



EVENTING OFFICIALS ACCREDITATION PROGRAM
Eligibility Requirements, accreditation procedures and education programs for
Judges, Technical Delegates and Course Designers

The purpose of this document is to describe each program and outline the steps necessary to become an eventing official and maintain officials accreditation. Minimum requirements must be met to be considered for each level and to maintain accreditation.

Equestrian Canada – Eventing Committee is responsible for the accreditation and education programs for Eventing officials for the purposes of promotion and maintenance as well as monitoring the activities of Eventing officials.

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SECTION 1 APPLICATION AND PROMOTION PROCESS – GENERAL INFORMATION FOR ALL EVENTING OFFICIALS

- 1.1 Individuals wishing to become an Equestrian Canada (EC) Eventing official or seeking promotion should review the material outlined in the requirements for the applicable category and level.
- 1.2 Individuals wishing to be an Eventing official or seeking promotion must submit a written application for promotion. Applications **should** be received by EC Officials Department **by April 30th**. EC Eventing Officials Application Forms are available on the EC web site. www.equestrian.ca
- 1.3 Applications will be reviewed by EC annually in November/ December.
- 1.4 Applications will be considered once the candidate has successfully completed all components of the program and all required supporting documents such as written assignments, evaluations, references etc. have been submitted. All documents must be submitted to the Equestrian Canada Eventing department no later than **November 1st**.
- 1.5 The Candidate must complete the education, assistant/shadow and apprenticeship components of the program (see Section 3) within three years of application. If not completed with the three year time period – the Candidate will be required to re-apply. *Exception-* Course Designer:
The Course Designer Candidate must complete the education courses within 12 months of application. For full certification, the Candidate must complete all components of the program from the date approved “In Training”. If not completed within the time period – the Candidate will be required to re-apply.
- 1.6 Request for an exemption to an accreditation component may be considered by Equestrian Canada only on a case by case basis. Such requests must be submitted in writing to the EC Officials department and accompanied by a detailed rationale and supporting documentation.
- 1.7 All promotions are probationary for one year.
- 1.8 A certified or designated “In Training” EC Eventing official must hold an EC Gold level or above Sport License, is a member in good standing, and has paid the EC Officials licensing fee.
- 1.9 Officials who have allowed their EC Officials license and or EC Sport License to lapse for one year will be required to apply for reinstatement. The process is identical to that for initial application.



SECTION 2 – PROGRAM DESCRIPTION – ALL EVENTING OFFICIALS

The Equestrian Canada Eventing Officials accreditation program is comprised of education, training and assessment/evaluation components (for specific program information please refer to the criteria for each accreditation category and level).

***Important** – For information and guidelines on education, training and assessment/evaluation programs including all Application and Evaluation forms Candidates are directed to consult this document which is also posted online www.equinecanada.ca/disciplines/eventing-*

- 2.1 **Education Component: Course/clinic attendance:** The candidate must successfully complete the EC Eventing Officials Course(s)/clinic(s) for the applicable official type and category. This includes - successfully completing all written assignments and/or examinations.
- 2.2 **Written examinations** - Written examinations are part of the Technical Delegates and Judges Education program and are considered a tool used in the assessment of the candidate's knowledge of the Rules for Eventing. Written examinations are provided to the candidate at the completion of the education course as a post course assignment and must be submitted to Equine Canada Eventing Department. Successful completion of a written examination is defined as achieving a minimum of 90%.
See Appendix 3 – Written Examinations and Assignments
- 2.3 **Written assignments** – Written assignments are part of the Course Designers education program as a post Theory Course assignment and must be submitted to EC Officials department. A positive evaluation of a written assignment is one that meets or exceeds expected standards.
See Appendix 3 – Written Examinations and Assignments
- 2.4. **Apprenticeships** – Where indicated, in order to be certified, the candidate must successfully complete the EC Eventing Official Apprenticeship Program for the applicable official's category and level receiving a positive evaluation according to the requirements and conditions and timetable for the category and level. . For full information, guidelines, process and timetable see Appendix 1A-Apprenticeships
- 2.5 **Assistant /Shadow program:** Where indicated, in order to be certified, the candidate must successfully complete the EC Eventing Official **Shadow Judge program** for the applicable official's category and level receive positive evaluations. For full information, guidelines, process and timetable see Shadow Judging - Appendix 1B
- 2.6 Evaluations, assessments, references or letters of recommendation may not be obtained from a member of the candidate's family or spouse or a member of the spouses' family (includes those who co-habit).
- 2.7 Evaluations, assessments, apprenticeships reports may not be obtained from an official who is in their probationary licensing period at the same category/level as the Candidate.
- 2.8 Practical experience – For promotion or maintenance, candidate will be evaluated by EC through competition reports etc.



SECTION 3 – REQUIREMENTS FOR PROMOTION

3.1 TECHNICAL DELEGATES.

3.1.1 LEVEL 1 TECHNICAL DELEGATE

The requirements to be promoted to Level 1 Technical Delegate are as follows:

- a. Must be eighteen (18) years of age or over.
- b. Must hold an Equine Canada Gold Sport license or above
- c. Must have a minimum of one of the following
 - Past experience as a volunteer as part of the management team of an eventing competition (including scoring, administration and logistical requirements, timing , dressage, show jumping and cross country preparation, etc)
 - Past experience competing at Preliminary level (CNC 1*) or higher
- d. Education/Training & Examinations: Must fulfill the educational requirements by successfully completing the Education Component for Level 1 Technical Delegates with a positive assessment and recommendation for promotion. This program includes:
 - Successful completion of one EC Eventing Officials Course – Technical Delegates Level 1
 - Successful completion of the Level 1 Technical Delegate written examination
 - Completion of the Eventing Course Design Theory Course
- e. Apprenticeships/Evaluation- Must undertake four apprenticeships at four eventing competitions at least one hosting Training division under a minimum of three different Level 2 or 3 Technical Delegates and receive positive evaluations. For full eligibility requirements guidelines, process and reporting see Appendix 1 A - Apprenticeships.

3.1.2 LEVEL 2 TECHNICAL DELEGATES

The requirements to be promoted to Level 2 Technical Delegate are as follows:

- a. Must be twenty one (21) years of age or over.
- b. Must hold an EC Gold Sport license or above
- c. Must have minimum of one of the following :
 - Extensive experience at all levels as a Level 1 (recorded) Technical Delegate. Must have regular practice as a Level 1 Technical Delegate for a minimum of three years and have officiated as Level 1 Technical Delegate at a minimum of 6 horse trials with a minimum of three hosting Training division.
 - Exceptional Eventing background including experience as a competitor at the CCI 3* or above level. (Note: Applicants considered under this provision, may be subject to additional components and if unsuccessful in any part of the program, would be required to re-apply for the Level 1.)
- d. Education /Training & Examinations Must fulfill the educational requirements by successfully completing the Education Component for Level 2 Technical Delegates with a positive assessment and recommendation for promotion. This program includes:
 - Successful completion of one EC Eventing Officials Course – Technical Delegates Level 2
 - Successful completion of the Level 2 Technical Delegate written examination
 - Completion of the Eventing Course Design Theory Course



- e. Apprenticeships: Must undertake four apprenticeships at four eventing competitions at least one hosting the Preliminary division under three different Level 2 or 3 or FEI Technical Delegates and receive positive evaluations. For full eligibility conditions, process, program information and reporting requirements see Appendix 1 A Apprenticeships

3.1.3 LEVEL 3 TECHNICAL DELEGATE

The requirements to be promoted to Level 3 Technical Delegate are as follows:

- a. Must be twenty five (25) years of age or over.
- b. Must hold an EC Gold Sport license or above.
- c. Must have extensive experience at all levels as a Level 2 Technical Delegate. Must have regular practice as a Level 2 Technical Delegate for a minimum of three years and officiated as Level 2 Technical Delegate at a minimum of 6 horse trials hosting the Preliminary division.
- d. Education/Training/Examinations: Must fulfill the educational requirements by successfully completing the Education Component for Level 3 Technical Delegates with a positive assessment and recommendation for promotion. This program includes:
- Successful completion of EC Eventing Officials Course – Technical Delegates Level 3
 - Successful completion of the Level 3 Technical Delegate written examination
 - Completion of the Eventing Course Design Theory Course.
- e. Apprenticeships: (*Updated September 24, 2014*) Must undertake four apprenticeships at four eventing competitions - CCIs or a CICs or national horse trials (if held over more than one day) – three at the preliminary and or intermediate level and one at minimum intermediate level with a minimum of three different Level 3 or FEI Technical Delegates and receive positive evaluations. For full eligibility conditions, process, program information and reporting requirements see Appendix 1 A –Apprenticeships.

3.2 EVENTING JUMPER JUDGES

The requirements to be promoted to Eventing Jumper Judge are as follows:

- a. Must be 18 years of age or over.
- b. Must hold an EC Gold Sport license or above
- c. Must have past experience at eventing competitions as a volunteer, coach or competitor.
- d. Education/ Training & Examinations: Must fulfill the educational requirements by successfully completing the Education Component for Eventing Jumper Judges with a positive assessment and recommendation for promotion. This program will include but may not be limited to:
- Successful completion of EC Eventing Officials Course – Level 1 Three Day Event Judges
 - Successful completion of written examination for Level 1 Three Day Event Judges
- e. Shadow Judging & Evaluation - Must shadow judge the jumping test at a minimum of three competitions with two different licensed EC Jumper Judges, Eventing Jumper Judges or EC Three Day Event Judges, FEI Eventing or Jumper Judges. At each competition the candidate must shadow judge for at least one complete division and is encouraged to shadow judge the entire competition.



The Candidate must receive a positive assessment from each Judge. For further program information and reporting requirements see Appendix 1 B - Shadow Judging

3.3 THREE DAY EVENT JUDGES

3.3.1 LEVEL 1 THREE DAY EVENT JUDGE

The requirements to be promoted to Level 1 Three Day Event Judge are as follows:

- a. Must be a minimum of 18 years of age.
- b. Must hold an EC Gold Sport license or above
- c. Must have a minimum of two of the following:
 - EC/FEI Technical Delegate
 - EC Eventing Jumper Judge or EC/FEI Jumper Judge
 - EC Dressage Judge
 - EC Level 1 (Competition) NCCP Certified Coach or above
 - Experience coaching at Eventing Training level or higher
 - Experience competing at Eventing Training level or higher or Dressage First Level, or higher.
 - Past experience at eventing competitions as a volunteer with emphasis on the officiating of the competition (such as acting as a scribe, whip, steward, ground jury member etc.).
- d. Education/Training & Examinations: Must fulfill the educational requirements by successfully completing the Education Component for Level 1 Three Day Event Judges with a positive assessment and recommendation for promotion. This program includes:
 - Successful completion of Eventing Officials Course – Level 1 Three Day Event Judges Level 1
 - Successful completion of the Level 1 Three Day Event Judge written examination
 - Successful completion of EC Dressage Judge course for recorded judges.
- e. Shadow Judging & Evaluation -
 - Dressage: The Candidate must volunteer as a scribe for a dressage judge or serve as a steward a minimum of 12 hours total at two competitions.

And

The Candidate must shadow judge a minimum of a full division at three competitions with three (3) different Dressage judges (Level 2 or 3 Three Day Event Judges or equivalent Dressage Judges). This can be at an eventing competition up to the Training division inclusive or a dressage competition up to the First Level inclusive. The Candidate must receive a positive evaluation from each Judge. For further program information and reporting requirements see Appendix 1 B -Shadow Judging

- Jumping The Candidate must assist an EC Recorded/ Senior or FEI Jumper Judge or EC Three Day Event Judge or EC Eventing Jumper Judge at a minimum of three competitions and receive a positive /supporting evaluation from each judge. At these competitions the candidate must shadow judge for at least one complete division and is encouraged to shadow judge the entire competition. For further program information and reporting requirements see Appendix 1 B - Shadow Judging



- f. Apprenticeship Ground Jury - Must successfully complete a minimum of one Ground Jury apprenticeship with a Level 2 or above Three Day Event Judge who is serving at the competition as president or member of the Ground Jury with the assistance of the Technical Delegate if required. The apprenticeship will be held over the entire eventing competition and will include shadow judging the dressage and jumping tests, inspection of the cross country courses, as well observing the scoring, briefing the jump judges etc. For full eligibility requirements, process, program information and reporting details see Appendix 1 A - Apprenticeships

Special Notations

- A Candidate who holds EC Recorded Dressage Judge or higher accreditation is exempt from the Dressage judging component of the education program.
- A Candidate who holds EC Recorded Jumper Judge accreditation is exempt from the Jumping judge component of the education program.

3.3.2 LEVEL 2 THREE DAY EVENT JUDGE

The requirements to be promoted to Level 2 Three Day Event Judge are as follows:

- Must be a minimum of 21 years of age.
- Must hold an EC Gold Sport license or above.
- Must have a minimum of one of the following:
 - Regular practice as a Level 1 Three Day Event Judge for a minimum of three years and officiated at a minimum of six eventing competitions serving as Ground Jury member or president and judging the dressage and jumping tests.
 - EC Recorded Dressage Judge or above accreditation plus EC Eventing Jumper Judge or EC/FEI Jumper Judge accreditation
 - Exceptional Eventing background including experience as a competitor at the CCI 3* or above level. (Note: Applicants considered under this provision, may be subject to additional components and if unsuccessful in any part of the program, would be required to re-apply for the Level 1.)
- Education/Training & Examinations Must have fulfilled the educational requirements of the EC Level 2 Three Day Event Judge education program with positive assessments and recommendations for promotion. This program includes:
 - Successful completion of EC Three Day Event Officials Course – Judges Level 2
 - Successful completion of Level 2 Three Day Event Judge written examination
 - Successful completion of EC Dressage Judge Course for Recorded judges.
- Apprenticeship Ground Jury - Must successfully complete a minimum of one Ground Jury apprenticeship under a Level 3 or above Three Day Event Judge who is serving at the competition as president or member of the Ground Jury. The mentorship must take place at an eventing competition hosting Preliminary division or above. The mentorship will include judging the dressage and jumping tests, inspection of the cross country courses, as well observing the scoring, briefing the jump judges etc. For full eligibility requirements, process, program information and reporting details see Appendix 1 A - Apprenticeships

3.3.3 LEVEL 3 THREE DAY EVENT JUDGE

The requirements to be promoted to Level 3 Three Day Event Judge are as follows:

- Must be a minimum of 25 years of age.
- Must hold an Equine Canada Gold Sport license or above.



- c. Must have one of the following:
- Must have regular practice as a Level 2 Three Day Event Judge for a minimum of three years and officiated at a minimum of eight eventing competitions serving as Ground Jury president on at least three occasions and member on five occasions and judging the dressage and jumping tests. Five of these competitions must have hosted the Preliminary division
 - Must have regular practice as an Equine Canada Basic or higher level Dressage Judge and EC Eventing Jumper Judge or Jumper Judge for a minimum of four years and officiated at a minimum of eight eventing competitions serving as Ground Jury President on at least three occasions and member on five occasions and judging the dressage and jumping tests. Five of these competitions must have hosted the Preliminary division
- d. Education/Training & Examinations Must have fulfilled the educational requirements of the Equine Canada Level 3 Three Day Event Judge education program with positive assessments and recommendation for promotion. This program includes but may not be limited to:
- Successful completion of Three Day Event Officials Course – Judges Level 3
 - Successful completion of Level 3 Three Day Event Judge written examination
 - Successful completion of EC Dressage Judging course for Basic judges.
- e. Apprenticeship Ground Jury - Must successfully complete a minimum of one Ground Jury apprenticeship under a Level 3 or FEI Three Day Event Judge who is serving at the competition as president or member of the Ground Jury. The apprenticeship must take place at an eventing competition hosting Intermediate division or above. The apprenticeship will include judging the dressage and jumping tests, inspection of the cross country courses, as well observing the scoring, briefing the jump judges etc. For full eligibility requirements, process, program information and reporting details see Appendix 1A - Apprenticeships

3.4 EVENTING COURSE DESIGNER

3.4.1 LEVEL 1 EVENTING COURSE DESIGNERS

The requirements to be promoted to Level 1 Eventing Course Designer are as follows:

- a. Must be a minimum of 20 years of age.
- b. Must hold an EC Gold Sport license or above.
- c. Must have one of the following:
- Must have previous experience competing or coaching up to the preliminary horse trials level or above achieving qualifying performance results
 - Must have previous experience as a builder of cross country courses including obstacle construction up to the Training level
- d. Education/Training: Must fulfill the educational requirements by successfully completing the education program for Level 1 Eventing Course Designers with positive assessments and recommendation for promotion. This program will include:
- Successful completion of two Eventing Course Design Practical Building Clinics
 - Successful completion of one Eventing Course Design Theory Course for Level 1 CDs
- e. Apprenticeships/Evaluations: Must complete a minimum of two apprenticeships with two separate Eventing Course Designers on two cross country courses and receive a positive assessment.. Each apprenticeship is comprised of a minimum of 16 full working hours. One apprenticeship must be held



at a Training level cross country course or above. The second apprenticeship may take place on Pre - Training and Entry courses. For full eligibility requirements, process, program information and reporting details see Appendix 1A Apprenticeships

- f. References: Must have a minimum of three (3) references from one or more of the following who have knowledge of the candidates skill and experience as an eventing course designer: Eventing Technical Delegates, Eventing Course Designers, Eventing competition organizers, FEI Eventing officials, riders who have competed at Preliminary division or above, Eventing Level 3 and above coaches. A minimum of one (1) reference must be from an EC/FEI Technical Delegate or Course Designer.
- g. Cross Country Course Assessment: Must receive a positive assessment of the candidate's cross country course by a designated official.

Note: For requirements to be recognized as an EC Eventing Level 1 "In Training" Course Designer please refer to Art D 506.1

4.4.2 LEVEL 2 EVENTING COURSE DESIGNER

The requirements to be promoted to Level 2 Eventing Course Designer are as follows:

- a. Must be a minimum of 21 years of age.
- b. Must hold an EC Gold Sport license or above.
- c. Must have one of the following:
 - Must have regular practice as a Level 1 Eventing Course Designer for a minimum of three years and designed a minimum of 6 cross country courses 3 at the Training level.
 - Past competitive experience within the past five years - successfully competing in CCIs at 3* level or higher may be considered for entry into the Level 2 program on a case by case basis (Note: Applicants considered under this provision, may be subject to additional components and if unsuccessful in any part of the program, would be required to re-apply for the Level 1.)
- d. Education/Training: Must fulfill the educational requirements by successfully completing the education program for Level 2 Eventing Course Designers with positive assessments and recommendation for promotion. This program includes:
 - Successful completion of two Eventing Course Design Practical Building Clinics
 - Successful completion of one Eventing Course Design Theory Course
- e. Apprenticeships: Must complete and receive a positive assessment and recommendation for promotion. a minimum of two apprenticeships with two separate Eventing Course Designers on two cross country courses Each apprenticeship is: comprised of a minimum of 16 full working hours. One apprenticeship must be held on a Preliminary level or above cross country course. The second apprenticeship may take place on courses on Pre-Training and Training courses. For full eligibility requirements, process, program information and reporting details see Appendix 1A Apprenticeships
- f. References: To have a minimum of three (3) references from one or more of the following who have knowledge of the candidates skill and experience as an eventing course designer: Eventing Technical Delegates, Eventing Course Designers, Eventing competition organizers, FEI Eventing officials, riders who have competed at Preliminary division or above, Eventing Level 3 and above coaches. A minimum of one (1) reference must be from a EC/FEI TD or CD.



- g. Cross Country Course Assessment: Must receive a positive assessment of the candidate's cross country course by a designated official..

Note: For requirements to be recognized as an Equine Canada Eventing Level 2 "In Training" Course Designer please refer to Art D 506.1

3.4.3 LEVEL 3 EVENTING COURSE DESIGNER

The requirements to be promoted to a Level 3 Certified Course Designer are as follows:

- a. Must be a minimum of 21 years of age.
- b. Must hold an EC Gold Sport license or above.
- c. Must have one of the following:
 - Must have regular practice as a Level 2 Eventing Course Designer for a minimum of five years and designed a minimum of five cross country courses two at the Preliminary level
 - Past competitive experience within the past five years - successfully competing in CCIs at 4* level may be considered for entry into the Level 3 program on a case by case basis (Note: Applicants considered under this provision, may be subject to additional components and if unsuccessful in any part of the program, would be required to re-apply for a lower level.)
- d. Education/Training: Must fulfill the educational requirements by successfully completing the education program for Level 3 Eventing Course Designers with positive assessment and recommendation for promotion. This program includes:
 - Successful completion of one Eventing Course Design Theory Course
- e. Apprenticeships: Must complete and receive a positive assessment and recommendation for promotion. a minimum of two apprenticeships with two separate licensed Eventing Course Designers on four cross country courses Each apprenticeship is comprised of a minimum of 32 full working hours. One apprenticeship must be held on a Preliminary and Intermediate or above cross country courses. The second apprenticeship must take place on CCN/CCI or CIC courses. For full eligibility requirements, process, program information and reporting details see Appendix 1 A Apprenticeships
- f. References: To have a minimum of 5 references from one or more of the following who have knowledge of the candidates skill and experience as a cross country course designer: Eventing Technical Delegates, Eventing Course Designers, Eventing competition organizers, FEI Eventing officials, riders who have competed at Preliminary division or above, Eventing Level 3 and above coaches. A minimum of 3 references must be from EC/FEI Technical Delegate or Course Designer.
- g. Cross Country Course Assessment: To receive a positive assessment of the candidate's cross country course by a designated official.

Note: For requirements to be recognized as an EC Eventing Level 3 "In Training" Course Designer please refer to Art D 506.1.