



## INTRODUCTION

1. This chapter sets out general rules applicable to all EC-licensed officials and should be used in conjunction with the specific discipline/breed sport rules. Questions concerning any rules relating to officials must be referred to EC.
2. Designation as an EC licensed official is a privilege, not a right, bestowed by EC according to the procedures formulated by them, to individuals whose equine expertise and personal character merit the honour. The individual's conduct as an EC license holder and official must be exemplary and is subject to continual review.
3. To officiate at a show EC Officials must be in good standing. This includes making sure that the Official is up to date on all requirements to maintain status. Example: officials updating clinics
4. These rules should be used in conjunction with the Rules of Equestrian Canada, Section A, General Regulations and specific discipline rules.
5. EC officials' cards are non-transferable.
6. Officials must perform their duties in person on the competition grounds, and may not officiate in absentia. Failure to uphold these requirements will result in: First offence: Warning; second offence: Suspension of EC Official's license for a period of one-year.
7. A Canadian resident or Citizen must hold an EC platinum or gold license and EC official status in order to officiate in Canada.
8. Only EC-licensed officials and recognized approved officials from other national federations and associations may officiate at EC-sanctioned competitions. For interpretations and exceptions, contact the relevant discipline department at EC.
9. All officials, after accepting and signing a commitment to officiate at a competition, should make every reasonable effort to officiate at that competition. If they are unable to do so, they must allow competition management maximum time to find a suitable replacement and, whenever possible, assist them in doing so.
10. Officials shall notify EC of competitions that do not honour a written contract between the official and the competition. EC will contact the competition on behalf of the official.
11. Except as noted in discipline/breed sport rules, remuneration and expenses to officials may be paid and received without in any way affecting the amateur status of the recipient as an owner or competitor.
12. All officials must be appropriately dressed while on duty. Jeans, short shorts, tank tops, etc. are not acceptable.
13. Any official who officiates at a competition which has been suspended or expelled by Equestrian Canada shall be barred from officiating at future EC-sanctioned competitions for a period of time to be determined by the appropriate committee or EC.
14. No licensed EC official (unless exempted below) may officiate at any competition in Canada which is not sanctioned by EC. The penalty for contravening this rule will be:
  - a) a financial penalty based on the current EC Schedule of Fines and Penalties; and
  - b) suspension of the official's license for a period to be determined by the appropriate officials committee.Exceptions: EC officials may officiate at non-sanctioned competitions:
  - (i) restricted to members of the Canadian Pony Club; or
  - (ii) where permitted by discipline/breed sport rules.
  - (iii) at Provincially or Territorially sanctioned shows, as permitted by the Memorandum of Agreement between the EC and the PTSO
15. The list of officials to serve at sanctioned competitions must be approved through the competition application procedure outlined in Competition Administration Policy.



16. Officials for competitions conducted under Section C Driving Rules must be selected from the EC Driving directory or be granted a Guest Card under Article C115—Guest Cards

## RECOGNITION AND PROMOTION

1. An official may be recognized in one or more divisions, breeds or disciplines.
2. Application forms are available upon request from EC.
3. See application procedures under each category of official or refer to EC.
4. All applications for official's status must be sent to EC, along with all required documents, for forwarding to the applicable committee. Applications and documentation must be received by October 1 in order to be considered for the following year. Late applications will not be accepted. See relevant discipline/breed sport rules for additional deadlines. Exception: There is no deadline for an application for recognition or promotion of a steward. Such applications will be considered by the National Stewards Committee for recommendation to EC as soon as practicable after receipt.
5. All applicants will be notified in writing by the applicable member of EC staff of the decision made by the committee of reference or EC.
6. Initial recognition and promotions will be probationary for one year from the date of recognition or promotion.
7. The committee of reference or EC may require a person of any age to pass a physical examination before considering an application for enrolment, promotion or renewal. No application will be rejected for physical reasons prior to a physical examination.
8. Note that only Equestrian Canada-sanctioned officials' programs are recognized as leading to EC official status, whether senior, recorded or learner.

## OFFICIALS – SPONSORSHIP

1. Sponsorship of an applicant official should only be given if the applicant is well known to the sponsor.
2. All letters from sponsors must be sent directly to EC.
3. For additional requirements, see specific categories of officials.

## MAINTAINING RECOGNIZED STATUS

1. It is the responsibility of the licensed official to meet all requirements for maintaining an official's license. EC does not provide notification of dates when these requirements must be fulfilled. Failure to maintain your maintenance requirements will result in an official being placed into the status of not in good standing. If sufficient time has lapsed, and no maintenance has been completed, the official will have to follow one of the processes listed below to be brought back into good standing, which may include up to and including the requirement to apply for reinstatement. The process for application for reinstatement is identical to that for initial application for official status.
2. Officials who do not officiate at one sanctioned competition within three years after obtaining a license, or for any period of three years thereafter, will be considered not active and may be required to apply for reinstatement. See specific discipline/breed sport rules for exceptions and interpretations.
3. All licensed officials are responsible for the payment of annual officials' and Sport License fees. Officiating at an EC-sanctioned competition prior to payment of fees will result in a status of not in good standing.



4. Officials who have allowed their officials' license and/or EC Sport License to lapse for one year will be required to apply for reinstatement. The process for application for reinstatement is identical to that for initial application for official status.
5. For additional information and requirements, see specific categories of officials.

## **OFFICIALS' CLINICS**

1. Any person or group may organize an officials' clinic with the approval of EC and the relevant officials committee.
2. Applications for clinic approval must be made in writing to the technical department at EC. Applications should be sent at least 3 months prior to clinic date with the following details:
  - date and location;
  - clinician;
  - agenda and duration;
  - cost to participant; and
  - contact information of organizer.

Approval will be granted by the relevant officials committee or EC.

3. Only EC-approved clinics may be used to count towards updating or upgrading an official's status.
4. It is mandatory that notice of all officials' clinics is sent to all applicable officials and/or that a notice be placed on the EC website to provide sufficient notice to officials of these clinics.
5. Persons organizing the clinic are responsible for providing the names, addresses, phone numbers and EC membership numbers (if available) of those actually attending on the day to the appropriate staff member in the technical department at EC within one week of the clinic. Persons registering prior to the clinic and not attending will not receive credit for attendance.