



# LICENSED OFFICIALS PROGRAM

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[wecanlop@gmail.com](mailto:wecanlop@gmail.com)



[www.workingeq.ca](http://www.workingeq.ca)

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**This document is an overview of the Working Equitation Canada (WECan) Licensed Officials program and as a Canadian program, any reference to shows, judges, or licensing automatically refers to WECan rules, events, judges etc.**

**Definitions:**

1. *Judging/Co-judging* means the candidate represents one of the paid Judges attending the event as an official.
2. A *ride* is defined as all trials entered at the level completed by the horse/rider pair, including DQs. Scratches, withdrawals, and eliminations do not qualify as a ride.
3. *Mentoring* means the candidate is attending the show on a volunteer basis for the sole purpose of learning from the Judge who is a paid official at the show. This candidate should stand by the judge, observing the scores and comments given.
4. *Shadow Judging* means the candidate is attending the show not as the paid official for the show, but instead attends on a volunteer basis for the sole purpose of independently scoring rides to gain experience and for comparison by the LOC of their scores with those of the official judge.
5. The term *show* refers to a WECan Licensed Show, unless prefaced by the word “schooling”.



## **Overview**

The purpose of the Licensed Officials Program (LOP) is to produce, maintain and continually train well rounded, highly trained, consistent officials. It is the goal of this program to prepare Judge and TD Candidates using both virtual and in person training platforms, continue to offer the successful Officials valuable continuing education opportunities, and to ensure they keep achieving a high level of education and experience. The Judge and Technical Delegate programs are two separate entities and require separate applications and training.

### **Role of a Judge:**

A Judge is expected to evaluate a rider/horse pair analytically, without being critical and to judge each horse/rider pair individually against a defined standard that results in a consistent and final ranking of competitors.

Judges in the sport of Working Equitation are licensed through the national body, Working Equitation Canada (WECan), and more specifically by the WECan Licensed Officials Committee (LOC). There are currently 4 levels of officials in Canada: Learner “L” Judge, Basic “B” Judge, Medium “M” Judge and Senior “S” Judge.

### **Role of a Technical Delegate:**

The Technical Delegate (TD) is an official that plays an important role in shows and trials in the sport of Working Equitation.

A TD with comprehensive knowledge of the WECan rules will be present at all trials to ensure that the rules are followed. The TD works in collaboration with the Judge or President of the Jury. The TD must be impartial in the performance of this function. The TD ensures that a full set of rules are available at the competition and will be present during all veterinary inspections.

The Judge and/or the TD must approve the release of results and score sheets prior to posting and release. The order of go/show schedule must include time slotted for approvals



by officials. The TD duties are conducted outside the competition arena, while riders are being judged. Championship shows must have a licensed TD separate from the Judge. The WECan Judge may serve as the TD at regular licensed shows. More than one TD may be required to ensure that no individual officiates when there is any conflict of interest with either a horse or rider. A TD may not compete at any licensed competition where he/she is officiating.

\*\* Because WECan competition rules provide for the Judge to be able to act as TD as well, Judge candidates must complete the Technical Delegate portion and requirements of the program.



## SECTION 1. PROGRAM OVERVIEW

### 1.1 Application Process

Judge candidates must submit a fully completed application form found on our website at <https://www.workingeq.ca/licenced-officals-program> including all supporting documents and application fees to be considered for the program. For document sharing purposes all applicants are required to have a google account setup. If you need assistance with this you may contact [wecanlop@gmail.com](mailto:wecanlop@gmail.com). Applications will be accepted at anytime but the mandatory virtual classroom will not begin until Feb 1<sup>st</sup> of each year.

### 1.2 General Application Requirements for both Judge and TD applicants

- a) Be a minimum of 21 years of age on January 1<sup>st</sup> of the current year
- b) Be a member in good standing with WECan
- c) Complete and submit the online application form
- d) Submit a \$100 non-refundable application fee for the judging program, **or**
- e) Submit a \$50 non-refundable application fee for the TD program
- f) Have or set up a google friendly email account as communication will be done using google programs (ex: google drive, classroom etc)
- g) Submit an equine related resume, outlining past showing, training, coaching, stewarding and any show committee experience, with preference given to judging credentials in other equine disciplines and breeds
- h) Judge and TD candidates must present personal references from three other WECan members in good standing. These references must be obtained from persons who are not directly associated with the candidates via close personal relationship such as a trainer, coach, or student of a candidate, an employer or employee of a candidate.
- i) Submit proof of completion of the following virtual training requirements from the Coaching Association of Canada or you may submit a course you believe to be



equivalent for the LOC's review. Courses can be accessed by creating an account at <https://thelocker.coach.ca/account/login?ReturnUrl=%2f> .

- (1) NCCP Making Ethical Decisions Evaluation - *Live virtual class – Cost: Varies*  
(The evaluation may be challenged directly without first attending the workshop.)
- (2) NCCP Making Head Way or equivalent course – *On demand - Cost: Free*
- (3) NCCP Safe Sport or equivalent course *On demand - Cost: Free*

### **1.3 LOC Appeals Process**

A person who has either had their application denied, its official status challenged or removed may request in writing, for a review by the LOC.

Protests or grievance statements can be lodged by any show committee against an official for lack of professionalism, ethics, or adherence to the WECAN Rules.

The LOC will assess at their discretion, and if necessary, sanction the official in question as they deem appropriate to the severity of the offense committed; up to and including temporary or permanent withdrawal of licensed status.

### **1.4 License Maintenance Requirements**

Licenses are valid for two years and within this two-year renewal period, proof of completed continuing education is to be submitted by December 31. WECAN will supply the necessary continuing education forms and will send a reminder to each individual well before this deadline. Licensed Officials MUST maintain their membership in good standing and renew their membership annually prior to January 1<sup>st</sup>.



## SECTION 2. CANDIDATE LICENSING AND CERTIFICATION REQUIREMENTS

### 2.1 Canadian WECan Judges and Technical Delegate (TD) Candidates

#### 2.1.1 **General Requirements Upon Acceptance.** All Licensed officials (LOs) must:

- a) Actively participate in the WECan LOP virtual classroom including live discussions, completion of quizzes and assignments etc. Access to modules will be granted upon acceptance. Mandatory live classroom presentations, discussions, assignments, and quizzes begin Feb 1<sup>st</sup> of each year.
- b) Attend one WECan approved officials training seminar within the two calendar years or as soon as one is made available by WECan
- c) Pass the WECan open-book licensing test within the two preceding years or immediately after application submission with a minimum score of 90%.

Upon completion of all requirements for the judging level, a WECan Officials' Code of Conduct (LOCOC) must be signed before license is issued.

**Note:** *All Seminar fees are to be paid extra and are not included in the \$100 application fee for judge candidates or \$50 fee for TD candidates. All expenses associated with shadowing, volunteering, travelling, accommodation etc are the responsibility of the candidates.*

**Note:** *Due to circumstances that may arise, an in-person training seminar may not be guaranteed. In that event WECan will do it's best to offer a modified live web format seminar instead.*

**Note:** *Judge and TD licenses will not be issued until Jan 1st of the year after completion of training requirements. WECan may grant a provisional license to Officials if the LOP program cannot offer a portion of their training in a timely manner due to unforeseen circumstances. Exception: Judges already holding Licensing in other countries; these are reviewed on an individual basis.*



Table of Requirements - for clarification, text is in the body of document

Requirements	General Acceptance	Learner Judge	Basic Judge	Medium Judge	Senior Judge	Technical Delegate	International-WECAN Judge
21 years of Age	✓	✓	✓	✓	✓	✓	✓
WECAN Member	✓	✓	✓	✓	✓	✓	✓
Application Form	✓	✓	✓	✓	✓	✓	✓
Application Fees	✓	✓	✓	✓	✓	✓	✓
Equine Resume	✓	✓	✓	✓	✓	✓	✓
3 WECAN References	✓	✓	✓	✓	✓	✓	✓
NCCP Ethical Decisions Evaluation	✓	✓	✓	✓	✓	✓	✓
NCCP Safe Sport	✓	✓	✓	✓	✓	✓	✓
NCCP Making Head Way	✓	✓	✓	✓	✓	✓	✓
Rules Test	✓	✓	✓	✓	✓	✓	✓
Mentoring		✓	encouraged	encouraged	encouraged	encouraged	
Volunteering		✓	encouraged	encouraged	encouraged	✓	
Classroom Modules			✓	✓	✓	✓	
LOP Seminar			✓	✓	✓	✓	
Licensing Test			✓	✓	✓	✓	
Shadowing		Training Seminar (min.8 hours) or 20 rides Scribing, mentoring or Shadowing	50 rides 10 - L2 10 - L3 5 - L4 5 - L5 Shadow TD (1 show)	50 rides 5 - L3 5 - L4 5 - L5 5 - L6 5 - L7	25 rides 10 - L6 5 - L7	1 Show	
Judging/Co-Judging			50 rides Schooling Show (in addition to shadowing)	150 rides 15 - L4 15 - L5 (Min 2 Shows)	150 rides 10 - L6 Co Judge with S or WAVE (1 Licensed show)		
Judge References				✓	✓		
Sign LOCOC		✓	✓	✓	✓	✓	✓

### 2.1.2 Learner “L” Judge

a) Experience

Must have been granted acceptance into the WECan LOP program and passed a basic rules test with a minimum 90% passing grade.

Must complete at least one of the following:

(1) Mentoring/learning for a minimum 8 hours with a S level Judge or WAVE Judge at a WECan approved training seminar.

Or

(2) Scribe, Shadow Judge or Mentor 20 rides with a B Level (or higher) Judge or a WAVE Judge at a Licensed Competition. Must include all trials and all levels available.

b) The LOC must receive a signed Experience Form for mentoring and/or scribing; or a signed Experience Form accompanied by the score sheets of the Shadow Judge and the Official Judge if a shadowing experience. [Score sheets are required for comparison and review by the LOC]. The candidates will be required to pass an oral interview with the LOC. If successful, the candidates will receive status as a licensed Learner Judge. This means the candidates are now prepared to Judge schooling shows.

### 2.1.3 Basic “B” level Judge.

a) Experience

Before candidates are able to apply for “B” level Judge, status they must have held their “L” level Judge license for at least the current calendar year.

Mentoring with a more senior judge is encouraged. (mentoring is not shadowing)



b) Shadow judging

(1) The “B” candidates must shadow judge at least 50 rides in all available trials, at a minimum of two shows with at least two different “M”, “S” Judges, or US Judges with equivalent qualifications, or WAVE Judges. *(for 2023 only, because of low number of licensed shows and licensed officials, these Shadowing rides may also be under a “B” judge).*

(2) These 50 rides must include at least 10 rides at L2, 10 rides at L3, 5 rides at L4, and 5 rides at L5.

(3) The LOC must receive score sheets (Dressage, EOH and Speed) of candidates and the official judge, accompanied by a completed experience form, for comparison and review.

c) Judging/ Co-judging

All “B” candidates must Judge at least 50 rides in all available trials, at a minimum of two shows which can be done at schooling shows on their own or at licensed shows as a co-Judge with an “M” or “S” Judge within the two preceding years. This is not shadowing, and score sheets are not submitted but is for candidate’s experience in a judging scenario. An experience form must be signed by show management and submitted to the LOC.

d) Once the LOC has received all required documentation for review, and the candidate has passed the licensing test with a minimum score of 90%, the candidate is required to pass an oral interview with at least three of the LOC members present. If successful, the candidate will receive status as a licensed Basic “B” Judge. This means the candidate can now Judge Licensed Shows.

Upon approval by the LOC the Basic Level (B) Judges may officiate at licensed competitions; may Judge Children, Introductory, Novice, and Intermediate levels. The “B” Judges may judge licensed/championship competitions and upper levels (Advanced and Masters) if they are part of a panel of three or more Judges that includes at least one Senior (S) Judge. Only one (B) Judge is allowed per panel.

## 2.1.4 Medium “M” level Judge

### a) Experience

Before candidates are able to apply for “M” level Judge Status they must have held their “B” level Judge license for at least one year.

Mentoring with a more senior judge is encouraged. (mentoring is not shadowing)

### b) Shadow judging

(1) The “M” candidates must shadow Judge at least 50 rides in all available trials, at a minimum of two shows with at least two different “M”, “S” Judges, or US Judges with equivalent qualifications, or WAVE Judges.

(2) These 50 rides must include at least five rides at each L3, L4, L5, L6 and L7.

(3) The LOC must receive score sheets (Dressage, EOH and Speed) of the candidates and the official judge, accompanied by a completed experience form, for comparison and review.

### c) Judging/Co-judging

(1) The “M” candidates must Judge at least 150 rides in all available trials, at a minimum of two licensed shows within the three preceding years.

(2) These 150 rides must include 15 rides at L4 and 15 rides at L5.

(3) This can be achieved by judging licensed shows or co-judging licensed shows with an “S” Judge.

This is not shadowing, and score sheets are not submitted but is for candidate’s experience in a judging scenario. An experience form must be signed by show management and submitted to the LOC.



d) References

“M” candidates must provide two letters of reference from two different “S” level Judges, or US Judge with equivalent qualification or WAVE judges within the preceding two years.

e) Once the LOC has received all required documentation for review, the candidate will then pass an oral interview with at least three of the LOC members present. If successful, the candidates will receive status as a licensed Medium “M” Judge.

### 2.1.5 Senior “S” level Judge

a) Experience

Before candidates are able to apply for “S” Judge status they must have held their “M” Judge license for at least two years.

b) Shadow judging

(1) The “S” candidates must shadow Judge at least 25 rides in all available trials with an “S” Judge, US Judge with equivalent qualification or a WAVE Judge.

(2) The 25 rides must include at least 10 rides at L6 and 5 rides at L7.

(3) The LOC must receive score sheets (Dressage, EOH and Speed) of the candidates and the official judge, accompanied by a completed experience form, for comparison and review.

c) Judging/Co-judging

(1) The “S” candidates must Judge at least 150 rides in all available trials, at a minimum of two licensed shows within the preceding three years.



- (2) These 150 rides must include 10 rides at L6.
- (3) “S” candidates must co-Judge with an “S”, US Senior judge, or WAVE Judge at one recognized show. The LOC must receive score sheets of the candidates and the official judge, accompanied by a completed experience form, for comparison and review.

d) References

All “S” candidates must submit a total of three letters of reference from three different “S” Judges, International Judges with equivalent qualifications, or WAVE Judges within the preceding two years.

- e) Once the LOC has received all required documentation for review, the candidate will then pass an oral interview with at least three of the LOC members present. If successful, the candidates will receive status as a licensed Senior “S” Judge.

### 2.1.6 Technical Delegate

In addition to all general requirements (1.2 and 2.1.1 reference table on page 8) the TD candidate must:

- 1) Submit a completed experience forms for the following:
  - a) Show experience requires shadowing a licensed TD or Licensed Judge with TD accreditation, at a licensed show, and
  - b) Volunteer experience may entail one of the following: serve as a scribe (or sit in), serve as gate steward or scorer, for one licensed show.
  - c) Pass a scoring test with a minimum 90%.



Licensed Judges can officiate as TDs at WECan licensed shows but must have completed their TD Licensing components.

\*\* Because WECan competition rules provide for the Judge to be able to act as TD as well, Judge candidates must complete the Technical Delegate portion and requirements of the program.

### **2.2.1 Licensing requirements for Non-Resident International Judges to become WECan Officials**

Any non-resident person who is currently a licensed Working Equitation judge in good standing in his/her recognized national Working Equitation body, can become a licensed WECan judge at the equivalent or comparable level. Applicant must pay a \$100 fee and complete an open-book rules test with a minimum score of 90%. All general application requirements (Section 1.2) must still be met plus they must submit proof of their National Judge's License Certificate. The LOC will review any documentation submitted by applicants, taking into account the applicants judging capacity, training and prior experience as to what level of Judge he/she will be able to obtain in Canada. The LOC reserves the right to refuse any licensing applications in Canada.

**2.2.2** Applications for non-resident International Judges to become WECan Officials will be reviewed on an individual basis and will be granted throughout the year provided all requirements are submitted at time of application.

**2.2.3** Judges from any nation including Canada applying to be certified as a WECan Judge at any level must be proficient in the English or French languages but not necessarily both.



### 2.3 International Guest Judges

Requests for non-resident, International Guest Judges to officiate at licensed shows can be submitted to the LOC for consideration.

Permission may be granted for guest cards for officials with foreign national licenses provided they have equivalent training to a “B” level Judge. International Judges must provide a copy of their official licensing documents from their originating country and must be in good standing with their national organization.

A WECAN licensed TD is required to officiate.

Guest card Judges are required to take an open book rules test and pass with a minimum of 90%.

An application fee of \$30 Canadian funds is payable by or on behalf of any International guest Judge in order to be considered as an official at WECAN events.

It is the responsibility of show managers to assure eligibility of guest officials. Guest cards are valid for 1 year from date of issue.

**Table: Canada versus US terminology**

<b>Canada</b>	<b>US</b>
“ <b>TD</b> ” Technical delegate	“ <b>TD</b> ” Technical delegate
“ <b>L</b> ” Learner Judge	“ <b>L</b> ” Learner Judge
“ <b>B</b> ” (Basic) level Judge	Recorded “ <b>r</b> ” Judge
“ <b>M</b> ” (Medium) level Judge	Recognized “ <b>R</b> ” Judge
“ <b>S</b> ” (Senior) level Judge	Senior “ <b>S</b> ” Judge



## SECTION 3. CONTINUING EDUCATION REQUIREMENTS

### 3.1 All Licensed Officials

Every two years, all licensed officials are required to:

- a) Submit a fully completed continuing education form by December 31st within the two year licensed period. Forms can be found on the website or can be emailed to participants.
- b) Successfully complete an open book rules test with a minimum score of 90%.

### 3.2 Judges

- a) Officiate at a minimum of two licensed competitions (“B”, “M” & “S” Judges)
- b) Every two years they must complete the following:
  - i) Attendance and/or instruction at a minimum of one WECan officials training seminar (mandatory)
  - ii) A choice of a at least of one of the following:
    - 1) Scribe for a Judge holding the same license or higher for a minimum of 80 rides
    - 2) Shadow Judge with Judges holding the same license or higher for a minimum of 80 rides
    - 3) Participate in a working equitation clinic or training seminar pre-approved by the LOC. This does not include the mandatory WECan officials training seminar.



### 3.3 Technical Delegates

- a) Officiate at a minimum of two licensed shows
- b) Attend and/or instruct at a WECAN educational seminar event that may be offered in person or virtually.