

# HCWE POLICIES 2023



Welcome to High Country Working Equitation. Our focus is to promote Working Equitation in the Rocky Mountain region while maintaining the spirit of the sport as set forth in the rulebook by USAWE, through clinics and competitions.

**It is the responsibility of the exhibitor to be familiar with and follow the policies set forth below.**

## Section I

### Membership Policies

1. High Country Working Equitation (HCWE) membership is established on a calendar year basis, from January 1 to December 31.
2. High Country Working Equitation membership is either single (one person) or family (more than one). Family memberships shall be defined as individuals who are residing at the same residence or who represent themselves as a family.
3. The rate for a single membership is \$50 and the rate for a family is \$75.
4. Membership in High Country Working Equitation provides members with the opportunity to participate in HCWE sponsored shows at a discounted price, and/or participate in HCWE-only activities such as Working Equitation (WE) clinics, cattle clinics, play days or other activities.
5. Any HCWE member who participates in at least two of High Country Working Equitation shows (schooling or rated) will be automatically enrolled in the High Point Program for the membership year.

## Section II

### General Policies:

1. The following Biosecurity requirements apply.
  - a. All horses entered in a HCWE show, or trailering into a HCWE facility, must be current on standard vaccines.
  - b. Any horse traveling more than 75 miles or coming from out of state is required to have a current Coggins test. The show manager or facility owner may require a current Coggins for all horses at their discretion.
  - c. It is the owner's responsibility to have the required documents, if requested, and to not knowingly bring a sick horse to a show or HCWE sponsored event.

**Any horse that exhibits signs of a contagious condition will be asked to leave the grounds immediately, at the discretion of the show manager(s) or person appointed by HCWE.**

- d. When required by the State Veterinary Board, the show manager, or the facility owner, a valid health certificate (within 7 days) will be required. In the case of an active outbreak, HCWE will follow the guidelines of the State Veterinary Board in inspecting or evaluating any potential risk prior to unloading the horse at HCWE or show facilities.
- e. Additional biosecurity measures may be required by the show facility owner/manager.
- f. The show manager will communicate any required biosecurity requirements when the show is opened for entry. Show management and the facility owners reserve the right to add additional biosecurity measures up until the day of the show.
2. Competitors are expected to know the USAWE rulebook and abide by the directives therein. The directives for the Dressage tests, Ease of Handling tests and Speed tests will be adhered to as written in the rulebook.
3. HCWE retains the right to minimally modify schooling show rules from rulebook, as determined by the show manager(s) or Board of Directors (BOD) or, where applicable, by the event judge(s). The show manager(s), with consent of the BOD, will have the final decision in the modification of said rules.
4. For insurance reasons, ALL competitors must sign a HCWE release form when participating in a HCWE sponsored show or event. Any owner/trainer/rider MUST have the release form signed and an exhibitor number displayed, prior to lunging, riding or entering a ring, including the warm-up arena. The release will be kept on file from January 1 to December 31 of the current year.
5. For all shows that include the Cattle Trial an additional fee will be charged for cattle use. This will be included in the entry fees and paid to the person or facility that provides the cattle. An additional waiver will be required specifically for the Cattle Trial, which will be retained by HCWE from January 1<sup>st</sup> to December 31<sup>st</sup> of the current year.
6. A judge's decision on the scoring of the Dressage test, the EOH test or penalties assessed during the Speed test, violations of allowed tack and attire, and all other assessments that go into scoring and placing at a Working Equitation show are final. Do not approach or question the judge without first approaching the show manager(s) and receiving approval to do so. Feedback and comments are on the dressage and EOH tests a copy of which will be given to the exhibitors at the end of the show.
7. ASTM/SEI approved protective headwear is mandatory for any exhibitor under the age of eighteen (18) and is encouraged for adults as well. Protective headgear will be accepted in any class, regardless of the level or division.
8. Drugging, altering or misrepresenting horses is not permitted. USEF rules apply.
9. The judge(s) or show manager(s) or representative appointed by HCWE may excuse any horse/rider they deem to be unsafe or not in control in the ring or on the grounds as may be applicable. The decision of the show manager(s) is final.

10. HCWE encourages good horsemanship of riders and good sportsmanship of riders and spectators. Spectators are asked to be cautious and aware of their surroundings when in close proximity to the horses. In the case of a breach of rules or a safety concern in any activity contrary to maintaining a safe, fair, friendly and fun experience for all, the show manager(s) should be notified as soon as possible. The show manager(s) decision in such cases is final.
11. Warm-up and schooling is allowed in designated areas only. When not in the ring or warm-up area please keep your horse at a walk. Exhibitor numbers must be displayed at all times when horses are being worked/lunged/warmed up.
12. Humane treatment of horses is expected and excessive reprimanding of any animal will not be tolerated. This includes inhumane training techniques, equipment, methods or any other treatment deemed to be abusive. The show manager should be notified of any such behavior immediately. Exhibitors who behave in this way will be removed from the premises and their membership in HCWE revoked, upon approval of the Board. The show manager has final say in these decisions during the show or clinic.
13. No outside dogs allowed on the premises of any HCWE clinic or show unless they are licensed service dogs. Service dogs must be leashed at all times.
14. Please respect directions or signage on the grounds for parking and pedestrian access, as well as any posted facility rules. The facilities HCWE uses are private property and should be treated with respect.
15. HCWE reserves the right to amend, change or add to this list of rules, with or without notice, at any time at the discretion of the Board of Directors.

## **Section III**

### **Ethics and Code of Conduct**

1. HCWE understands that social media can be a fun and rewarding way to share information about Working Equitation with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. HCWE expects their members to abide by the following guidelines when using social media:
  - Be fair and courteous to all members of the Working Equitation community.
  - Use proper channels for complaints or criticism.
  - Be supportive of all organizations within the Working Equitation community. Do not denigrate in any form either of the national organizations.
  - Be honest and accurate. Make sure of the facts before posting comments or opinion.



- Be an ambassador to the sport and unwavering in your commitment to growing the Working Equitation community.
  - Give others the benefit of the doubt and ask for clarification when needed.
2. HCWE recognizes that within the membership are people who hold positions of influence and authority in our organization and the Working Equitation community at large. These positions of influence and authority include but are not limited to the Board of Directors, trainers, licensed judges and licensed technical delegates.
  3. Members of HCWE who hold positions of influence and authority are expected to abide by the following:

In providing service to the Working Equitation community, recognize the need to do so in a professional manner, and to deal with the public, the WE community and HCWE club members with integrity. Furthermore, HCWE expects them to handle their business and interactions with the public in a manner that promotes a positive image of Working Equitation.

## Section IV

### Show Registration Policies:

1. Registration for a HCWE show will be announced via HCWE's website, email blast, Facebook and other forms of social media. The registration form will be available on the HCWE website. The announcement will be released no later than (four) 4 weeks prior to the show.
2. All entries for a High Country Working Equitation show should be emailed to [hcweinfo@gmail.com](mailto:hcweinfo@gmail.com). Entries will be accepted on a first come, first serve basis. Payment should be made through PayPal at the same email address.
3. Registration is for one level in one division.
4. The number of participants for a show will be determined by the show manager based on the facilities used for the show. The show manager has final say in the total number of participants at any HCWE show. Once the show is filled, another announcement will be communicated via HCWE's website, email blast, Facebook and other forms of social media.
5. A wait list will be started for any entries received after the show is filled.
6. If the show is filled and a wait list has been started, a rider who is already entered into the show may request to have their place filled with someone from the wait list. If their place is filled from the wait list, entry fees will be refunded, minus a \$25 office fee.
7. If the show is not filled, a rider may opt to "school up" (*hors concours*) to the next level dressage test from their established level for a \$50 fee.
  - ~ The *hors concours* ride must take place **after** the rider has competed at their show level.
  - ~ The *hors concours* ride is dressage only – no EOH or Speed allowed.



8. Registration for a show closes fourteen (7) days prior to the date of the show, or earlier if the show is filled.
  - a. Registration for the show will be accepted after the show closes if the show is not full, with a late fee of \$25.00 payable at the time of registration.
9. Once an exhibitor is registered for a show, they may cancel in writing up until seven (7) days prior to the show with either a physician's diagnosis of a medical condition that prevents the rider from participating, or a veterinarian's certificate with a diagnosis that prevents the horse from participating. The show fees will be refunded, minus a \$25 handling fee.
10. Within seven (7) days prior to the show, no refunds will be issued except in the case of #7. Traveling from out of state is not grounds for a refund.
11. A full refund will be issued at any time upon the death of the horse or death in the immediate family. A veterinarian's certificate is required as proof for death of the horse.
12. HCWE reserves the right to cancel the show due to lack of participation, weather, contagious equine outbreak or any unforeseen Acts of God. If the show is cancelled, all payments will be refunded in full.

## Section V

### Show Management Policies:

1. HCWE Board of Directors will assign a show manager or show management team (identified as show management) to handle the details of the schooling, rated and championship shows for the show year.
2. Show management will establish the show schedule in conjunction with the Board of Directors in November of the prior year.
  - a. The show schedule will be communicated to the members of HCWE in January for the upcoming year.
  - b. Venues and judges will be reserved at the beginning of show season.
  - c. The show secretary will be established.
  - d. B-rated vs schooling shows will be determined for the year.
    - i. One day vs multiple days
  - e. Establish budget for show: rental costs, deposits, change to arenas or stalls, arena grooming, set up and tear down fees, judge costs, including travel.
3. The show management will be responsible for the following:
  - a. Verifying the venue for HCWE shows.
    - i. Ensure safe accommodations
    - ii. Approve easement/access to venue
    - iii. Ensure sanitary facilities are available
    - iv. Confirm obstacles are available
    - v. Arrange water/Gatorade for riders at Club costs
    - vi. Waivers are all signed

- b. Arranging travel accommodations where needed for judges, TDs and clinicians brought in by HCWE.
    - i. Hosting the judge: food, drink, hotel
  - c. Schedule scribe for shows.
  - d. Recruiting and organizing volunteers for show
  - e. Determine divisions and levels for show
    - i. Communicate show via social media, email, blog, website
    - ii. Distribute, collect and manage show entries
    - iii. Ready entry fees for deposit and provide to treasurer
  - f. Determine Order of Go with show secretary
    - i. Communicate Order of Go and course maps to competitors
  - g. Approval of course maps for EOH
    - i. Show management, in conjunction with the judge, will create EOH course maps by level for schooling shows.
    - ii. Show management will work with judge to determine obstacle placement of judge-created course maps for rated and regional shows.
  - h. Arrange food for volunteers/competitors
    - i. Water and Gatorade provided by HCWE for everyone
  - i. Create Individual Rider form
    - i. Assign rider numbers
    - ii. Dressage test by individual
    - iii. EOH test by individual
    - iv. Speed test with obstacles by Level
- 4. Show management will be responsible for managing the following
  - a. Ribbons for Shows
  - b. Champion Awards
    - i. Discretionary budget of up to \$250 per show for awards
  - c. Rider numbers
- 5. Show management will have final authority on allowing shadow judging during any HCWE event.
  - a. Priority will be given to active members in good standing.
  - b. HCWE reserves the right to deny shadow judging at any HCWE event.
- 6. Show management will be responsible for confirming venue is show ready prior to the start of the show.
  - a. Dressage court set up and the court is groomed
    - i. Letters are properly placed for Working Equitation
    - ii. Dressage court can be "closed" for the ride.
  - b. Obstacles set according to the standards as outlined in the US Rules for Working Equitation.

- i. All distances are measured and set according to the US Rules
- ii. Obstacles are numbered correctly
- iii. Obstacles are decorated
- iv. Arena is groomed prior to setting course, when possible

7. Show Management will verify all show results with the Show Secretary and Judge

- a. Ribbons/Awards will be presented after show results are confirmed
- b. Show Results shared with National Organizations when appropriate
- c. Share show results with membership via blog, email, social media
- d. Update and share High Point Standings with membership via blog, email and social media

## Section VI

### Clinic Registration Policies:

1. Registration for a HCWE clinic will be announced via HCWE's website, email blast, Facebook and other forms of social media. The registration form will be available on the HCWE website. The announcement will be released at least four (4) weeks prior to the clinic.
2. All entries for a High Country Working Equitation clinic should be emailed to HCWE at [hcweinfo@gmail.com](mailto:hcweinfo@gmail.com). Payment should be made via PayPal.
3. Entries will be accepted on a first come, first serve basis.
4. The number of participants for a clinic will be determined by the clinician and listed on the Clinic Registration form. Due to the format of a clinic there will be fewer spots available for riders than for a show.
5. A wait list will be started for any entries received after the clinic is filled.



Obstacles correspond to course map

Any minor differences must be approved by show

6. Registration for a clinic closes fourteen (14) days prior to the date of the clinic. This will be conveyed via HCWE's website, email blast, Facebook and other forms of social media.
7. A full refund will be issued at any time upon the death of the horse or death in the immediate family. A veterinarian's certificate is required as proof for death of the horse. An obituary or death certificate is required for a death in the immediate family.
8. Due to the cost and scheduling issues with bringing in clinicians, no other refunds for HCWE sponsored clinics are given.
9. HCWE reserves the right to cancel the clinic due to lack of participation, weather, contagious equine outbreak or any unforeseen Acts of God. If the clinic is cancelled, all payments will be refunded in full.

## Section VII

### HCWE Instructor Advertising Policy 2017

1. Instructors are defined as active members of High Country Working Equitation, in good standing, who provide training or lessons in Working Equitation.
2. High Country Working Equitation will provide advertising space to instructors who meet the criteria in the newsletters and on the website.
3. Each ad will be designed to be 4 inches wide and 5 inches long maximum.
4. Advertising for 2017 will be free of charge. Beginning January 1, 2018, the cost for an instructor to advertise on the website and in the newsletter will be \$100 for the year. No prorated rates apply.
5. Instructor ads will be created or updated for instructors once each year, with the year defined as January 1<sup>st</sup> to December 31<sup>st</sup>.
6. The ads must be received by HCWE by December 15<sup>th</sup> for publishing on January 1<sup>st</sup> of the next year. Previous ads can be reused if desired.
7. Ads will be accepted mid-year for new instructors. No prorated rates apply.
8. Instructors can include a photo in their ad provided it meets the size requirements. Images of business cards can be included within the ad.
9. The following information can be included in the ad. Any other information is prohibited.
 

a. Name	f. Website
b. Business name	g. Type of lessons offered
c. Address	h. Rates for lessons
d. Phone number	i. Preferred method of contact
e. Email	
10. The ad must be focused on Working Equitation – secondary instruction can be listed with Working Equitation as the primary discipline.