

**Proposed
Blended Licensed Official Requirements
for WE United and the
Confederation for Working Equitation**



*This document was created and approved by the Licensed Officials Committees of
both WE United and the Confederation for Working Equitation.*

1. General Requirements for all Licensed Officials (LOs)

- a. LOs must be 21 years old or older at the time of application.
- b. Applicants must hold current membership with the organization for which he/she is seeking licensure.
- c. LOs are required to attend an officially recognized Working Equitation seminar event within 2 years preceding any application. The seminar will be taught from a joint LOC curriculum including PowerPoint presentations, training videos, and other educational tools, and should include live judging. A certificate of seminar attendance is required with the application.
- d. LOs must take a rules test within the 2 preceding years or immediately following application submission. The open book test requires a score of 90% or higher to pass.
- e. LOs are required to maintain their license through continuing education.
- f. The application fee is \$50 for each organization for which the applicant is seeking licensure.
- g. LOs are not required to carry insurance. LOs are covered under the “Additionally Insured” requirement for each licensed competition. This coverage only applies to officially licensed and insured events.

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2. Judge Application Requirements

2.1 Learner “L” Judge

- a. Interview. An interview with the LOC may be required.
- b. Shadow Judging
 - (1) “L” applicants must shadow judge 50 rides of all available trials that include Dressage, EOH, and Speed trials, with a minimum of two licensed “R”, “S” or WAVE judges.
 - (2) The 50 required rides must include 15 rides at L1, 20 rides at L2, and 15 rides at L3.
 - (3) Judge evaluations and score comparisons must be submitted for all shadow judging.

Note:

- An applicant *may* submit scoresheets for videos judged from the LOC keyed video bank for up to 15 of the required 50 shadow judged rides.
 - An applicant *may* submit proof of successfully competing in all available trials in at least one licensed working equitation competition at Novice A level or above with a combined minimum dressage and EOH score of 62%, to count for 10 of the required 50 shadow judged rides.
- c. Technical Delegate Experience. “L” applicants are required to do one of the following for one licensed show:
 - Shadow a Licensed TD,
 - Serve as a Licensed TD, or
 - Serve as a Provisional TD.
 - d. Volunteer Experience. “L” applicants are required to volunteer in the following areas:
 - Paddock Steward for a minimum of 2 hours.
 - Scorer for a minimum of 2 hours.
 - Scribe for at least 50 rides, all available trials, with two different “r” (minimum) Judges.
 - e. Reference Letters. “L” applicants must submit five letters of reference from knowledgeable horse persons.

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2.2 Recorded “r” Judge

- a. Experience Requirement. “r” applicants must have held their “L” license for a minimum of 1 year at the time of application. All requirements for this level must be met after the “L” licensing date.
- b. Interview. An interview with the LOC may be required.
- c. Shadow Judging
 - (1) “r” applicants must shadow judge at least 30 rides in all available trials, at a minimum of two shows with at least two different “R”, “S”, or WAVE Judges.
 - (2) The 30 required rides must include at least 10 rides at L3, 5 rides at L4, and 5 rides at L5.
 - (3) Judge evaluations and score comparisons must be submitted for all shadow judging.

Note: Applicants may submit scoresheets for videos judged from the LOC keyed video bank.

d. Judging/Co-judging

- (1) “r” applicants must judge at least 50 rides in all available trials at shows within 2 preceding years. Judging requirements may be met by judging schooling shows or co-judging licensed shows with an “R” or “S” judge.
- (2) At least two written evaluations from show management within preceding 2 years must be submitted with application.

2.3 Recognized “R” Judge

- a. Experience Requirement. “R” applicants must have held their “r” license for a minimum of 1 year at the time of application. All requirements for this level must be met after the “r” licensing date.
- b. Interview. An interview with the LOC may be required.
- c. Shadow Judging
 - (1) “R” applicants must shadow judge at least 30 rides in all available trials, at a minimum of two shows with at least two different “R”, “S”, or WAVE Judges.
 - (2) The 50 rides must include at least 5 rides at L4, 5 rides at L5, as well as rides at L6 and L7.
 - (3) Judge evaluations and score comparisons must be submitted for all shadow judging.

Note: Applicants may submit scoresheets for videos judged from the LOC keyed video bank.

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d. Judging/Co-judging

- (1) "R" applicants must judge at least 150 rides in all available trials, at shows within the 3 preceding years.
- (2) The 150 required rides must include 15 rides at L4 and 15 rides at L5.
- (3) Judging requirements may be met by judging schooling shows or co-judging licensed shows with an "S" Judge.
- (4) At least three written evaluations from show management within preceding 3 years must be submitted with application.

2.4 Senior "S" Judge

a. Experience Requirement. "S" applicants must have held their "R" license for a minimum of 2 years at the time of application. All requirements for this level must be met after the "R" licensing date.

b. Interview. A standardized interview with the LOC is required.

c. Shadow Judging

- (1) "S" applicants must shadow judge at least 25 rides, in all available trials, with "S" or WAVE judges.
- (2) The 25 required rides must include rides at L6 and L7.
- (3) Judge evaluations and score comparisons must be submitted for all shadow judging.

Note: Applicants may submit scoresheets for videos judged from the LOC keyed video bank.

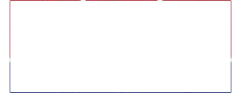
d. Judging

- (1) "S" applicants must judge at least 150 rides, in all available trails at shows within 3 preceding years.
- (2) The 150 required rides must include 6 rides at L6.
- (3) At least three written evaluations from show management within preceding 3 years must be submitted with the application.

e. Co-judging

- (1) "S" applicants are required to co-Judge with an "S" or WAVE Judge at one recognized show.
- (2) The Judge's written evaluation and score comparison are required.

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- f. Letters of Reference. "S" applicants must submit 3 letters of reference from "R", "S", or WAVE Judges.

3. Technical Delegate (TD) Application Requirements

- a. Show Experience. TD applicants are required to do one of the following for one licensed show:
- Shadow a Licensed TD, or
 - Serve as a Provisional TD
- b. Volunteer Experience. TD applicants are required to:
- Serve as Paddock Steward for a minimum of 2 hours.
 - Serve as Scorer for a minimum of 2 hours.
 - Serve as Scribe for a minimum of 2 hours.
- c. Resume. Applicants must submit a resume detailing equestrian experience.
- d. Letters of Reference. Applicants must provide letters of reference from a Judge, Show Manager, and TD with the application.

4. Continuing Education Requirements

4.1 All Licensed Officials

- a. A Continuing Education form submitted every 2 years that details continuing education activities for the period.
- b. Proof of current membership with the licensing organization.
- c. Successful completion of an open-book rules test with a score of 90% or higher (mandatory every 2 years).
- Note:** Online Education and a Quiz will be created each rule change year to educate Licensed Officials on rule changes.

4.2 Judges

- a. Judge a minimum of two competitions within the 2-year period. "r", "R", and "S" Judges must judge a minimum of two licensed competitions in the 2-year period.

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- b. 30 hours of any combination of qualified continuing education options from the following list:
- Attendance and/or instruction at an officially recognized WE seminar event (mandatory every 2 years).
 - Scribing for Judges of the same license or higher.
 - Sitting-in with Judges of the same license or higher.
 - Shadow judging with Judges of the same license or higher.
 - Attendance at clinics and seminars, preapproved by the LOC.
 - Calibration sessions approved by the LOC
 - Competing at a recognized show, completing all trials, hour value capped at 6 hours.

4.3 Technical Delegates

- a. Officiate for at least two licensed shows within the 2-year period.
- b. Attend or instruct at an officially recognized Working Equitation seminar event within the 2-year period.

Proposed International Guest Judge Card Policies

These policies were created by the Merger Licensed Officials Committee comprised of individuals representing both WE United and the Confederation for Working Equitation.

General Requirements for all International Guest Judge Card Applications:

1. Provide proof of current license and a letter of good standing from the issuing national working equitation organization.
2. Pass an open-book US rules test with a minimum score of 90% within one year of application.
3. A \$25 non-refundable application fee, which may be paid by show management.

Guest Judge Card Limitations:

1. A Guest Judge Card is valid for a single competition.
2. Any competition officiated by a Guest Judge must also be officiated by at least one Licensed Technical Delegate.
3. A Guest Judge may only officiate the equivalent license level of their current license from the issuing national organization.
4. Guest Judges are limited to the same judge panel stipulations as US Judges as stated in the current US Rules for Working Equitation.

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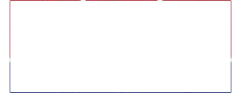
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Licensed Officials Proposal, Public Comments/Responses

Thanks to everyone for their feedback. We appreciate your support in this process.

No	Comment	Response
1	<p>Well thought out. No suggested edits.</p> <p>Thank you each for your volunteer expertise, time and dedication. Much appreciation.</p>	
2	I worked with a great group so thank you for your time and effort.	
3	<p>Written examination testing during a show season/fiscal year is totally wrong. The testing needs to be completed prior to the start of the show season. The traditional show season is January 1 thru Dec 31 or some other fiscal year. The testing and re-issue of licenses needs to be completed in the 90 days prior to the close of the previous show season.</p> <p>Why? Judges will be hired in advance of the show season, and with testing not be held until the show season has started, this can cause a problem for show management and officials. Situations can arise to request extensions by officials, and by conducting the testing outside of the show season, this will allow for reasonable adjustments.</p> <p>The methodology for maintain a judges license is based upon the judge's ability to compete and be successful in the sport. This is a self-limiting process especially in a sport that is just starting to grow and build. Once the sport has been established with depth in the officials, then is the time to implement a stricter requirement for licensing.</p> <p>The fact show management are required to complete reports on all officials who officiate at their event creates an unfair burden on the show management. Further, the officials needs to view a copy of the document as that is a part of their personnel file. In fact, anytime a report/comments are formally filed on an official with the organization, the official should be immediately notified of the filing, regardless of the nature of the report. By doing so, this keeps the reporting process in compliance with all other HR related issues associated with maintenance of official's files. By not providing the official with the report and used later in a disciplinary process with expose the process and organization to legal rebuttal.</p>	<p>For the merger process for combining both organizations' roster of Licensed Officials, the testing will take place from January 1, to February 1, of 2021. This timeline allows test writers and test takers the opportunity to review and study any rule changes released on December 1st of 2020. Officials will have the opportunity to retake the test.</p> <p>The program, testing, and requirements are being developed by the Licensed Officials Committee. The riding requirements have been updated to "optional" for both organizations to apply or maintain a judge's license.</p> <p>Requiring completed competition evaluations for Licensed Officials allows the committee to see a complete view of an official's performance. Without this requirement, official complaints are often the only feedback the LOC receives; requiring an evaluation from each competition will also populate the personnel files with positive evaluations.</p> <p>The program, testing, and requirements are being</p>

Licensed Officials Proposal, Public Comments/Responses

No .	Comment	Response
	<p>The concept of licensing officials as instructors creates another level of check and balances, adding to the challenges of managing the LOC by volunteers. If the desire is to reduce the number of seminar instructors, perhaps there needs to be a list made public about the individuals that are approved to conduct seminars? Ultimately, the LOC should be establishing a curriculum and selecting the most effective instructor(s) to teach the curriculum. This is far more efficient and will lead to more successful outcomes. Answer the question: Who are the most effective instructors, communicators? Not who has a license. Follow the ploughed ground of other associations and avoid this trap.</p> <p>The concept of "absolute" testing is dangerous for the sport. Even USEF provides for make-up exams and alternatives to disqualifying officials who have established records within the sport as an official. The phenomena of good test takers is rapidly entering the picture while at the same time the judicial temperament of the same person is weak, no existent, and lacking the self-confidence to grow and develop without additional education and mentoring. So, where is mentoring entering into this process?</p> <p>Not all officials should be considered to be capable of conducting a judging session with a learner judge/applicant. The guidelines for working with an applicant judge need to be clear for the official and learner to understand the bounds of communication. Perhaps the LOC should select officials who have demonstrated sufficient skills and knowledge and let the select group serve as learner judge mentors at competitions.</p> <p>One member of the LOC needs to be designated as the Board Chair and Liaison, to participate in Board meetings, providing committee reports on activities and strategic planning. In the absence of the Liaison, an alternate needs to be appointed to fill-in at appropriate times, perhaps a Vice-Chair.</p> <p>There is no mention of the protocols for due process, where and how is this afforded to the officials via the LOC?</p>	<p>developed by the Licensed Officials Committee. An instructor licensing program is in development.</p> <p>For the merger process for combining both organizations' roster of Licensed Officials, the testing will take place from January 1, to February 1, of 2021. This timeline allows test writers and test takers the opportunity to review and study any rule changes released on December 1st of 2020. Officials will have the opportunity to retake the open book test.</p> <p>The program, testing, and requirements are being developed by the Licensed Officials Committee. An instructor licensing program is in development.</p> <p>Committee structure will be addressed by the Governance Merger Committee.</p> <p>Complaints and due process will be addressed by the Ethics Merger Committee. The LOC will serve as a resource only when a complaint involves a licensed official.</p>

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No	Comment	Response
4	<p>Being that WE is so new and is trying so hard to be correct, it is possible that after everything is said and done, there will be other modifications deemed necessary. I would suggest that a system that is simple, but does reflect the majority be addressed, so that changes can be made as needed in a timely manner. If you stagnate, you will be going backwards and flexibility is key to keep at the top of any sport.</p> <p>I myself would be very interested in the education and judging of WE and am willing to do it however is most accommodating at this time. My complete resume can be sent and I can travel, when we can officially travel :-)</p>	
5	Appreciate what you are doing. Looks good to me.	
6	Reasonable merging of the LOCs. No suggestions.	
7	<p>The only part that I have a comment on , is committee selection. The proposal is that the 5 members should consist of 2 licensed officials and 3 non licensed members. I disagree. I feel that at least 3 of the committee should be LOs. My rationale is: 1) we have been through the testing process 2) we understand better than anyone what it takes to be a judge or TD 3) we are in the front of the firing line when it comes to shows and 4) we see the issues we have to deal with, as regards to knowledge (or lack of), rules, consistency of information, organization, show venues and suitability of venues, and the behaviour of competitors/ members in show conditions.</p> <p>Thank you Rebecca Algar</p>	The committee structure will be addressed by the Governance merger committee, this proposal had only made recommendations regarding the committee structure to the governance merger committee.
8		
9	Acceptable. No suggestions	
10	Looks nifty!	
11	This all looks fair. Thank you for your time and careful thought.	
12	I'm ok with this	
13	Looks great! Thank you!	

Licensed Officials Proposal, Public Comments/Responses

No	Comment	Response
14	I believe if the program is combined all current licensed officials from both organizations go through a review process to determine level of licensure; Exactly because the two sets of requirements are quite dis-similar. If there are recommendations for LO's to complete more requirements to maintain licensure they should be given one year to complete. I feel this should be in the form of apprenticeship /real time judging and evaluation for personal performance evaluation in addition to the continuing education requirements outlined above. There have been too many LO's whom have not had real time, real feedback evaluation given leading to a huge discrepancy in scoring standards in the US. Additionally I feel the needs to be a defined process for handling show evaluations and complaints requiring due process.	In reviewing the LO requirements it became clear the requirements had strong similarities. The committees did their due diligence in licensing these officials at their current levels.
15	Seems well thought out and very reasonable, am in favor of these proposals	
16		
17	Question: What committee will be responsible for sanctioning officials who behave in an unethical or unseemly manner? I do not see that listed as a responsibility of the LOC. As a long-time FEI official I can say from experience you will need a committee, arbiter or panel to adjudicate issues with officials. Perhaps that is in place and not in this document?	Complaints and due process will be addressed by the Ethics Merger Committee. The LOC will serve as a resource only when a complaint involves a Licensed official.
18		
19		
20	Very well done! Respectfully, Barbara Caiado	
21	The merger is important but getting it right has to be the ultimate goal.	
22	I agree with the proposals and thank those who worked on this committee.	
23	Your committees have done an excellent job in working together. As a competitor I really appreciate.	
24	Great job on this section. I really like the provisional TD approach.	

Licensed Officials Proposal, Public Comments/Responses

No	Comment	Response
25	<p>After reading the proposed LOC merger plan - I have a few questions and concerns.</p> <p>In regards to the Committee responsibilities - I think a few of the bullet items needs some explanation on how the item is going to be accomplished. One that caught my eye is Overseeing Licensed Official Related Web and Social Media Publications. What is this? Is the LOC now going to be publishing items? If so who is receiving them? If this bullet is not referring to publications - can we please get some explanation about what the line is referring to?</p> <p>#3 in the Feedback - This person makes has really good points that we should consider going forward.</p> <p>#8 in the Feedback - I agree</p> <p>Thank you all for your hard work.</p>	<p>The LOC is responsible for ensuring the information available on the Licensed Officials page of the organization's website is accurate and up to date, including the list of Licensed Officials. The LOC is also responsible for providing information regarding Licensed Officials and LOC programs for the newsletter and to the social media management.</p>
26	<p>The composition of the Licensed Officials committee is concerning. The majority of members should be licensed officials as they have the experience and working knowledge to affect appropriate and realistic rules development.</p> <p>Assessment of a licensed official by show management provides a timely and first hand evaluation. Every effort should be made to provide a tool that allows show management to quickly and easily complete that assessment. A copy of the evaluation should be provided to the licensed official with an opportunity for them to respond on the same form. Allowing equal opportunity for positive and negative feedback results in a better picture of the official's performance.</p> <p>I agree with Comment #3 in regards to timing of examinations 90 days prior to show season to allow for planning.</p>	<p>The committee structure will be addressed by the Governance merger committee, this proposal had only made recommendations regarding the committee structure to the Governance merger committee.</p> <p>For the merger process for combining both organizations' roster of Licensed Officials, the testing will take place from January 1, to February 1, of 2021. This timeline allows test writers and test takers the opportunity to review and study any rule changes released on December 1st of 2020. Officials will have the opportunity to retake the test.</p>
27	<p>Great Work! I admire both organizations coming together with a shared goal. Striving to keep our LO's at the very most excellent level of knowledge and education is one of the most important ways we keep this sport growing!</p>	

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No .	Comment	Response
	<p>Thank you for keeping the Prov TD option in there to help us keep our B Rated Shows more affordable.</p> <p>I also appreciate the fact that everyone will start at the same place moving forward. Keeping all on the same page is great!!</p>	