



WE United Show Licensing & Oversight Procedures

The WE United Show Licensing and Oversight Committee (SLOC) is the entity within WE United tasked with reviewing and approving applications for competition licensing and competition oversight. The work is generally divided into two categories: Licensing and Oversight.

SUMMARY

Licensing

Licensing includes a couple of sub-categories:

1. Developing, maintaining, and providing appropriate materials to show management and show officials which will be necessary for competitions to function within parameters defined by the United States Rules for Working Equitation and parameters established by WE United.
2. Reviewing applications for licensing and approving those which meet the criteria as laid out in this document.

Oversight

Oversight includes several items:

1. Ensuring comprehensive reports with results and entry information are received from show managers/officials post competition. This includes verification of completeness and accuracy of the information submitted.
2. Verifying all competition associated fees due WE United are received and processed to the WE United financial accounts.
3. Ensure the results, after verification, are distributed to the appropriate persons/entities within WE United for posting and tabulation for awards.
4. Enforce licensing requirements with show managers/officials.
5. Act as the Appeals & Discipline Committee for appeals at competitions.

LICENSING

Forms & Resources

1. The SLOC has either developed or is in the process of developing the following forms and printed resources.
 - a. Show Licensing Application (see appended)
 - b. Show Licensing Guide (see appended)
 - c. Competition Officials Description Document (see appended)
 - d. Competition Management Checklist (see appended)
 - e. Show Types at a Glance document
 - f. Entry Agreement/Liability Release Form (see appended)
 - g. Dressage Scoring forms

- h. EOH Score form
- i. Speed Score form
- j. Overall Competition Scoring form (also in .pdf printable format)
- k. Cow Trial Score form
- l. Team Competition scoring form
- m. Judge Evaluation Form (Show Manager form)
- n. Technical Delegate Evaluation Form (Show Manager Form)
- o. Competition Evaluation Form (open to all to submit)
- p. Technical Delegate Report Form (with sub-reports as follows, see appended)
 - i. Injury/Death Report Form (see appended)
 - ii. Blood Evidence Report Form (see appended)
 - iii. Lameness Report Form (see appended)
 - iv. Abuse Report Form (see appended)
 - v. Protest Form (see appended)
- q. Appeals Form

Licensing/Report Process

1. Show managers wishing for their shows to be licensed will follow the process outlined below.
 - a. If the show manager inquires without having submitted an application, the SLOC will send them (all available online):
 - i. Show Application
 - ii. Show Licensing Guide
 - iii. Competition Officials Description Document
 - iv. Competition Management Checklist
 - b. The show manager will complete and submit an application: Initially a printed format will be available. In time a .pdf fillable form will be developed so that show managers may do it all on computer and send. See appended application.
 - i. The application must be received at least 45 days prior to the start of the competition to avoid a \$15 late fee. During the 2017 competition year the SLOC will decide on a case-by-case basis whether this fee will be assessed.
 - ii. Changes to the application after approval will be assessed a \$15 processing fee. During the 2017 competition year the SLOC will decide on a case-by-case basis whether this fee will be assessed.
 - iii. If the SLOC did not previously send the following documents, they will do so upon receipt: Competition Officials Description Document and the Competition Management Checklist.
 - c. The prize list must be received no later than 30 days prior to the start of the competition to avoid a \$15 late fee. During the 2017 competition year the SLOC will decide on a case-by-case basis whether this fee will be assessed.
 - i. Changes to the prize list will be assessed a \$15 processing fee. During the 2017 competition year the SLOC will decide on a case-by-case basis

- whether this fee will be assessed.
 - ii. Incomplete prize lists will be assessed a \$15 processing fee and the prize list must be completed. During the 2017 competition year the SLOC will decide on a case-by-case basis whether this fee will be assessed.
 - d. The SLOC will review the application and determine whether the competition should be licensed and notify the applicant within three (3) weeks of receipt of the application.
 - i. Competitions approved will be given a unique show license # in the format of yyyyymmdd.#.AA.### where yyyyymmdd is the first day of the competition, yyyy is the year (four digits), mm the month (2 digits), and dd the day (2 digits) the first # is the region and AA is the two letter state abbreviation in which the show takes places, the ### is the number in order approved for the region in that year.
 - ii. See point 4 this section regarding review process/criteria.
 - e. Proof of WE United being named an additional insured must be received no later than 10 days before the start of the competition or will be assessed a \$100 fine.
- 2. Upon approval, the SLOC will send the show manager the following items. These items will also be available online.
 - a. Entry Agreement/Liability Release Form
 - b. Technical Delegate Report Form with sub-reports
 - c. Appeals Form
 - d. Dressage score forms (in .pdf printable format, and self-computing format when fully developed)
 - e. EOH score form (in .pdf printable format, and self-computing format when fully developed)
 - f. Printable Speed Scoring form
 - g. Individual Competition Scoring form (in .pdf printable format, and self-computing format when fully developed)
 - h. Cow Trial score form (if included in the competition)
 - i. Team Competition Scoring form (if included in the competition)
 - j. Judge Evaluation Form
 - k. Technical Delegate Form
- 3. Post show, show managers will be required to submit the following:
 - a. Complete competition results:
 - i. Results must be submitted to WE United within 14 calendar days of the conclusion of the competition. They must be submitted on the WE United provided competition scoring form, either in self-computing format (encouraged) or printed format. This ensures accuracy both for show manager as well as the SLOC when transferring information to other reports.
 - ii. Results must include WE United member numbers and WE United Horse #s.
 - 1. Note: Beginning with the 2018 competition year, all competitors

must be WE United members or pay the non-member fee. If a competitor is a non-member, the show manager should enter "NM" in that field.

2. Note: Beginning with the 2018 competition year, a competitor must be a member at the time of the competition for their scores/results to be eligible for championship competitions
 3. Note: Beginning with the 2018 competition year, a competitor must have become a member within 30 days after the conclusion of the competition for the scores/results to count toward WE United awards.
 4. Note: Beginning with the 2018 competition year, all horses must be registered with WE United (at no cost).
- b. Competition payments: The following payments must be made to WE United within 14 calendar days of the conclusion of the competition:
- i. Entry Fees: A \$2 per entry fee is charged, effective beginning with the 2018 competition year. These funds will be made available to the Awards Committee for use in purchasing the various WE United awards including but not necessarily limited to the national and regional annual high point awards and Medal awards.
 - ii. Non-member Fees: A \$15 non-member fee, effective beginning with the 2018 competition year.
 - iii. Protest Fees: If a competitor/owner files a protest at the competition, the \$75 fee for each protest must be included. The TD report will include the processed protest form.
 - iv. Membership Fees: If a competitor at a competition wishes to join WE United but has no ability to submit and pay for the membership application on-line, the show manager may collect a written application and payment. Both will be forwarded to WE United with the results or sooner.
 - v. Any outstanding fees/fines not paid during the licensing application/review process.
- c. Technical Delegate Reports and applicable sub-reports
- i. The Technical Delegate is encouraged to submit this report directly to the SLOC rather than through the show manager. Upon receipt, the SLOC will send confirmation of receipt to the show manager. It is still the show manager's responsibility to ensure the form and appropriate sub-forms are submitted.
- d. Judge and Technical Delegate Evaluations
4. Review Process:
- a. When the SLOC receives an application for licensing, the SLOC will first review for completeness. If not complete it will be returned to the applicant with instructions to complete and re-submit.
 - b. If the application is complete, the SLOC will verify that the minimum requirements are fulfilled, e.g. adequate arena, judge is licensed for the level of

competition, etc.

- c. If all meets the minimum requirements, the SLOC will consider its proximity, both date and location, to other competitions already approved or that have been traditionally held on the same dates and nearby locations.
 - i. If there are one or more competitions that are on the same or near date in the same regional vicinity, the SLOC will determine whether the new application is appropriate or will detract from the development of good competitions in the area. In most cases, the SLOC will consult the regional director for the applicable region and if a regional committee exists ask the regional director to solicit input from their regional committee. The regional director and regional committee are important resources in this matter since they are tasked with development and coordination of their region.
 - ii. Provided there are no conflicts or anticipated negative effects of holding an additional competition on or near an already-approved or traditional competition, the competition license will be approved.
 - iii. In the case where there are two applications, not yet approved, for the same or near dates/locations, the SLOC will generally consult the regional director, and regional committee if it exists, as to the viability of both competitions being run. If the SLOC determines it will not be viable, the SLOC will decide upon which application is approved based upon the information included in the application.
 - iv. Other factors that may be considered may include but are not necessarily limited to:
 1. The history of previous competitions, how successful they were, number of competitors, whether show management complied with all rules and regulations, paid all fees and/or fines, etc.
 2. Quality of the show personnel: A more complete and experienced roster of show personnel may, but not necessarily, have a positive influence. Inclusion of a qualified Technical Delegate at B-Rated competitions will be viewed positively and is highly encouraged.

OVERSIGHT

Show Results & Reports

1. As the competition results and reports are received from show managers, the SLOC will review them to ensure they are complete and accurate. They will also review to ensure proper associated payments have been received.
 - a. If any results are not accurate, the SLOC will notify the show manager of the necessary corrections they must make, including adjustment to prizes awarded. This will include advising competitors of the corrections.
 - b. When the results are verified to be accurate, the SLOC will forward to the Awards Committee for their awards tracking and the Webmaster for posting on

the WE United website.

- c. If payments are received as hard copy checks, they will be forwarded to the Treasurer for deposit, or their designee. If payments have been made electronically, e.g. PayPal, the SLOC will coordinate as necessary with the Treasurer so that proper financial recording can be made.
2. The SLOC will review the Technical Delegate report and sub-reports to determine if there is any action that should be taken to address points therein.
3. The results and reports will be cataloged for future recall.
4. Judge Evaluations and Technical Delegate Evaluations received from show managers, or competition evaluations submitted by others, will also be forwarded to the Licensed Officials Committee.

Appeals/Discipline

1. Any appeals received by the SLOC as the appeals/disciplinary committee will be reviewed and a ruling made.
 - a. The SLOC will determine if the appeal was received within the time limit specified in the United States Rules for Working Equitation. If it was, the committee will begin the review process and notify the appellant of receipt. If it is outside the time limit, the SLOC will determine whether the nature of the appeal is of significant import to warrant the SLOC to take up the matter.
 - i. If not, the SLOC will notify the appellant and return the associated fee.
 - ii. If the SLOC does decide to take up the matter, it will advise the appellant. It will also advise the Board of Directors as to why the SLOC believes the matter should be taken up outside the time limits. This will only be done in cases of significant or extreme import which may set needed precedent or clarification to the Working Equitation community.
 - b. The SLOC will review the appeal submitted and determine what additional evidence and/or testimony is required by the committee to make an appropriate ruling. Additional evidence the SLOC requires will be requested from the appropriate party.
 - c. The SLOC will interview the appellant as well as show personnel and/or competitors as it deems necessary.
 - d. Within 45 days of receipt of the appeal, the SLOC will render a verdict on the appeal.
 - i. If fully or partially upheld, the appellant and show management will be advised of the affirmation of the appeal and the reasons. The appeal filing fee and protest fee will be refunded to the appellant. If the ruling affects the outcome of the competition, including scores, placings, awards, etc., the SLOC will advise show management to correct these.
 - ii. If the appeal is denied, the appellant and show management will be advised of the denial and the reasons.
 - iii. The result of the appeal and reasons will be included in the minutes of the meeting in which the appeal was decided. This will be posted to the

- WE United website as are all standard minutes. Any records of discussion or evidence will be compiled in a confidential proceedings of the committee document. This will be forwarded to the WE United Secretary for record keeping to comply with legal requirements, but the proceedings will not be publicized or made available to the public.
2. Any matter sent to the SLOC as the appeals/disciplinary committee from a Technical Delegate is not considered an appeal requiring a fee for filing. The time limit for filing and determination of verdict by the SLOC will still apply.
 - a. The SLOC as the appeal/disciplinary committee may choose to review the matters presented and make a ruling.
 - i. If the ruling affects the results, including scores, of a competition, the SLOC will advise the show manager that the correction must be made, including any prizes affected.
 3. The SLOC as the appeals/disciplinary committee may mete out discipline as it deems appropriate which may include but is not limited to fines, forfeiture of membership, or suspension from competition for a period of time or indefinitely.
 - a. The SLOC may take up any matter for consideration of disciplinary action based upon any appeal, documentation submitted by a Technical Delegate, referral from the Board of Directors, or observation in the normal course of review of competition licensing/operation/documentation.
 - b. In cases of discipline, the individual or entity disciplined may appeal to the Board of Directors for a final appeal of the discipline.

Tracking of Member/Horse Performance & Competition Results

1. The SLOC will assist in establishing and maintaining a database to catalog member and horse performance levels.
 - a. The principal purpose of such a database is to be a resource for both show managers/show secretaries and the SLOC in determining whether horse rider pairs are entered in the appropriate level based upon requirements in the United States Rules for Working Equitation.
 - b. Ideally, this database will interface with the reporting of results on the WE United website as well as tracking of awards which the Awards Committee manages. As such, the database development and maintenance will require input from all entities involved as well as a programmer to write the program and set up the database. This work is involved and complex and will require significant time and resources to develop.
 - i. The successful development of such a database will cut down time required to communicate results, ensure results are accurate in all places reported, provide consistency across WE United regarding competition results and eligibility, and provide each entity working with the database a real-time view with searchable data.