

DRESSAGE & PARA DRESSAGE STEWARD

January 1, 2025

Pathway for Officials

This document outlines the process for obtaining EC credentials as a Dressage & Para Dressage Steward. Details on maintaining steward status as well as developing and progressing are also explained.



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Section 1 – Apprentice Status: Requirements to Obtain and Maintain Apprentice Status

A. Eligibility Requirements

1. Minimum age: 19 years
2. Languages: English and/or French
3. Current EC Sport Licence holder (minimum Bronze) in good standing with EC
 - i. Completion of EC Safe Sport modules: Fostering Healthy Equestrian Environments, Concussion Awareness

B. Application Requirements

1. Applicants must submit an online application through their MyEC account for each status they would like to pursue.
 - i. Provide the name of the Senior Dressage/Para Dressage Steward supporting the application.
 - ii. Upload an equestrian CV/letter of application outlining experience and interest, including any related education.
 - iii. Payment of application fee as per EC schedule of fees (Note: officials fee not required for Apprentices).



C. Privileges

1. Apprentice is listed on the EC Officials Roster as Dressage/Para Dressage Apprentice Steward.
2. Once accredited, the Apprentice may commence application requirements toward Basic status.
3. Apprentices may remain listed on EC Officials Roster as current for a minimum of one Year (12 months) to maximum of three (3) years (36 months). If the candidate has not applied and been accepted as a Basic Dressage/Para Dressage Steward at the end of 3 years from the time of Apprentice application, the file will be retired.
4. A Senior Steward will be assigned by EC to the Apprentice for guidance.
5. Participate in the Apprentice Program in preparation for application to Basic status.

D. Apprentice Program Learning Outcomes: minimum 1 Year (12 months), maximum 3 years (36 months)

1. Foundations: the role of Equestrian Canada Officials in Dressage and Para Dressage.
2. Introduction to management of discipline specific EC Rulebooks and EC Policies.
3. Introduction to practical skills: example, Active Observation; equipment and dress checks.
4. Introduction to basic competition management.
5. Biosecurity basics in equestrian competition
6. Understanding animal welfare, the horse in a competition environment
7. Introduction to conflict management

E. Maintenance Requirements

1. Remain in good standing with EC.
2. Maintain annual EC Sport Licence.
3. Attest to remain in Apprentice Program.
4. Provide proof of continued learning program for each year.

Section 2 – Basic Status: Requirements to Obtain and Maintain Basic Status

A. Eligibility Requirements

1. Minimum age: 20 years
2. Languages: English and/or French
3. Current EC Sport Licence holder (minimum Gold) in good standing with EC.
 - i. Maintain EC Safe Sport modules: Fostering Healthy Equestrian Environments, Concussion Awareness
 - ii. Office of the Sport Integrity Commissioner (OSIC) consent and onboarding.
4. Have been listed as a Dressage/Para Dressage Apprentice Steward for a minimum of one year (12 months).



5. Successful completion of the Apprentice Program learning outcomes as evidenced by the evaluation reports

B. Application Requirements*

1. Applicants must submit an online application through their MyEC account for each status they would like to pursue. Including:
 - i. Name of Senior Dressage/Para Dressage Steward supporting the application.
 - ii. Payment of application fee as per EC schedule of fees.
2. All application requirements must be completed within three years (36 months) of Apprentice application.
3. Clinics
 - i. Applicants must attend and complete an EC promotion clinic, including pre-assignments, and receive a favourable evaluation in the year of application to Basic status.
4. Examination
 - i. Pass a written examination with a score of 80% or higher.
 - ii. In the event that the Apprentice time extends beyond one Sport Licence renewal, Apprentices will also be required to complete an annual online rules exam for EC Officials – Dressage/Para Dressage when renewing licences.
5. Continued Education
 - i. Applicants must complete as required mandatory educational units as listed annually for Apprentices.
 1. Examples: *Understanding Equestrian Canada Equine Medication Control, World Horse Welfare Webinars – Bridle fit with Dr. Rachel Morey*
6. Apprenticing
 - i. Must apprentice a minimum of eight (8) complete EC-sanctioned competition days at a minimum of two (2) different venues and with two (2) different organizers.
 1. *A Competition Day is defined as one hour prior to first ride time of the day and finishing ½ hour following the posting of final results for that day and/or end-of-day officials meeting.*
 - ii. Applicants must apprentice with a minimum of three (3) different Senior Dressage/Para Dressage Stewards.
 - iii. Applicants must receive three positive apprentice evaluation reports.
 1. *Evaluation reports can be from a single day or multi day competition.*
 - iv. Applicants must complete a minimum of two Stable Monitoring Checklists during apprenticing, to be done with and reviewed by the Senior Dressage/Para Dressage Steward with whom the applicant is apprenticing.
 - v. All apprentice evaluation reports, and checklist forms must be completed and signed by the Senior Dressage/Para Dressage Steward with whom the applicant is apprenticing, as well as signed by the applicant.



- vi. Evaluation reports and checklists from each of the apprenticeships must be submitted to EC by the applicant in their complete application package.
 - vii. Applicants must be listed as “officials not listed in the prize list” on the Steward Report for the competitions where they apprentice.
7. Once all application requirements are complete, applicants must submit their complete application package to EC for consideration of promotion to Basic status.
- i. Application package must include
 1. Copies of all evaluation reports and checklists from apprenticing.
 2. Copies of all prize lists from competitions where applicant apprenticed.
 - ii. Partial or incomplete application packages will not be considered.

C. Privileges/Support/Evaluation

1. Privileges During Basic Probationary Year (12 months)
 - i. All newly promoted Basic stewards will have one probationary year.
 - ii. Basic stewards in their probationary year may officiate alone at Bronze or Silver competitions **with one single competition ring** and must provide a Steward Report to EC from each competition.
 - iii. Basic stewards in their probationary year may officiate at Bronze, Silver or Gold competitions with a Senior Dressage/Para Dressage Steward. The Senior Dressage/Para Dressage Stewards at a minimum one of these competitions must provide a completed evaluation report to EC following each event.
2. Support During Basic Probationary Year (12 months)
 - i. The Senior Dressage/Para Dressage Steward assigned to Basic steward as an Apprentice will continue to be available to them for advice in their probationary year.
3. Evaluation During Basic Probationary Year (12 months)
 - i. EC will review all probationary steward’s Competition Steward Report and conduct regular surveys throughout your probationary period.
 - ii. In the final months (9-12) of their probationary year, the Basic Steward is to provide a complete self-evaluation using the steward evaluation report to EC.
 - iii. Assist in a minimum of 2 Pony Measurements as per EC General Regulations, Article A1105 (applicant to maintain copies of measurement cards).
4. Privileges following Basic Probationary Year
 - i. After a successful probationary year, Basic steward may steward alone or on a team at Bronze, Silver, Gold competitions.
 - ii. No limit on how many years a Basic steward may remain at this level as long as currency is maintained.

D. Maintenance Requirements

1. Remain in good standing with EC.
2. Maintain annual EC Sport Licence and pay annual officials licence fees.
3. Attend an EC Dressage/Para Dressage Stewards clinic at minimum every three years (36 months) receiving a favourable report and pass an associated written examination with a score of 80% or higher.



4. Annually, beginning in the probationary year, complete a minimum of two (2) continued education units from those listed for Basic stewards.
5. Pass an annual Rules examination by March 31 each year (assigned December 1).
6. Officiate as a Basic Dressage/Para Dressage Steward at a minimum of four separately licensed competitions every 3 years (36 months) as follows:
 - i. One Gold Dressage/Para Dressage competition
 - ii. Three other/additional competitions (Bronze, Silver and/or including Gold)
 1. One competition can be from either: Dressage phase of Eventing/Combined or Breeds: Dressage)

***Exception:**

Potential applicants with Advanced standing may be considered for advancement on a case by case evaluation of skills/knowledge/experience in which case a specific pathway may be assigned

Section 3 – Senior Status: Requirements to Obtain and Maintain Senior Status

A. Eligibility Requirements

1. Minimum age: 20 years
2. Languages: English and/or French
3. Current EC Sport Licence holder (minimum Gold) in good standing with EC.
4. Have been licensed as a Basic Dressage/Para Dressage Steward for a minimum of two years (24 months) following probationary period (minimum of 36 months total), as long as currency has been and is maintained.
5. Have officiated as a Basic Dressage/Para Dressage Steward at a minimum of ten (10) EC sanctioned Dressage/Para Dressage competitions, as follows:
 - i. Six (6) of which must be Gold and/or Platinum. Three (3) of those must include FEI classes/divisions (*Small, Medium and/or Big Tour*)
 1. *Copies of order of go will be required.*
 - ii. Up to four (4) of which may be a Bronze or Silver AND one (1) of which may be a Breed specific or Eventing Dressage Phase competition.
 - iii. Of the ten competitions, there must be a variety of locations and venues, and at least one competition outside of the applicant's home province is preferred.

B. Application Requirements

1. Applicants must submit an online application through their MyEC account for each status they would like to pursue.
 - i. Payment of application fee as per schedule of fees
2. Clinics
 - i. Applicants must attend and complete an EC promotion clinic, including pre-assignments, and receive a favourable evaluation in the year of application to Senior status.
3. Examination
 - i. Pass a written examination with a score of 85% or higher.



4. Continued Education
 - i. Applicants must complete as required mandatory educational units as listed annually for Apprentices.
 1. Example: *Understanding Equestrian Canada Equine Medication Control.*
5. Applicant must have **officiated** as a Basic steward on a steward team of three (3), including a Senior/FEI Dressage/Para Dressage Steward, at minimum of one EC Gold Dressage/Para Dressage competition.
OR
Applicant must have **shadowed** as a Basic steward with a Senior/FEI Dressage/Para-Dressage Steward at a minimum of one two-day EC Dressage/Para Dressage competition or two one-day EC Dressage/Para-Dressage competitions.
 - i. *A steward evaluation report must be submitted by the Senior lead steward to EC in either case.*
6. Once all application requirements are complete, applicants must submit their complete application package to EC for consideration of promotion to Senior status.
 - i. Application package must include
 1. Copies of all evaluation reports.
 2. Copies of all prize lists from competitions where applicant apprenticed.
 3. Copies of all orders of go from Gold/Platinum where applicant officiated.
 - ii. Partial or incomplete application packages will not be considered.

C. Privileges/Evaluation

1. Privileges During Senior Probationary Year (12 months)
 - i. All newly promoted Senior stewards will have one probationary year.
 - ii. Senior stewards may officiate at all EC Dressage/Para Dressage competitions including Championships and assist at Canadian FEI CDI in accordance with FEI regulations and approval.
 - iii. No limit on how many years a Senior steward may remain at this level as long as currency is maintained.
2. Evaluation During Senior Probationary Year (12 months)
 - i. Peer evaluation by one Senior/FEI Dressage/Para Dressage Steward during probationary year.
 1. *The probationary steward may shadow/apprentice or be on the competition officials roster at the competition.*

D. Maintenance Requirements

1. Remain in good standing with EC.
2. Maintain annual EC Sport Licence and pay annual officials licence fees.
3. Attend an EC Dressage/Para Dressage Stewards clinic at minimum every three years (36 months) receiving a favourable report and pass an associated written examination with a score of 85% or higher.
4. Annually, beginning in the probationary year, complete a minimum of two (2) continued education units from those listed for Senior stewards.



5. Pass an annual Rules examination by March 31 each year (assigned December 1).
6. Officiate as a Senior Dressage/Para Dressage Steward at a minimum of three EC sanctioned Gold and/or Platinum competitions every 3 years (36 months).
7. Senior stewards must be available to assist with mentoring roles for Apprentices as requested.

Section 4 – FEI Status:

Coming 2026/2027 PATHWAY FROM SENIOR STEWARD TO ELIGIBILITY TO APPLY FOR FEI STEWARD: