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## Provincially Recognized Officials Certification Program

The Horse Council BC (HCBC) Officials' Certification Program provides interested individuals the opportunity to start their career as an official by working towards attaining a provincially recognized card in their chosen discipline(s).

Officials are an integral part of the growth and development of equestrian sport. The Provincial Competition System consists of primarily lower or entry level competitions. As a Provincial Official working these competitions you will be helping to support and encourage our grassroots level equestrians as well as BC's Provincial Competition system.

Horse Council BC is pleased to offer members a credible Provincial Officials' Certification Program in the following discipline categories:

- Dressage (basic) Judge
- Driving: Pleasure and Combined Judge
- General Performance
- Hunter Judge
- Jumper Judge
- Hunter/Jumper Course Designer
- Vaulting Judge

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## Advantages of holding Provincially Recognized Officials Certification:

- Provincial Accreditation allows an individual to officiate at HCBC Recognized Events and local competitions under the scope of the HCBC Officials Development Certification Program in British Columbia.
- Certified or approved officials are required at all provincially sanctioned shows which aides and provides competitions with the ability to consistently maintain a fair and level playing field.
- The names and Certification status of all current accredited Provincially Recognized Officials will be listed in the HCBC online Officials Directory
- Affordable Officials' Development Programs, Clinics and Educational Opportunities will be available to you through HCBC via in person sessions, virtual webinars or online formats.
- Provincially Recognized Officials are eligible for competition officials' insurance coverage through CapriCMW Insurance. *Please contact Capri directly for more info on Insurance programs.*
- Holding a Provincially recognized Officials Card will give you added credibility.
- All HCBC Provincial Officials are independent Contractors and may officiate at sanctioned or unsanctioned competitions and may hold multiple cards with other equestrian organizations without restriction.

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## Horse Council BC Policies Governing Provincially Recognized Officials

- Applicants must hold current Adult HCBC membership.
- A HCBC Provincially Recognized Official is accredited only within the Province of British Columbia.
- Officials must agree to and sign the Horse Council BC Officials Code of Conduct and Officials Code Disciplinary Policy
- A HCBC Provincially Carded Official may not directly solicit a competition for an assignment.



## Application Process:

- Complete and submit the Provincial Officials Application (see below).
- Provide four letters of recommendation from individuals active within the horse industry. Each letter must reference the discipline the candidate is applying for; if the candidate is applying for multiple disciplines, please ensure the letters of recommendation speak to your experience in all disciplines applied for. At least two sponsors must be a certified HCBC or Equestrian Canada (EC) official. All sponsors must be members in good standing with their provincial/national equestrian federation.
- Submit a minimum of four (4) Mentoring/Shadowing Forms (see below). Applicants must shadow a HCBC or EC official at four (4) separate HCBC or EC sanctioned competitions. Each session should be conducted under a different official whenever possible. Shadowing must be conducted for the discipline selected on the application. The carded official overseeing the shadowing, must complete the Mentoring/Shadowing Form. Applicants who are seeking multiple cards, should complete additional Mentoring/Shadowing Forms. *Applicants must have at least three positive recommendations from the Mentoring Forms to be successful.*
- Attend an official's clinic (either HCBC or EC approved), relevant to their sought discipline(s).
- Successfully complete the applicable HCBC official's written exam with a minimum score of 80%. Note: If applicants are looking to be carded in multiple disciplines, the applicant must complete each relevant discipline exam.
- A review will be conducted upon applicants' successful submission of the application, completion of officials' clinic, and written exam specific for the discipline category. References will also be reviewed.
- Written notification will be sent to applicants of certification status, including any comments or conditions required.

## Dressage Only Applicants

Applicants seeking a Provincial Dressage card must also complete and submit a Scribing Form. This form verifies that the applicant has scribed for a minimum of 10 hours during sanctioned competition with a Senior Dressage official.

**\*\* All applications may be accepted at any time, all supporting documents must be submitted/completed within one year of the initial application date. \*\***

## Maintaining Officials Status:

- A Provincial Recognized Official must be an Adult member in good standing with Horse Council BC.
- A Provincial Recognized Official cannot be under suspension from any other equestrian organization.
- A Provincial Recognized Official must provide proof of attendance to six recognized courses, clinics or symposiums within three years
- A Provincially Approved Official must attend a minimum of one EC, Fédération Equestre Internationale (FEI) or HCBC-hosted official's development seminar/course, relevant to the official's credentials held, within each three-year period, and pass the written exam with a minimum of 80%. An Officials Updating Record Form must also be submitted to HCBC.



## Lapsed Status

- If four competition years have passed since an official renews their status, the official must be current on the clinic maintenance requirement, prior to submitting a reinstatement request. If the official is not current on the clinic maintenance requirement, then they must attend the next available clinic before submitting a reinstatement request.
  - If five or more competition years have lapsed since an official renewed their status then the official must re-apply for licensing, and follow the current license application requirements.
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## Officials Designation Review:

A Provincially carded Official's conduct and ability must be exemplary and is subject to continual review. The accreditation is revocable at any time under the direction of the HCBC Officials Review Committee (appointed by the HCBC Staff and BOD), with written notice served by registered mail or courier to the last known address of the Official.

Appeals of such decision may be made in writing and accompanied by a one hundred-dollar (\$100.00) deposit payable to Horse Council BC. At their discretion HCBC may or may not call for a formal review before a panel of peers not in excess of four (4) members. If the formal review finds in favor of the Official the one-hundred-dollar deposit will be returned. If no reversal of decision results after review the one-hundred-dollar deposit will be retained.

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# HORSE COUNCIL BRITISH COLUMBIA



**\*27336 Fraser Highway Aldergrove BC V4W 3N5\***

Phone: 604-856-4304 Toll Free: 1-800-345-8055

competition@hcbc.ca

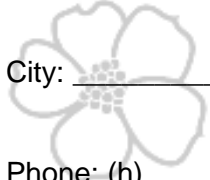
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## Horse Council BC Application for Provincial Recognized Official

*Applicants must hold current HCBC adult Membership*

First Name: \_\_\_\_\_ Last Name \_\_\_\_\_  
(please print clearly)

Mailing Address: \_\_\_\_\_



City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: (h) \_\_\_\_\_ (c) \_\_\_\_\_

Email address: \_\_\_\_\_

HCBC # \_\_\_\_\_

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### Discipline Categories: (Please complete one application per discipline card you are applying for)

Dressage: Judge \_\_\_\_\_

Driving: Combined Driving Judge \_\_\_\_\_ Pleasure Driving Judge \_\_\_\_\_

General Performance Judge: \_\_\_\_\_

Hunter: Judge \_\_\_\_\_

Jumper: Judge \_\_\_\_\_

Hunter / Jumper Course Designer \_\_\_\_\_

Vaulting: Judge \_\_\_\_\_

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(Use next page or separate sheet if necessary)

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List your experience in the equine industry relevant to the card you are applying for. (i.e. owner, breeder, trainer, instructor, rider/driver).





## ALL APPLICANTS

### Please remember to submit:

- Four (4) letters of recommendation written by individuals (sponsors) active within the horse industry. Each letter must reference the discipline you are applying for. If you are applying for multiple disciplines, please ensure the letters of recommendation speak to your experience in all disciplines applied for. Please make sure that at least two sponsors must be a **certified HCBC or Equestrian Canada (EC) official** and that all of your sponsors are current members in good standing with their provincial/national equestrian federation
- A minimum of four (4) Mentoring/Shadowing Forms. Applicants must shadow a HCBC or EC official at four (4) separate HCBC or EC sanctioned competitions.

### Complete and submit your application to Horse Council BC

**Mail:** 27336 Fraser Highway Aldergrove BC V4W 3N5

**Email:** competition@hcbc.ca

**Fax:** 604-856-4302

**Applications may be accepted at any time, all supporting documents must be submitted/completed within one year of the initial application date.**

### Declaration:

I hereby apply for accreditation in the Horse Council BC Provincial Recognized Officials program. I understand that accreditation as a Provincially Approved Official is a privilege, bestowed by the Horse Council BC, to individuals whose equestrian experience and personal character merit the position. As a competition official, I shall conduct my duties with honesty, fairness and impartiality under the guidance of the rules for that particular division. My conduct and ability as an official must be exemplary and is subject to continual review. I understand that the designation is revocable by the HCBC Officials Selection Committee.

I have read, understand and agree to the HCBC Officials Code of Conduct Policy and Officials Code of Conduct Disciplinary Policy.

I hereby consent to the use and disclosure of my personal information, including my name, phone number, qualifications, or email address by Horse Council BC, for the following purposes:

Listing on the HCBC website's' Provincial Officials' Online Directory

email address ☐ phone number ☐

Applicants' Name: \_\_\_\_\_  
(please print clearly)

Applicant Signature: \_\_\_\_\_

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