

## **DRIVING OFFICIALS**

### **1 PROMOTION**

1. Applications must be made on EC Driving Officials application form. Applications must be forwarded to Equestrian Canada – Officials.
2. To be considered for recognition or promotion, all applicants must submit their applications postmarked or hand delivered by October 1st to Equestrian Canada – Officials. Late applications will not be considered.
3. Decisions shall be sent in writing to the applicants by Equestrian Canada.
4. All promotions and initial recognitions are probationary for one year from the date of approval.
5. All applicants and officials must be current Gold EC Sport License holders and EC-Driving affiliate members in good standing.
6. All officials must attend a minimum of one applicable EC or FEI approved Driving clinic/seminar at least once every three years. ADS clinics/seminars shall be accepted if approved by Equestrian Canada – Officials in advance. Course Designers must also attend an approved design clinic.
7. In order to maintain certification, all officials must receive a passing mark on the officials' examination for their certification status a minimum of once every three years. Equestrian Canada – Officials Programs may, from to time, further require that EC-licensed driving officials submit to additional evaluation. Attaining passing evaluation is mandatory for maintaining license standing. Satisfactory participation in clinic preparation assignments will satisfy the requirement for completing an officials' examination.
8. Except in exceptional circumstances, and at the discretion Equestrian Canada, an official who does not officiate at a minimum of one competition in each category every three years or fails to meet evaluation requirements or is not in good standing with Equestrian Canada or having not paid current EC-driving affiliation fees will lose his/her certification and will be required to re-apply.
9. Candidates may apply in writing to Equestrian Canada – Officials to challenge a higher certification status. Requests for permission to challenge must be received by Equestrian Canada together with the license application and within the time requirements for such applications.
10. Letters of recommendation or sponsorship, required as part of the application for license status, may not be obtained from members of the candidate's family or spouse or members of the spouse's family or those living in the same household.
11. Evaluation forms must be completed and returned to EC on a timely basis for each Learner or 'r' status official requesting a confidential evaluation of performance. Contents of Evaluation forms are confidential and are available only to Equestrian Canada – Officials.
12. Current EC Stewards who are also current EC Driving Technical Delegates will be approved as EC Driving Stewards at the discretion of Equestrian Canada – Officials upon written application; and a satisfactory evaluation from a Chief Steward indicating sufficient experience for promotion.
13. Driving Steward candidates without current EC licensing in Driving may apply for promotion after having registered as a Learner Steward, having received satisfactory evaluations from the Chief Steward and either the President of Jury or the Technical Delegate at three separate qualifying events; and met the promotion requirements.



14. Qualifications for FEI Judge, Technical Delegate, and Course Designer status are outlined in the FEI Driving Official Qualification Criterion and Educational System.15. Applicants for FEI Driving Steward must have successfully attended a FEI Driving Steward clinic within the previous 3 years, and either have a minimum of five year's experience as a licensed steward in EC national competitions, having assisted and received satisfactory evaluations from FEI Driving Stewards in at least three FEI driving competitions (CAI or higher) within the three years preceding their application; or be a current EC Driving Steward and a FEI Judge or Technical Delegate.

## **2 LEARNER**

Individuals interested in becoming EC Driving Officials must apply to Equestrian Canada. Learner Officials must provide two letters of recommendation, one of which must be from a current Senior Driving Official, the second from either a Driving Official or an experienced competitor, both of whom are senior EC Sport License holders and EC-Driving affiliate members in good standing. Those persons giving such recommendations must have reasonable knowledge of the applicant. The foregoing conditions must be completed prior to commencing their practical experience or monitoring requirements as set out in these rules. In order to apply as a Learner, the applicant must be at least 18 years old and have had experience in driving as competitor, trainer, driver or competition official. A non-refundable fee is required for the initial application in each category, as well as an annual non-refundable renewal fee in each category.

Note: Learner Officials are not covered by EC officials' insurance.

Applicants:

1. Must be 18 years of age or older.
2. Must hold a current Gold EC Sport License and have paid the annual EC-Drive affiliation fee.
3. Must attend a relevant EC, FEI or approved USEF or ADS official's clinic/seminar and receive a passing grade on the written portion of such clinic/seminar prior to application for Recorded status.
4. Must have two letters of recommendation, one of which must be from a current Senior Driving Official, the second from either a Driving Official or a senior competitor, both of whom hold an EC sport license, are members in good standing with EC and have paid the current annual EC-Drive affiliate fee.
5. Must complete the prescribed Learner application and submit to EC with the required fees.

## **3 RECORDED**

Applicants:

1. Must hold a current EC current Gold Sport License and have paid the current annual EC-Drive affiliation fee and EC-prescribed officials fees.
2. Must have been a Learner Judge under different Senior Judges or a Learner Technical Delegate under different Senior Technical Delegates, or a Learner Course Designer under different Senior Course Designers or a Learner Driving Steward under different Senior Driving Stewards for the required number of separate sanctioned competitions and received favorable evaluations indicating sufficient experience to officiate as permitted by these rules. In the Pleasure division only, must have been a Learner Technical Delegate under different Senior Technical Delegates or Judges who are acting in the capacity of the show Technical Delegate or any combination of the two.



3. Must attend a relevant EC, FEI, USEF or ADS officials' clinic/seminar approved by EC and receive a passing grade on the evaluations of such clinic/seminar prior to application for Recorded status.
4. Must have two letters of recommendation (from persons other than those in 2(b) above) one of which must be from a current Senior Driving Official, the second from either a Driving Official or a senior competitor, both of whom are current EC-Drive affiliate members and senior members in good standing of EC and as outlined in the Driving Officials Handbook.
5. Must demonstrate knowledge of EC General and Driving rules by achieving a passing mark overall on the written examination or satisfactory participation in the pre-clinic assignments.
6. Must submit completed "Learner Verification" reports with Application for Promotion.

## **4 SENIOR**

Applicants:

1. Must be at least twenty-one years of age at the beginning of the calendar year in which they apply.
2. Must hold a current EC current Gold Sport License and have paid the current annual EC-Drive affiliation fee and EC-prescribed officials fees.
3. Must have current recorded certification or permission to challenge.
4. Must hold a current EC current Gold Sport License and have paid the current annual EC-Drive affiliation fee and EC-prescribed officials fees.
5. Must have worked with different Senior Judges, Technical Delegates, Course Designers or Chief Driving Stewards (as the case may be) from at least three separate sanctioned competitions and received favorable evaluations.
6. Must demonstrate knowledge of all aspects relative to all Driving Discipline rules by achieving a passing mark overall on the written examination or satisfactory participation in the pre-clinic assignments.
7. Must submit completed "Learner Verification" reports with Application for Promotion.

## **5 MAINTAINING STATUS**

To maintain EC Officials certification the following must be maintained:

1. Current EC Sport License current EC Licensed Officials fees and has paid the annual EC-Drive affiliation fee.
2. Must attend a minimum of one applicable EC FEI or other driving official's clinic that has been pre-approved by Equestrian Canada – Officials Programs at least once every three years and achieve a satisfactory evaluation.
3. Officiate at a minimum of one sanctioned competition every three years for the license(s) status held.
4. Required reports and evaluations are filed on a timely basis.

## **6 REINSTATEMENT**

Reinstatement following a lapse for failure to pay annual dues may only be applied for once without special permission Equestrian Canada – Officials Programs. However, the following shall apply:

1. Only on the grounds of illness or for other acceptable reason.
2. The candidate must rewrite and pass a written examination, if written more than 2 years previously, and
3. The candidate shall attend the first available, relevant clinic.