



POLICIES AND PROCEDURES

Section 2. Committee Procedures/Responsibilities



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SECTION 2. COMMITTEE PROCEDURES/RESPONSIBILITIES

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2.1 General Committee Responsibilities

2.1.1 Committee Members

The Chair is selected and approved by the Board of Directors (BOD). The chair will recommend additional members to the BOD for approval. The BOD has final approval on all committee members. The committee has the authority to add or replace any members as required.

The Chair ensures that committee members maintain their membership status each year.

The Chair notifies the Executive Committee of resignations.

Committees must designate a qualified/trained individual who will take over in the event of the chair can no longer serve in that capacity.

2.1.2 Replacement of Committee Members

- Document job description/skill requirements
- Obtain volunteer list from Membership, assess candidates
- Put announcement of opening on social media

2.1.3 Communications

- Follow email, eBlast, and newsletter protocols
- Ensure committee website content is up to date. Obtain Board approval for significant changes.

2.1.4 Documentation

- Identify corporate documents maintained by the committee, e.g., Competition Manual, Licensed Officials Program Requirements.
- Ensure an up-to-date copy of all corporate documents is retained on the G Drive. Ensure access to the G Drive files is controlled.

2.1.5 Annual Budget Development and Approval

The Annual Budget is created by the Executive Committee at the end of each calendar year for the following year. The Budget is presented to the Board of Directors for review and approval at its first meeting in January of the next year. Committee Chairs are required to provide preliminary budget dollars for their committee in November of the current year. The dollar amount for their budget may be based on previous committee expenses and/or with added funds anticipated for new year events. If a committee does not typically incur expenses during the year, they submit a budget of \$0 dollars or an estimate of about \$50.00 for things such as



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postage/shipping, etc. The Treasurer will send out an email reminder in November asking for Committee budgets. The Treasurer will assist any Committee with help in determining its budget for the year.

2.1.6 Meeting Requirements

- Attend Committee Working Sessions to network with fellow committees, share committee updates and determine organizational impact before implementing committee changes, activities and events.
- Attend the Annual Members meeting and provide committee updates.



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2.2 Affiliate Organizations

2.2.1 Affiliate Organization Policy

- a. Requirements. An Affiliate Organization (AO) is an independent individual or organization involved in Working Equitation. An AO can function under any legal business structure (e.g., sole proprietor, LLC, corporation, etc.). AO policies and procedures must not be in conflict with the vision, mission, and purpose of USAWE.

AOs must offer educational opportunities and/or information about WE and USAWE to their members and/or the general public. The AO must promote membership in USAWE, and at least one key leader of the AO must maintain current Adult membership with USAWE.

The AO must maintain an Affiliation Agreement with USAWE. This agreement is made by payment of annual dues at the current rate in effect at the time of the initial or renewal agreement. Affiliate Organization payments are subscription-based and will automatically charge on the payment anniversary date each year until cancelled.

- b. Benefits. Affiliate Organizations will be listed on the USAWE website alphabetically by state, then city. The listing will include a brief description of the AO's functions and activities, a point of contact, their logo or suitable photo of their choice, and a link to their website and their Social Media presence where applicable.

AO events will be included on the USAWE calendar of events as they are submitted for listing.

The AO has the right to use USAWE's logo on their website and advertising.

The AO is eligible to receive a subsidized vinyl USAWE logo banner.

To help provide financial support to AOs and encourage their continued activity on behalf of members and the sport, each USAWE Adult member will be given the opportunity to designate \$5 from their current year's USAWE membership dues to the AO of their choice on the annual election ballot. Only AOs who are current on their AO dues and have an IRS Form W-9 on file with USAWE before the cut-off date of October 10th will be listed on the election ballot each year.

2.2.2 Affiliate Organization Onboarding Process

- a. Applicant completes the **Affiliate Organization Application / Info Update Form** located on the USAWE website in two places:
 - <https://usawe.org/we-community/affiliate-organizations/>
 - <https://usawe.org/membership-horses/membership-info/>



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- b. Applicant will be redirected to PayPal to set up their recurring subscription and pay their initial dues by clicking this link which appears after submitting their Form - AO Subscription Payment. This link is on a hidden page on the USAWE website (so it cannot be clicked without first filling out the Application Form) here:
<https://usawe.org/membership-horses/usawe-affiliate-organization/>
- c. AO Program Coordinator (affiliateorganizations@usawe.org) receives email notification of new form submission, verifies PayPal subscription payment has been received, and emails link to hidden payment page if no payment has been received. Payment must be verified before onboarding proceeds. The AO Program Coordinator also documents and processes any refunds needed due to accidental duplicate payments.
- d. AO Program Coordinator uses Workflow Key located on Application Form Response Sheet to complete new AO onboarding process. The process includes:
 - Sending a “welcome” email with AO Handbook attached.
 - Making a “welcome” phone call to new AO leader.
 - Approving an AO Banner order if requested.
 - Creating an AO listing on USAWE website; emailing a screenshot of listing to the AO.
 - Notifying the Regional Director of the new AO in their region (include all listing information).
 - Ensuring an IRS Form W-9 is received from the AO and forwarding it to treasurer@usawe.org.
- e. AO Program Coordinator updates all tracking sheets with new AO information.

2.2.3 AO Coordinator Responsibilities. The AO Coordinator:

- a. Updates website listings and tracking sheets with updated information whenever submitted by AO leaders via the **Affiliate Organization Application / Info Update Form**.
- b. Schedules and hosts the AO Quarterly Networking Hour Zoom meetings in January, April, July and October each year using USAWE Zoom License #1.
- c. Submits monthly reports for the USAWE E-News (news@usawe.org).
- d. Communicates with AO leaders via email monthly to keep them informed of important additions or changes to the AO program, remind them of the Quarterly Networking Hour upcoming meeting, and help them feel connected to and supported by USAWE.
- e. Calls every AO leader at least once a year to connect on a personal level and check on how things are going for them as an AO.
- f. Actively seeks to recruit new Affiliate Organizations.



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- g. Attends monthly BOD and Committee meetings as requested or invited.
- h. Actively seeks to develop resources and support materials of specific value to AO leaders and develop benefits for AOs.
- i. Tracks AO IRS Form W-9 submissions and dues payments and sends a list of AOs meeting both requirements by the cut-off date to Elections Coordinator (elections@usawe.org) each year for inclusion in the upcoming election ballot under the Member Designated Funds (MDF) election choices. AOs who are not current on dues and do not have a W-9 on file with USAWE by the cut-off date are not eligible to receive MDF that year and will not be included on the election ballot.
- j. Retrieves the election results as soon as they are available and issues the to the recipient AOs via PayPal before the end of the calendar year. MDFs are calculated at the rate of \$5.00 per vote received.

2.2.4 Affiliate Organization Information, Documents, and Forms Residing on the G-Drive or Website

- AO Payment Tracking-Master Working Copy
- USAWE Affiliate Organization Annual Dues Subscription Enrollment Form
- USAWE Affiliate Organization Annual Dues Subscription Enrollment Form (Responses)
- AO contact person email addresses master list, updated as required
- USAWE Affiliate Organizations by Region, contact list, updated as required
- USAWE Affiliate Organization Handbook, Feb 23
- Affiliate Organization Application/Info Update Form
- Affiliate Organization Application/Info Update (Responses)

2.2.5 Authorization

- a. The Affiliate Organization committee is empowered to:
 - (1) Make decisions to enhance or develop the AO Program to the benefit of USAWE and the AOs.
 - (2) Engage in activities that build a sense of community, ownership, camaraderie, satisfaction and loyalty to USAWE amongst the AO leaders.
- b. The Affiliate Organization committee will request Board approval for:
 - (1) Financial expenditures
 - (2) AO dues increases



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2.3 Awards

2.3.1 General Duties and Responsibilities

The Awards effort includes:

- a. Maintaining and updating the file of historical show records on the USAWE.org website.
- b. Maintaining and updating the Regional and National Leaderboards.
- c. Tracking the Annual High Point Breed Award recipients for all sponsored breeds.
- d. Tracking the Annual Youth High Point Award recipient.
- e. Communicating with the Rules committee, the LOC, and the Webmaster regarding licensed competitions.
- g. Tracking member Lifetime awards.
- h. Selecting, purchasing, and distributing all annual awards to their respective recipients.

2.3.2 Awards Programs Offered -- Overview

All USAWE members competing in licensed competitions on horses recorded with USAWE are eligible for USAWE awards programs.

USAWE recognizes the performance achievements of horses and riders who compete in Working Equitation in the United States, as well as our international members competing under USAWE licensed judges. The goals of our Awards Programs include promoting the sport, encouraging horse and rider development, and honoring the incredible partnerships that exist between Working Equitation horses and riders.

USAWE offers the following Awards Programs:

- **National Leaderboard:** Top ten horse/rider pairs in each performance level and in the following divisions: Junior, Amateur, Open.
- **Regional Leaderboard:** Top three horse/rider pairs in each performance level and in the following divisions: Junior, Amateur, Open.
- **National High Point Junior:** National Champion and Reserve Champion high-point junior, regardless of competition category or level. This program uses the scores from the Leaderboard (top 4 scores/points from at least 2 judges).
- **National Breed Performance Champions:** National #1 high-point equine in each of the sponsored breed divisions, regardless of competition category or level. This program uses the scores from the Leaderboard (top 4 scores/points from at least 2 judges). If no equine in a sponsored breed division is ranked on the Leaderboard, the recognition will go to the equine from the sponsored breed with the highest score listed in the **Not Yet Ranked** groupings.
- **Lifetime Rider Medals:** Pewter, Bronze, Silver, Gold, Platinum medals.



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2.3.3 National and Regional Leaderboards

The National and Regional Leaderboard points are based on (Dressage trial and Ease of Handling trial average % - converted to points) + Speed trial points (+ Cattle trial points earned, if any) at a licensed show held during a given competition year (Jan 1 - Dec. 31). The rider must have an active USAWE Individual Membership, and the horse must be recorded with USAWE.

National Leaderboard points can be earned at any licensed show, regardless of where it is held.

Regional Leaderboard points are based on licensed competitions held within each specific region. The rider does not have to reside within the region to be eligible.

Horse/rider pair standings are capped with the Top 4 show scores/points. Horse/rider pairs may compete in as many shows as they desire; however, only the Top 4 show scores/placings will determine Leaderboard standings. Scores must come from at least two different judges in order to qualify a rider for the Leaderboard standings.

A horse/rider pair must successfully complete each trial for their performance level without disqualifying to earn points toward the High Point Leaderboard (*exception*: failure to successfully complete the Cattle trial if offered does not impact points earned in successfully completing the other trials).

The Cattle trial is optional for L2-L7; individual horse/rider pair Leaderboard points are earned if the trial is successfully completed. An individual horse/rider pair's unsuccessful Cattle trial will not impact points earned in successfully completing Dressage, EOH, and Speed trials.

Ties are broken at the end of the season using the sum of a horse/rider pair's Dressage & EOH percentages earned at the shows where they earned their Leaderboard scores.

- a. National Top 10 Leaderboards. Recognition will include website ranking, website articles, and Facebook announcements. In addition, USAWE will recognize **National #1** and **National #2 High Point Horse/Rider Pair Champion/Reserve** in each performance level (Introductory through Masters) in each division (Junior, Amateur, Open).

Each **National #1 Champion** and **National #2 Reserve High Point Horse/Rider Pair** will receive a prize selected by recipient from association option(s) (e.g., personalized embroidered item such as vest, jacket, sweatshirt, horse cooler, buckle, trophy, etc.).

- b. Regional Top 3 Leaderboards. **Horse/Rider High Point** leaderboard recognition will include website ranking, ~~and~~ Regional Top Three patches, and a ribbon or award of similar cost selected by the Awards Committee.



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2.3.4 National High Point Junior

National leaderboard points earned at licensed USAWE shows will count toward this award, for the top two junior riders, regardless of whether points are earned in a class specifically set up for juniors or are earned while riding against adults. The Champion is the Junior USAWE member who earns the most Leaderboard points in the competition year; Reserve Champion will be the rider with the second highest points. Juniors can accumulate Leaderboard points toward the National High Point Junior Award on multiple horses and in multiple levels. Only points tracked on the Leaderboard will count for this award. Points earned beyond the Top 4 Leaderboard points and points listed in the **Not Yet Ranked** groupings will not be included in the point tabulation.

USAWE will recognize the National High Point Junior Champion and National High Point Junior Reserve Champion. Recognition will include website ranking, website articles, and Facebook announcements.

Each National High Point Junior Champion and Junior Reserve Champion will receive a prize selected by the recipient from association option(s) (e.g., a personalized embroidered item such as a vest, jacket, sweatshirt, horse cooler, buckle, trophy, etc.) and a ribbon.

2.3.5 National Breed Performance Champions

The High Point Breed Award winner will be the highest scoring equine within a sponsored breed across all divisions and all levels of the Leaderboard. The High Point Breed Awards will be based on the points displayed on the Leaderboard (rankings are based on the Top 4 scores/points earned under at least 2 judges during the competition year, regardless of number of competitions entered). If no eligible equines in a particular breed are nationally ranked at the end of the season, the award will be given to the equine from the sponsored breed with the highest score listed in the **Not Yet Ranked** groupings. If no eligible equines in a particular breed are listed anywhere on the Leaderboard at the end of the season, the award will not be given that year. Sponsors may impose additional criteria to qualify for the award they sponsor. The Awards Committee sets the sponsorship cost to ensure sufficient funds to cover the purchase and shipping of the award.



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2.3.6 Lifetime Rider Medals

USAWE offers Lifetime Rider Medal awards to recognize the achievements of our members as they move through the different levels of competition. Rider medals are based on the rider's score, irrespective of horse. There is no time limit for the accrual of scores. Scores are only eligible if the rider successfully completes all trials without disqualifying (DQ) in the competition in which the score was earned.

Pewter:

To earn a Pewter Medal, a rider must earn a total of 8 qualifying scores in Introductory level classes. Those scores must include:

(4) scores 60% or higher (Dressage/EOH % averaged)

(4) scores 65% or higher (Dressage/EOH % averaged)

Of the qualifying scores, at least four (4) must be earned when competing under an "R", "S", or WAVE judge.

Bronze:

To earn a Bronze Medal, a rider must earn a total of 8 qualifying scores in Novice level classes. Those scores must include:

(4) scores 60% or higher (Dressage/EOH % averaged)

(4) scores 65% or higher (Dressage/EOH % averaged)

(4) scores (minimum) must be earned in L3 Novice B

Of the qualifying scores, at least four (4) must be earned when competing under an "R", "S", or WAVE judge.

Silver:

To earn a Silver Medal, a rider must earn a total of 8 qualifying scores in Intermediate level classes. Those scores must include:

(4) scores 60% or higher (Dressage/EOH % averaged)

(4) scores 65% or higher (Dressage/EOH % averaged)

(4) scores must be earned in L5 - Intermediate B

Of the qualifying scores, at least four (4) must be earned when competing under an "R", "S", or WAVE judge.

Gold:

To earn a Gold Medal, a rider must earn a total of 8 qualifying scores in Advanced level classes. Those scores must include:

(4) scores 60% or higher (Dressage/EOH % averaged)

(4) scores 65% or higher (Dressage/EOH % averaged)

All qualifying scores must be earned when competing under an "R", "S", or WAVE judge.

Platinum:

To earn a Platinum Medal, a rider must earn a total of 8 qualifying scores in **Masters** level classes. Those scores must include:

(4) scores 60% or higher (Dressage/EOH % averaged)

(4) scores 65% or higher (Dressage/EOH % averaged)



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All qualifying scores must be earned when competing under an “R”, “S”, or WAVE judge.

2.3.7 Calculating Points for Year-End Awards

Points are based on scores (Average Dressage & EOH) and placings (Speed & Cattle), converted to points.

Dressage & EOH Trials (L1-L7)		Speed & Cattle Trials (L2-L7)	
Average of Dressage & EOH Score	Points Earned	Placing	Points Earned
70.000% and above	7	1	1.50
67.500% through 69.999%	6	2	1.25
65.000% through 67.499%	4	3	1.00
62.500% through 64.999%	3	4	0.75
60.000% through 62.499%	2	5	0.50
57.500% through 59.999%	1	6+	0.25

Speed Trial (L2-L7): Successful Speed Trial horse/rider pairs (regardless of # of entries) without disqualifying (DQ), will earn points for placing using the conversion chart.

Cattle Trial (L2-L7) - Optional: Successful Cattle Trial horse/rider pairs (regardless of # of entries) without disqualifying (DQ), will earn individual points for their individual (not team) placing using the conversion chart.

Horse/rider pairs can accrue a maximum of 10 points per licensed competition if competing in four trials - (L2-L7) Dressage, EOH, Speed & Cattle; 8.5 points if competing in three trials - (L2-L7) Dressage, EOH, and Speed; or 7 points if competing in two trials - (L1) Dressage and EOH.

Horse/rider pairs may compete in as many shows as they want; however, only their best 4 show scores/placings (earned under at least two different judges) will be used to determine year-end standings.

2.3.8 Results Processing

Show organizers send their competition results to the Awards Committee using the Results@usawe.org email address within one week of the completion of their event. Members of the Awards Committee review the results to ensure they are ready to be processed. They check to verify that the following are true:

- Show License # is included in the results file.
- All competitors have USAWE Member and Horse #s.
- All competitors are current members of USAWE (or are charged appropriately).
- All competitor and horse names are spelled correctly.
- All competitors have scores and collective marks entered for Dressage and EOH and times, and time penalties or bonuses entered for Speed and Cattle.



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- All competitors who disqualified, were eliminated, scratched, or withdrew from a trial are correctly marked: DQ, ELIM, SCR, or WD.

If any discrepancies are found, the Awards Committee works with the show organizer to make the appropriate corrections.

The Awards Committee counts the number of competitors and any non-members and enters this information into the Invoice Request Google Form, indicating whether the results were submitted manually or via GIRA. The form is shared with the member of the Board with the authority to issue invoices so that a show licensing fee invoice can be sent.

Once the invoice has been paid, the Awards Committee notes the date on which payment was received on the Show License spreadsheet maintained by the Competitions Committee. Then, the Awards Committee logs the results in the historic results table in the USAWE Google Drive (which is concurrently displayed on the USAWE website) and updates the Regional and National Leaderboard rankings.

2.3.9 Awards Committee Information, Documents, and Forms Residing on the Website

- Archive – this is a repository of previously-issued forms, etc., retained for reference purposes.
- 2023 Season – this repository includes Show Records, a folder of the Results submitted by show organizers; Breed Awards, a folder in which materials related to the Breed Awards can be kept; Zones, a folder in which materials related to the 2023 Zone Championships can be held, and an Overall Standings folder.
- Website Docs – this is a folder in which the Breed Awards file is kept, along with the file of Historic Records, the final Results email, and a folder for “e-news”, where monthly newsletter updates can be kept.
- 2021 Season & 2022 Season – folders with the historic records from the 2021 and 2022 seasons, respectively.
- Committee Docs – a folder that contains a variety of documents created by Awards Committee members to facilitate Awards Committee business.
- Historic Records – a folder with compiled show results from 2016 to the present.
- Rider Medals – a folder with historic tracking information related to Lifetime Rider Medals.



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2.3.10 Authorization

- a. The Awards committee is empowered to:
 - (1) Track and publish show results, National and Regional Leaderboard standings, year-end Youth and Breed Award winners, and Lifetime Rider Medal recipients.
 - (2) Update Awards Committee related documents and pages on the USAWE.org website.
 - (3) Create forms, surveys, and documents as needed to carry out Awards Committee duties.
 - (4) Designate a committee chair from within Board-appointed committee members.
 - (5) Select, order, and distribute annual and Lifetime USAWE Awards, within approved budget.

- b. The Awards committee will request Board approval for:
 - (1) Official appointment of committee members, as recommended by the Awards Committee.
 - (2) Expenditures and/or reimbursements required for Awards Committee tasks.



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2.4 Professional Development

2.4.1 General Duties and Responsibilities

- a. Develop comprehensive programs for WE Professionals such as instructors, clinicians, coaches, and other industry professionals not provided for by the Licensed Officials Committee (LOC).
- b. Develop and refine the requirements for initial recognition as a WE Professional, as well as requirements for maintaining recognition.
- c. Evaluate applications for new and renewing Professionals to ensure that the applicant meets the requirements and recognize them as a WE Professional.
- d. Create educational opportunities for WE Professionals and prospective candidates.
- e. Issue "USAWE Professional Instructor" certificates, ID cards, and logo items.
- f. Monitor and document WE Professionals' insurance, USAWE membership, and fulfilling the requirements for renewal.
- g. Work with the LOC to create and facilitate a USAWE rules exam for new applicants.
- h. Handle breaches of conduct related to ethics, the social media policy, and professional standards. Work with the Ethics Committee when necessary and to provide resolution.
- i. Disseminate information and respond to questions about the Professional Development committee programs from USAWE members.
- j. Work with the Website committee to maintain information related to the Professional Development committee programs and the list of recognized Professionals on the USAWE.org website.
- k. Provide a monthly USAWE newsletter update.

2.4.2 Professional Instructor Program

2.4.2.1 Application Process

- a. Application to the Professional Instructor program is made through a Professional Instructors Application Inquiry Form located on the USAWE website>Community>Professional Instructors Program.
- b. When received, the Chair of the Professional Development committee will request an invoice be sent to the applicant.
- c. A review will be conducted to verify the scope and quality of the applicant's experience and capabilities. This may include speaking with references, examining their website and social media presence, and checking with the Ethics committee to ensure that the applicant is a member in good standing.
- d. All members of the Professional Development committee will review the application independently, meet to discuss the application and verify that all requirements have been met, and then vote on whether to recognize the applicant as a USAWE Professional Instructor.



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- e. The Chair of the Professional Development committee or their designee will send an email to the applicant to notify them of the committee's decision.
 - (1) If the decision is to not recognize the applicant as a USAWE Professional Instructor, the email will include an explanation of what evidence was missing or insufficient.
 - (2) If the decision is to recognize the applicant, the Chair or their designee will notify the applicant and request a bio, photo, and a link to the Instructor's website for display on the USAWE.org website. The committee will work with the Website committee to add the requisite information.

2.4.2.2 Renewal Process. The same basic process is followed for license renewals, including a review of the Instructor's performance in the prior year. If approved for renewal, the Chair or their designee will request any updates to their Professional Instructor profile for the USAWE website.

2.4.3 Committee Membership

The Professional Development committee consists of four or more members; a minimum of two members must be USAWE Professionals. The Chair is selected by the Board of Directors (BOD). The Chair will recommend additional members to the BOD for approval. The BOD has final approval on all committee members.

2.4.4 Information, Documents, and Forms Residing on the Website

- a. Professional Instructor Application
- b. Renewal Professional Instructor Application
- c. Continuing Education Submission Form
- d. Current List of Professional Instructors

2.4.5 Authorization

- a. The Professional Development committee is empowered to:
 - (1) Create and manage comprehensive programs for the development of USAWE Professionals including Instructors, Trainers, and Coaches.
 - (2) Evaluate USAWE members for recognition as a USAWE Professional.
 - (3) Recognize USAWE members in good standing and that fulfill the program requirements as USAWE Professionals.
 - (4) Provide necessary updates to the Professional Development Committee documents and pages for the USAWE.org website.
 - (5) Create forms, surveys, and documents as needed to carry out Professional Development Committee duties.
 - (6) Create educational opportunities for WE Professionals and prospective candidates.
 - (7) Oversee the marketing and branding of all Professional Development committee programs within the guidelines provided by the Marketing and Promotion



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committee, including providing logo items to identify members, achievement awards, and items for sale.

- b. The Professional Development committee will request Board approval for:
 - (1) Official appointment of committee members, as recommended by the Chair.
 - (2) Expenditures and/or reimbursements required for Professional Development committee tasks.
 - (3) Fee changes.

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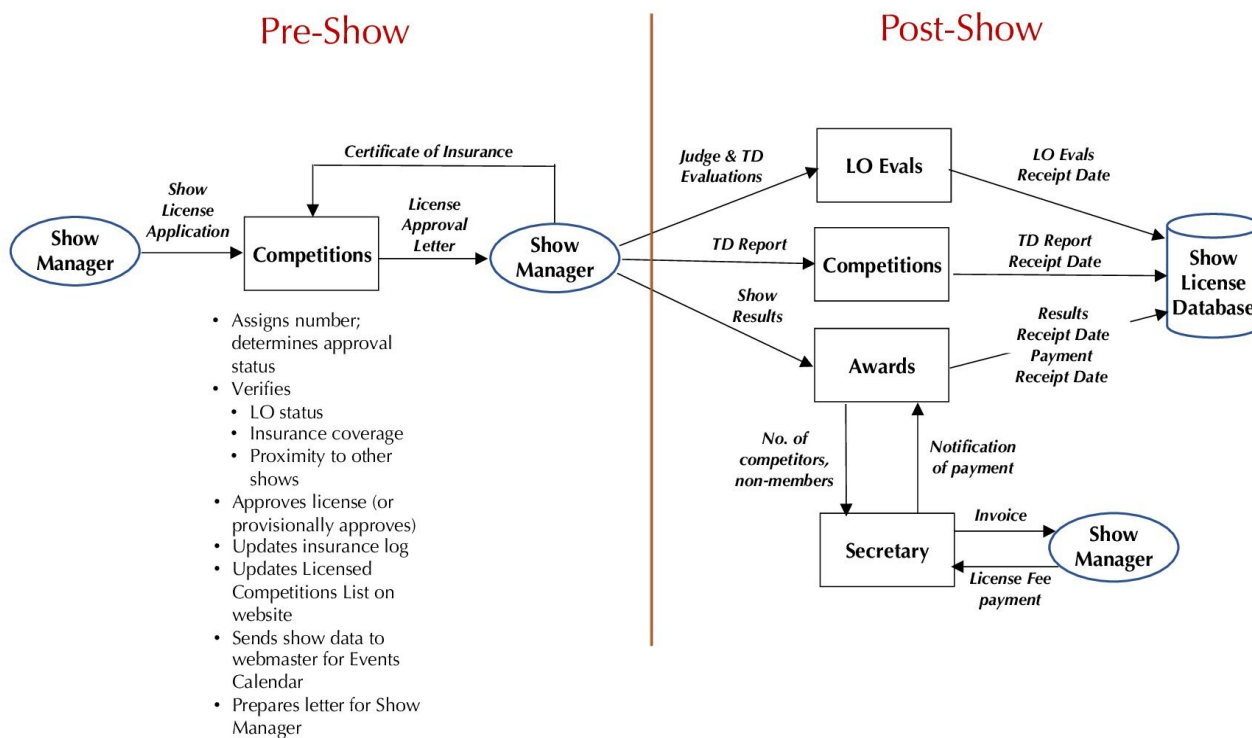
2.5 Competitions

2.5.1 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. Reviewing TD reports for actionable items and following through as needed.
- d. Verifying that LO evaluations and show results are delivered as required.
- e. Ensuring the currency and accuracy of the show license database, website list of shows, calendar of events, insurance log, insurance certificates, and qualifying scores for championship shows.
- f. Preparing and maintaining all documentation associated with the Competitions process.

The end-to-end process is as follows:





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2.5.2 Licensed Shows, Requirements for License Approval

USAWE licenses are issued for live shows only. License applications can be submitted anytime during the year for the current year, but no less than 2 weeks prior to the event.

Show organizers for legacy shows that require a specific date/location have a window of five days, June 25 – 30 of any year, to reserve their date/location for the following year. Starting July 1, license applications will be open to all show organizers for the following year.

All license applications are checked for the following:

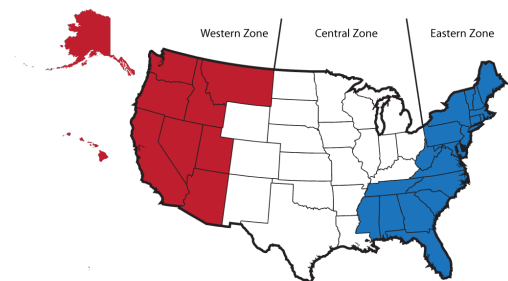
- a. TD and Judge(s) are licensed.
- b. Judge's license is appropriate for the levels offered.
- c. Insurance requirement is acknowledged. The show must be insured, and USAWE must be designated as an "additional insured."
- d. There are no date/location conflicts with other shows in the vicinity (*see Competition Manual, 1.2d*).
- e. All information is complete.
- g. There are no overdue deliverables from previous shows licensed by the applicant, i.e., reports, evaluations, results, and show fees.

2.5.3 Championship Show Requirements

2.5.3.1 Zone Championship Shows

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.

To be eligible to compete, a horse-rider combination must earn a combined average of 58% or higher in Dressage and EOH and successfully complete the Speed trial (L2-L7) at a minimum of two USAWE licensed shows. At least one of the scores must be earned during the current competition year. The qualifying period is January 1 of the previous competition year through the show entry deadline for the zone championship show in the current year. Horse-rider combinations may compete in any or all zone championships, regardless of where the qualifying scores are achieved.



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License Approval

Licenses for zone championship shows are awarded based on a proposal process. Show organizers who want to hold a zone championship show must prepare a Championship Show proposal that outlines their show plan and capabilities. Show proposals must contain all performance levels (L1 – L7), all four trials (Dressage, Ease of Handling, Speed, and Cattle). The following information must be included:

- 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?

Proposals must be submitted via email sent to competitions@usawe.org no later than May 31 of the year prior to the show. Late proposals will only be considered after the deadline if no other proposals were received before the deadline.

In the event only one bid is submitted for a particular Zone, the Competitions Committee will review the bid and send an email to the Board of Directors to verify that all requirements *have* been met, along with a recommendation to approve the proposal. If all requirements have *not* been met, the Competitions Committee will inform the applicant of what is missing and request a revised bid.



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If multiple bids are submitted for a particular zone, a Championship Evaluation Committee will be designated to review the proposals. This committee will include the Regional Directors within the zone (unless they are ineligible due to conflicts of interest) and at least one representative of the Competitions committee who does not reside in the zone. The Championship Evaluation Committee will assess all proposals received and submit the top two candidates in each zone to the Board for final selection.

To avoid potential conflicts of interest, any person named within a proposal as a member of the organizing committee, official, staff, or volunteer for that championship will be ineligible to serve on a Championship Evaluation Committee reviewing proposals submitted for that Zone. In the event that one or more Regional Directors are thus ineligible to serve on the Championship Evaluation Committee, additional members of the Competitions Committee or Regional Directors from other regions will be asked to serve in their place.

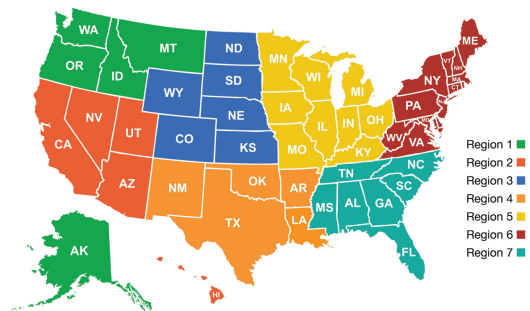
USAWE will provide a grant of \$2000 to each winning proposal to hold a Zone championship show. The grant will be sent upon successful completion of the Zone championship, with all required show reports and results submitted to USAWE.

To request the \$2000 grant, show organizers must submit a Request for Payment to the USAWE Secretary, along with a W-9 form from the individual or entity (corporation, etc.) responsible for filing a tax form for the money received.

2.5.3.2 Regional Championship Shows

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.



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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.

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



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- 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?

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.

Qualification Requirements

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.



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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.

2.5.4 Competition Date/Location: Restrictions and Allowances

- a. 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. Exceptions may be made if agreement is obtained in writing from both show managers in question in a given instance.
- 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.
- c. In the event of a conflict where written agreement is not obtained, the show license that was time-stamped first after the official opening date for license applications will take precedence. 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 the USAWE Regional Director for assistance.

2.5.5 License Processing and Approval

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 works with the show manager to resolve provisional licensing issues and obtain final approval prior to the event.

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.



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2.5.6 Insurance Compliance Process

Insurance information for each show is maintained in a log on the Competitions Committee USAWE Google 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.

2.5.7 GIRA Administration

A GIRA administrator and backup administrator serve as the liaison and point of contact between USAWE and the GIRA developer. They work with the GIRA developer to provide system updates to meet USAWE competition requirements. They maintain the GIRA User's Manual and Quick Guide.

Competition-specific responsibilities include:

- a. Adding USAWE-licensed competitions (and schooling shows, as requested) to the GIRA system.
- b. Updating the calendar of events.
- c. Training show organizers on the GIRA system as requested.
- d. Adding show organizers to the GIRA system as needed.
- e. Providing customer support.
- f. Working with the Awards Committee to keep USAWE Leaderboards current.

2.5.8 Fees

- a. Show Fees. There is no fee for a show license. A fee of \$4 per competitor is collected after the event if the show used GIRA.io for scoring and placement; \$5 per competitor is collected if scoring is done manually. There is no competitor fee for those doing "schooling" rides.
- b. 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.

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.

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



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2.5.9 Post-Show Requirements

- a. 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.
- b. 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.
- c. Show Results: Due 1 week after the show. Show results are submitted to the **Awards** committee. **Awards** enters the results on the Leaderboard, updates the Zone Qualifying Scores sheet that displays on the USAWE website, 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) and if GIRA was used or not. 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.

2.5.10 Competition Appeals Committee Process

If a competitor appeals a decision by the Protest Committee at a show, a Competition Appeals Committee is convened. Members include:

- Competitions Committee chair (serves as chair of the Appeals Committee)
- President Elect
- Regional Director (rotating assignment). Selection of a Regional Director will be based on availability as well as no known conflict of interest issues. An RD cannot serve if the appeal is within her/his region.

An appeal must be in writing and accompanied by a check for \$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.



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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.

2.5.11 Yellow Card Process

A Yellow Card may be issued by a Judge, Technical Delegate, or Show Manager to a competitor for Incorrect Behavior by the competitor and/or by a member of the competitor's entourage at a USAWE-licensed competition. The original copy of the signed Yellow Card is given to the competitor at the competition either in person or by any other suitable means, including by posting on the door of the stall where the competitor's horse is kept. A signature must be obtained if possible. If the competitor has left the showgrounds, the Yellow Card will be delivered by certified mail, return receipt requested, to their last known address within 14 days of the event.

The TD will send a copy of the Yellow Card to the Competitions Committee.

Upon receipt of the Yellow Card notification, the Competitions Committee will send an acknowledgment of its receipt of the Yellow Card to the competitor advising of the provisions of this policy:

- a. There is no imposition of penalty for the first Yellow Card.
- b. If the competitor receives one or more cards at the same or any other USAWE-licensed competition within one (1) year of delivery of the first Yellow Card, the competitor will be suspended from membership in USAWE, including the right to enter USAWE-licensed competitions, for a period of four (4) months following official notification.
- c. Upon receipt of a third Yellow Card within a 2-year period, the competitor will be referred to the Ethics Committee, which may result in a permanent ban from USAWE membership and competitions.
- d. The competitor has the right to appeal the Yellow Card. The appeal must be in writing, signed, accompanied by a check for \$150 made payable to USAWE, and mailed to 5006 Forsythe Place, Boulder, CO 80303 within 2 weeks of confirmed receipt of the Yellow Card. The Registered Agent will notify and forward the appeal to the Competitions committee chair immediately.

The Competitions committee will maintain a record of the incident (and any subsequent incidents) in a private file on the G-Drive.

If there is a membership/competition suspension involved:

- a. The Competitions committee will notify the Membership and Awards committee chairs of the individual's name and period of suspension.
- b. Membership committee will remove the person's name from the website view of the membership list. This will prevent any competition results for that person being processed for the Leaderboard.



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- c. The Competitions committee will track the period of suspension and notify the chairs of the Membership and Awards committees when the suspension period has ended.
- d. If there is a permanent ban, and after any appeals process has concluded with no change, the chair of the Competition Appeals Committee will notify Membership to delete the individual permanently from the membership roster.

If a suspended rider is inadvertently allowed to compete in a competition, it will not alter final awards once they have been awarded for that competition but it will impact Leaderboard standings. The Awards team will recalculate the placings for any competition where a suspended rider was inadvertently allowed to participate and notify the Show Manager and Technical Delegate of the results. The Show Manager will be instructed to send updated results to all competitors; however, changes in awards distribution are not required.

2.5.12 Rider Dispensation Process

Riders with permanent disabilities can apply for a Dispensation Certificate from the Competitions committee that approves the use of adaptive equipment and other allowances to enable them to compete effectively. The application form is on the website.

The Competitions committee reviews the application and issues a Dispensation Certificate to the rider. The certificate does not need to be renewed but may be modified whenever necessary.

The Competitions committee maintains a record of dispensations issued on the G-Drive.

2.5.13 Competitions Committee Information, Documents, and Forms Residing on the Website

- a. Archive – this is a repository of previously-issued forms, etc., retained for reference purposes.
- b. Competition Resources Master Files – the repository of documents (both MS Word and PDF) posted on the USAWE.org website. These documents include the Competition Manual, Obstacle Specifications, and Course Design Approval Guide.
- c. Competitions Meeting Recordings – retained temporarily, between meetings, for internal use of competitions committee members.
- d. Dispensation Certificates – repository of dispensation certificates
- e. COI – Certificates of Insurance – repository of certificates of insurance
- f. Zone Qualifying Scores – Google Sheet used to track qualifying scores for the Zone Championships, displayed on the USAWE website.
- g. CC Meeting Notes – log of notes from the USAWE Competitions Committee meetings.
- h. GIRA – this is a repository of documents related to the GIRA online scoring system, including instructions for Competitions Committee members on accessing and using GIRA, the GIRA Users Manual, and the GIRA Quick Reference.
- i. USAWE Show License Application (Responses) – Google Sheet generated automatically when a person applies for a competition license. This sheet is used by the Competitions Committee to track all deliverables related to licensed competitions.



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- j. USAWE Technical Delegate Report Form – Form used to collect reports from the TD after each licensed competition.
- k. Licensed Competitions – Website View – Google Sheet maintained by the Competitions Committee and shared automatically to the USAWE.org website. As each new competition license request is processed, it is added to this sheet for public display.
- l. Judge Feedback Form – Google form used to collect non-mandatory feedback from judges of licensed competitions.
- m. Competitor Feedback Form – Google form used to collect non-mandatory feedback from competitors at licensed competitions.

2.5.14 Authorization

- a. The Competitions committee is empowered to:
 - (1) Issue competition licenses.
 - (2) Update Competitions Committee related documents and pages on the USAWE.org website. The committee will notify the Board when mid-year changes are made to the Competition Manual.
 - (3) Create forms, surveys, and documents as needed to carry out Competitions Committee duties.
 - (4) Designate a committee chair from within Board-appointed committee members.
 - (5) Designate a person to be the liaison between USAWE and GIRA developer José Lourenço to continue to refine the GIRA system for USAWE use.
 - (6) Provide instruction and support to competition organizers as needed.
- b. The Competitions committee will request Board approval for:
 - (1) Official appointment of committee members, as recommended by the Competitions Committee.
 - (2) Expenditures and/or reimbursements required for Competitions Committee tasks.
 - (3) Fee changes.
 - (4) Significant changes to the Competition Manual that require Board approval (e.g., new championship show requirements).



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2.6 Elections

2.6.1 Committee Structure

The Elections Committee will have a minimum of three committee members (per USAWE Bylaws). The committee chair will attend BOD and committee meetings as requested or invited.

2.6.2 Preparation for the Election Process

- a. Review the Elections Policy (1.4) and Procedures (2.6).
- b. Review and update the Candidate Nomination Form, Candidate Acceptance Form, Election Committee Duties document, Action Item List for Elections, MailChimp Action List, and Facebook Action Item List.
- c. Select a committee member to be the Election Manager for the online voting mechanism, e.g., Simply Voting. Obtain the login credentials from the previous Election Manager.
- d. In August, check the current USAWE membership list for email duplicates since each email address can only receive one ballot. Notify duplicate U.S. Adult member email addresses that a different address must be submitted to the Election Manager by September 15th if they wish to vote.
- e. October 11, obtain the current USAWE membership list. Remove duplicate email addresses, junior members, and international members.

2.6.3 Voting Timeline *(All dates end at midnight, PDT or PST)*

Activity	Deadline
Nomination announcement sent out to all U.S. Adult members (with link to online nominations form).	September 1
Last date to join USAWE as a U.S. Adult member in order to run for a seat on the Board.	September 14
Nomination window closed.	September 15
Candidate acceptance & candidate statements due.	October 1
Last date to join USAWE as a U.S. Adult member in order to receive a ballot (vote).	October 10
List of all candidates and candidate statements posted on the USAWE website and provided to an independent elections firm for distribution to voting members.	October 15
Ballots sent out to all U.S. Adult members.	November 1
Voting closes.	November 15



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Activity	Deadline
Results announced.	November 16
Those elected take office.	December 1

2.6.4 Additional Election Committee Activities

Activity	Deadline
Email Candidate Acceptance Form link to all nominated candidates (online voting)	September 16
Format and submit candidate statements to USAWE Webmaster for posting (<i>see Note</i>)	October 2
Begin creating election ballots on the online voting system	October 15

Note: Election announcements *may* be shared via social media provided the actual link to the nomination form is not shared.

2.6.5 Election Transparency

- a. A link to a list of all people nominated for office will be provided on the USAWE website throughout the elections process. This list will be updated to indicate who has accepted the nominations once the nomination window has closed and will remain posted and publicly viewable until the results of the election have been announced.
- b. The name of the member making a nomination will be listed, along with the person they are nominating and for which office. Anonymous nominations will not be permitted. Self-nominations are allowed. A permanent record of the nominations list will be maintained in the USAWE archives. Nominations for all positions may be made by any U.S. Adult member of USAWE.
- c. Once the nomination window has closed, the Elections Committee will review the list of nominees to validate eligibility based on the election terms as stipulated within the USAWE Bylaws, validate current USAWE membership with the membership list, and validate candidate eligibility with the Ethics Committee. The Elections Committee will then provide each nominee with a list of the positions for which they were nominated and instructions for how they can indicate which position, if any, they would like to accept. A person can accept only one nomination in any given election.
- d. Candidate acceptances and candidate statements will be collected electronically by the Elections Committee and organized for the preparation of ballots and for sharing with the membership prior to ballot distribution.



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2.6.6 Election and Notifications

- a. The Election Manager will log into the online voting mechanism and finalize the election. A report will be generated and available to anyone that had a ballot and a link for the results.
- b. Results will be announced the day after voting closes. The Election Manager will ensure notifications are made in this prescribed order:
 - (1) Full Board of Directors
 - (2) Candidates
 - (3) All USAWE members in an email blast
 - (4) USAWE webmaster to post on the website
 - (5) Social media outlets.

2.6.7 Procedure in Case of a Tied Vote

- a. The Executive Committee will vote between the tied candidates. A two-thirds majority of the Executive Committee is required to break the tie.
- b. If the Executive Committee fails to reach a two-thirds majority vote in favor of one of the candidates, the vote will go to the Full Board of Directors. A simple majority of those present will be required to break the tie.
- c. If the tie involves a seated member of the Board, that Director will recuse himself/herself from participating in the tiebreaker.

2.6.8 Elections Committee Information, Documents, and Forms Residing on the Website

- a. Top-level summary of the election policy with a reference to the [USAWE Policies and Procedures](#) document for more detailed information.
- b. Election process timeline.
- c. List of candidates for the current election year.

2.6.9 Elections Committee Information on the Drive

The shared Elections Folder on the Google Drive contains the Election Action Item List, MailChimp Action Item List, Facebook Action Item List, Candidate Nomination Form, Candidate Acceptance Form, Election Committee Duties List, and the Simply Voting folder to ensure the execution of the election.



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2.6.10 Authorization

- a. The Elections committee is empowered to:
 - (1) Collaborate with USAWE Website Committee regarding Election website information updates.
 - (2) Request current year USAWE membership list from Membership Chair, scrub for eligible voters, and upload voters into the online voting software.
 - (3) Obtain an estimate of the cost of the election from Simply Voting based upon the current number of U.S. Adult voting members plus an additional 20 voters for possible last-minute memberships gained by October 10th.
 - (4) Create ballots in Simply Voting and instruct Simply Voting when to begin and end the election process.
 - (5) Send the Expenditure Reimbursement Request Form and final invoice based on actual ballots sent to the U.S. Adult members from Simply Voting to the Treasurer for payment and cc Secretary for expenditure documentation.
 - (6) Collaborate with the Marketing and Promotion Committee in creating and distributing Election information eBlast, eNotices, newsletter and Social Media announcements.

- b. The Elections committee will request Board approval for:
 - (1) The selection of an online voting mechanism such as Simply Voting.
 - (2) Annual budget and the estimated cost of conducting the election via Simply Voting.
 - (3) Appointment of new committee members.



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2.7 Ethics and Appeals

2.7.1 Committee Membership

- a. Ethics Committee. The Ethics Committee consists of committee chair, and four to eight members. One member will be a Regional Director. Recommendations for committee members can come from the Ethics Committee or the Board of Directors (BOD). Final approval of committee chair and members is made by the Board of Directors. The Committee membership cannot include a current judge, TD, WE coach, or member of the Executive Committee.

Subcommittees will be formed per each complaint received and may be for additional ethics related projects.

Ethics Committee members are bound by a Confidentiality Agreement. Once signed, the Confidentiality Agreement shall remain in effect for the duration of each member is on the committee.

- b. Appeals Committee. The Appeals Committee consists of the USAWE President, President Elect, Secretary, and Treasurer. Appeals Committee members are bound by a Confidentiality Agreement that must be signed for each appeal heard.

2.7.2 Oversight

- a. Ethics Committee. The Ethics Committee has oversight regarding alleged violations of the Code of Conduct, Codes of Ethics, Social Media Policy, Conflict of Interest Policy, Confidentiality Agreements, and inquiries regarding amateur status.

The Ethics Committee does not review disputes related to:

- Scores, potential rule violations, or judgment calls at licensed competitions.
- Private disputes between members including (but not limited to) business transactions, personal disagreements, and differences of opinion.

- b. Appeals Committee. The Appeals Committee makes the final determination on formal appeals related to decisions by the Ethics Committee.



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2.7.3 Process Overview

Any questions related to potential ethics violations or reports of suspected violations of the Social Media Policy can be submitted to ethics@usawe.org or for confidential correspondence usaweethicscomplaint@gmail.com

Any member or competitor has the right to file a complaint. The complaint must be in writing. A complaint may be filed anonymously.

Complaints must provide specific details as applicable (e.g., date, time, individual, horse, description of what occurred). Complaints must be documented and signed, along with any available supporting documentation, using the Ethics Complaint Form available on the USAWE.org website.

Complaints must be accompanied by a fee of \$100. The fee will be refunded if any portion of the complaint is upheld (i.e., the complaint is not dismissed in its entirety). The Ethics Committee, Board of Directors, or the Licensed Officials Committee has the right to initiate an investigation of ethics violations by officers, directors, licensed officials, or coaches.

If a complaint involves a licensed official, the Ethics Committee notifies the LOC and requests any relevant personnel information.

The overall process from receipt of complaint to resolution will be completed within 12 weeks. Extensions will be allowed if requested by the Ethics Committee Chair and approved by the BOD. The decision whether to request an extension is at the sole discretion of the Ethics Committee Chair. Denial or approval of a request for an extension is at the sole discretion of the BOD.

If an appeal is filed, the appeals process will be completed within a 4-week time frame. Appeals must be in writing and accompanied by a \$100 fee. The fee will be refunded if the decision is vacated in whole or in part because of the appeal.

2.7.4 Ethics Process

The USAWE ethics process is designed to ensure that all individuals who are the subject of a complaint will be afforded due process as defined in the following procedures.

- a. The Ethics Committee will review the complaint along with supporting information and evidence. Complaints will be screened to ensure that there is sufficient information to justify an investigation. If there is insufficient information, the complaint will be dismissed, and no further action will be taken.



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- b. The individual named as the subject of the complaint will be promptly notified that a complaint has been made and will be given the opportunity to review the complaint, including all written statements, notes of interviews, documents, photographs, or other evidence. The complaining party may elect to remain anonymous. In the event the complaining party or any witnesses elect to remain anonymous, the Ethics Committee will not disclose their names or other identifying information and will redact any identifying information from any documents.
- c. If the individual named in the complaint is a licensed official, the Ethics Committee will consult with the LOC Chair for any relevant information.
- d. The Ethics Committee will interview the person issuing the complaint as the Ethics Committee deems necessary, at its sole discretion.
- e. The Ethics Committee may interview witnesses named in the complaint or other witnesses that the Ethics Committee deems necessary, at its sole discretion.
- f. The Ethics Committee will interview the individual named in the complaint and may, at its sole discretion, interview witnesses designated by that individual.
- g. The individual who is the subject of the complaint will be given 7 days from notification of complaint to file a written response and/or participate in a phone interview.
- h. At the conclusion of the investigation the Ethics Committee will notify the President of its decision before formal notification to affected parties.
- i. The Ethics Committee will send written notification of its decision via certified mail to the person who filed the complaint and the individual named in the complaint within the 4-week time period allowed.
- j. Possible actions may include:
 - Dismissal of complaint, in whole or in part
 - Written warning
 - Remedial training
 - Temporary suspension of membership and/or license for a specified time period (range 1 month to 2 years)
 - Permanent suspension of membership or license
 - Other action as deemed appropriate
- k. The LOC is responsible for enforcing the decision resulting from a complaint resolution involving licensed officials.
- l. The BOD is responsible for enforcing the decision resulting from a complaint resolution involving officers, directors, coaches, or members.



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2.7.5 Other Ethics Committee Responsibilities

The Ethics Committee will verify that all requisite signatures are obtained for the organization:

- Code of Conduct/Ethics: Officers, Directors, Licensed Officials, Coaches and Committees.
- Confidentiality Agreement: Ethics Committee members
- Confidentiality Agreement: Appeals Committee members, for each appeal heard

The Ethics Committee will ensure that all Ethics Committee activities are properly documented and will maintain all documentation associated with each complaint/hearing in a secured area on the USAWE Google Drive.

2.7.6 Ethics Committee Information, Documents, and Forms Residing on the Website

- a. Ethics Complaint Form
- b. Appeals Form

2.7.7 Authorization

- a. The Ethics committee is empowered to:
 - (1) Investigate claims of Ethics Complaints
 - (2) Make recommendations in regard to the findings and inform the Board President
- b. The Ethics committee will request Board approval for:
 - (1) New committee members
 - (2) Major change in procedure/responsibilities



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2.9 Horse Recording

2.9.1 Horse Recording Policy

- a. All horses competing in any USAWE recognized competitions must be recorded with USAWE.
- b. Horse recordings are Lifetime recordings and cost \$20 per horse.
- c. Horse recordings are transferrable upon the sale of the horse at no additional cost.
- d. Horses (Equids) of any breed, with the exception of miniature horses, may be recorded with USAWE.
- e. Proof of Breed Registration must be forwarded to the Horse Recording committee for all horses not listed as "Grade."
- f. Each recorded horse is assigned a unique Horse Recording number, which will remain unchanged throughout the horse's lifetime. Horse numbers will be retired rather than re-assigned upon the retirement or death of a horse.

2.9.2 Horse Recording Process

- a. The horse recording application is accessed through the USAWE website using the "Record Your Horse" Google form. Payment is submitted via PayPal.
- b. Horse recording changes are submitted through the USAWE website using the "Horse Recording Change Request" Google form.
- c. The Horse Recording committee receives an email notification when applications are submitted. Once receipt of payment has been confirmed, the Horse Recording committee assigns a recording number and adds the horse's information to the USAWE website via two different tabs on a Google Sheet: one sorted alphabetically by horse name and one sorted numerically by assigned horse number.
- d. Proof of Breed Registrations for non-Grade horses are emailed to the Horse Recording committee. They are stored in a folder in the Horse Recording G-drive.
- e. The Horse Recording committee then creates a PDF of the Horse Recording Card and emails it to the person requesting the horse recording.
- f. The Horse Recording committee updates the horse recording files on the website as notifications of change are received.



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2.9.3 Horse Recording Committee Information, Documents, and Forms Residing on the Website

- a. Horse Recording Form – Google
- b. Horse Recording Form (Responses) - Excel
- c. USAWE Horses Website View - Excel
- d. Horse Recording Change Form – Google
- e. Horse Recording Change Form (Responses) - Excel
- f. Horse Cards Sent - Folder
- g. Proof of Breed Registration by Breed Assn/USAWE#/Name – Folder

2.9.4 Authorization

- a. The Horse Recording committee is empowered to:
 - (1) Process horse recordings and/or changes on the website.
 - (2) Contact horse owners with any questions or concerns regarding said recordings.
 - (3) Request that notices regarding horse recordings are sent out to the membership.
 - (4) Work with the Competitions and Awards committees related to questions or suggestions related to horse recordings.
 - (5) Make changes to the appearance of the Horse Recording Form as long as it does not impact the Horse Recording database format.
- b. The Horse Recording committee will request Board approval for:
 - (1) Any major change to horse recording process.
 - (2) Adding/removing committee members.
 - (3) Changes in the horse recording fee structure.

2.9.5 Committee Member Qualification, Skills, and Experience Recommended

- Excel
- High-speed Internet
- Laptop or desktop computer
- Google Drive
- Google forms and responses
- Google Sheets
- Google Docs
- Independent worker
- Initiative taker



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2.10 International

2.10.1 Mission

The mission of the International Committee (IC) is to:

- Identify and support riders with the talent and ability to reach international competition status within a 2- to 3-year time frame.
- Establish and facilitate a team selection process when required.
- Facilitate and support team attendance at international competitions, both domestic and overseas.
- Enable the educational material provided to candidate competitors to be disseminated to the entire USAWE membership through partnership with other committees and material offered on the WE Education Resource Center (WEERC.org).

The International Program will provide access to in-person, one-on-one training and coaching by international-caliber individuals.

2.10.2 Committee Composition

The committee is composed of five individuals: the USAWE President and President-Elect, and three others from nominations by USAWE members and selected by the Board of Directors. The chair of the committee is designated by committee members from the three appointed positions. The chair serves as the spokesperson for the committee and as liaison with international working equestrian counterparts. Past Presidents may serve in an advisory capacity to the committee.

Committee member qualifications:

- Extensive knowledge of WE and the USAWE organization, e.g., served on committees, or experience in competing, judging, managing, or training WE.
- Experience working in an international role or environment.
- Upper-level riding, coaching and/or similar equestrian credentials.
- Diverse knowledge of the equestrian sector.
- Excellent interpersonal and team-building skills and the ability to work well with others.
- Demonstrated computer and electronic communications skills.
- Willing/able to dedicate sufficient time to meet regularly.
- Have USAWE's best interest at the forefront with the goal of growing USAWE.



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2.10.3 International Team Development Process

- a. Recruit riders of upper level with interest to work toward international competition as a team rider, keep record of information.
- b. Organize educational programs for the potential team riders in several areas of the U.S. throughout the year, allowing all riders to audit.
- c. Organize international competitions to be held domestically.
- d. Source clinicians from other countries to instruct potential team riders.
- e. Help plan and organize fund raising activities for the team.
- f. Recruit team coaches, *chef d'equipes*, horse managers, and grooms.
- g. Participate on planning committees for international WE events with a tryout option for U.S. team riders to compete.
- h. Plan team selection on the year of the WAVE world championships.
- i. Collaborate with relevant committees to develop and educate riders.

2.10.4 Rider Identification/Selection Process

The International Committee will send a notice to USAWE members, notifying them of the overall program objectives and requesting a letter of interest from those individuals who wish to be part of the development team for international competitions.

2.10.5 Program Candidate Requirements

Program candidates must:

- a. Indicate interest in participation in the program by submitting an application form to the IC. Forms will be posted on the IC event calendar and on the IC section of the USAWE website.
- b. Participate in training clinics and educational programs.
- c. Participate in team development meetings.
- d. Submit training and competition plans for the upcoming competition year no later than 30 days after submitting an Expression of Interest (EOI) application.
- e. Be an active member in good standing with USAWE.
- f. Have agreed-upon targets for competitions and scores.
- g. Participate in six-month reviews of competitions and meet score expectations.
- h. Have access to horses that are capable of competing at L5 and above.
- i. Agree to source horses to loan to other program members or international competitors when necessary.
- j. Participate in International Team fundraising events.
- k. Sign and abide by the IC Code of Conduct.
- l. Agree to and sign a release stating that photos or videos acquired during training or competitions may be used for education and/or promotion.



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2.10.6 Rider Commitments

a. Expressions of Interest. Applicants must:

- (1) Submit their Expression of Interest (EOI) in program participation 2 to 3 years before the target event.
- (2) Candidates must be competing at L5 or above.
- (3) Candidates must submit training and competition plans for the upcoming competition year no later than 30 days after submitting the Expression of Interest (EOI) application.
- (4) Candidates must be active in, USAWE working equitation competitions, training observations - virtual or live, and training events.
- (5) Have a U.S. passport that is valid for at least six months past the international competition date.

b. International Team Long List. Candidates must:

- (1) Pay a non-refundable \$100 commitment fee to be eligible for Team Selection. The IC will notify all program participants who submitted an EOI when the commitment fee is due.
- (2) Candidates must be competing at a minimum L6 and schooling in Masters.
- (3) Candidates must have a Masters test (choreography and music) in place and submitted to the IC by the fall of the year preceding the World Championship competition.
- (4) Candidates must be active in USAWE working equitation competitions, training observations - virtual or live, and training events.

In the year of the World Championships, International Team Long List candidates must compete and receive scores in dressage and EOH and complete the speed phase without disqualification in at least 2 Master's Level competitions.

c. International Team Final List. Competitors will be derived from the International Team Long List. The final team, plus alternates, will be determined by the results from competition(s) with qualifying scores received from an international WAVE judge in accordance with qualification rules set by WAVE no later than thirty days before the start of the international event. *Candidates must be active in USAWE working equitation competitions, training observations - virtual or live, and training events.*

The team* will consist of no more than four riders: the three top-scoring riders, with the fourth team member and the alternate to be selected by the IC, team coach, and/or *chef d'equipe*.

*Team positions will be determined by averaged dressage and EOH scores received from an international WAVE judge. The speed trial must be completed without disqualification.



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2.10.7 IC Information, Documents, and Forms Residing on the Website

- a. Expression of Interest form
- b. Code of Conduct for International Candidates
- c. Training and Competition Plan Calendar
- d. Travel Grant Application

2.10.8 Authorization

- a. The IC is empowered to:
 - (1) Create events within the U.S. and to invite teams from other countries to participate in those events
 - (2) Create the team development agenda and selection process
 - (3) Determine event budgets and payment plans
 - (4) Identify potential team members
 - (5) Select the team that will represent the U.S. in international competitions
 - (6) Select coach(es), manager(s), or other team support members
 - (7) Submit team registrations for international competitions to WAVE
- b. The IC will request Board approval for:
 - (1) Any changes to these approved procedures
 - (2) Budget and funds or expenditures required



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2.11 Licensed Officials

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

2.11.1 Structure

The LOC is composed of two co-chairs and three members who handle routine committee business, reserving the option to add more members as needed. Co-chair leadership is not a requirement of this committee. Membership is limited to two licensed officials.

Committee members should have the following capabilities/attributes:

- Laptop or desktop computer
- Google Drive
- Excel/Google Sheets
- Word/Google Docs
- Google Forms and Responses
- High speed internet access for weekly Zoom meetings
- Independent worker
- Discreet
- Careful attention to detail
- Collaborative
- Good communicator
- Writing skills; grammar, proof-reading, editing

The committee is assisted on specific key functions by a **Senior Advisory Panel** consisting of the USAWE Senior Judges. The Panel supports the LOC in the following areas:

- Guiding the LO education and development program.
- Providing content for training modules and presentation materials.
- Assessing and approving judge candidates for advancement.
- Serving as consultants on complex issues that may arise.

Senior Advisory Panel members are not formal members of the committee; they support the committee on an advisory basis.

2.11.2 LOC Business Management

- Set overall agendas
- Triage items requiring immediate attention
- Track action items to ensure all special tasks are met
- Represent the LOC in all external communications



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2.11.3 Licensing

- Receive license applications, review for completeness
- Schedule interviews as needed
- Review recommendations
- Check with Ethics Committee for any issues
- Ensure all COI, COC, COE forms have been signed
- Initiate an LOC vote for approval
- File applications and other documentation for each LO
- Confirm current membership and license fee payment
- Receive bios, photos; ensure website is updated
- Send certificate
- Create and issue license certificates and LO badges
- Send welcome email
- Ensure licenses are renewed on schedule and appropriate fees are paid

Any person whose application for enrollment, renewal, promotion or change of status has been denied or whose license has been revoked, placed on probationary status, or suspended may request a review by the LOC to reconsider the decision. If the original decision is upheld, the person has the right to appeal to the LOC Appeals Committee who will review the case and make a final determination. The following serve of the LO Appeals Committee: President, President Elect, At Large Director 1, and At Large Director 2.

2.11.4 International Guest Judge Management

- Verify credentials of guest judge
- Ensure U.S. rules test is successfully completed (minimum score 90%)
- Ensure application fee has been paid by show management
- Issue Guest Card

2.11.5 LO Candidate Coordination. Individuals interested in pursuing a license (Judge or TD) pre-register with the LOC before they begin work on their application requirements.

- Maintain log of LO candidates
- Guide candidate training
- Inform candidates of CE opportunities
- Serve as LOC point of contact for candidates

2.11.6 LO Performance Monitoring

- Monitor LO evaluations as received from Show Managers, competitors, and other Licensed Officials to identify areas to address
- Assess data to determine actionable items. Assessments include but are not limited to interviews with all parties involved.
- Counsel and apply corrective measures, if indicated
- File evaluations in personnel folder



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- Update Competitions Licensing Log weekly
- Share positive feedback directly with LOs

2.11.7 Continuing Education (CE) Management/Maintenance

- Prepare promotional materials to communicate CE events
- Schedule CE training
- Assign serial numbers to CE events requiring LOC oversight
- Track attendance at educational events to ensure proper credit
- Ensure CE requirements are up to date and available on website
- Serve as POC for questions/support

2.11.8 Judge Advancements

- Review application to ensure all requirements have been met
- Organize a live judging examination at an actual licensed show. Show to be officiated by two members of the Judge Education Faculty. Show is selected based on judge availability, location, and number and level of riders.
- Obtain agreement from show manager for the event
- Provide a scorer to process the applicant's scores
- Offer a Silent Judging opportunity for other LOs (see 2.11.14)
- Schedule a Zoom interview for the judge advancement candidate with two members of the Judge Education Faculty and a member of the LOC

2.11.9 Personnel File Maintenance (for each LO). Personnel files are only accessible by two LOC members who are not licensed officials, thereby limiting exposure but creating redundancies in case of emergency. The following are maintained in each file:

- License applications
- Evaluations
- Training sessions attended
- CE status
- Testing status

2.11.10 Video Library/WEERC

- Gather videos as needed to maintain variety/currency
- Catalog files for ease of access
- Capture applicable seminars/webinars for future viewing
- Monitor usage to validate education
- Serve as POC to assist users as needed (students and instructors)



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2.11.11 Education and Training

- Develop and maintain a USAWE-owned curriculum
- Work with Senior Advisory Panel to develop training modules, seminar packages, and other training materials
- Communicate with LOs via Zoom to address process updates and other newsworthy items
- Organize and present seminars and webinars
- Coordinate education needs with the Coaches Network committee, International committee, and membership

2.11.12 Rules Testing

- Ensure test data bank questions are current, comprehensible, and accurate
- Issue test links as requested/required
- Score manually prepared tests
- Monitor test results

2.11.13 Silent Judging Management (Continuing Education) *(4 weeks in advance of event)*

- Contact show management when a silent judging request is received
- Get show set up in GIRA to accommodate scoring for silent judge(s)
- Have an LOC rep onsite to manage the event and ensure no disruption to show activities
- Ensure silent judging fee(s) are paid
- Facilitate debrief if not done on site

2.11.14 Silent Judging Management (Judge Advancement). Scoring independently during the show and comparing scores with the official scores given after the show.

- Select the show; obtain agreement from show manager for the event
- Identify S Judges (two) to participate
- Notify candidate(s) of schedules/locations/times
- Set up in GIRA; identify scorer
- Manage process onsite (seating, collection of tests)
- Manage scoresheets to facilitate assessments

2.11.15 Remote Shadowing Management *(4 weeks in advance of event)*. A group of two or more judge candidates use one-way headsets to hear the Judge's comments and scores in real time. Candidates are seated in an area with good visibility of the arena.

- Contact show manager to verify approval of remote shadowing
- Get Headset Lease Agreement signed by requestor
- Identify other judge candidates who may be interested in participating
- Ship headsets to designated recipient
- Ensure remote shadowing fees are paid for each attendee
- Make sure headsets are clean and fully charged after each use



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2.11.16 Judge Calibration Management. Student(s) meet via Zoom to score videos of either Dressage or EOH tests that have been previously scored by a panel of S Judges. The session is taught by an R, S, or WAVE Judge. A student scores in “real time” with the presiding Judge acting as scribe. Discussions are held afterward to calibrate the student’s score with the standard score derived by the Judges.

- Select appropriate video(s) for calibration session
- Identify any other candidates who may want to participate (limit 3)
- Ensure calibration fee is paid for each attendee
- Schedule/conduct calibration session (or identify instructor)
- Ensure a Judge Assessment form is completed for each participant

2.11.17 “Ask a Judge” Monitoring. Link on the Licensed Officials page of the website allows a question to be asked of one of the S Judges. This is currently being beta tested; limited to Licensed Officials at this time but the plan is to make it available to competitors as well.

- Check daily for questions
- Determine who best can answer (Judge, Competitions, Rules, LOC, other?)
- Forward question and follow up to make sure answer is timely

2.11.18 Document Management. The LOC develops and manages multiple documents, forms, and presentations related to the Licensed Officials Program. Baselines are strictly maintained to ensure that only the most up-to-date version is available, including all applicable material residing on the website.

2.11.19 Information, Documents, and Forms Residing on the Website

- a. Licensed Officials Program requirements document
- b. Invoice Request
- b. Applications
 - (1) Interest in becoming a Licensed Official
 - (2) “L” Judge
 - (3) “r” Judge
 - (4) “R” Judge
 - (5) “S” Judge
 - (6) International Guest Judge
 - (7) Technical Delegate
- c. Continuing Education Logs
 - (1) Judge
 - (2) Technical Delegate
- d. Judging Assessment Form
- e. Shadow Log
- f. Shadow/Volunteer Log (TD)
- g. Reference Form
- h. Technical Delegate Handbook



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- i. Code of Ethics for Licensed Officials
- j. Code of Conduct for Licensed Officials
- k. List of Judges, with contact information and bio
- l. List of Technical Delegates, with contact information and bio

2.11.20 Authorization

- a. The Licensed Officials committee, working with the Senior Advisory Panel, is empowered to:
 - (1) Define program requirements for licensed officials
 - (2) Approve licensed official candidate applications
 - (2) Approve advancements for Judges
- b. The Licensed Officials committee will request Board approval for:
 - (1) Appointment of committee members as recommended by the LOC
 - (2) Budget approval for LOC functions



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2.12 Marketing and Promotion

2.12.1 **Scope of Work**

The Marketing and Promotion committee functions as a working advisory committee to the Board of Directors. It has many touchpoints throughout the organization. The committee's primary role is to initiate and present organizational marketing, advertising, and other communication strategies to the Board; and to work as a liaison with Board members, organization members, vendors, and strategic alliances.

Marketing and Promotion is responsible for external communications for the entire organization. As the organization expands, the committee may be divided into subcommittees for advertising and promotion, branding, communications, sponsorship, trade shows, or other areas as needed. All subcommittees will report to the Marketing and Promotion Chair to maintain unified brand messaging.

The Marketing and Promotion committee works in collaboration with and provides creative direction to the Website committee with respect to brand guidelines.

2.12.2 **Membership**

The committee may consist of up to 10 members, including the Chair. Volunteers required to manage the Marketing committee workload include:

- a. Committee Chair
 - Oversee all aspects of the operation, provide direction, and fill in as needed.
 - Provide strategic direction.
 - Ensure adherence to brand guidelines throughout the organization.
- b. Graphic Design/Photography/Video (1 to 3 people)
 - Design social media posts as needed.
 - Develop collateral materials for trade shows and affiliate organizations.
- c. Social Media (2 – 3 people)
 - Post to social media outlets including Facebook, Twitter, Instagram, LinkedIn, and YouTube as the main sources.
- d. Strategic Relationships and Alliances (1 person)
 - Grow brand recognition with breed groups and other disciplines by developing alliances and co-branding.
- e. Communications (2 – 3 people)
 - Provide copy writing as needed for collateral materials, monthly newsletters, and other special assignments.



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f. Branded Logo Wear (1 – 2 people)

- Manage logo branded store.
- Coordinate with Website committee for store implementation.
- Provide sales data to Board at least quarterly.

Adjustments will be required as the organization grows.

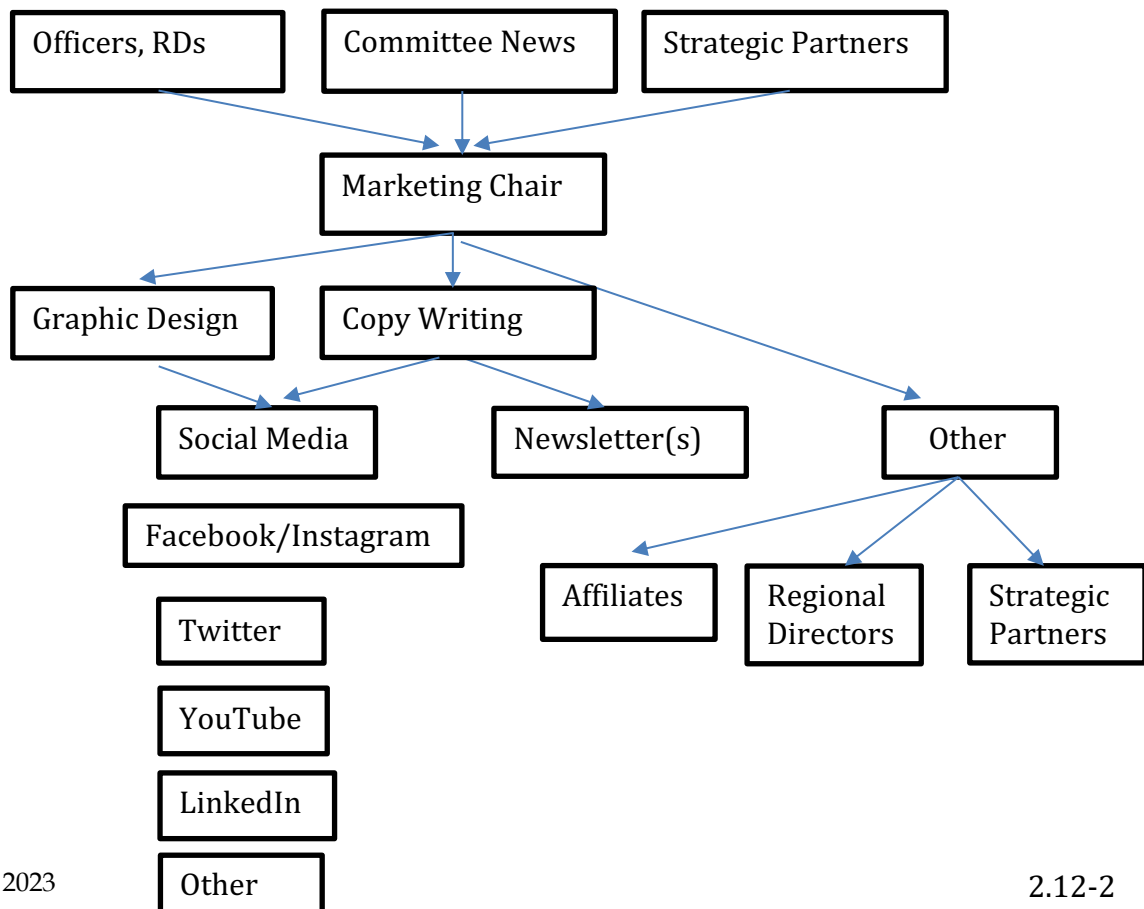
2.12.3 Committee Direction

The Marketing and Promotion committee will meet monthly to strategize, plan, and execute tactics. Meetings will be held more frequently as required. Subcommittees may meet or collaborate in addition to the full committee more frequently as needed and report to committee chair.

2.12.4 Annual Budget

Marketing and Promotion will submit an annual budget by December 15th of each year for approval by the BOD at the first annual meeting. The budget will be adhered to; anticipated overages, if any, will be submitted in an amended budget for approval.

2.12.5 Workflow





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2.12.6 Committee Policy Regarding Social Media

Primary social media outlets will be [Facebook](#), [Twitter](#), [Instagram](#), LinkedIn and [YouTube](#). Other outlets will be added as necessary to increase brand awareness and reach.

All posts generated by USAWE will have the logo whenever possible. Posts may be shared from other social media outlets.

Posts will be geared toward increasing brand awareness, education, information, fun/humorous, and/or inspirational.

Posts will not have any religious or political language or visuals.

2.12.7 Information Management

- a. All documents, meeting minutes, forms, and contracts will be maintained on the Marketing and Promotions Google Drive.
- b. Videos may be placed on private or public setting for YouTube.
- c. We are currently researching a depository for photography.

2.12.8 Documents, and Forms Residing on the Website

- a. USAWE logo and championship logos
- b. Brand guidelines
- c. USAWE banner order form
- d. Banners for Members Program and application form
- e. Online Store (branded USAWE apparel and items)
- f. Trade Show Grant Program and application
- g. USAWE QR code
- h. Contracted documents: Dressage Illustrated dressage tests and audio caller



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2.12.9 Authorization

- a. The Marketing and Promotion committee is empowered to:
 - (1) Spend all funds approved through the annual budget.
 - (2) Make marketing decisions to improve brand awareness.
 - (3) Create content – visual, video and written that promotes USAWE, its members, representatives and licensed/recognized officials, coaches, affiliate organizations etc. and use that material in both printed and online forms.
 - (4) Solicit advertising/sponsorships and develop programs for generating revenue such as social media ads, spots on website, etc.

- b. The Marketing and Promotion committee will request Board approval:
 - (1) Prior to signing any outside agreements, licensing contracts, or other written contracts between USA Working Equitation and any other organization.
 - (2) For any spending above and beyond what is approved in the annual Marketing and Promotion budget.
 - (3) Official appointment of committee members as recommended by the Marketing and Promotion Committee Chair.



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2.13 Membership

2.13.1 Membership Policy

The USAWE membership year runs from January 1st through December 31st. The Membership committee will begin their membership drive on October 15 each year.

USAWE offers Adult and Youth memberships, open to all people regardless of country of residence.

Adult members (18 and over) are eligible to serve on committees, hold office, vote, be recognized on the regional and national Leaderboards as well as earn Lifetime Rider Medals, and compete for the annual high-point breed performance awards. There is an annual membership fee for Adult members.

Youth members (17 years and under at the start of the membership year) are eligible to serve on committees and be recognized on the regional and national Leaderboards, as well as earn Lifetime Rider Medals and compete for the annual high-point breed performance awards. In addition, all youth members automatically compete for the High Point Youth award. There is no fee for youth membership.

Each member of USAWE is assigned a unique membership number. Membership numbers remain with the individual; they are not re-assigned to other people in future years.

Each adult member needs to have their own unique email address on file with USAWE. Email addresses are used for elections and to send out our e-newsletters. Having a unique email address for each member will help ensure that everyone has the opportunity to participate fully in all our offerings.

To be eligible to vote in an election or serve on the Board of Directors, an adult member must have a USAWE membership valid for the year in which the ballots will be cast and reside in the United States. Youth members are ineligible to vote.

USA Working Equitation does not sell membership data. Contact information is used strictly for official communications with members. Birth year and division declaration information is used to designate competition status.

USAWE membership information is considered an organization asset and may be shared internally with a business need-to-know with the Executive Committee, Regional Directors, and Committee Chairs with the understanding that the information is confidential and should never be disclosed publicly. Competition organizers may formulate marketing messages to be distributed to membership via the USAWE eBlast protocol. Mass emails and e-Notifications with must blind-copy members and never list individual member email addresses within it. Unauthorized or misuse of membership information is subject to legal action and USAWE sanctions (e.g., fines and membership suspension, revocation, ban, etc.).



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2.13.2 Membership Process

The membership application is accessed through the USAWE website. People complete the current online form requesting membership in USAWE and submit payment via PayPal (Youth members do not submit a payment).

The membership committee receives an email notification of every membership application submitted and remitted payment. Once receipt of payment has been confirmed, the membership committee assigns a membership number and adds the member's information, i.e.,

- membership #,
- name,
- city, state/province, and region of residence, and
- rider division (e.g., open, amateur, youth)

to the membership roster on the USAWE website via an embedded Google Sheet sorted alphabetically by last name. Each member has a choice to not have their location (city/state) listed on the website.

This website list is used by show managers to verify membership status.

The membership committee creates a PDF of the Membership ID card and emails it to the member.

Members interested in serving on a committee submit an 'Interested in Volunteering and Serving Form.' If a member indicates interest in volunteering for a particular area within the organization, the membership committee makes that information list available to board members and committee chairs.

The Membership Committee Chair monthly notifies Marketing and Regional Directors when new members join. Information shared includes new member's name and email address so a region welcome note can be sent.

2.13.3 Renewal Process

Current members will be informed, through the USAWE group email service (currently MailChimp), that it is time to sign up for the new year.

The renewal process is the same as it is for new members with the exception that renewing members indicate that they are a renewal rather than a new member on the application and the membership committee validates membership number and uses their same membership number year after year.



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2.13.4 Membership Chair Responsibilities

The Membership Chair:

- a. Updates website listings and tracking sheets with updated information for membership year.
- b. Archives membership lists.
- c. Schedules and hosts Membership Committee meetings (as needed) for training/cross-training, address membership issues, concerns and recommendations.
- d. Submits monthly reports for USAWE eNews (news@usawe.org) and Board of Director meetings.
- e. Sends membership renewal eBlast reminders (30-day, 15-day, Expiration Day and Expired)
- f. Attends monthly Board of Director and Committee Working Meetings as requested or invited.
- g. Actively seeks to resolve issues associated with membership processing and payment.
- h. Offers suggestions to streamline membership processing.
- i. Verifies the membership list does not contain adult member email duplicates; follows up and resolves Adult membership email addresses.
- j. Solicits feedback from non-renewals on a mid-year basis.
- k. Notifies the Awards committee chair immediately of any change in division classification by a member, whether at the renewal cycle or mid-year.

2.13.5 Committee Information, Documents, and Forms Residing on the G-Drive or Website

- a. Membership List (2021, 2022, 2023+)
- b. Join or Renew Individual Membership Form – YYYY (Google Form)
- c. Join or Renew Individual Membership Form (Responses)
- d. Current Members – Website List (2021-2022-2023+)
- e. One-Time Voucher to ‘Try Out’ a WE Competition (Google Form)
- f. One-Time Voucher to ‘Try Out’ a WE Competition (Responses)
- g. Interested in Volunteering and Serving Form (Google Form)
- h. Interested in Volunteering and Serving Form (Responses)

2.13.6 Authorization

- a. The Membership committee is empowered to:
 - (1) Process new and renewing memberships.
 - (2) Process One-Time ‘Try It Out’ Vouchers.
 - (3) Update website listings and tracking sheets with updated membership information.
 - (4) Make decisions to enhance or streamline Membership processing.
 - (5) Send eBlast membership renewal notices (30-day, 15-day, Expiration Day, Expired).
 - (6) Provide membership contact information to Committee Chairs (i.e., Awards, Competitions, Elections, and Marketing and Promotion, etc.) and Regional Directors.



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- b. The Membership committee will request Board approval for:
- (1) Annual budget and financial expenditures.
 - (2) Any change to membership dues.
 - (3) Any change to membership structure.
 - (4) Membership new/renewal campaign perk rewards.
 - (5) Adding new volunteers to the Membership committee.



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2.14 Rules

2.14.1 Responsibility

The Rules committee is tasked with maintaining a complete, accurate, and up-to-date rulebook for Working Equitation in the U.S. The rulebook adheres to WAVE guidelines and incorporates additional requirements appropriate for the sport in this country. The baseline of the document is controlled at all times to ensure that the current version is identifiable and available to all users, and that no unauthorized changes/modifications can be made.

2.14.2 Committee Structure

The Rules committee consists of five members: the committee chair and four members. The chair is selected by the Board of Directors (BOD). Members of the committee are selected for their WE experience, the area of the country in which they reside to ensure that different regional cultures are considered, their communication skills, and their ability to work in a team environment. The chair will recommend any changes in committee membership to the BOD for approval. The BOD has final approval on all committee members.

The committee is supported by a Technical Review Team that is tasked with reviewing the document prior to release. The Technical Review Team consists of three members specifically selected by the Rules committee for their WE experience as licensed officials and/or in upper-level competition, and their proven ability to evaluate the rules with the greater good of the sport in mind, find problem areas, and offer cogent suggestions for improvement.

2.14.3 Document Revision Parameters

The United States Rules for Working Equitation (rulebook) is revised annually, although exceptional changes may necessitate a mid-year release. As the document matures and fewer changes are needed, the goal is to reduce the revision cycle to every 2 years.

Revisions to the rulebook are driven by:

- a. WAVE direction or revisions to the WAVE International Working Equitation Regulations.
- b. Rule change proposals submitted throughout the competition year by USAWE members including licensed officials, show officials, competitors, and coaches.
- c. Corrections or clarifications that surface as a result of competition experience.

All changes to the rulebook must meet three basic criteria:

- a. Adhere to the spirit of the sport.
- b. Protect the welfare of the horse.
- c. Ensure a level playing field for all competitors.

Other considerations include safety of competitors, show staff, or spectators.



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2.14.4 Rule Change Proposal Process

The cutoff for Change Proposals (CPs) is August 31 of any calendar year to enable adequate consideration of the proposed modifications prior to the start of the new competition year on January 1. The revision release goal is December 1.

CPs are submitted online and held until the revision process begins on September 1. The CPs are cataloged to identify the tracking number, date of receipt, individual who submitted the CP, section of the rulebook affected by the proposed change, subject of the proposed change, review date, and status/resolution.

Once the revision period begins, the CP log is sorted to organize proposed changes by section or subject to enable a more effective assessment. Each individual CP is given thorough consideration. In the case where the committee cannot reach 100 percent agreement, a majority vote by committee members makes the final determination.

As changes are accepted, the rulebook is updated in all applicable places. Committee members review the text for each change as it is incorporated.

Changes for the current revision are indicated in red type. A summary of accepted changes is included in the Preface, as well as a list of deleted rules.

2.14.5 Rules Review Process

Technical Review Team

When all approved changes have been incorporated and the document is complete and in its final form, it is sent to a Technical Review Team, a group of three individuals selected by the Rules committee for their WE knowledge and proven effectiveness in reviewing the rulebook. The goal of the review is to ensure that:

- a. Each change meets the three basic criteria, i.e.,
 - (1) Is in concert with the spirit of the sport and the basics of the WAVE rulebook.
 - (2) Protects the welfare of the horse.
 - (3) Provides a level playing field for all competitors.
- b. All changes are clearly stated and not subject to misinterpretation.
- c. Terminology is used correctly and effectively.
- d. All applicable references/locations throughout the document are updated as appropriate.
- e. The change summary accurately reflects all changes.
- f. The deletion summary identifies those rules that are no longer required.
- g. There are no spelling, formatting, or editing errors.

The review is designed to ensure clarity and consistency in the document; it does not include opinions on specific change proposals.



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The Review Team will have 4-5 days to complete their review and get their comments back.

BOD Review

Following the technical review and any necessary corrections resulting from that, the BOD will be given a copy of the document for their review. Review criteria are basically the same as for the technical review. Any findings by the BOD must be agreed to by the majority of members and submitted to the Rules committee within a specified timeframe (4-5 days is expected). A meeting will be held if there any disagreements between the BOD and the Committee regarding specific rules.

The BOD review will be completed at least 3 days prior to the November Board meeting. Approval of the rulebook will be an agenda item for that meeting.

2.14.5 Document Release

Following review and approval, the rulebook will be prepared for release and sent to the webmaster for the website. Notification will be sent to the Marketing committee for official notice of release once the rulebook is verified on the website.

2.14.6 Rules Committee Information, Documents, and Forms Residing on the Website

- a. Complete copy of the rulebook, including all appendices
- b. Individual copies of the dressage tests
- c. Rule Change Proposal form
- d. Objectives of the Levels
- e. Glossary of Judging Terms
- f. Gaits of the WE Horse
- g. The Language of Judging
- h. Movements Required in WE

2.14.7 Authorization

- a. The Rules committee is empowered to determine the document revision schedule.
- b. The Rules committee will request BOD approval for:
 - (1) Rulebook release.
 - (2) New committee members as recommended by the committee.



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2.15 Website

2.15.1 Duties and Responsibilities

The Website Committee is responsible for creating and managing the usawe.org website. To achieve this, the committee:

- Manages accounts and licenses relevant to a functioning website.
- Ensures website backups, security features and editor privileges are up to date.
- Interviews and recommends website-related service providers for BOD approval.
- Oversees and evaluates service contracts and contractors for satisfactory service.
- Oversees content creation and publication on the website.
- Oversees and manages uploading of media files to website.
- Creates workflows and processes for content creation and management.
- Creates instruction guides for various page editing tasks.
- Provides training for all committee members tasked with website editing.
- Collaborates with USAWE Clerical Assistant regarding documents on website.
- Collaborates with committees to ensure the website achieves the following goals:
 - Provides committees with elements and layout that increase work efficiency.
 - Enhances committee communication with USAWE members.
 - Presents attractive and engaging entry points for potential new members.
- Reviews website regularly for needed improvements.
- Ensures consistent branding throughout the website.

2.15.2 Qualifications, Skills, Experience Requirements

The following qualifications, skills, experience, and equipment are required to serve on the Website Committee:

- WordPress editing, publishing, administration/dashboard
- Divi Builder
- HTML coding familiarity/experience
- Image editing
- English language writing and grammar, proof-reading, editing
- High speed internet
- Laptop or Desktop Computer
- Google Drive
- Google Forms and Responses
- Google Sheets
- Google Docs
- Independent worker
- Initiative-taker



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- Creative
- High problem-solving skills
- Collaborative
- Good communicator

2.15.3 Website Committee Information, Documents, and Forms Residing on the Website

- a. [Request to Add Event to USAWE Calendar \(https://usawe.org/we-events/event-info/\)](https://usawe.org/we-events/event-info/)

2.15.4 Authorization

- a. The Website committee is empowered to:
 - (1) Make changes to the website to enhance communication, functionality, and security.
 - (2) Coordinate with and utilize members of other USAWE committees to perform specific website content updates.
 - (3) Collaborate with USAWE committees regarding website changes and updates.
 - (4) Make changes to any edits made by any committee website editor.
- b. The Website committee will request Board approval for:
 - (1) Annual budget.
 - (2) Unforeseen and unbudgeted financial expenditures immediately necessary to maintain website security and functionality.
 - (3) Appointment of new committee members.
 - (4) Hiring of independent contractor services (to confirm selection of specific contractor within already approved annual budget).



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2.16 Youth Development

2.16.1 Objectives

- a. Promote opportunities that effectively engage youth in the sport of Working Equitation.
- b. Foster and develop engagement through participation, awareness, learning and development opportunities for young people by encouraging and supporting them to contribute to the sport.
- c. Build strong relationships within the USAWE youth community as well as among adult leadership through advocacy and diplomatic measures.
- d. Continually and progressively identify youth needs within our Youth committee
- e. Help intergenerational practices that promote greater understanding and build positive communities for youth involvement **and retention.**

2.16.2 Committee Structure

The Youth Development Committee (YDC) has a total of 8 committee members, including 1 youth representative. It is led by a Chair and a Co-chair.

2.16.3 Planned Benefits for Youth Members

- a. Discounts offered at clinics and shows
- b. Championship scholarships
- c. Social media access for comradeship and online programs
- d. Youth Development Educational Fund opportunities
- e. Regional clinics for youth
- f. Youth shows
- g. Youth grants* (*see Section 2.16.12*)

2.16.4 Identifying Candidates for the Youth Development Program

- a. Outreach to riding clubs, pony club, 4H, lesson barns
- c. Updated map of youth riders showing locations and concentrations of youth

2.16.5 Keeping Youth Informed and Engaged

- a. Social media
- b. Newsletter updates
- c. Emails to youth and parents
- d. Development of youth targeted fliers to distribute
- e. Online Surveys



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2.16.6 Youth Events

- a. Host regional clinics for youth participants with Youth Development Fund discounts/Youth Grant (proposed***) in collaboration with interested Licensed Officials, L judge candidates, and USAWE Coaches.
- b. Encourage schooling show opportunities with “youth favorable classes” that eliminate disqualifications, eliminate the rigid gate, and allow for a shorter/lighter garrocha pole and/or lines not involving youth carrying the pole through other obstacles.
- c. Collaborate with the LOC and the Coaches Network on incentives for L Judges, L judge candidates, and Coaches to participate and encourage youth-oriented activities.

2.16.7 Promoting Youth and Communication with USAWE

- a. Attend BOD meetings monthly to update organization.
- b. Attend Committee meetings monthly to collaborate with other committees.
- c. Submit newsletter updates to inform organization on activities and committee progress.

2.16.8 Working Budget

- a. The YDC will establish an annual working budget in conjunction with year’s goals for programs offered and use of funds.
- b. The Committee will submit a new budget by the 3rd quarter for the projected new fiscal year.
- c. The Committee will maintain records to ensure it is on projected yearly track for the approved budget.

2.16.9 Acquiring Revenue

- a. The YDC will develop ways to create revenue to help fund youth incentives, programs, grants and scholarships.
- b. Youth membership dues will be allocated to youth programs.
- c. The YDC will encourage donations and develop sponsorship avenues to help fund youth opportunities.
- d. The YDC will develop fundraising activities to aid in youth opportunities.
- e. Revenue from the USAWE store will go directly to youth programs designated by YDC.
- f. Revenue will be generated from the Dressage Illustrated percentage of sales.

2.16.11 Youth Championship Show Scholarship

The Youth Championship Show Scholarship was created from an anonymous donation to cover the cost of the entry fee for qualified youth competitors to attend a Championship Show (one per year). The scholarship began with a donation of \$10,000 that is kept as restricted funds by the Treasurer. At the beginning of 2023, there was \$6,700 available to award to qualifying applicants. The YDC wishes to keep this Scholarship alive as described in 2.16.9.



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The application process is as follows:

- a. Youth will apply using online form. The YDC will vote to award scholarship.
- b. The YDC Chair will notify the applicant of acceptance.
- c. YDC Chair will submit a disbursement form and follow up to ensure rider/parent is reimbursed.

2.16.12 Youth Educational Grant *(proposed)*

The purpose of the Youth Educational Grant is to provide Youth the opportunity to enhance and learn skills to help them become more successful riders within USAWE. This grant is intended to invest in the Youth and in return the Youth give back to USAWE and the opportunities available. The goal is to allow riders to attend seminars, clinics, and shows related to Working Equitation that are approved by the YDC. The YDC will maintain this program through avenues described in 2.16.9 after our initial budget request of \$5,000 from USAWE to kickstart this program.

- a. Eligible applicants for Youth Educational Grant must be current members of USAWE.
- b. Youth will apply using an online form. The grant must be applied for prior to the event.
- c. Forty (40) grants will be available at \$125 each to start this program, subject to change as funds allow.
- d. The YDC will vote to award grant. Eligible applicants must have:
 - (1) Not been previously awarded grant within the same year.
 - (2) Declared there is a financial reason the grant will aid them in attending an event.
 - (3) Submitted documentation/evidence they have ridden in a WE schooling show or licensed show within the preceding 12 months.
 - (5) A letter of recommendation from someone associated with USAWE.
 - (6) Volunteered at event/show for 1 hour with documented evidence submitted to YDC.
 - (7) Demonstrated exceptional behavior at event with professional and proper horse and rider turnout.
- d. YDC Chair will document and track the status of each grant application on the Google Drive (*USAWE Youth Educational Grant*).
- e. YDC Chair to notify applicants of acceptance.
- f. YDC Chair will submit a disbursement form and follow up to ensure the youth participant/parent is reimbursed.



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2.16.13 Youth Development Fund

The Youth Development Fund (*approved by the BOD 4-12-23*) is a general fund managed by the YDC to promote and support youth education, youth competition, youth championship show opportunities, and other activities that support youth within Working Equitation.

Donations to this fund are encouraged. A “Youth Development Fund” donate button is on the website.

2.16.14 Information, Documents, and Forms Residing on the Website

- a. Youth Scholarship application for championship shows
- b. Tracking form for youth scholarship applicants/recipients
- c. Youth Grant application* (*proposed*)
- d. Tracking form for Youth Grant applicants/recipients* (*proposed*)

2.16.15 Authorization

- a. The Youth Development committee is empowered to:
 - (1) Make decisions to attract and fund youth riders in educational opportunities pertaining to working equitation.
 - (2) Designate purpose and utilize funds available to develop, enroll, and enhance youth riders.
 - (3) Develop or utilize existing programs to educate youth.
 - (4) Select recipients for scholarship and grant* (*proposed*) funds.
 - (5) Request a youth membership list from the Membership committee that includes youth name, email address, state, region, and birth year.
- b. The Youth Development committee will request Board approval for:
 - (1) Fundraising activities
 - (2) Annual budget
 - (3) Expenditures
 - (4) Appointment of new committee members.