

WESTERN SADDLE CLUBS ASSOCIATION INC., PROCEDURES

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STATEMENT REGARDING WSCA BEHAVIORAL EXPECTATIONS OF APPROVED JUDGES

Designation as a WSCA Approved Judge is a privilege, not a right, bestowed by the WSCA according to procedures formulated by it to individuals whose equine expertise and personal character merit the honor.

Any and all judges who are currently approved by the WSCA are expected to exhibit exemplary behavior, particularly at those shows following WSCA rules and being judged by an approved WSCA Judge; but also at WSCA functions such as, but not limited to, banquets and meetings. This applies whether the individual is acting in the capacity of Judge, exhibitor/spectator or merely passer-by. If a WSCA Judge is convicted, fined or excluded from competition at any horse show or other function, that individual will be subject to review by the Judges Committee for suspension as a WSCA Judge. A Judge is subject to continual Committee review; and such designation "Approved Judge", is revocable by the Judges Committee with written notice and a formal hearing; subject only to ultimate review by the WSCA Board of Directors.

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JUDGES COMMITTEE

- I. Name: Judges Committee
- II. Composition: Shall consist of seven (7) members
 - A. Chairperson appointed by the President with approval of the board
 - B. One (1) judges representative, elected by the judges
 - C. One (1) Board member, not to exceed two (2)
 - D. One (1) Approved Judge, not to exceed two (2) judges
 - E. Minimum of one (1) game rider and one (1) pleasure rider
 - F. Additional vacancies should be filled by members at large who are neither Board members nor judges.
- III. Manner of Selection:
 - A. Chairperson appointed by the President as soon as possible after elections (subject to the approval of the Board of Directors)
 - B. Other committee members appointed by the Chairperson, as specified above (subject to the approval of the Board of Directors)
- IV. Duties:
 - A. **Screen applicants** and make recommendations to the Board regarding those applicants considered for approval as judge.
 - B. Receive, resolve, and maintain **records of complaints** concerning WSCA Judges according to procedures adopted by the WSCA Board.
 - C. Organize and plan an **annual clinic** for current WSCA approved Judges. (The outgoing committee plans the clinic – working with the in-coming committee.)
 - D. Process **renewals** every three (3) years to coincide with the Rulebook years.
 - E. **Maintain a file** for each judge. Items more than seven (7) years old are to be removed and destroyed by the judges' chair and committee except for the application documents which will be kept.
 - F. **Be in compliance** of procedures adopted by the Board.
 - G. **Inform judges** by the WSCA *SPOTLIGHT* and individual letters of procedural and/or rule changes, as necessary, in a timely fashion.
 - H. Submit a **financial report** to the Treasurer at the end of the fiscal year.
 - I. Provide WSCA Executive Secretary, *SPOTLIGHT* Editor, and Webmaster with a **list of approved Judges** by January 1 of each year.
 - J. Submit **written reports** to the Board as necessary.
 - K. Submit names of applicants, with address and saddle club, to the *SPOTLIGHT* Editor to be **published** in two (2) issues of the *SPOTLIGHT*.

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APPLICATION INFORMATION FOR **BECOMING** A WSCA JUDGE

The following information is directed at those individuals applying for approval as judges from the Western Saddle Clubs Association, Inc.

- I. Applicants may apply at any time during the year. Upon receipt and review of the application, the applicant will be notified of the date and time of testing, testing dates are at the discretion of the committee, to be completed within a reasonable period of time, to allow for the completion of all requirements by the applicant.

- II. Applicant requirements:
 - A. Pay fifty dollars (\$50.00) non-refundable fee, which includes a WSCA Rulebook.
 - B. Applicant must have reached the age of twenty-five (25) years.
 - C. Applicant must have five (5) consecutive years experience in training, showing, and/or judging horses.
 - D. Applicant must have completed the application in entirety and returned by the date specified by the judges' chair.
 - E. Applicant must have some type of judging experience.
 - F. Applicant must be a member-in-good-standing of a club-in-good-standing in the Western Saddle Clubs Association, Inc. for a two (2) year period just prior to applying for a judge's card.
 - G. The applicant is responsible for three (3) letters of recommendation which meet the following requirements:
 1. Each letter must be from a different individual who has seen the applicant judge a horse show.
 2. The letters must concern three (3) different shows.
 3. Each individual should be an official of the show witnessed.
 4. Each letter is to be sent directly from the writer to the Judges Committee Chairperson.
 5. None of the letters can be written by a member of the WSCA Board of Directors or a member of the WSCA Judges Committee.

- III. The applicant names, addresses and saddle clubs will be published in the *SPOTLIGHT*. The wording to be used when publishing names in the *SPOTLIGHT* is as follows: "The following have applied for acceptance as WSCA approved judges. Any WSCA member who wishes to comment on any of the following should do so in writing to the current judges committee Chairperson. Only comments that are in writing and signed will be reviewed.

- IV. The testing process consists of a written test, live animal or video judging, and an interview. Applicants who do not receive a passing score on the written test are rejected at that point and do not proceed to the judging or interview steps. After the judging and interview steps the committee members will discuss the results of the testing and decide which applicants will advance to the guest judging phase.
 - A. The test should consist of questions from all aspects of the current WSCA rulebook and include general horse knowledge questions. Applicants must pass the test with a score

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- of at least eighty percent (80%). If the test is revised by the Judges Committee, it is to be reviewed and approved by a committee of two (2) members of the Board of Directors and two (2) WSCA approved judges, all four (4) chosen by the Board, and prior to the testing of new applicants.
- B. Live animal or video judging will be done at the discretion of the judging committee. Applicants should conduct themselves as if they were the official judges. Committee members should ask the applicants questions on their placing, infractions of rules and other important information. The applicants should be able to spot infractions of rules and give reasons for their placing in several of the classes. It is not as important that they place the same as the official judge but that they have good sound reasons for their placing.
 - C. The judges committee will interview applicants. Committee members will have a list of questions to ask each applicant. All applicants in a given test period will be asked the same questions.
- V. Applicants advanced to the guest judging phase must:
- A. Guest judge with three (3) different WSCA approved judges. The judges committee will list the judges under whom the applicants will guest judge. Members of the judges committee or Board of Directors shall not be included on this list. Each show must have both pleasure and game classes.
 - B. Guest judging must be completed before the Championship Show following the testing date.
 - C. It is the applicant's responsibility to contact the official judge and the show committee to ask permission to guest judge. The Judges Committee Chairperson will supply the official judge with an evaluation form to be filled out and returned to the judges' committee chairperson.
 - D. There is to be no more than one (1) guest judge at a given show. Compliance with this rule is the applicant's responsibility.
 - E. When the applicant has completed his/her guest judging, he/she shall return a list of shows including dates and the names of the officiating judges along with any comments to the judges committee chairperson.
- VI. Further determination
- A. The judges committee may deem it necessary to further determine the applicant's qualifications. They may request more than the minimum number of shows and designate a particular officiating judge to evaluate the applicant's ability at a specified horse show.
- VII. As soon as possible the committee will make its decision. The Chairperson will then take the files of the applicants that the committee recommends to the Board of Directors for their decision regarding approval. Approval by the Board of Directors requires approval by seventy-five percent (75%) of the total members of the Board of Directors. The Board of Directors notifies the successful applicants of their approval.
- VIII. After the Board has approved an applicant, the applicant will be required to pay the "Approved

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- Judges' dues. When the dues are paid, the approved applicant will be added to the approved judges list.
- IX. Applicants that do not pass the testing procedures, and consequently are not granted approval, may re-apply.
- X. Judges committee decision not to advance an applicant is final with no explanation. The Western Saddle Clubs Association, Inc. Board of Directors has sole discretion to reject any applicant.
- XI. New judges will be on probation for one (1) year. At the end of that time, the Board may
- A. rescind the Approval
 - B. extend the probationary period with conditions or
 - C. end the probationary period.
- XII. Any person who initiates legal action against the Western Saddle Clubs Association, Inc. and who does not prevail is liable for all legal fees incurred by the Association.
- XIII. All applicants will be considered regardless of sex, race, color or creed if the applicant meets the other requirements.

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CONTINUING RESPONSIBILITIES FOR WSCA APPROVED JUDGES

- I. Renewal Questionnaire
 - A. Approximately sixty (60) days prior to rulebook expiration, a **questionnaire** will be sent to each WSCA Approved Judge. If a judge does not receive the questionnaire, it is his/her responsibility to notify the Chairperson of the Judges Committee.
 - B. **Each judge** must return the completed questionnaire with the designated dues as approved by the Board of Directors. These questionnaires and the dues are to be sent to the Chairperson of the Judges Committee by the specified deadline date. (Checks are made payable to: WSCA Judges Committee) **Dues** for the three (3) year period (running concurrent with the rulebook) **cover:** committee expense, one (1) rule book every three (3) years, listing in the rulebook and on the WSCA web site and a subscription the *SPOTLIGHT*.
- II. Each judge is required to judge a minimum of four (4) shows every two (2) years. The year runs from Championship Show to Championship Show.
 - A. The Qualifications Coordinator submits the number of shows each judge has judged during the year to the judges' committee chair. This should occur within thirty (30) days after the Championship Show.
 - B. The judges committee will maintain a history of the number of shows judged each year.
- III. Each judge will be issued a **WSCA APPROVED JUDGE** card. It is each judge's responsibility to notify the Chairperson if the judge's card is lost or stolen.
- IV. Guest judges:
 - A. No more than one (1) guest judge is allowed at any given show.
 - B. Officiating Judge is to complete the Evaluation Form and return it directly to the Judges Chairperson.
 - C. Form will be available from the Judge.
- V. Clinics:
 - A. It is mandatory that judges attend two (2) out of three (3) clinics in the three (3) year period running concurrent with the Rulebook.
 - B. Judges on leave are still required to fulfill clinic requirements.
 - C. Mandatory attendance requires attending the full time of the clinic. (Arriving very late or leaving early will eliminate the inclusion of that clinic as one (1) of the two (2) required.)
 - D. Judges Committee Chairperson will notify judges of the date, time and location of the clinic at least ninety (90) days prior to the clinic.
- VI. Each judge is required to maintain his/her status as a member-in-good-standing, of a club-in good-standing in the Western Saddle Clubs Association, Inc.
- VII. Judges must submit a Report of Qualifying Classes for the Championship Show for each judged show that follows the WSCA Rulebook.

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- A. Officiating Judge must deliver forms to show secretary.
 - B. The show secretary completes the form including the first and second place winners in each qualifying class. The show secretary is responsible for the information.
 - C. The judge must sign the form to verify that WSCA rules were followed in the listed classes.
 - D. The judge must mail or deliver the completed form to the WSCA secretary within ten (10) days of completion of the show.
 - E. The WSCA secretary will notify the judges' committee chair when a show results form is received more than ten (10) days after the show. This must happen in a timely fashion, not at the end of the year.
 - F. If a judge fails to send in the qualifying class form within ten (10) days, that judge will be disciplined according to policy IX.
- VIII. Championship Show Judging:
- A. Each judge is required to judge the Championship Show two (2) out of a three (3) year period running concurrent with the Rulebook.
 - B. First year judges may not judge the show.
 - C. If a judge cannot fulfill this requirement in a given year, he/she is responsible for finding a substitute and notifying the judge's coordinator. When the substitute works the shift, the requirement for the substitute judge has been met.
- IX. Judges who fail to complete the requirement of a WSCA judge are subject to a fifty dollars (\$50.00) fine for the first offense. The fine is increased to one hundred dollars (\$100.00) for the second offense and the judge will be asked to appear before the Board. A third offense shall be considered to have terminated their approval status as a WSCA judge. If a fine isn't paid within thirty (30) days, the judge's name is given to the Board of Directors. Disciplinary action must follow the usual procedures to allow for due process. The Board has the option to revoke the judge's card if they do not meet requirements. If an individual feels that the failures were due to circumstances beyond his/her control, he/she can request a hearing with the WSCA Board of Directors. The request must be made in writing within thirty (30) days of receiving the certified letter from the Committee that indicated that by his/her own actions, he/she has resigned as a WSCA judge. The Board of Directors will then make a decision concerning reinstatement following a hearing. The board's decision is final. An individual who has resigned under such circumstances may apply for approval as a new judge after one (1) year has passed.

Any person who initiates legal action against the Western Saddle Clubs Association, Inc. and who does not prevail, is liable for all legal fees incurred by the Association; moreover, that person is not eligible, thereafter, to apply for approval as a judge; neither may that individual take part in or attend any WSCA function, including serving as a delegate or a committee member.

PROCEDURE FOR PROCESSING
COMPLAINTS
CONCERNING WSCA APPROVED JUDGES

- I. Individual initiating complaint must do so in writing within a reasonable time after the incident occurs.
 - A. Complaints must be addressed to the Chairperson of the Judges Committee.
 - B. Complaints are to be mailed or delivered to the Chairperson.
 - C. Complaints must be signed, must contain the mailing address of the signer and must contain the phone number of the signer.
 - D. The writer agrees to appear before the Committee and/or Board of Directors if necessary.
- II. The Chairperson will send a certified letter stating the nature of the complaint to the judge-in question. The name of the writer will not be disclosed in the first letter.
 - A. The judge shall have fifteen (15) days from the date of receipt of the letter to respond, in writing, to the Chairperson.
 - B. If the judge does not respond, a second certified letter shall be sent by the Chairperson requiring the judge to appear before the Judges Committee. The letter shall name a time, date and location. The letter shall again explain the complaint. It will also state that:
 - C. Failure to appear may result in a disciplinary action recommendation to the Board of Directors.
- III. Complaint and response shall be evaluated within a reasonable time by the Judges Committee. A course of action shall be determined. The judge shall be notified by certified letter of the action.
- IV. The judge may appeal the action of the committee within fifteen (15) days of receipt of the letter of decision by requesting, in writing, an appearance before the Board.
 - A. The Board shall respond in writing with a date, time and location of the meeting at which the judge may appear.
 - B. Present at the meeting shall be the Chairperson of the Judges Committee (who shall have in his/her possession the complete file of the judge involved), the judge, the Board of Directors of WSCA and interested parties as approved by the Board.
 - C. The Board shall notify the judge by certified letter within a reasonable time of their decision.
 - D. The decision of the Board is final.
- V. A statement concerning the resolution of the complaint shall be mailed to the originator of the complaint within a reasonable time.
- VI. Copies of all complaints and resolutions thereof shall be retained for five (5) years in the file of the judge involved.

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- VII. Any person who initiates legal action against the Western Saddle Clubs Association, Inc., and who does not prevail, is liable for all legal fees incurred by the Association; moreover, that person is not eligible, thereafter, to apply for approval as a judge; neither may that individual take part in or attend any WSCA function, including serving as a delegate or a committee member.