

Competitions Team Proposal – Approved 6-17-20

1. Scope of Work (Job Description)

Recommended Process	Rationale
<ul style="list-style-type: none">● Prepare/maintain all documentation associated with the process● Process show license applications● Communicate with show managers/organizers to clarify requirements, answer questions, and facilitate operation.● Notify LOC, Awards Team, and Website team of pertinent details on upcoming shows.● Ensure all reports, evaluations, results, and fees are submitted by show management according to schedule and to the intended recipients (results to Awards; evaluations to LOC; fees to Treasurer)● Review reports and evaluations for actionable items. Follow through with appropriate teams.● Competitions Committee Chair chairs the Appeals Committee. (see item #1A)● Encourage local groups to develop the sport. Answer questions; identify available resources.● Develop a schooling show/play day guide to provide tips on setting up WE activities.● Conduct periodic process effectiveness reviews (Awards, Competitions, LOC, Finance) to ensure org elements are functioning and working together effectively.	<ul style="list-style-type: none">● Awards Committee is responsible for ensuring accuracy of show results. They deal directly with show management to resolve discrepancies, keeping Competitions Committee apprised.

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1A. Appeals Committee

Recommended Process	Rationale
<ul style="list-style-type: none"> ● Members: <ul style="list-style-type: none"> ○ Comp Committee Chair (serves as chair) ○ Vice President ○ Regional Director (rotating assignment; cannot serve if appeal within his/her region) ● Convenes only when a Protest at a competition cannot be satisfactorily resolved at the competition. ● Appeals must be in writing and accompanied by a fee of \$150 made payable to the organization. Appeal must be received within 7 calendar days of the conclusion of the competition. ● 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. ● Appeals Committee will issue a ruling within 45 days of receipt. If appeal is upheld, the appellant 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. ● 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. 	<ul style="list-style-type: none"> ● Appeals will draw a lot of public interest. Better to have broader representation from the organization in the decision process.

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2. Documentation

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<ul style="list-style-type: none"> ● Show licensing procedures (incorporate in Policies and Procedures Manual) ● Show Licensing Guide (to be given to show managers). Include checklists. ● Show license application ● International Guest Judge Application ● Entry form (including liability release) ● Template for prize list ● Appeals form ● TD Report ● Judge Evaluation ● TD Evaluation ● Show results form ● Blood Evidence Report ● Abuse Report ● GIRA scoring system access, user manual, training. Use of system is optional for show organizers. ● Free show-pass voucher for non-members (1 use only) 	<ul style="list-style-type: none"> ● Streamline/consolidate number of products so it's not so overwhelming to show managers/organizers. ● Only require reports that provide information to be used by the organization in some way. ● Show Manager is given a free account to use the online scoring system GIRA.io. This system, in use in WAVE member nations around the world, enables the instant calculations of results by trial as well as overall results, reducing mathematical errors and increasing the visibility of U.S. WE riders in the international WE community. ● Show organizers are not required to use GIRA.io, but most opt to use it once they have learned how to do so because it makes running shows (particularly large ones) so much easier. ● \$2500 annual fee to GIRA.io for unlimited use of the GIRA.io system.

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3. License Application Process

Recommended Process	Rationale
<ul style="list-style-type: none"> ● Licenses will be issued for live shows only. ● License application should be submitted no less than 2 weeks prior to the event. ● Online show license application (Google form) accessed via website. ● Log show data into database. ● Check show info to ensure: <ul style="list-style-type: none"> ○ Officials are licensed ○ Judge’s license is appropriate for levels offered ○ Insurance requirement is acknowledged ○ No date/location conflicts ○ All information is complete ● If all requirements are met, assign license number. If not, assign provisional number (P). ● Contact Show organizer/ manager via email with information regarding show requirements/schedule. Include Show Licensing Guide and Word versions of entry form and EOH and Speed scoresheets. ● Provide information on the optional Gira.io scoring system. Provide assistance as needed if the show chooses to use it. ● Work with show manager/ organizer to resolve provisional licensing issues. ● 3 weeks prior to the show date, send second email reminding of insurance certificate submittal (if not already provided), and providing information and dates for required reports, evaluations, and results. Include copies of report forms. ● Respond to questions received from show managers/organizers. ● 	<ul style="list-style-type: none"> ● Process is straightforward; essentially the same for both organizations.

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4. License Approval Requirements

Recommended Process	Rationale
<ul style="list-style-type: none"> ● Judge and TD are currently licensed. Requires acceptance of Provisional TD concept for B-rated shows. ● Show is insured and organization is designated as “additional insured” ● There is no conflict in schedule with another nearby show (this has never been an issue) 	<ul style="list-style-type: none"> ● The TD must ensure all rules are followed outside the arena (e.g., paddock, show office), answer questions from show management and competitors, help the judge as requested in resolving issues, handle complaints, and serve as a member of the Protest committee. ● Provisional TD program ensures that the person assigned the role of TD at B-rated shows has a working knowledge of the rulebook (has passed an on-line test on the rules) and understands the job requirements (signed a Responsibilities Statement). ● This program was developed at the request of judges as they cannot be at all places at once at a show and cannot be available to answer questions while in the arena. The individual serving as TD must have a demonstrated level of knowledge with the rulebook in order to be of assistance to the judge. ● Provisional TDs are essentially volunteer positions (or with minor fee and/or expenses paid). No cost to obtain the license; no experience prerequisites; license good for 1 competition year. Enables smaller shows with limited budgets to have a knowledgeable person take on the role of TD. ● Serves as a trial run for licensed TDs.

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5. Insurance Requirements/Verification

Recommended Process	Rationale
<ul style="list-style-type: none"> ● It is up to the show organizer to obtain and pay for insurance for all licensed shows. Show organizer must submit Certificate of Insurance NLT 2 weeks prior to show. ● Track insurance information in database by show, facility, or show organizer. Document dates of applicability. 	<ul style="list-style-type: none"> ● Verifying insurance is a critical component of the licensing process. It ensures coverage for the organization as well as the licensed officials. ● We are investigating insurance options in an effort to assist show organizers in meeting this requirement.

6. License Fees

Recommended Process	Rationale
<ul style="list-style-type: none"> ● No show license fee ● \$2 per competitor (collected after event). No charge for those doing “schooling” rides. ● Invoice will be issued once show results have been received and total number of competitors is determined. <i>(Finance responsibility or Awards?)</i> 	<ul style="list-style-type: none"> ● Competitor surcharge earmarked for awards.

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7. Competitor Requirements/Fees

Recommended Process	Rationale
<ul style="list-style-type: none"> ● \$20 non-member fee (B-rated shows only). Non-members can use a voucher one time in place of a nonmember fee. ● Must be a member to show in A-rated shows and above. ● 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. 	<ul style="list-style-type: none"> ●
<ul style="list-style-type: none"> ● Horses must be recorded. 	<ul style="list-style-type: none"> ● Benefits the organization by providing complete database of horses participating in the sport.

8. Reporting Schedule

Recommended Process	Rationale
<ul style="list-style-type: none"> ● TD Report: 1 week after show ● Judge evaluation: 1 week after ● TD evaluation: 1 week after ● Results: 2 weeks after 	<ul style="list-style-type: none"> ● Reports and evaluations are best done when the information and events are fresh. 1 week is ample time to get these items completed. ● Allow 2 weeks for results to help ensure accuracy.

9. Internal Communication

Recommended Process	Rationale
<ul style="list-style-type: none"> ● Notify person updating Events calendar when licenses are issued ● Notify Awards team when licenses are issued ● Periodically send schedule of shows sorted by region to RDs ● Verify Awards team receives results according to schedule ● Verify LOC gets Judge and TD evaluations (if not handled automatically by Google forms) ● Post show results on website (Awards team function) 	<ul style="list-style-type: none"> ● Posting show results the website reinforces transparency and enables members to verify results for accuracy throughout the year.

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