HCWE Club Policies - 2026



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

It is the responsibility of the exhibitor to be familiar with and follow the policies set forth below. The exhibitor must also be familiar with USAWE competition rules.

Section I. Membership Policies

1. High Country Working Equitation (HCWE) membership is based on a calendar year, from January 1st to December 31st.

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.

3. The 2026 rate for single membership is $75 for adults and $35 for youth. The rate for a family is $110. The 2027 rate for single membership is $75 for adults and $50 for youth. The rate for a family is $110.

4. Membership in High Country Working Equitation provides members with the opportunity to participate in HCWE-sponsored shows at a discounted price, and/or participate in HCWE-only activities such as Working Equitation (WE) clinics, cattle clinics, play days or other activities.

5. Any HCWE member who completes their required volunteer hours and participates in the minimum number of High Country Working Equitation shows (schooling or licensed) for the membership year will be automatically enrolled in the

High Point Program. The minimum requirements for 2026 will be 2 shows and 4 volunteer hours. The requirements for 2027 will be 3 shows and 4 volunteer hours.

Section II. General Policies

1. The following biosecurity requirements apply.

a. All horses entered in a HCWE show, or trailering into a HCWE facility, must be current on standard vaccines.
b. Any horse traveling more than 75 miles or coming from out of state is required to have a current negative Coggins test. The show management or facility owner may require a current negative Coggins for all horses at their discretion.
c. It is the owner's responsibility to have the required documents, if requested. The owner should not knowingly bring a sick horse to a show or HCWE sponsored event.
d. Any horse that exhibits signs of a contagious condition will be asked to leave the grounds immediately, at the discretion of the show management or person appointed by HCWE.
e. A valid health certificate (within 7 days) might be required by the State Veterinary Board, the show management, or the facility owner. 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.
f. Additional biosecurity measures may be required by the show facility owner/manager.
g. The show management will communicate any required biosecurity requirement when the show window is opened for entry. The show management and the facility owners reserve the right to add additional biosecurity measures up until the day of the show.

2. Competitors are expected to know the United States Working Equitation (USAWE) rulebook and abide by the directives therein. The directives for the Dressage tests, Ease of Handling (EOH) tests, and Speed tests will be adhered to as written in the rulebook.

3. HCWE retains the right to minimally modify schooling show rules from rulebook as determined by the show management or Board of Directors (BOD) or, where applicable, by the event judge. The show management, with the consent of HCWE's BOD will have the final decision of the modification of said rules.

4. For insurance reasons, ALL competitors must sign a HCWE release of liability form when participating in an HCWE-sponsored show or event. Some venues require an additional release form. Owners/trainers/riders 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 1st to December 31st of the current year.

5. For all shows that include the Cattle Trial, an additional fee will be charged for cattle use. This will be included in the entry fees and paid to the person or facility that provides the cattle. An additional waiver will be required specifically for the Cattle Trial, which will be retained by HCWE from January 1st to December 31st of the current year.

6. The judge's decision is final 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. Exhibitors may not approach or question the judge without first approaching the show management and receiving approval to do so. A copy of feedback and comments on the dressage and EOH tests will be available to exhibitors at the end of the division levels and no later than the end of the show.

7. ASTM/Sei approved protective headwear is mandatory for any exhibitor under the age of eighteen (18) and is encouraged for adults as well. Protective headgear will be accepted in any class, regardless of the level or division.

8. Drugging, altering, or misrepresenting horses is not permitted. USEF rules apply.

9. The judge(s) or show management or representative appointed by HCWE may excuse any horse/rider they deem to be unsafe or not in control in the ring or on grounds as may be applicable. The decision of the show management is final.

10. HCWE encourages good horsemanship of riders and good sportsmanship of riders and all spectators. Spectators are asked to be cautious and aware of their surroundings when near 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 management should be notified as soon as possible. The show management decision in these cases is final.

11. Warm-up and schooling are 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, or warmed up.

12. Humane treatment of horses is expected, and excessive reprimanding of an animal will not be tolerated. This includes inhumane training techniques, equipment, methods, or any other treatment deemed to be abusive. Show management should be notified of any such behavior immediately. Exhibitors who behave in this way will be removed from the premises and their membership of HCWE revoked, upon approval of the BOD. The judge or show management has the final say in these decisions during the show or clinic.

13. 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.

Section III. Ethics and Code of Conduct

1. HCWE understands that social media can be a fun and rewarding way to share information about Working Equitation with family, friends, and co-workers around the world. However, the use of social media also presents certain risks and carries with it certain responsibilities. HCWE expects their members to abide by the following guidelines when using social media:

a. Be fair and courteous to all members of the Working Equitation community.
b. Use proper channels for complaints or criticism.
c. Be supportive of all organizations within the Working Equitation community. Do not denigrate national organizations in any form.
d. Be honest and accurate. Make sure of the facts before posting comments or opinions.
e. Be an ambassador for our sport and unwavering in your commitment to growing the Working Equitation community.
f. Give others the benefit of the doubt and ask for clarification when needed.

2. HCWE recognizes that within our membership there are people who hold positions of influence and authority in our organization and the Working Equitation community at large. These positions of influence and authority include but are not limited to the BOD, trainers, licensed judges, and licensed technical delegates. Members of HCWE who hold positions of influence and authority are expected to abide by the following:

a. In providing service to the Working Equitation community, recognize the need to do so in a professional manner, and to deal with the public, the Working Equitation community and HCWE club members with integrity.

b. Furthermore, HCWE expects them to manage their business and interactions with the public in a manner that promotes a positive image of Working Equitation.

Section IV. Show Registration Policies

1. Registration for HCWE shows will be announced via email, website, and Facebook. The registration form will be available on the HCWE website.

2. All entries for HCWE shows are accepted on a first-come, first-served basis and can be filled out online.

3. All payments are due by the closing date of the show as outlined in the registration form. Payments may be made via:

a. Zelle using hcweinfo@gmail.com
b. Paypal, with an additional $1 per $25 to cover fees.
c. Mailed with the entry form to the P.O. Box 177, Firestone, CO 80520.

4. Registration for horse/rider team is for one level in one division. Exhibitors may enter with more than one horse with multiple online forms.

5. The number of participants will be determined by show management and the judge based on the facilities used for the show. Once the show is filled, an announcement will be communicated via email and/or website, and/or Facebook.

6. A waitlist will be started for any entries received after the show is filled.

7. If the show is filled and a waitlist has started, a rider who is already entered into the show may request to have their place filled with someone from the waitlist. If their place is filled from the waitlist, entry fees will be refunded, minus a $25 office fee.

8. If the show is not filled, the board may open schooling rides to fill the day. A rider may opt to add an additional dressage test and/or EOH (hors concours, not for points) for a fee of $75 (licensed show) and $50 (schooling show).

a. The hors concours ride must take place after the rider has competed at their show level.
b. The hors concours ride is dressage or EOH only – no Speed allowed.

9. The closing date of each show will be set by the show manager, and/or the show management team. Registration will be accepted after the window closes if the show is not full, with a late fee payable at the time of registration.

10. Once an exhibitor is registered for a show, they may cancel in writing up until the closing day set forth in the registration form with a refund. If the exhibitor presents a physician's diagnosis of a medical condition that prevents the rider from participating, or a veterinarian's certificate with a diagnosis that prevents the horse from participating at any time, the show fees will be refunded, minus a $25 office fee.

11. After the closing day, no refunds will be issued except in the case of #10 above. Traveling from out of state is not grounds for a refund.

12. A full refund may be issued upon death of the horse or death in the rider's immediate family.

13. HCWE reserves the right to cancel the show due to lack of participation, weather or ground conditions, contagious equine outbreaks, extreme weather or any other unforeseen circumstances. If the show is cancelled, all payments will be refunded minus the office fee.

Section V. Show Management Policies

1. HCWE Board of Directors (BOD) will assign a show manager or show management team (identified as show management) to oversee the details of the schooling, licensed, and championship shows for the show year.

2. Show management will establish the show schedule in conjunction with the BOD.

a. The show schedule for the upcoming year will be communicated to the members of HCWE in January, or as early in the year as possible.
b. Venues and judges will be reserved at the beginning of the show season.
c. The show manager will be established.
d. Licensed vs schooling shows will be determined for the year.
e. Establish a budget for the show including rental costs, deposits, costs of arenas or stalls, arena grooming, set up and tear down fees, food/beverages, judge, technical delegate (TD), staff costs, plus any travel and lodging.

3. In advance, the show management team will:

a. Complete contracts with the judge and the technical delegate (TD).
b. Verify the venue for HCWE shows.

i. Ensure safe accommodation.
ii. Approve easement/access to venue.
iii. Ensure sanitary facilities are available.

iv. Confirm obstacles are available.
v. Arrange water/beverages for riders at club costs.

c. Recruit and arrange workers and their needs.

i. Arrange travel accommodation as needed for judges, TD's and clinicians brought in by HCWE. This may include food, drink, and hotels.
ii. Schedule a scribe and scorekeeper for the shows.
iii. Recruit and organize volunteers for shows.
iv. Arrange food and beverages for staff and volunteers.

d. Determine divisions and levels for the show.

i. Communicate to membership via email, website and/or Facebook.
ii. Distribute, collect, and manage show entries to membership.
iii. Ready entry fees for deposit and provide to club treasurer.
iv. Ensure all waivers are signed.
v. Determine Order of Go with show manager and scorekeeper. Communicate these to the competitors along with the course maps.
vi. Ensure all health papers are up to date.

4. Approval of course maps for EOH.

a. Show management, in conjunction with the judge, will create EOH course maps by level for schooling shows.
b. Show management will collaborate with the judge to determine obstacle placement of judge-created course maps for all shows.

5. Show management will be responsible for the following:

a. Rider numbers
b. Ribbons for shows
c. Championship awards (discretionary budget of $250 per show for awards)

6. Show manger will build show program in GIRA, USAWE's scorekeeping system.

a. Enter all competing riders and horses (participant team) into GIRA to their correct Level
b. Assign rider numbers
c. Build start list
d. Build speed map in GIRA

e. Print dressage, EOH test forms and Speed chart, or have a computer available with the program open for judge's and/or scribe's use
f. Have results verified and signed by the judge
g. Post results for the competitors
h. Send the final results to USAWE

7. Immediately before and during the show, management will:

a. Have final authority on allowing shadow judging during any HCWE event.

i. Priority will be given to active members in good standing
ii. HCWE reserves the right to deny shadow judging at any HCWE event

b. Be responsible for confirming the venue is show-ready prior to the start of the show, including:

i. Dressage court is set up, measured and groomed
i. Dressage letters are properly placed
ii. Dressage can be "closed" for the ride

c. Obstacles set according to the standards as outlined in the US Rules for Working Equitation.

i. All distances are measured and set
ii. Obstacles are correctly numbered
iii. Obstacles may be decorated
iv. Arena is groomed prior to setting course, when possible

8. Show management will verify all show results with the show manager and judge.

a. Ribbons/awards will be presented after show results are confirmed
b. Show results are shared with USAWE when applicable
c. Share show results with membership via email, website, and/or Facebook
d. Update and share High Point standings with membership via email, website, and/or Facebook

Section VI. Clinic Registration Policies

1. Information and registration for HCWE clinics will be announced via email, website, and/or Facebook.

2. All entries for the HCWE clinic can be filled out online. Entries will be accepted when they are paid in full. Entries will be accepted on a first come, first served basis.

3. Payments may be made via Zelle, via PayPal, or mailed check.

a. Zelle using hcweinfo@gmail.com
b. Paypal, with an additional $1 per $25 to cover fees.
c. Mailed with the entry form to the P.O. Box 177, Firestone, CO 80520

4. The number of participants for a clinic will be determined by the clinician and listed with the clinic information.

5. A waitlist will be started for any entries received after the clinic is filled.

6. After the closing day for the clinic, entries will be accepted with a late fee if there is room in the clinic.

7. A full refund will be issued at any time upon death of the horse or death in the rider's immediate family. No other refunds will be given.

8. HCWE reserves the right to cancel the clinic due to lack of participation, weather or ground conditions, contagious equine outbreaks, extreme weather or any other unforeseen circumstances. If the clinic is cancelled all payments will be refunded minus a $25 office fee.

Section VII. HCWE Instructor Advertising Policy

1. Instructors are defined as active members of High Country Working Equitation who have full adult membership, independently insured, in good standing, who provide training or lessons in Working Equitation.

2. HCWE will provide advertising space to instructors who meet our criteria in our newsletters, website, and/or Facebook.

3. Instructor ads will be created or updated by instructors once each calendar year.

4. Advertising through the club is at the board's discretion of cost.

5. Instructors may include a photo in their ad or images of business cards.

6. Only the following information may be included in the ad:

a. Name
b. Business name
c. Address
d. Phone number
e. Email
f. Website and/or Facebook page

g. Types of lessons offered
h. Rates for lessons
i. Preferred method of contact

8. The ad must be focused on working equitation – secondary instruction can be listed with working equitation as the primary discipline.