

# 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 *CSHA* does not issue or recognize *CSHA* guest judges' cards.
- 1.2 All *CSHA* licensed English and/or Western and Parade judges, while judging, must be in possession of a current *CSHA* rulebook and a current West Coast Horse Show (*WCHS*) rulebook.
- 1.3 All *CSHA* licensed Gymkhana judges, while judging, must be in possession of a current *CSHA* Gymkhana rulebook.
- 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 will not refuse an applicant's request to work as a junior judge to fulfill the judge's license requirements. The judge may choose the show or parade.
- 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 All new judges will be asked to meet with the Judges Commission after their first year for a review and may be called to meet with the committee at any time in their first year if there are any letters of concern to the Judges Commission.

## **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 Gymkhana, Parade, Trail Trials, Drill Team and English in the odd numbered years for a two year term and subsequent Presidents will appoint half of the commission one judge each from Gymkhana, Parade, Trail Trials, Drill Team and Western in the even numbered years to a two year term.
- 2.2 The Commission is composed of eleven (11) *CSHA* licensed judges. Membership will consist of judges from each of the following divisions: Parade two (2), Gymkhana two

(2), English one (1), Western one (1), Trail Trials two (2) and Drill Team two (2) judges. In addition, the Commission will have a chairman who may be from any division.

- 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.

## **SEC. 3.0 License Requirements**

### **3.1 New**

#### **3.1.1 All applicants must:**

**3.1.1.1** 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.

**3.1.1.2** A separate application must be filed for each division. Divisions for application are Drill Team, English, Gymkhana, Parade, Trail Trials and Western.

**3.1.1.3** Be at least eighteen (18) years of age.

**3.1.1.4** Be a Senior, Life, or Family member in good standing.

**3.1.1.5** 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.

**3.1.1.6** Submit a \$35.00 non-refundable filing fee with each application.

**3.1.2** 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.

**3.1.2.1** An English or western applicant who holds a current similar license with a nationally recognized association may apply for a waiver of the junior judging requirement.

**3.1.3** 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.

**3.1.3.1** Judges Commission members may not serve as a personal reference for an applicant.

- 3.1.3.2 Commission members may serve as Senior judge and provide a reference in that capacity.
- 3.1.4 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.
- 3.1.5 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 of any person:
  - 3.1.5.1 Who 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. (2006)
  - 3.1.5.2 Who 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. (2006)
  - 3.1.5.3 Who is suspended from or has been denied judging privileges for cause, in USEF, AQHA, NCHA, NRHA, APHA, ApHC, or any other recognized breed registry. (2006)
  - 3.1.5.4 Who has committed any acts in connection with the horse industry which were fraudulent or in violation of a trust or duty. (2006)
  - 3.1.5.5 Who, 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. (2006)
  - 3.1.5.6 Who 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. (2006)

## 3.2 Renewals

- 3.2.1 The *CSHA* judge's license fee will be \$15.00 per division (1994).
- 3.2.2 All licenses must be renewed annually. The renewal fee payment must be postmarked **no later than November 30<sup>th</sup>**.
- 3.2.3 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.
- 3.2.4 License cards issued to new judges shall expire on December 31<sup>st</sup> of the year in which the card was issued.

- 3.2.4.1 Renewal license fees shall pay for a term of one year commencing on January 1<sup>st</sup> and ending on December 31<sup>st</sup>.

### **3.3 Mandatory Symposium Attendance**

- 3.3.1 It will be mandatory for every *CSHA* judge to attend one *CSHA* sponsored symposium every two years.

- 3.3.1.1 A judges' symposium for English and Western will be held every odd year at the January Quarterly.

- 3.3.1.2 A judges' symposium for Gymkhana and Parade will be held at the January Quarterly, Trail Trials at the July Quarterly, and Drill Team at the September Quarterly.

- 3.3.1.3 The dates and locations for symposiums for the other judging divisions for the next year will be announced no later than the final Executive committee meeting each year.

- 3.3.1.4 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.

### **3.3.2 Attendance at Non CSHA Symposium**

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

- 3.3.2.2 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.

- 3.3.2.3 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.

### **3.4 Automatic Suspensions and Revocations**

- 3.4.1 Failure to comply with rules in parts 3.2 Renewals or 3.3 Mandatory Symposium Attendance will result in an automatic six month suspension and a fine of \$100.00.

- 3.4.1.1 The judge may request to appear before the Judges Commission, at their next meeting, to explain non-compliance circumstances. At that time the Judges Commission may, at their discretion, reinstate the license or rescind the fine.

- 3.4.1.2** If the judge does not request an appearance and the suspension was for non payment of renewal fees the suspension will become effective January 1<sup>st</sup>.
  - 3.4.1.2.1** Any judge so suspended will be automatically reinstated effective July 1<sup>st</sup>, providing the judge's license renewal fee was postmarked no later than December 31<sup>st</sup>.
  - 3.4.1.2.2** If the member does not pay their membership dues by March 1<sup>st</sup> the license will be revoked.
- 3.4.1.3** If the judge does not request an appearance and the suspension was for non compliance with symposium attendance rules, the suspension will begin on the first day of the month following the meeting at which the judge could have appeared.
  - 3.4.1.3.1** Any judge so suspended will be automatically reinstated on the first day of the seventh month.
- 3.4.1.4** *CSHA* licensed Parade judges must judge at least one *CSHA* approved parade with more than one parade class during each Parade point year or their license will be revoked.
  - 3.4.1.4.1** A Parade judge may request a term of inactive duty. Return to duty after one year of such inactive duty will be reviewed by the Judges Commission.
- 3.4.2** Repeated suspensions of a judge's license will not be tolerated. Any time a license has been suspended two times in any sixty month period the license will be automatically revoked.
  - 3.4.2.1** The individual will not be eligible to reapply for that license category or any new category for a period of twenty-four months from the date of revocation.

## **SEC. 4.0 Cross-over judging**

- 4.1** Show management of any *CSHA* sanctioned horse show offering both English and Western divisions may have the option of submitting a request to the Judges Commission in order to sanction a *CSHA* licensed judge for that one show date for the division of the show in which the judge is not currently licensed or carded.
- 4.2** This option is only available to show management for *CSHA* judges currently licensed in the English or Western division.
- 4.3** To obtain this optional cross over sanctioning, show management must pay a fee of \$50.00 to the Judges Commission prior to the scheduled show along with filing the appropriate request forms.

- 4.4 If the *CSHA* judge permitted to cross over for the prior approved show cannot perform his/her duties and another judge is substituted, the fee will be refunded or transferred as necessary.
- 4.5 A *CSHA* carded and licensed judge sanctioned for these cross-over purposes may not be used as a senior judge for junior judging purposes at the show for which he/she has received this special sanctioning.
- 4.6 A *CSHA* carded and licensed judge, English or Western, may only be sanctioned for these cross-over purposes a maximum of three (3) times in any one calendar year. (January 1<sup>st</sup> through December 31<sup>st</sup>)
- 4.7 A *CSHA* licensed and carded English judge judging a Western division in a show under the provisions of this section can not judge Reining, Western Riding or any western medal classes without prior approval from the Judges Commission.
- 4.8 A *CSHA* licensed and carded western judge judging an English division under the provisions of this section can not judge jumping “over fences” and/or any English medal classes without prior approval from the Judges Commission.
- 4.9 Failure to properly follow these procedures for using *CSHA* judges licensed and carded in only one division, English or Western, to judge a division opposite their carded division will result in a penalty/fine of \$100.00 against both the judge and the show management, payable to the Judges Commission.
- 4.10 Any and all points earned or awarded at a show sanctioned by a *CSHA* Region and/or regions that is found to be in violation of the procedures of this section will be disallowed for that show, and will not be counted for any Region high point standings, nor will they be counted in determining qualifications to compete at the current year’s State Championship Show.
- 4.11 If a *CSHA* carded judge, within the first two (2) years of holding a *CSHA* judges license, is found to be in violation of this section, the Judges Commission will have the option of revoking his/her *CSHA* judges license.
- 4.12 If a *CSHA* carded and licensed judge, within the first two (2) years of holding a *CSHA* judges license and judging a division for which he/she is non-carded under the provisions of this section, becomes the subject of one or more substantial complaints relative to his/her performance in judging a division for which he/she is not carded, the Judges Commission may revoke the current license of that judge.

## **SEC. 5.0 Hearings**

- 5.1 The Judges Commission will review all complaints and protests registered against a *CSHA* licensed judge and follow up with the appropriate action.

- 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. Should a protest be filed against the judge, complaints may be reviewed to determine if they are pertinent.
- 5.1.2 The decision of the Judges Commission is final and is deemed binding on all parties.
- 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 Complaints

- 5.2.1 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.
  - 5.2.1.1 **Exception:** A copy will be sent, by the Judges Commission chairman, to the judge against whom the complaint was filed.
- 5.2.2 The chairman will correspond with the parties involved and the complaint will be presented to the Judges Commission at the next Quarterly meeting.
- 5.2.3 If the Judges Commission deems it to be a valid complaint, all parties will be notified and heard at the next scheduled meeting.
- 5.2.4 The Commission may elect to verbally counsel; issue a verbal or written reprimand; or issue a formal suspension of judging privileges. The suspension can last no longer than six months.

## 5.3 Protests

- 5.3.1 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.
- 5.3.2 The protest must address specific violations of the *CSHA* rulebook and/or the *WCHS* rulebook.
- 5.3.3 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.
  - 5.3.3.1 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.

- 5.3.3.2** The protest must be postmarked, certified mail, no later than forty eight (48) hours after the rule violation occurs.
- 5.3.4** All protests must be resolved no later than the second Quarterly meeting following the receipt of the protest.
- 5.3.5** 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.
- 5.3.5.1** If a witness cannot appear at the hearing in person, a notarized affidavit will be accepted.
- 5.3.5.2** These procedures may be changed to fit the circumstances, but must be agreeable to all parties concerned.
- 5.3.6** The Commission will take action against a judge found guilty of a rule violation. Said action may include, but will not be limited to, a verbal and/or written reprimand, a letter or censure, a formal suspension of judging privileges, or revocation of judging license.
- 5.3.6.1** In addition to or in place of the aforementioned actions the Commission may impose a reasonable fine not to exceed \$200.00 per protest.

## **SEC. 6.0 Judges list**

A current list of *CSHA* licensed judges may be obtained from the State office or the website:

CSHA  
P.O.Box 1228  
Clovis, CA 93613  
(559) 325-1055 Fax (559) 325-1056  
[www.californiastatehorsemen.com](http://www.californiastatehorsemen.com)