



APPRENTICESHIP EVALUATION FORM  
THREE DAY EVENT JUDGE

Appendix 2 - A

The Evaluation Report must be returned within ten days to the Equestrian Canada, Officials Department. [officials@equestrian.ca](mailto:officials@equestrian.ca) with a copy sent to the candidate. Please refer to Eventing Officials Accreditation program Information Appendix 1A for full information including eligibility requirements.

CANDIDATE NAME: \_\_\_\_\_ Email \_\_\_\_\_

The above named candidate has applied for promotion to:

Level 1

Level 2

Level 3

COMPETITION NAME: \_\_\_\_\_ DIVISIONS HELD \_\_\_\_\_

COMPETITION DATE: \_\_\_\_\_ LOCATION: \_\_\_\_\_

NAME OF SENIOR OFFICIAL \_\_\_\_\_ STATUS \_\_\_\_\_

Technical Delegate of competition assisted in the Apprenticeship? Yes No

**DESCRIPTION:**

The apprenticeship will be held over the entire competition and must include divisions applicable to the level of certification that has been applied for (see Categories for Officials).

The apprenticeship will include the following components:

Inspection (walking) the cross country and show jumping courses and warm up areas; observing the scoring , judging of the cross country, stewarding ,briefing the jump judges, general responsibilities of a ground jury member, competition rules, disciplinary measures, risk management procedures and ..  
Shadow Judge the Dressage and Jumping tests - *Shadow Judge Evaluation Forms Appendix 2D and Appendix 2E are also to be completed and submitted*

**EVALUATION** The following is the Matrix of Skills /Abilities to use as a guide when evaluating the Apprentice.

<b>Exceeds</b>	Candidate is <b>above</b> requirements
<b>Capable</b>	Candidate <b>clearly meets</b> the requirements
<b>Meets / Acceptable</b>	Candidate <b>meets</b> the requirements <b>to a limited extent</b>
<b>Partial</b>	Candidate <b>is below</b> the requirements
<b>Minimal</b>	Candidate is <b>well below</b> the requirements

Comments are required when Partial or Minimal category are indicated. Include recommendations (i.e. additional education required etc.).

*Please evaluate the Candidate on the following applicable criteria*

## **CROSS COUNTRY**

### **1. Understanding Theory of Course Design including:**

Track of the course, dimension and types of fences and construction, flow of course and effects of terrain, fences with options, equipment and materials used to build the fence; the inter-relationship of all of the above; appropriateness for the level of competition; safety

Exceeds          Capable          Meets          Partial          Minimal

*Comments:*

### **2. Understanding Footing Management:**

Evaluation and control of footing, safe footing, coordination with course builder, organizer

Exceeds          Capable          Meets          Partial          Minimal

*Comments:*

### **3. Evaluation of course**

Measurement of fences and/or track suggested vs mandatory changes

Exceeds          Capable          Meets          Partial          Minimal

*Comments:*

### **4. Course Construction and Repair**

Understands the concepts of how each obstacles is constructed and is able to communicate with the course designer course builders and technical delegate regarding modifications

Exceeds          Capable          Meets          Partial          Minimal

*Comments:*

### **5. Rules for Cross Country and Judging**

Weather and footing problems, cancellation of phase, elimination of fence, starting and timing procedures, holds on course; briefings at competition, medical and veterinary emergencies

Exceeds          Capable          Meets          Partial          Minimal

*Comments:*

## SHOW JUMPING

### 6. Understanding Theory of Course Design including:

Track of the course, placement of fences along the track , related distances; dimension and type of fence; equipment used to build the fence; effects of terrain and footing; the inter relationship of all the above; appropriateness for the level of competition; options; safety

Exceeds          Capable          Meets          Partial          Minimal

*Comments:*

### 7. Understanding methodology of evaluation a course including

Course legal and correctly built; course diagram complete and correct, course appropriate for the level, measurement of fences and the track; ( striding of obstacles, walking distances in combinations ) understands “suggested” vs mandatory changes

Exceeds          Capable          Meets          Partial          Minimal

*Comments:*

### 8. Ability to Judge

Organization; scoring of faults including disobediences, knockdowns, falls, timing, eliminations problem solving

Exceeds          Capable          Meets          Partial          Minimal

*Comments:*

### 9. Understanding of Show Jumping Management

Appropriate and legal warm up area(s) necessary officials including briefings ; officials, organiers and staff; chain of command between officials organizers and staff ; “rapping” and other violations; physical inspections of courses ; criteria for each level

Exceeds          Capable          Meets          Partial          Minimal

*Comments:*

## DRESSAGE

### 10. Arenas / Stewarding

Appropriate and legal dressage arena(s) and warm up area(s), equipment required, footing, flow , stewarding, saddlery dress requirements and process for inspecting saddlery and dress.

Exceeds          Capable          Meets          Partial          Minimal

*Comments:*

## GENERAL

### 11. General Ability including

Interest in job; organization; ability to express ideas; sensitivity to safety; manner with competitors, other officials and with organize and competition personnel Understands EC competition reporting procedures;

Exceeds          Capable          Meets          Partial          Minimal

*Comments:*

### 12. Safety /Crisis Management Plan :

Understands criteria for establishing and evaluating the Safety/Crisis Plan and role of Ground Jury member with respect to the implementation of the plan

Exceeds          Capable          Meets          Partial          Minimal

*Comments:*

### 13. Veterinarian/Medical

Understands responsibility of the Veterinarian and medical personnel and how other officials interact to provide the best possible competition for athletes and horses.:

Exceeds          Capable          Meets          Partial          Minimal

*Comments:*

### 14. Briefings

Understands which groups need to be briefed; what information needs to be covered performs briefing as part of evaluation.

Exceeds          Capable          Meets          Partial          Minimal

*Comments:*

### 15. Roles and responsibilities of Eventing Officials

Standard of conduct of officials; relationship between Course Designer, Technical Delegate and Ground Jury "Spirit of the Sport" dispute prevention and resolution, risk management, problem solving

Exceeds          Capable          Meets          Partial          Minimal

*Comments:*

**16. \*Stabling**

Understands the needs of optimum stabling facilities for horses and is able to work with management to correct any stabling insufficiencies. (\* includes designated horse trailer parking area for trailers if applicable)

Exceeds                  Capable                  Meets                  Partial                  Minimal

*Comments:*

**17. Current rule changes**

Understands the current Equine Canada and FEI rules including the most recent changes and where to locate them , and has a plan to keep up to date with any future changes.

Exceeds                  Capable                  Meets                  Partial                  Minimal

*Comments:*

**18. Drugs and Medications**

Understands the current Equine Canada and FEI rules and reporting procedures and where to locate them for Equine Drugs and Medications

Exceeds                  Capable                  Meets                  Partial                  Minimal

*Comments:*

**19. Competition Timetable**

Understands the rules and process for establishing a correct competitor timetable; avoidance of conflict; adequate breaks for judges etc.

Exceeds                  Capable                  Meets                  Partial                  Minimal

*Comments:*

**20. Disciplinary Measures - Inquiries , Appeals and Protests**

Understands and is able to explain the protest and/or appeal procedure to management and to competitors and assist in the conduct of any enquiry or protest held at the competition.

Exceeds                  Capable                  Meets                  Partial                  Minimal

*Comments:*

## RISK MANAGEMENT

Candidate understands and was involved with the prevention of risks related to the sport and would apply measures in the following cases:

	No awareness or understanding	Aware but no measures taken	Aware/decisive enough measures	Fully aware/strong measures
Dangerous Riding				
Abuse of Horse				
After a competitor fall (medical check)				

## DISPOSITION / PERSONALITY

Please select the description, which most accurately expresses your assessment of each quality

<b>Responsibility:</b> Willingness to accept and fulfill duties	Unreliable inclined to assign work to someone else	Does not readily accept responsibility	Accepts responsibility when instructed	Willing to accept responsibility even voluntarily	Fully understands role and accepts responsibility
<b>Initiative</b>	Shows no attempts at originality or development	Much hesitation when attempting something new	Possesses the ability but lacks drive	Very resourceful and progressive	
<b>Cooperation:</b> Value placed on collective action to achieve the goals	Obstructive	Show reluctance to cooperate	Cooperative	Cooperation is such that individual fosters a team spirit	
<b>Disposition:</b>	Negative	Ill at ease unimpressive	Pleasant strong	Self - assured polite	
<b>Critical Habitude/</b> Ability to Relate to organizers, volunteers, and competitors in a positive manner	Hypercritical	Suspicious & fault finding	Critical but without insight	Sound judgment and insight into people and affairs	Demonstrates excellent people and problem solving skills
<b>Communication skills</b> Among team of officials, competitors, organizers	Poor	Average	Good	Excellent	

**GENERAL REMARKS** (do not leave this blank)

Please make specific comments on the candidate's performance that will confirm your decision either to recommend or not recommend him/her. Do not hesitate to continue on an additional sheet of paper

*Comments:*

<p>The Candidate demonstrates the knowledge and skill required to officiate competently at the appropriate level. <b>I therefore recommend for promotion.</b></p> <p><b>OR</b></p> <p>The Candidate has not demonstrated knowledge and skill required to officiate competently at the appropriate level. <b>I therefore do not recommend for promotion at this time.</b></p>
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**Signature of Senior Official:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name of Senior Official:** \_\_\_\_\_ **EC# :** \_\_\_\_\_

*Submit Evaluation Report to:*     **Officials - Equestrian Canada**  
c/o House of Sport  
2451 Riverside Drive  
Ottawa, ON CANADA K1H 7X7  
Tel: 613 - 287-1515 Fax: 613-248-3484  
Email: [officials@equestrian.ca](mailto:officials@equestrian.ca)

*Important: Copy of Evaluation Report must also be sent to Candidate*

## LIST OF POSSIBLE TASKS TO GUIDE THE APPRENTICESHIP – FOR REFERENCE ONLY

*A list of possible Candidate tasks is provided as a guide. Completion of these specific tasks is not mandatory. The senior official is free to design an apprenticeship that best suits themselves, the Candidate and the competition.*

1. Senior Official accompanied by the Candidate, inspects cross country course by walking said course. Alternate - Candidate inspects a cross country course and warm-up area and reports on appropriateness of the track and course and warm up areas and identifies areas of risk or that do not comply with rules.
2. Candidate monitors stewarding of dress, equipment and saddlery.
3. Candidate reviews scoring process and results for one complete division.
4. Candidate reviews competition timetable and ascertains whether there are any issues or conflicts.
5. Candidate inspects dressage arena and warm-up area and reports on appropriateness of the arenas/letters, judges booths etc. and warm up areas and identifies anything that does not comply with rules.
6. Candidate monitors the cross country performances and provides report on impressions of performances observed (speed and/or dangerous riding etc.).
7. Candidate monitors the start and finish of cross country for one complete division and verifies compliance with rules and that the timing is accurate.
8. Candidate inspects show jumping course and warm-up area and reports on appropriateness of the arena and course and warm up areas and identifies areas of risk or that do not comply with rules.
9. Candidate is assigned one or two problems to investigate and solve.

### ANNEX 9 Rules for Eventing - Description of Categories and Levels for reference.

#### SECTION 1 – CATEGORIES OF OFFICIALS

##### 1.1 TECHNICAL DELEGATES

There are three levels of Equine Canada Eventing Technical Delegates:

- a) **Level 1** (recorded) – May officiate at EC competitions in the Entry, Pre-Training and Training divisions.
- b) **Level 2** (junior) - May officiate at EC Horse Trials competitions up to and including the Preliminary division.
- c) **Level 3** (senior) - May officiate at all EC Horse Trials and Three Day Event competitions. May officiate at national championships after the probationary period.

##### 1.2 EVENTING JUMPER JUDGES

There is one level of Eventing Jumper Judge (Level 1-recorded)

- a) The Eventing Jumper Judge may judge the Jumping test at horse trials.
- b) The Eventing Jumper Judge may officiate as the member of the Ground Jury at Horse Trials

##### 1.3 THREE DAY EVENT JUDGE

There are three levels of Equine Canada Three Day Event Judges

- a) **Level 1** - may officiate as \*Ground Jury member or President at all levels, up to and including Training.
- b) **Level 2** - may officiate as \*Ground Jury member or President at Horse Trials at any level up to and including Intermediate.
- c) **Level 3** - may officiate as \*Ground Jury member or president at all levels of Horse Trials and as President of the Ground Jury at Equine Canada sanctioned Three Day Events.\*The Level 3 Three Day Event Judge may officiate as the Ground Jury member or president of an appropriate level FEI eventing competition (subject to FEI rules and FEI approval).

\*Duties may include judging the dressage and jumping tests.

##### 1.4 COURSE DESIGNER

There are **three levels** of Equine Canada Eventing Course Designers

- a) **Level 1** - may design cross country courses up to and including the Equine Canada Training horse trials division.
- b) **Level 2** - may design cross country courses up to and including the Equine Canada Preliminary horse trials division and the CIC 1\* international horse trials division.
- c) **Level 3** - may design cross country courses up to and including the Equine Canada Intermediate and Advanced horse trials divisions, the CIC 1\* international horse trials division and CCI 1\* international three day events.