



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

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.

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.

Hunter Jumper Course Design Officials Applicants

Applicants seeking a Provincial Hunter Jumper Course Design card must also complete and submit a Horse Council BC Provincial Course Design Officials Shadowing Report Form. This form is to be used by all Course Design applicants to register their experience of officiating at sanctioned competitions under the guidance of a Senior Course Designer.

**** 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.



Reinstatement, Re-enrollment, and Re-application of Officials' Certification

Any official who fails to fulfill clinic requirements or who fails to meet officiating requirements will not be eligible to have Certification renewed and will have to reapply for Officials status. The HCBC Officials Committee has the option of allowing a one-year clinic extension with officiating restrictions or a one-year officiating extension. All requests must be received in writing via mail, email, or fax. and include a completed Horse Council BC Provincial Recognized Official Extension/Reinstatement Request Form

- An official who is eligible to renew (up to date on clinic, exam and officiating requirements) his/her certification will have one full competition year after the lapse of their status(s) to renew by the standard procedure.
- If two competition years have passed since an official has renewed his/her Certification(s), they must request a reinstatement of Certificate. A request for reinstatement must be submitted to the HCBC Competitions Manager for presentation to the Officials Committee.
- If three but less than five competition years have lapsed since an official has renewed his/her Certification(s) they must then apply for reenrollment of those Certificates, following the specific requirements outlined for each.
- If five or more competition years have lapsed since an official has renewed his/ her status(s) they must then re-apply for Certification and follow the full application requirements specified.

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.
