

JUDGES COMMISSION

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At the 1978 Convention the Judges Commission was established as a Standing committee. The purpose of the committee is to review judges' license applications, test applicants and resolve complaints and protests filed against *CSHA* licensed judges.

SEC. 1.0 General Rules

- 1.1** While the Judges Commission will seek input from program committees, the Commission is responsible for the development and content of all forms, pre-application criteria, junior judging and tests, as well as the guidelines and procedures necessary to accomplish its responsibilities.
 - 1.1.1** All guidelines and procedures are to be published on the website.
- 1.2** *CSHA* does not issue or recognize *CSHA* guest judges' cards.
 - 1.2.1** EXCEPTION: A horse show judge licensed in the Western or English discipline by one of the approved organizations noted in Section 7.0 Other Approved Judges, 7.2 English-Western Judging, may be hired to judge a *CSHA* approved show if management pays a per show "guest judge" fee of \$25.00 at the time show approval is obtained and/or the judge is confirmed to the English/Western Program.
- 1.3** While judging:
 - 1.3.1** All *CSHA* licensed English and/or Western Judges must be in possession of a current West Coast Horse Show Rulebook.
 - 1.3.2** All *CSHA* licensed Parade Judges must be in possession of a current West Coast Horse Show Rulebook and a copy of the current Parade Program rules as published by *CSHA*.
 - 1.3.3** All other *CSHA* licensed judges, including pilot program judges, must be in possession of the current appropriate program rules as published by *CSHA*.
- 1.4** While working in their official capacity as a *CSHA* judge or judge applicant, a judge or judge applicant will not publicly act, incite or permit another judge or applicant to act in a manner deemed libelous, slanderous, improper, unethical, dishonest, unsportsmanlike, intemperate, immoral, inhumane or prejudicial to the best interest of *CSHA*.
- 1.5** A judge may be approached by an applicant in one of two capacities; i.e. to learn or to specifically fulfill the judge's license requirements related to junior judging. All judges should make themselves available to an individual wishing to learn.
 - 1.5.1** A judge may not refuse an applicant's specific request to junior judge (to fulfill licensing requirements). However, the judge may choose the specific event to work with the applicant.

- 1.5.2** The judge will return the completed confidential reference sheet to the Judge's Commission chairman within 14 days of receipt. Failure to do so will be reported to the Commission by the chairman for their review and possible disciplinary action.
- 1.6** Individuals living outside of California may apply for a *CSHA* judge's license. Qualifications will be the same as for California residents.
- 1.7** Judges will dress in a manner consistent with the type and quality of the event to be judged. Tank tops, T-shirts, cut-offs, sandals, and less than clean attire is considered inappropriate.
- 1.8** In the event a judge is unable to fulfill a contracted judging obligation, the judge must:
- a) Contact the appropriate *CSHA* Program Chair, the *CSHA* Judge's Commission Chair, and;
 - b) Contact event/show management, and;
 - c) Make a diligent, timely and reasonable effort to find a replacement judge, to include, but not be limited to:
 - i. Calling all other appropriate *CSHA* judges;
 - ii. Coordinating with the *CSHA* Program Chair.
- 1.9** At no time, while competitors are in the arena, may a Judge or show management have one or more pets in the arena.
- 1.10** All judges must provide a correctly completed W9 to the State Office. Failure to do so will result in the judge's license(s) being suspended until the requirement has been met.

SEC. 2.0 Commission Members and Term

- 2.1** The State President will appoint the chair of the Commission to a two year term and will appoint half to the Commission by license division one judge each from Drill Team, English, Gymkhana, Obstacle Challenge, Parade, and Trail Trials in the odd numbered years for a two year term. Subsequent Presidents will appoint half of the commission one judge each from Drill Team, Gymkhana, Obstacle Challenge, Parade, Trail Trials, and Western in the even numbered years to a two year term.
- 2.1.1** The State program chairmen may make appointment recommendations to the State President.
- 2.2** The Commission is composed of thirteen (13) *CSHA* licensed judges. Membership will consist of judges from each of the following divisions: Drill Team two (2), English one (1), Gymkhana two (2), Obstacle Challenge (2), Parade two (2), Trail Trials two (2), and Western one (1). In addition, the Commission will have a chairman who may be from any division.
- 2.2.1** If the Commission licenses judges for a pilot program, the President will appoint one judge who has been licensed in the pilot discipline to the Commission.

- 2.2.2** The appointment will be for a one year term and there is no limit to the number of terms the judge may serve until such time as the pilot program becomes permanent or is abandoned.
- 2.2.3** If the pilot program is abandoned, the judge's Commission term will immediately expire.
- 2.2.4** If the pilot program becomes permanent, the discipline will automatically be entitled to two representatives on the Commission and Section 2.2 above will automatically be adjusted to reflect this addition at the next reprinting of the rulebook.
- 2.3** In the event expertise is required from one of the non-represented divisions, the chairman may temporarily appoint a judge from a non-represented division to the commission to assist with a specific complaint, protest or other matter. The appointment will be terminated upon completion of the issue at hand.
- 2.4** There shall be no limit to the number of two-year terms a member may serve.
- 2.5 Appointment/Reappointment to the Judges' Commission**
- 2.5.1** All appointments to the CSHA Judges Commission are made by the CSHA President. Appointments are for a two-year term. Persons seeking appointment or reappointment to the Commission must meet the following criteria and the procedures set forth below.
- 2.5.2 Qualifications**
- 2.5.2.1** The individual must be a CSHA licensed judge in the discipline they wish to represent and must have successfully completed the two year probationary period stipulated in the rulebook (J.C. 3.1.9) plus 1 additional years for a minimum of 3 years "time in service" during which time they have judged and have no adverse issues. They cannot currently be a CSHA State Program Chair. Commission members are to be available to attend all regularly scheduled Commission meetings and advise the Chair of any planned absences as far in advance as possible.
- 2.5.2.2** Exceptions to "time in service" are as follows:
- 2.5.2.2.1** Exception will be made for the judges representing disciplines in the pilot program stage and for a one-year period following the pilot program's acceptance as an official CSHA program.
- 2.5.2.2.2** Exceptions may be made at the discretion of the State President in situations where there is difficulty in obtaining judges for a particular discipline; too few judges, newly" re-established" program, lack of interest/availability of existing judges, new programs, etc.

2.5.3 Procedure for Application to Appointment/Reappointment

2.5.3.1 Those interested in appointment should review the Judges Commission page of the CSHA website or contact the State Office to verify the term expiration dates for the various positions on the Commission by October 1st .

2.5.3.2 Individuals wishing to apply for appointment/re-appointment must send a letter of intent including the following:

2.5.3.2.1 List the discipline the individual wishes to represent.

2.5.3.2.2 New applicants must include a resume documenting the individual's qualifications to serve in such a position.

2.5.3.2.3 Incumbent Commission members need not include a resume.

2.5.3.2.4 The letter and resume must be received in the State Office, addressed to the CSHA Judges Commission Chair, no later than October 1st of the year in which the current incumbent's term expires.

2.5.4 Evaluation Criteria

- A. Diversity within the State
- B. Diversity of participation within CSHA
- C. Diversity of participation with the program applied for.
- D. Choosing the best fit for a balanced representation.
- E. Recommendations from State Program Chairmen

2.5.5 Review Procedure/Selection

The Judges Commission Chair will:

2.5.5.1 Organize the letters and resumes received, confirm and document "time in service" periods and adverse issues found in that judges file.

2.5.5.2 This information will be provided to the CSHA President.

2.5.5.3 Each year the Judges Commission Chair will publish the names of the Commission members on the Judges Commission page on the CSHA website noting the discipline represented and the expiration of their term. This update will be made within 30 days following the completion of Commission appointments by the State President for that year.

2.5.5.4 Maintain all letters of intent and resumes in a Commission file for a period of one (1) year.

The CSHA President will:

- 2.2.5.5** Review the documentation, meet with the Judges Commission Chair to confer and make the necessary appointments. Both parties are to hold all discussions confidential
- 2.2.5.6** Ensure that letters of notice are sent to all applicants, whether selected or not.

SEC. 3.0 Judges' Licensing Procedures

3.1 Procedures shall apply to all programs and disciplines, Drill Team, English, Gymkhana, Obstacle Challenge, Parade, Trail Trials, Western and all applicants must:

- 3.1.1** Be at least 18 years of age and a member in good standing with CSHA as an Individual Senior, Family or Life member.
- 3.1.2** Send a completed application to the Judges Commission Chairperson accompanied by a nonrefundable fee of \$50.00 per discipline.
- 3.1.3** Junior judge under currently licensed CSHA senior judges in the selected discipline (s).
- 3.1.4** Drill Team, Gymkhana, Parade, Obstacle Challenge, and Trail Trials are not required to judge independently.
- 3.1.5** Must have one junior judging experience outside the applicant's home Region.
- 3.1.6** No junior judging is permitted at state championship events. Exception: Drill Team.
- 3.1.7** Requirements must be met within five (5) years of the application date.
- 3.1.8** All applicants shall read complete Judges' Commission rules chapter of the CSHA Rulebook.
- 3.1.9** A written test is required for each discipline. However, if an applicant is testing for multiple disciplines on the same day, the oral test may be considered "combined" for the selected disciplines.
- 3.1.10** It is mandatory that newly licensed judges attend the first symposium offered in their discipline(s).

3.2 Discipline Requirements

3.2.1 Drill Team

- 3.2.1.1** Applicants must junior judge both events at the CSHA State Championship Drill Team competition in California. Judging the long and short programs under two separate CSHA senior judges.

3.2.2 English/Western

3.2.2.1 Applicants are required to judge five (5) shows independently within two (2) years prior to applying for a license.

3.2.2.1.1 Three (3) of the five (5) shows must relate to the selected discipline, i.e. English or Western. If available, provide premium lists of any independent judging events.

3.2.2.2 Applicable to both independent and junior judging for English and Western.

3.2.2.2.1 English shows must include over fences in addition to hunter hack, as well as flat classes.

3.2.2.2.2 English shows must include hunter and jumper classes, as well as flat classes.

3.2.2.2.3 Western shows must include trail and/or reining classes, as well as rail classes.

3.2.2.2.4 Combined shows must have trail and/or reining classes for Western portion and over fence classes must be hunter, jumper, or equitation over fences rather than just hunter hack for English portion.

3.2.2.2.5 All of the above events must have a minimum of 3 exhibitors.

3.2.2.3 Applicants seeking both an English and Western license junior judging with a judge licensed in both disciplines at a combined show may count that show as just one judging for either the English or Western license.

3.2.2.4 Applicants must junior judge 3 different events under 3 different CSHA senior judges.

3.2.2.5 If an event has more than one judge, applicants must claim the CSHA senior judge, if possible, as the senior judge reference for that event.

3.2.2.6 Applicants who currently hold a similar license with a nationally recognized association may apply for a waiver of the junior judging requirements.

3.2.2.7 Applicants must provide premium lists of the events they have junior judged in which the number of riders/handlers in each class judged are included.

Gymkhana

3.2.2.8 Applicants must junior judge at three (3) different shows all of which must be Region Sanctioned Point Gymkhana shows.

3.2.2.8.1 Applicants may use the same CSHA Senior Judge for only two (2) shows.

3.2.2.8.2 One (1) junior judging must be outside the applicant's home Region.

3.2.3 Obstacle Challenge

3.2.3.1 Personal references shall include the applicant's Region or State Obstacle Challenge Chair.

3.2.3.2 Prior to submitting an application, the applicant must:

3.2.3.2.1 Obstacle Judge at least five (5) obstacles at a CSHA Sanction Obstacle Challenge. Two (2) of the five (5) obstacles may be at the same event provided they are significantly different.

3.2.3.2.2 Serve as Event Manager for a CSHA Sanctioned Obstacle Challenge including participation in the Walk Thru with the Head Judge.

3.2.3.3 After application has been submitted to the chairperson and the chairperson has provided show management and Head Judge reference forms to the applicant:

3.2.3.3.1 Junior Judge at least three (3) different events under the tutelage of a Head Judge performing a significant role in making decisions that would be required in the role of Head Judge.

3.2.3.3.1.1 Applicants may use the same CSHA Judge at two (2) different events.

3.2.3.3.1.2 At least one (1) event must be outside Applicant's home Region.

3.2.3.3.1.3 Only one Junior Judge may serve at any one event.

3.2.4 Parade

3.2.4.1 Applicants must junior judge at three (3) different CSHA sanctioned parades

3.2.4.2 Applicants may use the same CSHA senior judge for two (2) sanctioned parades

3.2.4.3 At least one (1) parade must be outside the applicant's home Region.

3.2.5 Trail Trials

3.2.5.1 Personal references shall include the applicant's Region or State Trail Trials Chair.

3.2.5.2 Prior to submitting an application, the applicant must:

3.2.5.2.1 Obstacle Judge at least five (5) obstacles at a CSHA Sanctioned Trail Trial. Two (2) of the five (5) obstacles may be at the same event provided they are significantly different, i.e. judging an uphill and then a downhill would be too similar but judging a water crossing and an uphill would be acceptable.

3.2.5.2.2 Serve as Ride Manager for a CSHA Sanctioned Trail Trial, including participation in the pre-ride with the Senior Judge.

3.2.5.2.3 Qualify two (2) times within the last three (3) years for the CSHA State Championship Event.

3.2.5.3 After an application has been submitted and the Chairperson has provided show management and senior judge reference forms to the applicant, the applicant must:

3.2.5.3.1 Junior judge, at three (3) different events under the tutelage of a Senior Judge, performing a significant role in making decisions that would be required in the role of a Senior Judge.

3.2.5.3.1.1 Applicants may use the same CSHA Senior Judge at two (2) different events.

3.2.5.3.1.2 At least one event must be outside the applicant's home Region.

3.2.5.3.1.3 Only one Junior Judge Applicant may serve at any one event.

3.3 Judges' Commission Process

3.3.1 The Chairperson of the Judges Commission will review applications for completeness and verify membership status with the State Office. If there are membership issues and/or applications are incomplete, the Chairperson will notify the applicant of said issues and will return uncompleted forms.

3.3.2 Once the application and membership requirements are satisfied, the Chairperson will send personal reference forms to the individuals listed by the applicants which are to be returned directly to the Chairperson.

3.3.3 Applicants will receive from the Chairperson, Senior Judge and ride/show management forms which are to be sent directly to the Chairperson by the individuals providing the references.

- 3.3.4** The Commission will review applications and references at its next regularly scheduled meeting.
- 3.3.4.1** If approved, applicants will be invited to test at the next regularly scheduled meeting of the Commission. The Commission reserves the right to decline to test at a specific meeting due to schedule conflicts and/or constraints.
- 3.3.4.2** If not approved, the Chairperson will communicate the Commission's decision to the applicant in writing.
- 3.3.5** All applicants must pass a written test, with a minimum score of eighty-five (85%) and an oral test.
- 3.3.5.1** The oral test is only administered after applicants have successfully passed a written test.
- 3.3.5.1.1** If the applicant fails the oral test, the applicant will be invited to re-test orally.
- 3.3.5.1.2** The written test will not be re-administered.
- 3.3.5.2** If the applicant fails the written test, the applicant will be invited to re-test.
- 3.3.5.2.1** If the second written test is failed, the applicant's fee is forfeited. The applicant will be required to wait one (1) year before re-applying for a license in that discipline.
- 3.3.6** The process for re-applying for a license that was not renewed is as follows:
- 3.3.6.1** The process of re-applying for a license will follow the Licensing Procedures 3.1
- 3.3.6.2** License was not renewed for one (1) year or less:
- 3.3.6.2.1** A new application
- 3.3.6.2.2** Re-test.
- 3.3.6.3** After one (1) year up to two (2) years
- 3.3.6.3.1** A new application
- 3.3.6.3.2** One (1) junior judging outside the applicant's home Region
- 3.3.6.3.3** Re-test
- 3.3.6.4** Two (2) years or more:
- 3.3.6.4.1** Apply as a new applicant and follow new applicant licensing procedures

3.4 Applicant's Responsibilities

- 3.4.1** Ensure that all forms being used are the most current version.
- 3.4.2** Complete the appropriate application form(s) and personal reference list(s) and mail them with the appropriate fees to the Chairperson of the Judges Commission.
- 3.4.3** All applicants shall dress in a manner consistent with the type of discipline to be judged. Tank tops, T-shirts, cut-offs, sandals and less than clean attire are considered inappropriate.
- 3.4.4** Applicants should ensure that all personal references be sent directly to the Chairperson of the Judges Commission by the individuals providing the references within fourteen (14) days of receipt.
- 3.4.5** Arrange with qualified CSHA Senior Judges to junior judge with them.
- 3.4.6** Provide the Senior Judge with the appropriate reference form.
- 3.4.7** Provide ride/show management with the appropriate reference form.
- 3.4.8** Applicants should ensure that Senior Judge and ride/show management references are to be sent directly to the Chairperson of the Judges Commission by the individuals providing the references within fourteen (14) days after each junior judging event.
- 3.4.9** It is the applicant's responsibility to have and understand the current appropriate rule books; i.e. CSHA rule book and, if applicable to the discipline, the West Coast Horse Show rule book.

3.4.9.1 Testing materials are developed from the CSHA and WCHS rule books.

SEC. 4.0 License Requirements

4.1 New

- 4.1.1** Upon receiving a completed application, the Judge's Commission Chair will mail to the applicant an updated or current process along with all the paper work necessary to complete all the requirements for the division applied for.
- 4.1.2** All applicants must:
 - 4.1.2.1** Complete and submit an official *CSHA* judge's license application. The application is available from the State office, Judges Commission chairman or the website. When requesting an application, applicants must state the division for which they wish to apply.
 - 4.1.2.2** A separate application must be filed for each division.
 - 4.1.2.3** Be at least eighteen (18) years of age.

- 4.1.2.4** Be a Senior, Life, or Family member in good standing.
 - 4.1.2.5** Take and pass both a written and an oral examination. The passing score for the written examination required is a score of 85 or higher.
 - 4.1.2.6** Submit a \$50.00 non-refundable filing fee with each application.
 - 4.1.3** Applicants will be required to junior judge under a currently licensed *CSHA* judge in the division for which the applicant has requested an application. The instructions that accompany the application will indicate the exact requirements.
 - 4.1.3.1** An applicant holding a current license from a state or nationally recognized association in the same discipline as the one for which he/she is applying to *CSHA* may apply for a waiver of the junior judging requirements. The decision to waive any portion of the junior judging requirements is at the sole discretion of the Judges Commission.
 - 4.1.3.2** A *CSHA* judge currently licensed in Western and in good standing may apply for a waiver of the junior judging requirements for an English license. Said waiver to be granted at the discretion of the Judges Commission based on their review of the application, waiver request, judge's file and resume submitted.
 - 4.1.4** The applicant will be requested to provide personal references. No person who is a relative of the applicant may serve as a reference or referral. Instructions and exact requirements are included with the application.
 - 4.1.4.1** Judges Commission members may not serve as a personal reference for an applicant.
 - 4.1.4.2** Commission members may serve as Senior Judge and provide a reference in that capacity.
 - 4.1.5** The commission will review each application and all references. After the application has been approved, the applicant will be scheduled for the written and oral examinations.
 - 4.1.6** The Judges Commission, in addition to any other valid grounds or reason, may refuse to issue a card, deny a renewal or revoke a judge's card for any judge/applicant who meets one or more of the following criteria:
 - 4.1.6.1** Has been convicted of a crime punishable by imprisonment in State or Federal prison, or who has been convicted of a crime involving moral turpitude.
 - 4.1.6.2** Has made material misrepresentation or false statement to the Judges Commission in his or her application for a judge's card or otherwise, or who fails to answer any material question on the judge's application or in the judge's process.

- 4.1.6.3** Is suspended from or has been denied judging privileges for cause, in USEF, AQHA, NRCHA, NRHA, APHA, ApHC, or any other recognized breed registry.
 - 4.1.6.4** Has committed any acts in connection with the horse industry which were fraudulent or in violation of a trust or duty.
 - 4.1.6.5** After accepting a judging commitment, has not made all reasonable effort to judge such show or has not timely communicated to show management any inability to complete such commitment.
 - 4.1.6.6** Does not, at all times, conduct himself/herself in an exemplary and professional manner, such as not showing courtesy and respect towards show management, exhibitors and spectators and not wearing appropriate attire while judging a CSHA approved or sponsored show.
- 4.1.7** Instructions for Junior Judging (all disciplines)
- 4.1.7.1** A judge may be approached by an applicant in one of two capacities; i.e. to learn or to specifically fulfill requirements related to junior judging.
 - 4.1.7.1.1** While all judges should make themselves available to applicants wishing to learn, a judge may not refuse a request to junior judge. However, the judge may choose the specific event at which to work with the applicant.
 - 4.1.7.1.1.1** Exception: No junior judging is permitted at a championship event except for Drill Team.
 - 4.1.7.1.2** The judge will permit only one applicant to junior judge with him/her at any one event.
 - 4.1.7.2** The Senior Judge is to ensure that contestants are made aware of the presence of the junior judge and the fact that his/her scoring will not affect placings.
 - 4.1.7.3** The Senior Judge will not use the junior judge as a clerk, scribe, obstacle judge, timer, etc. in any fashion.
 - 4.1.7.4** If the judge is to design/set and/or otherwise certify courses, whenever possible the junior judge is to perform this work under the supervision of the Senior Judge. When this is not possible, the Senior Judge is to question the junior judge in such a way as to evaluate his/her ability to perform this function.
 - 4.1.7.5** The Senior Judge is to compare and discuss placings with the junior judge in order to evaluate his/her reasoning process and skill level and to question him/her regarding competition rules for classes that might not be offered at that particular event in order to expand his/her evaluation of the junior judge.

4.1.7.6 If multiple judges are used at an event, the applicant must select only one judge with whom to junior judge and work the entire day with that judge; e.g. The junior judge may not work a few hours with the judge handling Trail classes and a few hours with the judge handling rail classes; The junior judge may not split his/her time between two judges at a double judged show in order to obtain 2 references, etc.

4.1.7.7 Additional Instructions for Trail Trials

4.1.7.7.1 Junior Judge will conduct the obstacle judge meeting on the day of the event under the supervision of the Senior Judge.

4.1.7.7.2 Junior Judge will pre-ride the course and obstacles on horseback with the Senior Judge.

4.1.7.8 The judge will receive a confidential reference form which is to be completed and returned to the Judges Commission within 14 days of receipt. Failure to do so will be reported to the Commission by the Chairman for their review and possible disciplinary action.

4.1.7.8.1 The Senior Judge is not to discuss his/her opinions/evaluation of the Junior Judge with anyone, including the applicant, with the exception of the Commission if called to do so during a meeting of the Commission.

4.1.8 All newly licensed judges must attend the first symposium offered in their discipline.

4.1.9 All newly licensed judges shall have a two (2) year probationary period.

4.1.9.1 At the discretion of the Judges Commission, all new judges may be asked to meet with the Commission during their probationary period:

4.1.9.1.1 For a review.

4.1.9.1.2 If there are any letters of concern to the Judges Commission.

4.1.9.2 Depending upon the seriousness of the concerns, the Judges Commission may choose to write a letter of reprimand or extend the probationary period for up to six months.

4.2 Renewals

4.2.1 The CSHA judge's license fee will be \$20.00 per division (effective 2011).

4.2.2 All licenses must be renewed annually. The renewal fee payment must be postmarked **no later than November 30th**.

4.2.3 The State office will mail/email a license renewal notice. However, neither the failure of the State office to mail the form nor the failure of the judge to receive it shall be accepted as an excuse for failure to comply with rule 3.2.2.

4.2.4 License cards issued to new judges shall expire on December 31st of the year in which the card was issued.

4.2.4.1 Renewal license fees shall pay for a term of one year commencing on January 1st and ending on December 31st.

4.3 Mandatory Symposium

4.3.1 It will be mandatory for every *CSHA* judge to attend a *CSHA* sponsored symposium every two years. Exception - English/Western judges are required to attend a symposium that is held every three years .

4.3.1.1 A symposium for Drill Team judges will be held every year at the at the State Championship Competition.

4.3.1.2 A symposium for English and Western judges will be held every three years at the January Quarterly. (beginning in 2014)

4.3.1.3 A symposium for Gymkhana judges will be held every year at the January Quarterly.

4.3.1.4 A symposium for Obstacle challenge judges will be held every year at the April Quarterly.

4.3.1.5 A symposium for Parade Judges will be held every odd year at the January Quarterly. (beginning in 2015)

4.3.1.6 A symposium for Trail Trials judges will be held every year at the January Quarterly.

4.3.2 At its discretion, the Judges Commission may elect to utilize a classroom, “hands on” or electronic/written format or any combination of the three for a mandatory symposium.

4.3.2.1 At its discretion, the Judges Commission may approve a site other than the *CSHA* meeting site for a mandatory symposium to provide an enhanced learning experience for attendees. All judges in the affected discipline will be notified a minimum of forty-five (45) days in advance of the location change.

4.3.2.1.1 A symposium site that is within a twenty (20) mile radius of the *CSHA* meeting will be considered “at the *CSHA* meeting” and only the standard symposium notice is required.

4.3.3 If, due to an emergency, a judge cannot attend the appropriate symposium, the judge must notify the chairman of the Judges Commission prior to the start of the symposium, and write a letter of explanation to the Judges Commission within one (1) week following the symposium date. The Commission will meet to determine if the explanation is “emergency in nature.”

4.3.3.1 An “emergency” is defined as a sudden, unexpected occurrence or a set of circumstances that has taken place within one (1) month prior to the start of the symposium.

4.3.3.2 If the Commission determines that the explanation is not "emergency in nature", Sec. 3.0 License Requirements, sub section 3.4, rule 3.4.1 will be applied.

4.3.4 If a judge is licensed in more than one discipline by CSHA and two or more of those disciplines has scheduled a symposium on the same weekend which realistically prohibits the judge from attending all required symposiums, the judge affected will attend one of the CSHA symposiums and follow the procedure outlined in 3.3.4 for other(s).

4.3.4.1 If an outside symposium is not reasonably available, the judge may apply to the Judges Commission for permission to attend one symposium and be excused from the other(s). Based on the judge's history and experience level, the Judges Commission may stipulate which symposium the judge must attend.

4.3.5 Attendance at Non CSHA Symposium

4.3.5.1 In lieu of a *CSHA* judge's symposium, a judge may submit evidence of attendance at a non CSHA symposium/seminar/clinic in their licensed *CSHA* division(s).

4.3.5.2 If a judge feels that a symposium/seminar/clinic not specifically in their division would be of benefit, the judge may submit a written request along with a synopsis of the symposium/seminar/clinic to the Judges Commission for consideration.

4.3.5.3 In both cases, a written request for approval must be received and reviewed by the Judges Commission prior to the event in order for it to count in lieu of the *CSHA* sponsored symposium.

4.3.6 Remote Attendance at a Mandatory Symposium

4.3.6.1 Any request to attend a symposium via "remote attendance" must be submitted to the Judges' Commission Chair prior to the start of the symposium.

4.3.6.2 The Judges Commission will review the request and determine whether or not the planned curriculum will lend itself to remote attendance and advise the judge of its decision.

4.3.6.3 If approval is granted, it is the responsibility of the judge making the request to pay all costs and make any arrangements necessary to effect the remote attendance.

4.3.6.4 A judge utilizing remote attendance will be sent a copy of all hand outs and literature in advance and will be required to pay any symposium fee that has been applied to the event.

4.4 Automatic Suspensions and Revocations

4.4.1 Failure to maintain membership status as noted in 3.1.2.4 or to comply with rules in 3.2 Renewals or 3.3 Mandatory Symposium Attendance will result in an automatic six month suspension and a fine of \$100.00 which is to be paid to the State Office so as to be received no later than 60 days from the first day of the suspension.

4.4.1.1 If the suspension was for non-payment of membership dues, the suspension will be effective on the first day the CSHA membership is no longer in good standing as noted in the Bylaws.

4.4.1.2 If the suspension was for non-payment of renewal fees, the suspension will be effective January 1.

4.4.1.2.1 Any judge so suspended will be automatically reinstated July 1st, provided the judge's license renewal fee was postmarked no later than December 31st of the prior year and the fine has been paid within the allotted time frame.

4.4.1.3 If the suspension was for non-compliance with symposium attendance rules, the suspension will begin on the first day the judge is in violation of Rule 3.3 Mandatory Symposium Attendance; i.e. the day after the CSHA sponsored symposium at which attendance was required.

4.4.1.3.1 Any judge so suspended will be automatically reinstated 6 months from the effective date provided the fine has been paid within the allotted time frame.

4.4.2 Appeals

4.4.2.1 Any judge may appeal the suspension and/or the fine by writing to the Head Judge of the Judges Commission and requesting to present his/her case before the Commission at the next Commission meeting.

4.4.2.2 If a review is requested, the suspension will be in effect until such time as the review is conducted by the Commission. Payment of the \$100.00 fine will be held in abeyance until completion of the review.

4.4.2.3 After reviewing the appeal, The Commission, at its discretion, may uphold the original suspension and fine, waive the suspension and/or the fee, or reduce the suspension and/or the fine.

4.4.2.4 If the fine is upheld in any amount, the fine must be paid to the State Office so as to arrive no later than 60 days from the date of the appeals hearing.

4.4.3 Revocation

- 4.4.3.1** If a judge fails to pay the prescribed fine within the time limits allowed and/or fails to refrain from performing judging duties in the role of a CSHA licensed judge, the judge's license in that discipline will be automatically revoked.
- 4.4.3.2** Any time a license has been suspended two times in any sixty (60) month period for failure to comply with rules in part 3.2 Renewals or 3.3 Mandatory Symposium Attendance, the judge's license in that discipline will be automatically revoked.
- 4.4.3.3** If a license is revoked for either of the reasons noted above, the individual will not be eligible to reapply for a license in that discipline or apply for a new license in any other discipline for a period of twenty-four (24) months from the date of revocation.

4.5 Any action taken to suspend, revoke or levy a fine with regard to symposium attendance or payment of a license renewal fee will affect only that specific license held by the individual judge and not any others that he or she may hold.

4.6 Any action taken to suspend, revoke or levy a fine with regard to failure of a judge to renew CSHA membership will affect all CSHA licenses held by that judge.

4.7 Lifetime Judge's License

- 4.7.1** The Commission may award an honorary lifetime license status to a judge in any individual discipline, after the retirement of the judge from that particular discipline, for the purpose of honoring that judge's attainment of the highest levels of integrity, knowledge of that discipline, contributions toward promoting that discipline within CSHA and the equine world and length of service to CSHA in this capacity.
- 4.7.2** Any person(s) wishing to nominate a judge shall submit a letter to the Judges Commission Chair which should detail the reason they feel the judge should be so honored.
 - 4.7.2.1** Each person involved in the nomination must print and sign their name to the letter.
- 4.7.3** If the nomination is from a Region or CSHA club, it must be signed by the Region or club President and a copy of the minutes from the meeting where the nomination was approved must be attached to the letter.
- 4.7.4** The Judges Commission chair will invite written recommendations from the State President, First Vice President, Area Vice Presidents and the Region President for the Region in which the nominee resides, as well as the State Chair for the program related to that judging discipline.

- 4.7.5** The nomination and all recommendations will be reviewed by the Judges Commission and a decision made as to whether or not an award is appropriate within 90 days of original receipt. Any award will be based on the Commission's review of the nomination(s) and recommendation(s), as well as any personal observations presented by Commission members during the review.
- 4.7.6** A decision by the Commission to not make an award must not be construed in any way to be a "vote of no confidence" for that individual judge.
- 4.7.7** A Judge who has been awarded an honorary lifetime license will:
 - 4.7.7.1** Be presented an appropriate plaque commemorating the award by the Judges Commission.
 - 4.7.7.2** Be listed in the CSHA Judges Roster in a separate grouping titled "Honorary Lifetime Judge" noting the discipline and stipulating that this is not an active license.
 - 4.7.7.3** Not be required to pay any yearly renewal fee for the honorary license.
 - 4.7.7.4** Not be restricted from maintaining other active CSHA licenses in other divisions.
 - 4.7.7.5** Not be considered an active judge in that discipline and has no authority to serve in that discipline as a CSHA licensed judge.
 - 4.7.7.6** Should a judge elect to re-apply for and be granted an active license in that discipline with CSHA, the honorary license will be placed "on hold" and re-activated automatically if the judge again retires from that discipline.

SEC. 5.0 Hearings

- 5.1** The Judges Commission will not review any complaint, protest or correspondence of any type submitted to them about a judge for that judge's actions in any capacity other than as a CSHA Judge. If any such correspondence, complaint or protest is received, the Chair will immediately return said documentation and any fee provided to the person with a written explanation. A copy of the Chair's explanation is to be sent to the State President for information only and read into the Judge's Commission minutes at their next meeting in closed session for record keeping purposes and is to be kept confidential by the President and the Commission members.
 - 5.1.1** All complaints and protests will be retained in a judge's file for a period of five (5) years from the date of the review/hearing and will be considered in future hearings within the specified time frame.
 - 5.1.2** The decision of the Judges Commission may be appealed to the Board of Directors.

5.1.2.1 The appeal shall be accepted upon receipt of a written request accompanied by pertinent information.

5.1.2.2 The Board will consider the appeal and if deemed appropriate will proceed according to Roberts Rules of Order.

5.1.3 If a complaint or protest is upheld, the fee shall be returned. If it is overruled, the fee shall be forfeited.

5.1.4 Following the review, the Commission will correspond with the parties involved to advise them of the committee's decision and any action taken.

5.2 Letters of Concern

5.2.1 A letter of concern regarding a CSHA licensed judge will be reviewed by the Judges Commission. Based on the review the Commission may:

5.2.1.1 Verbally counsel the judge

5.2.1.2 Require the judge to work with another licensed judge and/or attend a seminar, symposium or clinic.

5.2.2 The letter will be maintained in the judge's file for a period of three (3) years. During that time, the letter may be reviewed if an additional complaint or protest is filed against the judge.

5.3 Complaints

5.3.1 A complaint must be filed in writing, be signed by the complainant, be addressed to the chairman of the Judges Commission and accompanied by a fifty dollar (\$50.00) fee. No copies will be mailed to any other party by either the complaining party or the Judges Commission chairman.

5.3.1.1 Exception: A copy will be sent, by the Judges Commission chairman, to the judge against whom the complaint was filed.

5.3.2 The chairman will correspond with the parties involved and the complaint will be presented to the Judges Commission at the next Quarterly meeting.

5.3.3 If the Judges Commission deems it to be a valid complaint, all parties will be notified and heard at the next scheduled meeting.

5.3.4 The Judge's Commission may elect to verbally council; work with the judge; ask the judge to work with another judge of the same discipline who shall send a written report back to the Commission; request the judge attend training clinics and/or seminars; issue a written reprimand or issue a formal suspension of judging privileges. The suspension of judging privileges to last no longer than six months.

5.4 Protests

5.4.1 A protest must be filed in writing, be signed by the protester(s) and accompanied by a one hundred dollar (\$100.00) fee. If the protest involves a minor, it must be signed by the minor's parent or legal guardian.

- 5.4.2** The protest must address specific violations of the *CSHA* rulebook and/or the *WCHS* rulebook.
- 5.4.3** The original protest must be mailed to the chairman of the Judges Commission via certified mail with a copy to the State President with no other copies to be distributed to any other parties.
 - 5.4.3.1** If the matter involves a Gymkhana or horse show, the Judges Commission chairman will mail a copy to the judge involved and the appropriate show secretary. No other copies are to be distributed by any party involved.
 - 5.4.3.2** The protest must be postmarked, certified mail, no later than forty eight (48) hours after the rule violation occurs.
- 5.4.4** All protests must be resolved no later than the second Quarterly meeting following the receipt of the protest.
- 5.4.5** All parties involved will be advised in writing a minimum of two weeks prior as to the date, time and location of the hearing. All parties will have the right to speak before the Commission and have witnesses heard by the Commission.
 - 5.4.5.1** If a witness cannot appear at the hearing in person, a notarized affidavit will be accepted.
 - 5.4.5.2** These procedures may be changed to fit the circumstances, but must be agreeable to all parties concerned.
- 5.4.6** The Commission will take action against a Judge guilty of a rule violation. Said action may include, but will not be limited to a verbal and/or written reprimand. Said judge to work with another judge, attend clinics and/or seminars etc., Send a letter or censure, a formal suspension of judging privileges, or revocation of judging license.
 - 5.4.6.1** In addition to or in place of the aforementioned actions the Commission may impose a reasonable fine not to exceed \$200.00 per protest.
 - 5.4.6.2** The fine is to be paid within 60 days of notification. Failure to pay fine will result in license being suspended until fine is paid.

SEC. 6.0 Pilot Program Judges

- 6.1** If a pilot program is established within CSHA that requires judges, the Judges Commission will work with the creators of the program to develop an appropriate procedure to provide a qualified pool of licensed judges for that program as soon as possible and prior to the program's first official competition year.
- 6.2** All licenses issued for the pilot program will be considered provisional during the pilot stage of the program.

- 6.3** All judges issued the provisional license will be subject to all rules as published in the CSHA Rule Book under Judges Commission and to the published rules of the pilot program affecting judges.
- 6.4** The Judges Commission will sponsor and/or approve at least one symposium as part of the licensing procedure for the first group of judges. Attendance will be mandatory in order to receive a provisional license. After this initial symposium and licensing, applicants will be required to follow the standard application process.
- 6.5** All provisional licenses will convert to standard licenses when the pilot program is accepted as a formal CSHA program.
- 6.5.1** All provisional licenses will be immediately null and void if the pilot program is abandoned by CSHA.
- 6.6** The Judges Commission will sponsor a symposium within six months of the pilot program's acceptance as a formal CSHA program with attendance mandatory for all judges licensed for that program.
- 6.6.1** Symposium attendance frequency for those judges will be determined by resolution at the next state convention.

SEC. 7.0 List of CSHA Judges

A current list of CSHA licensed judges may be obtained from the CSHA web site or the State Office.

SEC. 8.0 Other Approved Judges

- 8.1** The CSHA Judges Commission presently recognizes judges licensed by the following associations with the exceptions noted. This list is published here as a courtesy. All additions and deletions are at the sole discretion of the Judges Commission and do not require a resolution. Please see the specific program rules for additional exceptions.

8.2 English-Western Judging

8.2.1 Payment of a per show “guest judge” fee is required. See Judges Commission 1.2.1

AHA	Arabian Horse Association	NSBA	National Snaffle Bit Association
AMHA	American Morgan Horse Association	PHBA	Palomino Horse Association of America
APHA	American Paint Horse Association	POA	Pony of the Americans Club
APHCA	Appaloosa Horse Club	PtHA	Pinto Horse Association of America
AQHA	American Quarter Horse Association	SAJHA	Sacramento Area Hunter/Jumper Assoc.
NRCHA*	National Reined Cow Horse Association	USEF	United States Equestrian Federation
NRHA*	National Reining Horse Association	WPCSA	Welsh Pony & Cob Society of America, Inc

*Recognized for reining classes or reining only shows

8.3 Drill Team

Blue Shadows Mounted Drill Team (BSMDT) Level 3 Senior carded.