



USA Working Equitation
TECHNICAL DELEGATE HANDBOOK



USA Working Equitation
Technical Delegate Handbook

July 2024

This handbook provides a summary of Technical Delegate duties and responsibilities. Please contact the Licensed Officials Committee with any questions.

loc@usawe.org



USA Working Equitation TECHNICAL DELEGATE HANDBOOK



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THE BASICS

1. Overall Responsibilities

- The TD is one of the two official USAWE representatives in attendance at a show.
 - The Judge is responsible for what goes on inside the arena.
 - The TD oversees what goes on outside the arena.
- The TD:
 - Ensures that all trials are run in accordance with the Rulebook and USAWE competition requirements contained in the USAWE Competition Manual.
 - Ensures the dressage court is set correctly (*check the letters*).
 - Ensures that EOH and Speed course obstacles are set properly for each level.
 - Handles all questions that arise.
 - Does not perform any show staff functions but makes sure that show staff functions are performed correctly.

2. Code of Conduct. The **Code of Conduct for Licensed Officials** requires that a TD:

- Represent USAWE with honesty and integrity.
- Interact with show managers, show staff, and the general public in a responsible, respectful, and professional manner.
- Be courteous and patient, even when having to make an unpopular decision.
- Maintain a positive, welcoming, and helpful attitude.
- Explain the rules to enhance understanding, recognizing that many competitors are new to the sport and may be new to the competition. Education is an important component of the USAWE mission.
- Be discreet. Any and all discussions regarding rules, procedures, marks, or anything pertaining to how the competition is run should be discussed solely with other officials in private conversations.
- Dress professionally (see LO Dress Code, Attachment A).

As a TD, you are an ambassador for the sport of working equitation as well as for USAWE, whether you are officiating, attending for continuing education, or as a spectator. Be conscious of your demeanor at all times.



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3. **Code of Ethics.** Licensed officials must also sign a Code of Ethics which requires an LO to:
- Execute duties without bias or prejudice.
 - Ensure that every horse is treated humanely at all times.
 - Adhere to all relevant policies and procedures of USAWE while upholding the U.S. Rules for Working Equitation.
 - Conduct business in a manner that will enhance the image of USAWE and the sport of working equitation.
 - Avoid conflicts of interest, either real or perceived, whenever possible; disclose conflicts of interest when they exist and cannot be avoided.
 - Uphold the highest standard of professional behavior, recognizing that even the appearance of misconduct or impropriety can be damaging to the reputation of USAWE as well as that of the licensed official.
4. **Conflicts of Interest**
- A TD may not compete.
 - A TD may not officiate if any of the following are competing:
 - Person with a close relationship.
 - Trainer, coach, or student of the TD within 30 days of the competition.
 - Employee or employer of the TD.
 - Anyone who purchased a horse from the TD within 90 days of the competition.
 - Anyone who leased a horse from the TD within 90 days of the competition.
 - If possible, check the entries prior the show to ensure there are no conflicts. Show management will need to get a second qualified TD to officiate during the rides where there are conflicts.
 - Verify that other specified members of the show staff are not competing, i.e., Scribe, Scorer, Paddock Steward, Gate Steward.
 - If the Show Manager is competing, identify the person who will act as surrogate. This person will be the one to participate on the Protest Committee.
5. **Knowledge Requirements**
- Knowledge of the Rulebook is essential – be sure you are aware of any recent changes. Memorization is not important – knowing where to find what you’re looking for is.
 - You must understand the job responsibilities of each show staff function, e.g., Gate Steward, Paddock Steward, Secretary, Scorers, Ground Crew, Timekeepers, Veterinarian, etc., and ensure those job requirements are being met.
 - You must understand the basics of certain USAWE processes and requirements, i.e., membership, horse recording, results submission, protests, and appeals.

6. Items to Have on Hand

- Required
 - Complete copy of the current Rulebook
 - Blank Protest forms
 - **Yellow Card forms**
 - **Results Verification Log**
 - A helpful attitude
- Recommended
 - Competition Manual
 - Obstacle Specification Checklist
 - Gate Steward Duties
 - Paddock Steward Duties
 - Show Protest Requirements
 - Results Verification Log
 - Tape measures (30' and 200')
 - Clipboard
 - Pens with different color ink
 - Stopwatch/timer
 - Disposable gloves

Helpful tip for TDs traveling locally:

Invest in a folding chair that has a foldup tray attached. Show venues may not have seating available for you at a convenient location. You'll have a comfortable place to sit and a place to keep your rulebook handy for reference.

Note: All documentation items are on the USAWE website:
Competitions>Competition Resources/Downloadable Forms.

PRIOR TO THE SHOW (2 weeks or more)

7. Course Design Verification

- The EOH and Speed course designs must be approved by a TD or Judge prior to release of the course map to competitors.
- If the show's TD or Judge is the course designer, then another licensed official must review/approve the design.
- Ideally course design approval happens at least 2 weeks prior to the start of the show, giving enough time to make adjustments if necessary.
- Contact the Show Manager 2 weeks in advance of the show to verify who designed the course, that the course was verified, and by whom. This information is required in the TD Report.
- If you are requested to verify the course design, the **Verifying Course Design** guide (Attachment B) may be helpful.



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SHOW DAY, PRIOR TO START

8. Items to Get from Show Management

Copies of day sheets (competitor lists, orders of go)

- Necessary to ensure order of go meets requirements (*see section 9*)
- Essential for knowing when levels change in EOH and Speed to ensure that applicable obstacles are changed accordingly (e.g., changing to L2 requires the Jump to be changed). It is your job as TD to validate each change.
- Helpful to monitor show progress according to schedule and keep track of DQs.

Copies of EOH and Speed course maps

- Essential for checking the course prior to the official course walk
- Helpful tips:
 - Note dimensions on the maps for obstacles that must be set to specific dimensions (e.g., corridor widths, distance btw posts or drums, etc.)
 - Note changes in obstacle dimensions due to changes in rider level (e.g., Jump, Drums)

Keep the day sheets and course maps on a clipboard so you will have ready access.

9. Entry Order (Order of Go)

- Ensure the entry order is posted no less than 2 hours prior to the start of each trial.
- For championship shows, verify that the entry order for the EOH and Speed trials is the inverse order of placing at the time of the trials. (Licensed competitions may follow the inverse order process but have the option to use the same entry order for all trials.)

10. Results Validation Responsibility

Before the start of the show, check with the Judge to see if she/he plans to approve results or wants to delegate that job (all or a portion of it) to the TD.



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11. EOH/Speed Scoresheet Check

After the show gets underway (before is preferable if there's time, but definitely before the EOH or Speed trials are close to starting), ask the Show Manager or Scorer for a blank copy of an EOH scoresheet **for each Level**, and a blank copy of Speed scoresheet **for each Level**.

EOH: For each level, compare the scoresheet to the course map:

- Are the obstacles listed in the correct order?
- Are all applicable obstacles included?
- Are there any extra obstacles that do not belong?

Speed: For each level, compare the scoresheet to the course map?

- Are the correct number of obstacles indicated?
- Is the Deposit Pole obstacle (shaded gray) listed in the correct sequence?

If there are any discrepancies, notify the Show Manager and/or Scorer immediately. The paper copies of the scoresheets can be marked up by hand, but GIRA has to be fixed before any data entry is performed.

12. Rider Dispensations

- Riders with permanent disabilities can apply for a Dispensation Certificate that approves the use of adaptive equipment and other allowances in competition.
- Competitors with dispensations include a copy of their Dispensation Certificate with their entry form.
- The Show Secretary provides copies of this certificate to the Judge and TD. This may be overlooked in the activities required to get a show underway, so it's a good practice to ask if there are any competitors with dispensations prior to the start of the show.
- Special exceptions may be required depending on individual requirements. It's important that appropriate members of the show staff (e.g., Paddock Steward, ring crew) are alerted to these exceptions in advance of the competition.

13. Importance of the Gate Steward and Paddock Steward Roles


Gate Steward

- ◆ Coordinates the competitors' entrance into the competition arena
- ◆ Inspects the condition of the horse before and after every trial for evidence of blood
- ◆ May inspect bits, cavessons/ nosebands, curb chains, fly bonnets, or whips. Consults with TD if there are any questions regarding acceptability.
- ◆ Biosecurity measures must be rigorously followed: new pair of disposable gloves before touching any horse; towels (paper or cloth) available for blood checks. Hand sanitizer is helpful.


Paddock Steward

- ◆ Controls the paddock (warm-up arena) to ensure all paddock rules and safety rules are followed.
- ◆ Notifies the Gate Steward or TD of any failure to comply.

- The Gate Steward handles Paddock Steward duties if a separate Paddock Steward is not present (usually the case for licensed shows).
- Check with the Gate Steward (and Paddock Steward if present) to make sure they have a clear understanding of the duties required.
- Have an extra copy of the Gate Steward and Paddock Steward duties available if needed (USAWE website: Competitions>Competition Resources>Links and Downloadable Forms)



USA WORKING EQUITATION
Gate Steward Duties




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

The Gate Steward:

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


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




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

- Must contact the TD if there is any question about a rule or doubt about the acceptance of tack or equipment.

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USA WORKING EQUITATION
Paddock Steward Duties



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

The **Paddock Steward** is required to:

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

Paddock Safety Guidelines

The warmup paddock, where horses are prepared for the competition arena, can be a very dangerous place. Riders are preoccupied with their horses and horses can be nervous. Common sense and courtesy can help avoid accidents. It is helpful to have paddock rules posted.

Only competitors, trainers/coaches, or handlers of horses being prepared are allowed in the paddock. No other pedestrians are allowed.

Horses going around the perimeter of the arena should ideally be moving in the same direction. Slower horses move to the inside. If horses are traveling in opposite directions, the passing rule is left shoulder to left-shoulder.

If a horse must be lunged and there is no separate area for this, then a section of the arena should be marked off with cones and designated for lunging. Use of a lunge whip should be limited as cracking the whip can cause dangerous behavior in horses not used to the noise.

Ponying is not allowed.

Unruly horses should be removed from the warmup arena.

No disruptive behavior from horses or humans can be allowed.

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14. Warm-up Paddock

- Verify that the warm-up paddock includes at least **three** obstacles that are representative of the obstacles used in the EOH and Speed courses.
- Have the obstacles set to the correct dimensions.

A note on paddock safety: The warm-up paddock can be a very dangerous place. Riders are preoccupied with their horses and horses can be nervous. Common sense and courtesy can help avoid accidents. It is recommended to have paddock rules posted. Some sample rules include:

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

15. Dressage Court Set-Up

- **Verify court dimensions.**
- **Ensure letters are set correctly.**

16. Veterinary Inspections. The TD must be present at all veterinary inspections.

- Initial inspections are required at championship shows; they are optional at licensed competitions.
- Horses are inspected to assess their general condition, including body score. The inspection must include a trot for soundness.
- TD verifies that the inspection log is complete, signed by the Veterinarian, and returned to the show office.
- TD, Judge, Paddock Steward, or Veterinarian may require inspections before and/or after trials. Inspections performed immediately after a trial must be done in a discrete manner and location.

DURING THE SHOW

17. Work in Collaboration with the Judge

- Keep one eye on the Judge as much as possible to be available to support if needed. The Judge may ask you to:
 - Look up items in the Rulebook.
 - Answer questions about a specific rule.
 - Verify obstacle or distance measurements.
 - Check a bit.
- Station yourself outside the arena, preferably near the gate.
- The TD's role is especially critical when supporting an international Judge who will likely not be as familiar with the U.S. Rulebook.

18. EOH/Speed Course Set-up

- Prior to every course walk, the TD and/or Judge must verify that the course is set up according to plan and is in accordance with requirements. Things to check include:
 - Dimensions of obstacles according to level
 - Course markers are present for the required obstacles
 - **Obstacle numbers are correct and placed appropriately**
 - Distance between obstacles in a course line
 - Location and setup of entrance/exit markers
 - Safety issues with respect to arena footing or dimensions
- **Verify obstacle changes required at each change of level, i.e., Jump, Drums.**
- Keep a tape measure and the Obstacle Specification Checklist handy – they are useful for initial inspection, obstacle resets, **and verifying changes needed according to level.**

19. Course Walk-through

- Must be held prior to EOH and Speed trials.
- The TD and Judge must be in the arena during the walkthrough to answer questions.
- Course changes can only be made if all exhibitors are advised of the change.
- Recommend setting a finite time for walkthrough, e.g., 15 – 20 minutes.
- Competitors must leave the arena after the closing signal.
- Trial must begin no earlier than 15 minutes after closing signal.
- No schooling is allowed on the course at any time.
- Make sure there is a mounting block available in the arena for both trials.

20. Timing the Speed Trial

- Following the course walk for the Speed Trial, meet with the timekeepers to:
 - Establish where they are going to stand for their safety and not be in the line of sight of the Judge.
 - Determine who will be the primary timekeeper and who will serve as backup.
 - Make sure stopwatches/timers are functional.
 - Establish the form of communication for getting the times for each ride to the Scribe, e.g., walkie-talkie, text, phone, or in-person if close enough.
- If an automatic timer is used, follow the same procedure with the backup timekeeper.

21. Validating Show Results Prior to Posting

Verify the base number of entries for each level/division. The number of competitors who actually enter the Dressage trial for a given level/division is the base number used to determine points for the entire level/division, regardless of how many competitors may scratch, withdraw, disqualify, or be eliminated in subsequent trials.

GIRA Scoring

- For each trial/level/division, compare the original scoresheet to the GIRA sheet. Make sure the entries for each movement/obstacle/collective are correct, and that the final score computed by GIRA is written correctly on the original scoresheet.
- Review and verify the placements for each trial/level/division on the General Results form.

Manual Scoring

- Check the math on a sample number of actual scoresheets (both Dressage and EOH) to make sure the Scorer is computing totals and averages correctly.
- Review and verify Final Competition Placement sheets for each level/division.
 - Ensure scores are accurately transferred. Verify that all competitors have data entered in each applicable block (score, DQ, scratch, etc.).
 - Validate placings and points for each trial.
 - Check the math on the Total Points calculation; verify that final placements are accurate.

Use the **Results Verification Log** to indicate when results and placements from each trial/level/division scoresheets have been verified and can be considered “final” (see Attachment C). Initial each trial as you approve. Include the date and time of approval.



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GIRA Online Validation Option

- Log into GIRA using the “organizer” access or have the scorer do that for you. This can be the same login that the scorer is using, or your own login if you have been set up to have “organizer” access for that competition.
- Click on EVALUATIONS.
 - Select the Competition
 - Select the Trial, Level, Judge, and Competitor
 - Use the “Verification” button to have GIRA read the scores aloud while you follow along on the paper scoresheet. If the scores match, click SAVE to verify that the totals and percentage also match. If the scores do not match, have the scorer correct the mistake.

The **Results Verification Log** is not necessary when validating scoring online.

22. Timeline for Posting Results

- Multiple day shows: No later than 2 hours after trial completion
- One-day shows: No later than 2 hours after the last ride of the day
- Original Dressage and EOH tests to be made available to exhibitors after each trial.

Important: Make sure copies of the Dressage and EOH score sheets are made before handing the originals to the competitors.

23. Disqualifications

- The Judge handles all performance-related disqualifications.
- The TD, Show Manager, or the Judge can disqualify a:
 - Horse for lameness, pain, severe distress, or if horse is unsafe.
 - Rider for mistreating a horse.
 - Exhibitor for gross disrespect or misconduct.
- A Veterinarian is not authorized to disqualify.
- An entry may be eliminated from the competition entirely, depending on severity.
- There is no option for appeal in the case of DQ or Elimination for blood or lameness.



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	Judge	TD	Show Mgr
Horse shows signs of lameness, pain, or severe distress	Yes	Yes	Yes
Horse shows signs of blood on any part of its body	Yes	No	No
Rider mistreats a horse	Yes	Yes	Yes
Horse is unsafe	Yes	Yes	Yes
Gross disrespect or misconduct by an exhibitor	Yes	Yes	Yes

24. Evidence of Blood

- The Gate Steward is responsible for inspecting the condition of horses before and after every trial. He/she must notify the TD immediately if blood is detected.
- The rider must remain in the competition area for examination. The Judge must be alerted at the next available opportunity.
- The Judge will analyze the situation. The Judge is the only one who can DQ for blood.
- If the blood is caused by bridle/bit, spurs, whip, or any wounds apparently from abuse or mistreatment, the competitor will be eliminated.

25. Handling Questions/Inquiries



- The TD's job is to answer questions that arise during the competition.
- Questions may be about the rules, show requirements, or USAWE requirements.
- Actively listen to all questions asked; understand the question fully before formulating a response.
- What you say is important; however, how you say it can be equally important.
- Sometimes all that is needed is for someone to be heard. Actively listen.
- Unless you are absolutely certain, do not try to answer a question from your memory of the rulebook. You can say something like,
I believe the correct answer is _____, but let's check the Rulebook to be certain.
- If you cannot answer the question, determine if it needs to go the Judge or the Show Manager for an answer. Go to the proper individual to get the answer. The TD intercedes on behalf of the competitor if necessary to ask a question of either the Judge or Show Manager.

26. Handling Complaints

- It is important to fully understand the complaint and address it thoroughly.
- Resolve the problem if possible. Consult with the Judge and/or Show Manager if necessary for resolution. Document all activity in the TD Report.
- If the complaint cannot be satisfied, ask if the person wants to file a formal protest. *Do not encourage or discourage them in any way with that decision.*

27. Handling Protests

- Have blank copies of the Protest form readily available. Protest must be in writing.
- Protests can be filed by a rider, the parent/guardian of a rider under 18, an owner, or an owner's agent
- Ensure the Protest form is complete and clear in stating the complaint.
- Collect a check for the deposit (\$75) made out to USAWE.
- Notify the Judge and the Show Manager immediately upon receipt of a protest. Show must be put on hold to settle the protest.

United States Rules for Working Equitation	
 	
COMPETITION PROTEST FORM	
Competition Name:	
Competition Date:	
Horse Name:	
Rider Name:	
Level/Division:	
Trial:	
Describe the details of this Protest. Use additional sheets as necessary.	
Submitted by:	
Name:	
Relationship:	<input type="checkbox"/> Rider <input type="checkbox"/> Owner <input type="checkbox"/> Owner's Agent <input type="checkbox"/> Parent/Guardian
Email:	
Phone:	
Date/Time:	
<small>Submit this form to the Technical Delegate along with a \$75 deposit. Refer to the U.S. Rules for Working Equitation, Section 4.9.2 for further details.</small>	

Know the time limits for certain protests:

Eligibility of horse or competitor	No later than 1 hour before start of competition
Condition of the dressage arena	No later than 1 hour before start of trial
EOH/Speed: Obstacle, length of course, condition of course	No later than 15 minutes before start of relevant trial
Dressage, EOH, Speed: Irregularities during the competition or scoring	As soon as possible, but no later than 30 minutes after publishing test results
Cattle: Irregularities or incidents during the competition	As soon as possible, but no later than 30 minutes after the ride
Math or transcription error in scoring	No later than 1 hour after posting



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28. Protests Committee

- The Judge, TD, and Show Manager serve on the Protests Committee.
- The Protests Committee must issue a ruling within 2 hours of submission.
- If the protest is upheld, the Protests Committee must issue a statement to that effect and correct the posting of any scores and/or results affected by the ruling or allow a re-ride if that is the determination.
- If the protest (or any part of the protest) is upheld, the \$75 protest deposit is refunded.
- The TD documents all information regarding the protest in the TD Report, and includes any documentation submitted by the person filing the protest, the ruling, and any other clarifying information necessary to explain the ruling and the rationale.

29. Disciplinary Dispositions

- The Judge, TD, and Show Manager are responsible for enforcing the rules contained in the Rulebook.
- Any show official, competitor, or representative who commits a serious violation of the rules may be subject to disciplinary dispositions and/or fines as determined by USAWE.
- The TD may refer any serious violation of the rules directly to the Appeals Committee.
- The USAWE President, President- Elect, Secretary, and Treasurer serve on the Appeals Committee.

30. Yellow Cards

A Yellow Card is a warning issued to a competitor for incorrect behavior at a USAWE-licensed competition by the competitor and/or a by a member of the competitor's entourage.

- *Incorrect behavior* refers to actions or conduct that go against the accepted norms, rules, or etiquette of the event. It can include anything that disrupts the event; disrespects Licensed Officials, show management, staff, volunteers, or other participants; compromises the welfare of the horses; or creates an unsafe environment.
- *Entourage* is defined to mean the competitor's parent, spouse or family partner, family member, coach, trainer, groom, crew, or other person directly connected with the competitor and includes the owner(s) of the competitor's horse.



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Incorrect behavior is defined by (but not limited to) the following categories:

- **Bullying or Harassment:** Any form of bullying, harassment, or intimidation directed toward Licensed Officials, show management, staff, volunteers, or fellow participants, whether riders, trainers, or support staff, is inappropriate and unacceptable.
- **Neglecting Horse Welfare:** Failure to provide proper care for horses, including inadequate feeding and/or watering. This is not only considered abuse but can also result in health issues and compromised performance.
- **Unsportsmanlike Conduct:** Engaging in unsportsmanlike conduct, such as cheating, sabotaging competitors, or attempting to manipulate results, in a manner that undermines the integrity of the competition.
- **Violating Safety Rules:** Ignoring safety protocols, such as lunging or riding recklessly in a warm-up arena, refusing to leave a warm-up area when directed by show staff or Licensed Official, or failing to reasonably control horses in the area outside of the competition arena or stabling area, that can put riders, horses, and others at risk.
- **Inhumane Training Methods:** Using abusive or inhumane training techniques that cause physical or emotional harm to the horse in a manner that is generally accepted as unethical and inappropriate.
- **Ignoring Show Officials:** Unreasonably disregarding the instructions or decisions of show officials in a manner that can disrupt the smooth running of the event.
- **Public Intoxication or Drug Use:** Intoxication or drug use, legal or illegal, that endangers or disrupts the participant, horses, or fellow participants in the events. Any drug or alcohol use, legal or illegal, that violates the requirements and rules of the facility where the event is being held.
- **Disruptive Spectator Behavior:** Shouting, using offensive language, or engaging in aggressive or intimidating behavior towards show management, participants, officials, or other spectators that creates a negative atmosphere at the horse show.

Only a Judge, TD, or Show Manager may issue a Yellow Card. An infraction witnessed by a member of the show staff, e.g., the Gate or Paddock Steward, must be brought to the TD for action.

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 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 TD will send the Yellow Card to the Competitions committee (competitions@usawe.org).



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Once the Yellow Card has been issued, the TD will send a copy of the Yellow Card to the Competitions committee (competitions@usawe.org). Note the issuance of a Yellow Card in the TD Report.

The competitor may appeal the Yellow Card. The appeal must be in writing, signed, and 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 Yellow Card is included as Attachment F. Keep blank copies of this form in your kit.

AFTER THE SHOW

31. TD Report

- The TD Report is an important record of the competition from an official's perspective.
- Include all pertinent information. Please be clear and direct. The reports can help improve the competitions process, LO training, and the rulebook.
- The report must be submitted no later than 1 week following the competition.
- If there is more than one TD officiating, the senior TD is responsible for completing the report and consolidating comments from the other TD(s).
- The report is submitted online. The link is on the USAWE website:

Competitions>Competition Resources>Licensed Officials Reports

- A **TD Report Worksheet** is also available. You can use this to keep track of reportable items throughout a competition to make completing the TD Report easier.

32. Competitor Feedback

- A **Competitor Feedback Form** is now available on the Competitions page of the USAWE website to provide a means for competitors/trainers/owners to share feedback with competition organizers without worrying about that feedback impacting relationships.
- Submissions are anonymous. The Competitions Committee will provide a summary of the feedback received (both positive and negative) to the show organizer.
- As appropriate, let competitors know of this capability, and encourage them to take a few moments to share their feedback.



Attachment A
DRESS CODE FOR LICENSED OFFICIALS

Introduction

The purpose of the Dress Code is to establish the LOC's expectations of each Licensed Official (LO) when they are working in an official capacity using their USAWE license. When you attend a competition as an LO, your dress speaks volumes about you. By dressing professionally, you show respect to the license that you worked hard to earn, to the Show Manager, to the volunteers, to the competitors, to your fellow Licensed Official(s), and to the sport.

As we ask our competitors to raise the bar in their tack and attire, the LOC asks the same of our LOs.

Accepted Attire

Judge:

Clothing must be neat, clean, appropriately fitting, matched and coordinated, and have a professional appearance.

Ex. Long pants, skirts, shirts with short or long sleeves, blouses, button-down shirts.
Jeans, only if dark and uniform in color.

Blazers, coats, suits, scarves, or ties are recommended to round out a professional, respectful appearance.

Technical Delegate:

Clothing must be neat, clean, appropriately fitting, matched and coordinated, and have a professional appearance.

Ex. Long pants, shirts with short or long sleeves, button-down shirts, plain or USAWE logo sun shirt.

Jeans only if dark, uniform in color, with no tears or rips or ornate decoration.

Sturdy shoes that are clean and in good repair.

Attire should look professional and functional as the nature of the job may require covering ground and moving, measuring arenas and obstacles.

Attachment A DRESS CODE FOR LICENSED OFFICIALS

Judge or TD:

Hats of various styles in good condition and not overly ornate with decorations are appropriate for sun protection.

Merchandise supplied by the show or event or USAWE clothing is allowed.

Any coats, boots, or shoes needed to accommodate weather or physical/medical conditions are appropriate as long as they are clean and in good repair to maintain a standard of professionalism.

Examples of Acceptable Attire:





Attachment A
DRESS CODE FOR LICENSED OFFICIALS

Attire Not Allowed

- Torn or overly worn denim or jeans
- Leggings
- Cargo pants
- Shorts or walking-shorts
- Army fatigue-print clothing
- Excessively baggy clothing
- Bare-backed dresses
- Halter tops
- Tank tops
- Sleeveless shirts
- T-shirts
- Clothing with graphics, slogans, or wording
- Hooded sweatshirts
- Baseball caps



USA WORKING EQUITATION



Attachment B Verifying Course Designs (See Rulebook 6.4)

Goal: Make sure the course meets all technical requirements.

Not the Goal: Comment on the quality of the course design.

What's Required:

- Minimum number of obstacles is included for each level:
 - L1, L2, L3 10 minimum
 - L4, L5 13 minimum
 - L6, L7 15 minimum
- Obstacles are appropriate for the level (Rulebook Table 6-1)
- An obstacle may be duplicated and used in a second position on the course
- Successive obstacles are 30 ft apart for the line of travel
- Obstacles are 30 ft from the line of travel to the entrance/exit
- Entrance/exit markers are within the perimeter of the arena and clearly indicate the 'start' and 'finish' direction
- Obstacles are numbered
- Course markers are included for the Bridge, Jug, and Sidepass Rail
- Course markers are recommended for the Single Slalom and Double Slalom

What else to look for:

- Grouped obstacles are clearly marked
- Obstacles are equitably positioned for LH or RH riders
- An individual obstacle that is used twice:
 - Has at least one obstacle in between
 - The second execution is in the opposite direction
 - Has enough time for a reset (if needed) before the second pass
- The map is clearly marked to indicate which obstacles are applicable to each level
- L1 riders can only carry the pole in Remove Pole, Spear Ring, and Replace Pole obstacles
- Any special course executions are clearly explained (e.g., first direction for the Pen)
- The course legend identifies each performance level and obstacles match the course exactly

Safety Considerations:

The course map may not be drawn to scale, so distances from perimeter fencing or other obstacles may be misleading. However, it's important to consider the position of obstacles being performed at speed. Ask a question if there is some doubt about safety, e.g.,

- Bridge set to require a 90-degree turn before or after
- Entrance/exit markers close to an arena corner or wall



USA WORKING EQUITATION



Attachment C
RESULTS VERIFICATION LOG

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

License #	Show Name
Show Date(s)	Technical Delegate

		AMATEUR	OPEN	YOUTH	Date	Time
L1 – Intro	Dressage					
	EOH					
	Overall					
L2 – Novice A	Dressage					
	EOH					
	Speed					
	Overall					
L3 – Novice B	Dressage					
	EOH					
	Speed					
	Overall					
L4 – Intermediate A	Dressage					
	EOH					
	Speed					
	Overall					
L5 – Intermediate B	Dressage					
	EOH					
	Speed					
	Overall					
L6 – Advanced	Dressage					
	EOH					
	Speed					
	Overall					
L7 – Masters	Dressage					
	EOH					
	Speed					
	Overall					



United States Rules for Working Equitation



Attachment D
COMPETITION PROTEST FORM

Table with 2 columns and 6 rows: Competition Name, Competition Date, Horse Name, Rider Name, Level/Division, Trial.

Describe the details of this Protest. Use additional sheets as necessary.

Large empty rectangular box for describing protest details.

Submitted by:

Table with 2 columns and 5 rows: Name, Relationship (checkboxes for Rider, Owner, Owner's Agent, Parent/Guardian), Email, Phone, Date/Time.

Submit this form to the Technical Delegate along with a \$75 deposit. Refer to the U.S. Rules for Working Equitation, Section 4.9.2 for further details.



USA WORKING EQUITATION



Attachment E Show Protest Requirements Summary

(see Rulebook 4.9.2)

- Who can file:
 - Rider.
 - Parent or guardian of a rider under 18.
 - Owner.
 - Owner's agent authorized in writing.
- Protest must be:
 - In writing (use Protest Form)
 - Accompanied by a \$75 check made payable to USAWE.
- Time limits for show protests:

Eligibility of horse or competitor	NLT 1 hour before start of competition
Condition of dressage arena	NLT 1 hour before start of trial
EOH/Speed: Obstacle, length of course, condition of course	NLT 15 minutes before start of relevant trial
Dressage/EOH/Speed: Irregularities or incidents during the competition, or scoring (except as noted below)	As soon as possible, but NLT 30 minutes after publishing the results of the relevant test
Cattle: Irregularities or incidents during the competition	As soon as possible, but NLT 30 minutes after the ride
Mathematical or transcription errors in scoring	NLT 1 hour after posting the results.

- Ruling must be issued within 2 hours of protest submission.
- If protest is upheld:
 - Protest Committee posts a statement to that effect and correct the posting of any scores and/or results affected by the ruling.
 - If any part of the protest is upheld, the \$75 deposit will be refunded. If the protest is denied, the \$75 is forfeited.
- TD documents the protest in the TD report.



USA WORKING EQUITATION



Attachment F YELLOW CARD

This Yellow Card is issued for incorrect behavior at a USAWE-licensed competition.

Date		Reporting Official	
Event Name			
License No.		Location	

Competitor:		USAWE Member No.	
Horse's Name		Horse's Recorded No.	

Issued to: Competitor Member of Competitor's Entourage

Offense: Check all that apply:

<input type="checkbox"/>	Neglecting Horse Welfare
<input type="checkbox"/>	Violating Safety Rules
<input type="checkbox"/>	Ignoring Show Officials
<input type="checkbox"/>	Disruptive Spectator Behavior

<input type="checkbox"/>	Unsportsmanlike Conduct
<input type="checkbox"/>	Inhumane Training Methods
<input type="checkbox"/>	Public Intoxication or Drug Use
<input type="checkbox"/>	Bullying or Harassment

<input type="checkbox"/>	Other
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Detail of offense(s): *(use additional sheets if necessary)*

Signature of Official _____

Signature of Competitor _____

If unable to obtain the competitor's signature, a copy will be sent to the competitor's registered address via certified mail.

The competitor is entitled to appeal the issuance of this Yellow Card. The appeal must be in writing, signed, accompanied by a fee of \$150 made payable to USAWE, and mailed to 5006 Forsythe Place, Boulder, CO 80303 within 7 calendar days of the conclusion of the competition.



United States Rules for Working Equitation



Attachment G CHECKLIST of TD DUTIES

		<u>Section</u>
Prior to the Show (2 weeks or more)	<input type="checkbox"/> Contact the Show Manager to confirm that course maps have been prepared and validated.	7
	<input type="checkbox"/> Prepare or validate course maps if requested.	7
Show Day, prior to show start	<input type="checkbox"/> Get copies of the day sheets and course maps from Show Manager	8
	<input type="checkbox"/> Ensure the entry order is posted no less than 2 hours prior to the start of each trial.	9
	<input type="checkbox"/> For championship shows, ensure EOH and Speed trial Order of Go is the inverse order of placing at the time of the trials.	9
	<input type="checkbox"/> Check with Judge to see if she/he plans to approve results or wants to delegate that to the TD	10
	<input type="checkbox"/> Compare the EOH and Speed scoresheets to the course map to verify consistency	11
	<input type="checkbox"/> Check with Show Secretary to see if there are any Rider Dispensations	12
	<input type="checkbox"/> Check with Gate Steward (and Paddock Steward if present) to review their duties	13
	<input type="checkbox"/> Verify the warm-up paddock has at least three obstacles	14
	<input type="checkbox"/> Verify Dressage court dimensions and correct letter placement	15
	<input type="checkbox"/> Participate in vet inspection if included	16
During the Show	<input type="checkbox"/> Verify EOH and Speed course set up prior to course walk	18
	<input type="checkbox"/> Participate in course walk	19
	<input type="checkbox"/> Verify obstacle change settings for each change in level	18
	<input type="checkbox"/> Ensure timekeepers are clear on their duties and timers are functional	20
	<input type="checkbox"/> Validate show results prior to posting	21
	<input type="checkbox"/> Handle questions or complaints	25, 26
	<input type="checkbox"/> Manage the protest process	27, 28
<input type="checkbox"/> Monitor any issuance of Yellow Cards	30	
After the Show	<input type="checkbox"/> Submit TD Report	31