



High Country Working Equitation POLICIES

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 by the national Working Equitation organizations, 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 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. For 2017, 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 WE clinics, cattle clinics, play days or other activities.
5. Any HCWE member who participates in a High Country Working Equitation show (schooling or rated) will be automatically enrolled in the High Point Program for the membership year.
6. A High Country Working Equitation member is also a member of the Confederation for Working Equitation, via HCWE's Group Member Organization. This allows HCWE members to show in Confederation rated shows without paying the non-member fee.

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. 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.

- c. Any horse traveling more than 75 miles or coming from out of state is required to have a current Coggin's test. The show manager or facility owner may require a current Coggin's for all horses at their discretion.
 - d. It is the owner/rider'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.**
 - 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. United States Rules for Working Equitation will be used as the basis for the operation of our shows for our Working Equitation classes.
 3. Competitors are expected to know the United States Rules for Working Equitation and abide by their directives. The directives for the dressage tests, obstacles and speed round will be adhered to as written in the US rules.
 4. HCWE retains the right to modify schooling show rules from the US rules for WE, as determined by the show manager(s) or Board of Directors 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.
 5. 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.
 6. For insurance reasons, ALL competitors in a B-Rated Show, licensed by the Confederation for Working Equitation, must sign the waiver for the Confederation. 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.
 7. 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 to December 31 of the current year.
 8. 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.
 9. 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.

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10. Drugging, altering or misrepresenting horses is not permitted. USEF rules apply.
11. 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.
12. 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.
13. 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.
14. 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.
15. 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.
16. No consumption of alcoholic beverages allowed on the premises of any HCWE clinic or show.
17. 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.
18. 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

Show Registration Policies:

1. All entries for a High Country Working Equitation show should be mailed to HCWE, POB 1713, Berthoud, CO 80513. Entries will be received by postmark date.
2. 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 4 weeks prior to the show.
3. To be registered for a HCWE show, the Exhibitor will complete the registration form and submit it to the show manager via postal mail with a check to cover the show fees. If

payment is not included the registration form will not be accepted. Show entries shall be received by postmark date or until the show is filled.

4. A wait list will be started for any entries received after the show is filled.
5. The number of participants for a show will be determined by the show manager based on the facilities used for the show. Once the show is filled, another announcement will be communicated via HCWE's website, email blast, Facebook and other forms of social media. The show manager has final say in the total number of participants at any HCWE show.
6. Registration for a show closes fourteen (14) days prior to the date of the show, or earlier if the show is filled.
7. Once an Exhibitor is registered for a show, they can cancel in writing up until seven (7) days prior to the show with either a medical doctor'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.
8. 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.
9. Within seven (7) days prior to the show, no refunds will be issued except in the case of #8. Traveling from out of state is not grounds for a refund.
10. 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.
11. 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

Clinic Registration Policies:

1. All entries for a High Country Working Equitation show should be mailed to HCWE, POB 1713, Berthoud, CO 80513. Entries will be received by postmark date.
2. 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 weeks prior to the clinic.
3. To be registered for a HCWE clinic, a participant will complete the registration form and submit it to the clinic manager via postal mail, with a check to cover the clinic fees. If payment is not included, the registration form will not be accepted. A wait list will be started for any entries received after the clinic is filled.
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. 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.
6. 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.
7. Due to the cost and scheduling issues with bringing in clinicians, no other refunds for HCWE sponsored clinics are given.
8. 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 VI

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. Starting 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 1st to December 31st.
6. The ads will be received by HCWE by December 15th for publishing on January 1st of the next year. Previous ads can be re-used 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
 - b. Business Name
 - c. Address
 - d. Phone Number
 - e. Email
 - f. Website
 - g. Type of lessons offered
 - h. Rates for lessons
 - i. Preferred method of contact
10. The ad must be focused on Working Equitation – secondary instruction can be listed, with Working Equitation as the primary discipline.