges required | 1 (more are allowed) | 2 (more are allowed) |
| Technical Delegate | Licensed TD | Licensed TD |
| Gate Steward | Required | Required |
| Paddock Steward | Recommended | Required |
| Veterinarian | On call | On call. On site for inspections. |
| Emergency Medical Personnel | On call | On site recommended |
| Farrier | On call | On call |
| Qualifying scores | Not required | Required |

4. GETTING READY

- 4.1 Use of Name/Logo.** The USAWE logo must appear on all literature, web pages, or correspondence associated with a licensed or sponsored USAWE show or event. The organization's complete name (USA Working Equitation) should be used on all show advertising, prize lists, etc. The name may be shortened to USAWE provided that the full name appears first in the copy.



The logo must always be used in its entirety. Use an official image file to preserve true colors and proportions. The logo and brand guidelines can be found on the website: USAWE.org>Corporate>Records. Questions? Contact marketing@usawe.org.

Note: The USAWE logo may not be used for promoting non-USAWE sanctioned events, including schooling shows, clinics, and personal web pages. **Exception:** Affiliate Organizations with current status may use the USAWE logo in promotional material for their events and activities (including schooling shows and clinics) provided (1) the material clearly states they are a USAWE Affiliate Organization, and (2) it does not imply that the activity is being put on by USAWE.

- 4.2 Prize List (Show Premium).** The prize list/show premium 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.
- 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.org>Competitions>U.S. Rules for WE.
- Competitor membership requirements.
- Horse recording requirements.
- List of trials and divisions offered.
- Cash prizes/awards offered.
- Entry procedures.
- Entry fees and other show fees.
- Refund policy. *See Note below.*
- 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.
- If a show series is being offered:
 - What shows are included in the series.
 - How many shows must be entered to be eligible for awards.
 - Award categories.
 - How scores are tabulated for final placings

Note: It is strongly recommended that you have a clear cancellation and refund policy. The following language can be considered or adapted to meet your event needs:

Cancellation and Refund Policy

Cancellation: If the entire event is canceled, a full refund minus the [ENTER AMOUNT] office fee will be issued within 14 days of cancellation.

Refund: If a competitor withdraws prior to [ENTER DATE], they must notify the show manager in writing. A full refund minus the office fee will be sent within 14 days of notification.

Entries are non-refundable after [ENTER SAME DATE]. Show management, however, may be able to provide a refund minus the office fee on a case-by-case basis under one of the following conditions:

- a. Withdrawal of a rider or horse is due to an injury, illness, or death. The withdrawal must be accompanied by a veterinarian's or doctor's certificate.
- b. There is a waitlist, and the show manager is able to replace your entry.

Word versions of a prize list template and entry form are on the USAWE website.

4.3 Emergency Plan. An Emergency Plan provides a response plan in case of an accident or emergency and lists contact information for medical, veterinary, and other key personnel. Develop an Emergency Plan in advance of the show, post it in a prominent place, and make sure all show staff are aware of the plan. It is advisable to designate someone as Safety Coordinator to take charge in the event of an emergency. A sample Emergency Plan is on the website.

4.4 Course Design and Approval. Courses for EOH and Speed trials must be designed and approved in advance of the competition. Course designs may be approved by the presiding Judge (if not the course designer), a licensed TD, or any licensed Judge. All judges on a panel must be given the opportunity to review/approve the course design prior to the competition. Prior to release of the course maps, provide copies to the TD and indicate who designed the courses and who approved the designs.

The course design must be kept confidential until it is made available to all competitors. Course maps must be posted and/or made available to competitors no earlier than **1 week** prior to an event and no later than 2 hours before the start of the trial. A list of course obstacles and the sequence may be supplied to the Show Secretary prior to the **1-week** timeline to enable preparation of show materials.



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- 4.5 Rider Dispensations.** Riders with permanent disabilities can apply for a Dispensation Certificate from the Competitions Committee that approves the use of adaptive equipment and other allowances. The application form is on the website.

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.

- 4.6 Preparing Scoresheets.** The online scoring system (GIRA, section 6.3) generates scoresheets automatically.

When scoring with the manual system (section 6.2), use the Word version available on the USAWE website to prepare scoresheets in advance of the show. Competitor data can be added for the Cattle trial; competitor data and obstacle data can be added for EOH and Speed. Labels can be used for Dressage tests.

- 4.7 Staff Training.** Ensure all show staff are adequately trained in the duties and responsibilities of the position they are filling. The ring crew must be aware of obstacle dimensions for resets, when to hand dropped obstacle parts to competitors, and what may be required for riders with dispensations. The Gate and/or Paddock Stewards have significant responsibilities for the proper functioning of the show (see section 5). The TD will verify that the Gate and/or Paddock Stewards are clear on their duties and have the proper equipment. Scorers need to be well versed in scoring requirements and GIRA.io.

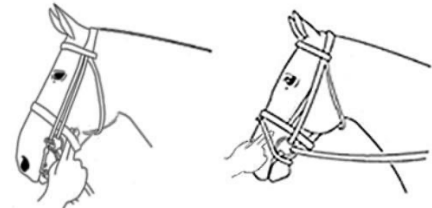
Guidance for some staff functions is included in the following attachments. Guidance for scorers can be found on the website.

- Gate Steward Duties – Attachment 1
- Paddock Steward Duties – Attachment 2
- Scribe Duties – Attachment 3
- Ring Crew, Obstacle Specification Checklist – Attachment 4

5. CRITICAL SHOW STAFF FUNCTIONS

- 5.1 Tack Check.** The responsibility for correct tack, attire, and equipment rests with the competitor. However, the Gate Steward, TD, and/or Judge may inspect bits, cavessons/nosebands, or curb chains if there is any question regarding acceptability. The Gate Steward must consult with the Technical Delegate if there is any question or challenge regarding acceptability.

Any cavesson/noseband must be adjusted to allow room for at least two fingers placed vertically under the noseband. Cavesson tightness is measured on the side of the face below the cheekbone. Flash noseband tightness is measured on the side of the nasal bones.



Competitors with inappropriate equipment, tack, or attire should be given the opportunity to correct the deficiency, placing them at the end of the scheduled ride order.

- 5.2 Blood Check.** The Gate Steward is responsible for checking the condition of each horse before and after every trial for evidence of blood. If blood is detected on a horse, the Gate Steward must inform the TD and/or Judge immediately.

Note: Biosecurity procedures must be practiced when inspecting horses. Disposable gloves and clean towels (cloth or paper) as well as hand sanitizer should be available.

- 5.3 Ensure a Safe Warmup Paddock.** The Paddock Steward is responsible for monitoring the warmup paddock. The warmup paddock can be a very dangerous place: riders are preoccupied with their horses, and horses can be nervous. Common sense and courtesy can help avoid accidents. It is helpful to have paddock rules posted. Some guidelines are included here.

- Only competitors, trainers/coaches, or handlers of horses being prepared are allowed in the paddock. No other pedestrians are allowed.
- Horses going around the perimeter of the arena should ideally be moving in the same direction. Slower horses move to the inside. If horses are traveling in opposite directions, the passing rule is left shoulder to left shoulder.
- If a horse must be lunged and there is no separate area for this, then a section of the arena should be marked off with cones and designated for lunging. Use of a lunge whip should be limited, as cracking the whip can cause dangerous behavior in horses not used to the noise.
- Ponying is not allowed.
- Unruly horses should be removed from the warmup arena.
- No disruptive behavior from horses or humans can be allowed.

- 5.4 Protest Resolution.** Protests can be filed by a rider, a parent/guardian of a rider under 18, an owner, or an owner's agent. There are time limits for when protests may be filed. A copy of the Competition Protest Form as well as a summary of show protest requirements are on the website.

If a protest is filed, the TD must notify the Judge and Show Manager immediately. The Judge, TD, and Show Manager constitute the Protest Committee. The Protest Committee must issue a ruling within 2 hours of submission of the protest; the show will be put on hold until that time.

If a protest is upheld, the Protest Committee must issue a statement to that effect and correct the posting of any scores and/or results affected by the ruling or allow a re-ride if that is the determination.

- 5.5 Disqualifications.** Only a Judge can disqualify a rider for performance-related violations or evidence of blood. However, a Show Manager or a TD can disqualify an entry for any of the following:

- Horse shows signs of lameness, pain, or severe distress.
- Rider mistreats a horse.
- Horse is unsafe.
- Gross disrespect or misconduct by an exhibitor.



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6. SCORING

- 6.1 General Information.** Refer to Rulebook 4.8 for detailed scoring instructions. A summary of scoring requirements is on the website.

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

- 6.2 Manual Scoring.** Prepare scoresheets in advance using the Word versions found on the website.

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.

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

Note: If the show is scored manually, the results must be submitted using the manual process, not entered into GIRA after the show.

- 6.3 GIRA Online Scoring.** USAWE has subscribed to the [GIRA.io](https://gira.io) online scoring and placing system and is making it available at no cost to show organizers of USAWE competitions. There are several advantages to using the GIRA system:

- It provides results to USAWE in the exact format needed for year-end point tracking-
- Once a show has been configured, all scoresheets can be printed directly from the system, with rider, horse, judge and competition name and date already filled in.
- The system automatically adjusts scores and placings for coefficients, ties, disqualifications, withdrawals, scratches, and eliminations.
- Placings are updated automatically as each competitor's scores are entered in the system.

Although the GIRA.io system works very well, like all internet-based programs, its functionality depends on having a strong, consistent internet connection. Because even the best wireless networks can have problems, we recommend that when you use the GIRA system you have paper copies of the scoresheets available and ready to be put into use immediately in case the internet goes down.

The GIRA User's Guide is available on the USAWE website.

Contact **the GIRA Administrator** at GIRA@usawe.org, no less than 2 weeks prior to the show if you want to use this automated scoring system.

- 6.4 Scoring Validation.** The TD or the Judge must validate scores prior to posting. Consult with the Judge and the TD before the show starts to determine who will validate scoring and for which levels or trials.

For each trial/level/division, have the scorer present the score sheets and the Results file for GIRA scoring (or the Final Competition Placement sheet for manual scoring) for approval as each trial is completed. **Include a Results Verification Log (attachment 5) with the first set of scoresheets for validation. The TD/Judge will initial the applicable trial/level/division as the scores are validated and annotate the date/time for each.**

- 6.5 Posting Results.** For one-day shows, scores must be posted no later than 2 hours after the last ride of the day. For multiple day shows, scores must be posted no later than 2 hours following trial completion. Post results for each level/trial/division.

Original scoresheets for Dressage and EOH must be given to competitors after the scores for each trial have been validated. **Make copies of the scoresheets prior to giving the originals to the competitors. Retain the copies for a period of one month from submission of results to provide adequate time for leaderboard results to be posted in case there are any challenges regarding data accuracy.**

Any protest concerning mathematical or transcription errors must be filed no later than 1 hour after posting.

7. REPORTING REQUIREMENTS

Note:

- (1) All reports, evaluations, and results are due no later than 1 week following completion of the competition.
- (2) Show results will not be posted until all reporting requirements are met and show fees are paid.

7.1 TD Report. The TD must complete a Technical Delegate Report. If there is more than one TD officiating, the senior TD is responsible for completing the report, consolidating comments from the other TD(s). The TD Report is submitted online.

A TD Report Worksheet is available on the USAWE.org website to enable TDs to collect information throughout the day that is required for the final report.

7.2 Licensed Officials Evaluations. The Show Manager must submit an evaluation for each licensed official.

- a. Judge Evaluation. An evaluation is required for each Judge who officiates at the competition. The evaluation form is submitted online (<https://forms.gle/d3aoBNizb3ysgNzP8>) or can be accessed on the website.
- b. Technical Delegate Evaluation. The evaluation form is submitted online (<https://forms.gle/9YCbsW4Qwcwe9vYQ6>) or can be accessed on the website.

7.3 Show Results. Show results must be submitted within one week of the completion of the competition.

Show Managers using the GIRA.io scoring system can download a file openable by Excel (CSV) of the show results directly from GIRA: Admin>Files>Results.

Show Managers scoring and placing manually should use the Excel file on the USAWE website under USAWE.org>Competitions>Resources>Downloadable Forms. It is essential that all the information is included on the form (e.g., percentages as well as collective marks, placings, and points earned) and that rider and horse names are spelled correctly and match exactly with the spelling of the names on the USAWE.org **Current Members** and **Recorded Horses** lists.

Instructions for completing the forms are contained in the Results Submission Guide.

Submit results (GIRA or manual) to Results@usawe.org.

Important items to note:

- Results and placements must be reported by rider division and level.
- The file name must include the show license number and the word RESULTS.
- Results will not be posted until the TD Report, LO Evaluations, and show fees have been submitted.
- Send questions to: Results@usawe.org.

7.4 Payment of Show Fees. USAWE collects show fees to help offset the cost of Regional and National Leaderboard awards. Show organizers will receive an invoice from USAWE for show fees once results have been processed. Show fees are based on the number of horse/rider pairs competing (schooling rides are not charged show fees).

Show fees for competitions that do not use the GIRA.io scoring and placing program to process results will be \$5 per competitor. **Show fees for competitions using GIRA.io will be \$4 per competitor.**

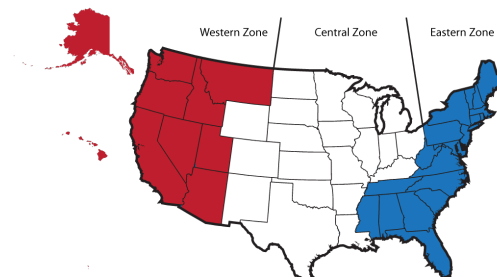
Show fees must be paid in full before the results from the show will be processed.

8. ZONE CHAMPIONSHIPS

(2024 will be the last year for Zone Championships)

8.1 **Show Requirements.** Championship shows may be held in each of the following U.S. zones:

| | |
|--------------|---------------------|
| Western Zone | Regions 1 and 2 |
| Central Zone | Regions 3, 4, and 5 |
| Eastern Zone | Regions 6 and 7 |



Zone championships may be held no more frequently than once per year per zone but are not required to be held every year.

Horse-rider combinations may compete in any or all zone championships, regardless of where their qualifying scores are achieved.

8.2 **License Approval.** Licenses for zone championship shows are awarded based on a proposal process.

A Championship Evaluation Committee is designated for each zone; each committee is comprised of the Regional Directors within the zone and a representative of the Competitions Committee who does not reside in the zone.

Show organizers who want to hold a zone championship show must prepare a Championship Show Proposal that outlines their show plan and capabilities. Proposals must be submitted no later than May 31 of the year prior to the show. Late bids will only be considered after the deadline if no other bids were received before the deadline.

The Championship Evaluation Committee will assess all proposals received and submit the top two candidates in each zone to the Board for final selection.

Show proposals should contain pertinent information related to the following:

- a. Show name/dates
- b. Show location (accessibility to member base, availability of hotels and restaurants)
- c. Organizing committee
 - (1) Members
 - (2) Experience in managing large shows
 - (3) Experience in managing WE shows
- d. Facility and amenities (pictures are encouraged)
 - (1) Arena(s) - Indoor/outdoor, size, footing
 - (2) Warmup arena(s)
 - (3) Stabling (quantity available, structure)
- e. Show officials (Judges, TD)

- f. Show staffing plan
 - (1) Key positions and designees (Show Manager, Show Secretary, Gate Steward, Paddock Steward, Scorer, Scribes)
 - (2) All other positions to be filled. Include names if known.

g. Financial plan

Income estimates

- Number of entries
- Entry fees
- Stabling fees
- Other fees
- Sponsorships
- Other

Expense estimates

- Facility expenses (arenas, stalls, camping sites, vendor spaces, etc.)
- Awards budget
- Food budget
- Expenses for officials (including travel and per diem)
- Hotel expenses
- Other

- h. What will you do to make this show special?

8.3 Show Grants. USAWE will provide a grant of \$2000 to each winning bid to hold a zone championship show. The grant will be sent upon successful completion of the zone championship, with all required show reports and results submitted to USAWE. To request payment of the grant, the show organizer should submit a Request for Payment and W-9 tax form, both of which are available from the USAWE Treasurer at Treasurer@usawe.org. The Request for Payment should be sent to secretary@usawe.org. The Secretary will circulate the Request to other members of the Executive Board. Once two members of the Executive Board have signed off on the Request and the Treasurer has verified receipt of the W-9 tax form, payment will be sent. Payment can be made via PayPal or check. The Request for Payment includes a section where the show organizer can indicate their payment preference.

8.4 Qualification Requirements. Only USAWE current members are eligible to compete in a championship show. A horse-rider combination must earn a combined average of 58% or higher in Dressage and EOH (L1-L7) and successfully complete the Speed trial (L2-L7) at a minimum of two licensed shows.

For the 2024 competition year, the qualifying period is January 1, 2023 through the show entry deadline in 2024. At least one of the scores must be earned during the current competition year.



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The following guidelines apply to qualified competitors whose status changes prior to the championship show:

Scenario

A Youth rider earns qualifying scores as a Youth but turns 18 prior to January 1 of the current show season and is now ineligible to compete in the Youth division

A Youth rider is being paid to train horse(s) or rider(s)

An Amateur rider earns qualifying scores as an Amateur, but no longer meets the criteria defined for Amateurs

An Open rider earns qualifying scores in the Open division, but now meets criteria defined for the Amateur division

A rider with qualifying score(s) in a performance level attempts to self-advance to the next higher level but has not yet met the criteria to be obliged to remain at that level

A rider earns qualifying score(s) in a performance level, but also earns scores of 57.499% or less at their registered level in either Dressage or EOH at three competitions

A “Young Horse” earns qualifying score(s) but no longer meets “young horse” criteria at the time of the championship show

Resolution

The Youth horse-rider pair may retain their earned performance level qualifying scores; however, the horse-rider pair must compete in the Amateur or Open division.

The Youth horse-rider pair may compete as a Youth until age 18, and then must compete in the Open division.

The Amateur horse-rider pair may retain their earned performance level qualifying score(s); however, the rider must compete in the Open division within their qualifying score performance level.

The Open horse-rider pair must compete in the Open division. (An Open rider must compete one full year as an Amateur to reclassify.)

The horse-rider pair may compete at the higher level if they earned a qualifying score at that level OR they can retain their current performance level qualifying scores and compete at that performance level.

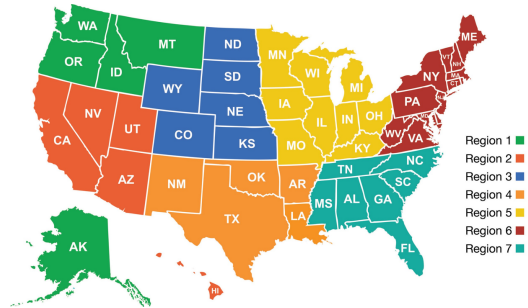
The horse-rider pair may move down a performance level but must earn two qualifying scores at that reduced performance level within the championship qualifying period.

The “Young Horse” horse-rider pair may retain their earned performance level qualifying score(s); however, the horse is no longer eligible to compete in the “Young Horse” division.

9. REGIONAL CHAMPIONSHIPS (Starting January 1, 2025)

9.1 Show Requirements. Regional championship shows may be held in each of the following U.S. regions:

- **Region 1:** Alaska, Washington, Oregon, Idaho, and Montana.
- **Region 2:** California, Nevada, Utah, Arizona, Hawaii, and U.S. territories in the Pacific.
- **Region 3:** Wyoming, North Dakota, South Dakota, Nebraska, Kansas, and Colorado.
- **Region 4:** New Mexico, Texas, Oklahoma, Arkansas, and Louisiana.
- **Region 5:** Minnesota, Iowa, Missouri, Wisconsin, Illinois, Michigan, Indiana, Ohio, and Kentucky.
- **Region 6:** New York, Vermont, New Hampshire, Maine, Massachusetts, Rhode Island, Connecticut, New Jersey, Pennsylvania, Delaware, Maryland, West Virginia, Virginia, and the District of Columbia.
- **Region 7:** Tennessee, Mississippi, Alabama, North Carolina, South Carolina, Georgia, Florida, and US territories in the Atlantic.



Regional championships may be held no more frequently than once per year per region but are not required to be held every year.

Regional championships may be combined into multi-regional championships of up to three contiguous regions in areas where single regional championships are not able to be held. Single regional championship applications received will have precedence over multi-regional championship applications.

Horse-rider combinations may compete in any regional championships, regardless of where their “home” region is, as long as the qualifying criteria have been met. “Home” is defined as the region where a competitor resides.

A panel of two judges eligible to judge L1 - L7, including at least 1 “S” judge, is required to officiate. A WAVE judge is also permitted but not required.

A cattle trial must be offered.

The Regional Director(s) of the region(s) putting on the show must serve on the show committee after the bid approval.



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9.2 **License Approval.** Licenses for regional championship shows are awarded based on a bid proposal process.

A Championship Evaluation Committee is designated for each region; each committee is composed of the Regional Directors within the region(s), an At-Large Director, and a representative of the Competitions Committee who does not reside in the region(s).

Show organizers who want to hold a regional championship show must prepare a Championship Show Proposal that outlines their show plan and capabilities.

Proposals must be submitted no later than May 31 of the year prior to the show.

Late bids will only be considered after the deadline if no other bids were received before the deadline for that region. The late proposals are approved on a first-come first-served basis.

The Championship Evaluation Committee will assess all proposals received and submit the top two candidates in each region to the BOD for final selection. In the event that only one proposal was received, that bid will be submitted to the BOD for approval.

Show proposals should contain the following pertinent information:

- a. Show name/dates
- b. Show location (accessibility to member base, availability of hotels and restaurants)
- c. Cancellation Policy
- d. Rider withdrawal refund policy
- e. Organizing committee
 - (1) Members
 - (2) Experience in managing large shows
 - (3) Experience in managing WE shows
- f. Facility and amenities (pictures are encouraged)
 - (1) Arena(s) - Indoor/outdoor, size, footing
 - (2) Warmup arena(s)
 - (3) Stabling (quantity available, structure)
- g. Show officials (Judges, TD)
- h. Show staffing plan
 - (1) Key positions and designees (Show Manager, Show Secretary, Gate Steward, Paddock Steward, Scorer, Scribes)
 - (2) All other positions to be filled. Include names if known.

i. Financial plan

Income estimates

- Number of entries
- Entry fees
- Stabling fees
- Other fees
- Sponsorships
- Other

Expense estimates

- Facility expenses (arenas, stalls, camping sites, vendor spaces, etc.)
- Awards budget
- Food budget
- Expenses for officials (including travel and per diem)
- Hotel expenses
- Other

j. What will you do to make this show special?

9.3 Show Grants. USAWE will provide a grant of \$1000 to each winning bid to hold a regional championship show. If a multi-regional show is put on, then the show will get \$1,000 per region involved in the show (e.g., if two regions are putting it on, the multi-region show will receive a \$2,000 championship show grant). The grant will be sent upon successful completion of the regional championship, with all required show reports and results submitted to USAWE.

To request payment of the grant, the show organizer should submit a **Request for Payment** and **W-9 tax form**, both of which are available from the USAWE Treasurer at Treasurer@usawe.org. The Request for Payment should be sent to secretary@usawe.org. The Secretary will circulate the Request to other members of the Executive Board. Once two members of the Executive Board have signed off on the Request and the Treasurer has verified receipt of the W-9 tax form, payment will be sent. Payment can be made via PayPal or check. The Request for Payment includes a section where the show organizer can indicate their payment preference.

9.4 Qualification Requirements. Only USAWE current members are eligible to compete in a championship show. A horse-rider combination must earn a combined average of 58% or higher in Dressage and EOH (L1-L7) and successfully complete the Speed trial (L2-L7) at two USAWE-licensed shows, at least one of which has to be in the region in which the rider plans to compete. Riders may compete in more than one region.

The qualifying period is Jan 1 of the year preceding the regional championships through the entry deadline for the championship show. Only one score can be earned from the year preceding the championship show; the other score(s) must be from the same year as the championship show.

The following guidelines apply to qualified competitors whose status changes prior to the championship show:

Scenario

A Youth rider earns qualifying scores as a Youth but turns 18 prior to January 1 of the current show season and is now ineligible to compete in the Youth division

A Youth rider is being paid to train horse(s) or rider(s)

An Amateur rider earns qualifying scores as an Amateur, but no longer meets the criteria defined for Amateurs

An Open rider earns qualifying scores in the Open division, but now meets the criteria defined for the Amateur division

A rider with qualifying score(s) in one performance level attempts to self-advance to the next higher level but has not yet met the criteria to be obliged to remain at that level

A rider earns qualifying score(s) in a performance level, but also earns scores of 57.499% or less at their registered level in either Dressage or EOH at three competitions

A “Young Horse” earns qualifying score(s) but no longer meets “young horse” criteria at the time of the championship show

Resolution

The Youth horse-rider pair may retain their earned performance level qualifying scores; however, the horse-rider pair must compete in the Amateur or Open division.

The Youth horse-rider pair may compete as a Youth until age 18, and then must compete in the Open division.

The Amateur horse-rider pair may retain their earned performance level qualifying score(s); however, the rider must compete in the Open division within their qualifying score performance level.

The Open horse-rider pair must compete in the Open division. (An Open rider must compete one full year as an Amateur to reclassify.)

The horse-rider pair may compete at the higher level if they earned a qualifying score at that level OR they can retain their current performance level qualifying scores and compete at that performance level.

The horse-rider pair may move down a performance level but must earn two qualifying scores at that reduced performance level within the championship qualifying period.

The “Young Horse” horse-rider pair may retain their earned performance level qualifying score(s); however, the horse is no longer eligible to compete in the “Young Horse” division.

10. **WAVE** INTERNATIONAL CHAMPIONSHIPS

10.1 Team Championship

10.1.1 Team Requirements

- a. Each competing country submits a team of four riders selected nationally and representing the traditional equitation of the country.
- b. No country may submit more than one team.
- c. Any substitutions will comprise both horse and rider, not either horse or rider.
- d. The riders must have a passport from the country they represent.
- e. WAVE cannot authorize participation of a rider that competed in non-WAVE competitions in the same year.
- f. A rider who has competed in a championship for one nation (from 2017 on) is not allowed to participate later for other nations.

10.1.2 Classification Requirements

- a. Team members are awarded points based on their placement in each trial, e.g.,

1st place = N + 1
2nd place = N - 1
3rd place = N - 2
4th place = N - 3 etc.

where N = the number of competitors in the trial.

- b. The points for each trial (Dressage, EOH, Speed, and Cattle) have equal weight (i.e., all have a coefficient of 1).
- c. The classification of countries participating in the championship is obtained by totaling up the number of individual points awarded to the three best riders in each country's team, in each of the four championship trials. The country with the highest number of points will be declared the winner.
- d. In case of a tie, the tiebreak will be decided by the best total of points of each team in:
1st - Dressage
2nd - Ease of Handling
3rd - Speed

10.2 Individual Championship

- a. An individual classification is based on the performance of competitors in the first three trials: Dressage, Ease of Handling, and Speed.
- b. The classification will be based on the results achieved by competitors belonging to a national team and wearing traditional WE costume of the respective country, i.e., team members and reserves.
- c. Zero (0) points will be awarded to any competitor disqualified in any trial.

- d. The general classification will be ordered as follows:
 - 1. Number of trial completions.
 - 2. Highest number of points.
- e. After all individual tests, and in the case of an equal number of points, the tiebreak for the higher places will be decided by the best result of each rider in:
 - 1st – Dressage
 - 2nd – Ease of Handling
 - 3rd – Speed
- f. Countries not having a minimum number of competitors sufficient to comprise a team (3) may compete in individual trials only.

10.3 Cow Trial. This is an independent collective classification only for the placement of the Cow Trial.

10.4 Rider Qualification Requirements

- a. Horse-rider pairs must compete in a show in their own country with a WAWE judge, or in an international WAWE-approved qualifying competition having at least 1 WAWE judge with a different nationality from the rider.
- b. The score must be at least 60% in Dressage and Ease of Handling, and the Speed trial must be completed without disqualification.
- c. The qualification can be achieved in one or more competitions and should be within 7 months of the championship competition (unless exceptions are allowed by WAWE).
- d. Horse-rider pairs that have already competed in a World or Continental championship in the past with a mark higher than 60% in Dressage and Ease of Handling do not have to re-qualify if nominated.

10.5 Horse Requirements

- a. Horses must be 6 years old or older.
- b. The horse's registration papers must conform to European Union legislation and be accompanied by a vet's certificate certifying that it is in a good state of health.
- c. All horses will be subject to a vet inspection prior to the competition.
- d. Vaccinations should be in accordance with the law of the organizing country.

10.6 Registration

- a. Registrations are submitted on a special form supplied by the organizing country, via the national federations or other responsible entities. Registrations submitted in writing in a non-specified format are also acceptable as long as they are submitted by the national federation or responsible entity.
- b. No team member (rider, trainer, judge, or team leader) may, under any circumstances, be involved with another team.
- c. The closing date for registration is set by the organizing country's federation.
- d. Registrations for championship (team or individual) events are expressly reserved for riders selected by the respective federation or responsible entity. No country may select more than 4 horses/riders to participate in the team championship.

- e. A rider who has already competed in championships for two different nations is not allowed to participate later for the other nation.
- f. WAVE will organize international Junior (under 18) and Young Rider (under 21) Championships. Each team should comprise a minimum of 2 juniors.

10.7 Substitutions

- a. The constitution of the teams will be considered definitive after the registrations have been made.
- b. The physical incapacity of any of the team elements (rider and/or horse) must be certified by the Championship doctor and/or veterinary surgeon, who may request specific examinations for confirmation purposes.
- c. The Head of Delegation of the country in question or the team leader may apply to WAVE for the horse/rider combination to be substituted by a reserve horse/rider no later than 5 days prior to the beginning of the competition.

10.8 Complaints

- a. The results of each trial are official when the President of the Jury signs the results, marking the date/time in the protocols.
- b. Any and all complaints concerning the results of a trial must be directly submitted in writing to the President of the Jury by the Head of Delegation of the country filing the complaint and under no circumstances later than 1 hour from the announcement of the results of the trial being contested. The complaint must be accompanied by a deposit of 100 euros, which will be returned if the complaint is accepted.
- c. Any complaint filed after the deadline will not be considered.
- d. The President of the Jury will notify the Appeals Jury of the complaint and the Appeals Jury will meet with the ground jury. The Appeals Jury is comprised of three judges appointed by the organization.

10.9 Doping Test

- a. A doping test to riders and/or horses can be administered in any international competition. The riders and/or horses to be submitted to the doping test should be defined by classification and/or draw in the team leaders meeting before the competition.
- b. The doping test for horses can only be done when the barns are closed to the general public before and after the competition.
- c. The doping punishment should follow the national rules of the hosting country.
- d. WAVE may impose legal and sportive penalties.



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10.10 Tack, Attire, Equipment

- a. Competitors must perform in the national WE costume of their country.
- b. Horses must be harnessed in the national manner of their country.
- c. Serretas are not allowed.
- d. Shin guards, boots, or bandages are allowed in EOH, Speed, and Cow trials. Bell boots are allowed in Speed and Cow trials.
- e. A detailed description of the working saddlery, bridles, and costume should be sent to the Organizing Committee with the registrations.

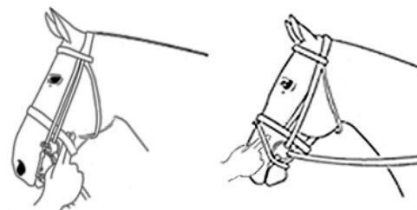
Attachment 1. Gate Steward Duties

Gate Stewards are required for licensed competitions and championship shows. The **Gate Steward** may also be required to cover **Paddock Steward** duties at licensed shows.

The **Gate Steward**:

- Coordinates competitors' entrance into the arena based on entry order, ensuring that competitors enter the arena at the appropriate time.
- Inspects the condition of the horse before and after every trial for evidence of blood. Informs the Judge and Technical Delegate immediately if blood is detected on the horse. Clean, white towels (cloth or paper) should be available to verify if blood is present.
- Must be familiar with tack and equipment allowances (Rulebook 1.9). The responsibility for correct tack, attire, and equipment rests with the competitor; however, the **Gate Steward** may inspect bits, cavessons/nosebands, or curb chains if there is any question regarding acceptability.

Any cavesson/noseband must be adjusted to allow room for at least two fingers placed vertically under the noseband. Cavesson tightness is measured on the side of the face below the cheekbone. Flash noseband tightness is measured on the side of the nasal bones.



Competitors with inappropriate equipment or tack should be given the opportunity to correct the deficiency, placing them at the end of the scheduled ride order.

- Must contact the TD if there is any question about a rule or doubt about the acceptance of tack or equipment.
- Biosecurity procedures must be practiced when inspecting horses. Disposable gloves and clean towels (cloth or paper) as well as hand sanitizer should be available.

Attachment 2. Paddock Steward Duties

Paddock Stewards are required for championship shows and recommended for licensed competitions, especially at any show facility where the warmup paddock is not close to the entry gate.

The **Paddock Steward** is required to:

- Control entry to the warm-up paddock to prevent overcrowding. Depending on the arena size, riders allowed in the warmup may need to be limited to a predetermined number. Only the riders scheduled to compete should be allowed.
- Monitor horses, riders, and trainers in the paddock to ensure a safe environment.
- Ensure no coercive methods or abusive acts are used on the horses.
- Ensure competitors leaving the arena respect those competitors who have not yet entered. Any kind of exuberance or horseplay that may prejudice competitors is prohibited.
- Ensure that a minimum of three obstacles is available and appropriately configured in the paddock prior to EOH and Speed trials.
- Notify the Gate Steward or the TD of any irregularity or failure to comply with the rules.

Attachment 3. Scribe Duties

The **Scribe** has a crucial position as they communicate the judge's comments to the rider. The scribe's job is to quickly, accurately, legibly, and quietly record the Judge's marks and comments made for each movement or obstacle. It is helpful if a scribe has experience in dressage and/or working equitation and familiarity with the terms a judge would use.

When arriving at the Judge's stand, the Scribe should make sure the area contains:

- Multiple black or blue pens and at least one red pen.
- A day sheet (order of go).
- Scoresheets for all competitors by level.
- A time clock (cell phone will do)
- Bell or whistle.
- At least two chairs and a table.

Before the trial begins, the Scribe should:

- Make sure that there are scoresheets for all of the riders on the day sheet, in the correct order. If not, notify the Show Manager immediately.
- Verify if there are any riders with dispensations. If so, have a copy of the dispensation certificate.
- Ask the Judge if they want to be notified of the time if they are ahead or behind schedule (some do not).
- Ask the Judge if they want to be interrupted and asked for a score if it wasn't heard or was missed, or whether they want to wait until the end of the test to catch up.

When a rider enters the outside of the ring and comes near the Judge's booth:

- Verify the bridle/back number or quietly ask the rider their name and compare that to the scoresheet.
- Thank them and check off their name on the day sheet.
- If there is a scratch (rider withdraws before entry) write "SCRATCH" in red pen on the test and place it with the completed tests.

When the trial begins:

- Write down what the Judge says for each movement or obstacle. Sometimes the Judge will give comments then marks, sometimes marks then comments. Record only what the Judge says. Do not edit, add, paraphrase, or delete any comments.
- Record the mark with either a .5 or .0 at the end of each mark (e.g., 5.0; 5.5).
- Keep the comments and scores aligned with the movement being performed.
 - Be familiar with the test or movements in general to know the rider is performing the movement you're writing about—e.g., glance up to verify the rider is on a circle and matches the comment "circle not round."
 - If unsure what movement the Judge is commenting on, do not ask them if they are on movement "5" or "10;" look at the movement description and ask them, "Are we on the circle?" or "Are we on the trot transition?"
 - If there is confusion as to where the comment or score should go, simply say that to the judge and the judge will likely want to skip to movement XXX and continue. Most judges remember the test and can recreate a movement or two.

- If there is an error by the rider, the Judge will ask to have the test paper marked on the left side of the movement where the error occurred with the word "ERROR" in red ink and circle it.
- The Judge may make so many comments that the Scribe can't keep up. If that happens:
 - Capture as many as possible. You may have to stop writing comments to log the mark, and then return to writing comments. All comments are important for the rider to understand why they got the mark that they did.
 - If the mark is not heard, the judge will know what it was at the end of the test based on the written comments.

When the test ends:

- Hand the test sheet to the Judge so they can sign it and add their collective marks and final comments.
- If the Judge would like the Scribe to keep them up to date on time, it is good to tell the Judge how much time before the next rider is supposed to start, or how many minutes the Judge is ahead of or behind time. This typically happens when handing the test sheet to the Judge for their final comments. The scribe will need to glance at the day sheet and the clock at this time.

When the Judge completes their comments:

- Review the test sheet for the required signature and initials. If something is missing, ask the Judge to complete it.
- If there has been a change in a score (crossed out or overwritten), ask the Judge to initial it if they have not already.
- If there are one or more errors, make sure the Judge has written the penalty score on the test sheet.
- Check to make sure the Judge has signed the test sheet.
- Set the completed tests aside until a runner arrives to take them to the scorer.

In general:

- Scribes can and should use abbreviations, e.g.,

| | |
|----------------------|-----------------------|
| □ for "square" | NRG for "energy" |
| CL for center line | RB for "reinback" |
| Trans for transition | Ctr for "canter" |
| Nds for needs | Coll for "collection" |
| O for "circle" | Res for "resistance" |
- Scribes must recognize that what is said at the Judge's table is between the Judge and the rider. That information cannot be shared.
- Scribes should carefully consider any communication with the Judge.
 - Remain quiet unless asked a question. Wait for the Judge to initiate conversation between rides or while on break.
 - Do not volunteer information about competitors or their horses.
- If a comment was not heard, the Scribe should quietly ask the Judge for clarification.

Attachment 4. Obstacle Specifications

| | |
|---|--|
| No. of obstacles required | L1-L3: 10. L4 & L5: 13. L6 & L7: 15. |
| Distance btw consecutive obstacles and entry/exit | 10 m (30 ft) min. (line of travel) |
| Distance from public | 5 m (15 ft) min. |
| Entrance/exit markers | 1.5 m (5 ft) min; 3 m (10 ft) max. |
| 1. Bridge | Entry/exit markers are required. |
| 2. Figure 8 | Distance between drums: 3 m (10 ft) on center. |
| 3. Pen | Outer pen: 6 m (20 ft) in diameter. Inner pen 3 m (10 ft) in diameter. Entrance: 1.5 to 2.5 m (5 to 8 ft). Corridor: 1.5 m (5 ft). |
| 4. Jug | Table: 1.2 m (4 ft). Jug must be in same position for all competitors. Must be accessible from either side. Entry/exit markers are required. |
| 5. Remove Pole | Pole: 2.5 to 3.5 m (8 to 11.5 ft). Must be accessible from either side. |
| 6. Spear Ring | Ring: approx. 15 cm (6 in.) in diameter. Accessible from either side. |
| 7. Replace Pole | Must be accessible from either side. |
| 8. Switch Cup | Bending poles: 2 m (6.5 ft) high (approx.). Distance: 1.2 m (4 ft) apart. Cup: must be set on same pole for all riders <i>unless WAVE rules are used</i> . |
| 9. Bell Corridor | Rails: 30 cm (12 in.) high; 3.7 m (12 ft.) long; 1.5 m (5 ft.) apart. Bell: 2 m (6.5 ft) high; positioned in center of corridor. |
| 10. Reinback "L" | Rails: 30 cm (12 in.) high (min); 3.7 m (12 ft) long. "L" in either direction. Corridor width: 1.5 m (5 ft). |
| 11. Rounding Posts | Corridor width: 1.5 m (5 ft). Distance btw posts: 2.5 m (8 ft) min; 3 m (10 ft) max. |
| 12. Single Slalom | Posts: 2 m (6.5 ft) high. Distance btw posts: 6 m (20 ft). Entry/exit markers are recommended. |
| 13. Double Slalom | Posts: 2 m (6.5 ft) high. Distance btw posts: 6 m (20 ft). 5 posts L1-L5; 7 posts L6, L7. Corridor width: 6 m (20 ft). Entry/exit markers are recommended. |
| 14. Gate | Height: 1.3 m (4 ft 3 in.) min. Width: 2 m (6.5 ft) min. |
| 15. Jump | Width: 3 m (10 ft) min. L1: cross rail no higher than 12 inches (at center) Two ground rails may be used, 1 to 1.2 m (3.5 to 4 ft) apart. L2/L3: Crossed rails 0.5 m (22 in.) at standard; 0.4 m (15 in.) at center. L4-L7: 0.5 m (22 in.) high. Must have a ground pole. |
| 16. Sidepass Rail | Rail: 10 cm (4 in.) dia.; 3.7 m (12 ft) long; 5-10 cm (2-4 in.) above ground. Two rails in line or parallel rails: 3 m (10 ft) apart Zigzag configuration: angles set at 90 degrees. Entry/exit markers are required. |
| 17. Water | Minimum 1.5 m (5 ft) long; 2.4 m (8 ft) wide; 10 cm (4 in.) deep; maximum depth 20 cm (8 in.) |
| 18. Bank | 30-60 cm (1-2 ft) above ground level. Plateau 2 m (6.5 ft) long. |
| 19. Drums | L1-L5: 4 m (13 ft); L6 & L7: 3 m (10 ft) |



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Attachment 5. Results Verification Log

The TD (or Judge) will initial this sheet to indicate when results from each trial, as well as for the overall competition, are validated and can be considered "final." Until that time, the results are considered preliminary.

| | |
|---------------------|---------------------------|
| License # | Show Name |
| Show Date(s) | Technical Delegate |

| | | Amateur | Open | Youth | Date | Time |
|----------------------------|----------|----------------|-------------|--------------|-------------|-------------|
| L1 – Intro | Dressage | | | | | |
| | EOH | | | | | |
| | Overall | | | | | |
| L2 – Novice A | Dressage | | | | | |
| | EOH | | | | | |
| | Speed | | | | | |
| | Overall | | | | | |
| L3 – Novice B | Dressage | | | | | |
| | EOH | | | | | |
| | Speed | | | | | |
| | Overall | | | | | |
| L4 – Intermediate A | Dressage | | | | | |
| | EOH | | | | | |
| | Speed | | | | | |
| | Overall | | | | | |
| L5 – Intermediate B | Dressage | | | | | |
| | EOH | | | | | |
| | Speed | | | | | |
| | Overall | | | | | |
| L6 – Advanced | Dressage | | | | | |
| | EOH | | | | | |
| | Speed | | | | | |
| | Overall | | | | | |
| L7 – Masters | Dressage | | | | | |
| | EOH | | | | | |
| | Speed | | | | | |
| | Overall | | | | | |