



# WE UNITED SHOW LICENSING GUIDE

*This guide is a companion to the Show Licensing Application. It guide will provide you with information explaining various requirements for competitions. Please read this guide carefully.*

For a working equitation competition to be licensed by WE United, it must first submit a WE United Licensed Show application form and an application fee of \$15 (effective at beginning of the 2018 show season). Show managers of licensed WE United shows should abide by the following timeline:

At least 45 days prior to show:

- Submit a WE United Licensed Show application form.

At least 30 days prior to the show:

- Submit the names of the required officials (if they were not included on the original application form).
- Submit the final prize list, which must include the WE United logo.

At least 10 days prior to the show:

- Submit proof of one million dollar (or more) liability insurance naming WE United as an “additional insured”.

Within 14 days after the show:

- Submit final results and scores for ALL competitors.
- Submit final entrant fees for all competitors (\$2 per competitor, effective at the beginning of the 2018 show season).
- Submit any outstanding non-member rider fees (effective at the beginning of the 2018 show season), late fees, or other fees issued by WE United.
- Submit Judge Evaluation Form.
- Submit TD Evaluation Form.
- Submit Technical Delegate Report.

The WE United Show Licensing and Oversight Committee will review applications and respond and send final email confirmation of licensure status within three weeks after receipt. Once a show has been granted provisional licensure or licensure, show management agrees to abide by the following requirements:

## 1. Rules

Show management, officials, and volunteers agree to abide by and uphold the United States Rules for Working Equitation, including the WE United exemption for the blind horse rule. A current copy of these rules is available on the WE United website, here:

<http://www.weunited.us/working-equitation-dressage-tests/>

**2. Competition Contact Information:** Complete information for the show manager provided on the Licensed Show application form must be accurate. If the show manager's contact information changes after licensing has been granted, the show manager must notify WE United as soon as possible. The show manager is the entity financially and otherwise responsible for the competition. The show manager must have a current WE United membership at the time the Licensed Show application is submitted and on the date of the competition. The show manager is the person who will be listed as the point of contact for the show in WE United publications.

**3. Changes to Competition after Competition is Licensed:** Competition management must notify WE United of any changes to the competition including if the competition is cancelled. Once competition licensure has been granted, a \$15 processing fee will be applied for changes to date, location, or show name. Any changes to the show must be made no later than 30 days prior to the scheduled competition date, with the exception of cancellations. All changes to the show's prize list must be communicated to registered competitors, and must also be posted and announced at the venue on the day(s) of the competition. Once a competition has commenced, changes to the prize list are not permitted.

**4. Prize List/Program:** The competition MUST advertise itself as a licensed WE United show and is required to include the current WE United logo on any print or digital advertisements. WE United must have, in its possession, a copy of the final prize list at least 30 calendar days prior to the show. If the prize list is not received at least 30 days prior to the competition, a late fee of \$15 will be assessed and due no later than the first day of the competition.

The show prize list must include:

- The name of the show, date(s), and venue including a complete physical address
- The WE United logo and a clear statement indicating the show is licensed by WE United.  
Example: *This show is a B-Rated competitions licensed by WE United.*
- The format of the show (Example: one-day, two-day) and general schedule
- The rating of the show (B-rated, A-rated, Regional Championship, or National Championship)
- The contact information of the show manager and/or show secretary
- The name of any/all judges and technical delegate, veterinarian, and farrier.
- A list of the levels and classes offered within each level.
- A description of the prizes (including any prize money) offered to each class. If products are to be given as prizes, it is acceptable to only list "Product prize". If additional prizes

are offered outside of class prizes (Example: A breed-specific prize or prize for first-time competitors), those should also be included on the prize list. Reference section 4.7 of the rules.

- Reference the WE United Description of Officials document for more information regarding additional equipment required by the competition and officials.

A fee of up to \$15 may also be assessed for incomplete prize lists (e.g. missing WE United logo, incomplete officials list, etc.). If changes are made to the prize list after it is submitted, WE United must be notified of these changes, in writing, prior to the competition. In addition, the show manager must pay a processing fee of \$15 per instance of submitting a revised prize list. Additionally, all registered competitors must be notified of any changes to the prize list at the time of the change, and the latest prize list should be displayed at the competition for the duration of the show. The prize list may not be changed once a competition is underway.

WE United is not responsible for lost or misdirected emails or correspondence; please contact WE United if you do not receive confirmation of receipt of your prize list or any payment. Prize lists should be emailed to [competitions@weunited.us](mailto:competitions@weunited.us).

**5. Rider Membership Numbers:** Riders, including foreign riders who are not residents of the United States, wishing to participate in a WE United licensed show as a rider, are encouraged to become a current WE United member prior to the time of the competition. Riders who are members of WE United are eligible for WE United performance awards. For rider's scores at a competition to count toward performance awards the riders must be a member within 30 days after the conclusion of the show. Riders may be asked to present a WE United membership identification card to competition management.

**6. Non-Member Fee and Documenting Non-Member Riders:** Effective December 1, 2017, riders who are not current WE United members at the time of a licensed competition must pay a \$15 non-member fee. This fee must be collected by the show organizer, and must be sent to WE United within 14 calendar days after the last day of the show.

Only WE United members are eligible for WE United performance awards. Scores or points earned by non-members will not be counted toward WE United performance awards, unless the rider becomes a WE United member within 30 days after the conclusion of the competition (effective beginning with the 2018 show season).

All non-member rider scores must be submitted to WE United by the show manager at the conclusion of the show in the final results paperwork. In lieu of a rider membership number, non-member riders should be clearly indicated in this paperwork as a non-member.

### **7. Exceptions to Rider Membership or Non-Member Fees:**

Riders competing *hors concours* or participating in leadline or exhibition classes are not required to be a WE United member or pay a non-member fee in the absence of membership. Entrant fees are NOT required for such riders.

**8. WE United Horse Numbers:** Horses entered in WE United competitions must have a WE United horse number (effective beginning with the 2018 show season). Exception: exempt are horses ridden in leadline or exhibition classes or horses competing *hors concours*. There is no charge for registering a horse with WE United and registration can be completed online, <http://www.weunited.us/recorded-horses/>:

**9. Certificate of Insurance:** All WE United licensed competitions are required to carry at least one million dollar insurance liability coverage and provide a copy (mailed or emailed) of a Certificate of Insurance to WE United postmarked at least 10 days prior to the date of the competition, to include the WE United competition name, number and date; WE United as an “additional insured”; policy effective dates; and dates of covered activity. Failure to comply will result in a fine of \$100. Please email the certificate of insurance to [competitions@workingequitationweunited.us](mailto:competitions@workingequitationweunited.us).

**10. Facility Requirements:** In order to successfully host a licensed working equitation competition and abide by the United States Rules for Working Equitation, at minimum the show venue must have the following:

- Copier, scanner/printer, and/or other device to make high quality scans/photographs of score sheets.
- Hard copy of the United States Rules for Working Equitation
- Hard copy of the official protest form or the ability to print this form at the show facility.
- 20 m x 40 m dressage arena lettered in accordance with the rules (rule 5.2)
- Appropriate arena(s) for obstacle events (and cow trial if offered)
- Warm-up paddock for competitors for each trial
- Public Address System in accordance w/ the rules
- Minimum of two warm-up obstacles for EOH and Speed trials
- Enough obstacles in accordance with the United States Rules for Working Equitation for each level offered
- Dressage, EOH, and Speed trial scorecards. If Cow trial is offered, this form must also present.
- Prizes (in accordance to the final prize list)
- Timing devices as required by the rules.
- The ability to post publicly in a conspicuous place on the show grounds Orders of Go, course map, trial and competition results, and contact information for competition

officials, including but not limited to Show Manager, Emergency Medical service, Veterinarian, and Farrier.

- Any other items required for each official in the performance of their roles (see Competition Officials Description and Competition Management Checklist documents for more information)

**11. Deadline for Submitting Results, Fees, and Paperwork:** Within 14 calendar days after the final day of the WE United licensed competition, complete results for all competitors in all classes must be sent to WE United electronically on the show forms provided by WE United. These results must include the WE United membership number and horse recording number for entries. If a rider has opted to pay a non-member fee, this should be indicated. Late submissions shall be assessed late fees according to the following schedule:

14-21 days: \$15

>21 days: \$15 plus \$5/day for each day past 21 days.

WE United reserves the right to send your bill to collections. Failure of paid fees may result in declined show licensing applications in the future.

Fees may be paid via check or Paypal, and must be received (not postmarked) by due date. Electronic payments or paper checks mailed are appropriate.

**12. Submission of Scores/Results:** Scores and competition results must be submitted to WE United on the form provided by WE United. All completed rides must be reported to WE United, whether or not the horse and rider placed in that class and whether or not the riders are members or non-members. All scratches, no shows, disqualifications, eliminations, and *hors concours* rides must be indicated. Scores reported to WE United may only be changed with written permission of competition management. The rider's full name(s) and WE United number(s), along with horse's registered name (as on WE United records) and WE United identification number must be reported for every ride. If a rider is a non-member, this must be clearly indicated on the final scores.

**13. Submitting WE United Entry Starter Fees:** Effective starting in the 2018 show season, WE United will collect entry starter fees to be applied directly to the WE United national and regional performance award funds; this fund secures prizes for year-end and other performance awards. The show manager agrees to pay \$2 per every entry (horse and rider combination) who starts at least the first phase of the competition. These fees are due to WE United within 14 calendar days after the final day of the show.

An entry is considered the horse and rider combination. Therefore, riders riding multiple horses or horses being ridden twice in a competition will count as multiple entries and the fees will be assessed accordingly. If an entry scratches or withdraws prior to the start of the competition, the entry starter fee DOES NOT apply to that entry.

To calculate the total required entry starter fee, multiply the number of riders who started in the competition by the fee of \$2. Entries who disqualify, eliminate, withdraw, or scratch after beginning the competition must still be assessed a \$2 entry starter fee.

### **Summary of Show Licensing Fees (Required and Potential)**

#### Required Post-Show Fees

- Entry starter fee = \$2 per entry (effective for shows starting after Dec. 1, 2017)
- (If applicable) Non-member rider fee = \$15 per rider This is a one-time fee per show, irrespective of the number of classes entered by the rider. (Effective for shows starting after Dec. 1, 2017)

#### Potential Additional Fees

- \$15 Late submittal fees (14-21 days)
- \$15 + \$5/day after 21 days Late submittal fees.
- Changes to Prize List Fee = \$15
- Failure to provide proof of insurance fee = \$100

Any questions should be directed to the WE United Show Licensing and Oversight Committee via email at [competitions@weunited.us](mailto:competitions@weunited.us).