



Ontario Equestrian Federation Provincial Officials Accreditation Program

The Provincial Officials Accreditation Program is designed to provide individuals with no previous experience judging or course designing with the skills and knowledge to begin their development as a judge or course designer. It is intended as entry-level training to prepare individuals to proceed with Equine Canada Officials training and development, if they so choose. It will license and certify that individuals have an understanding of the rules and standards of the discipline they will be judging and permit individuals to judge and course design at OEF Equestrian Skills Development and Equine Canada Bronze level competitions.

For any province that does not have a Provincial Officials Accreditation Program, applicants are advised to contact EC directly for the Jump Canada Officials Apprentice Program.

The Ontario Equestrian Federation is pleased to offer the Provincial Officials Accreditation Program in the following areas:

- Course Designer
- Hunter/Jumper Judge

What does becoming an OEF Provincial Official mean?

- An OEF Provincial Official may officiate at OEF Equestrian Skills Development and EC Bronze level competitions only
- The names of all current accredited OEF Provincial Officials will be posted on the OEF website

It is imperative that OEF Provincial Officials maintain impartial in their decision making and exhibit the highest standard of integrity at all times. The decisions made by officials constitute their individual assessment and do not reflect the opinions or decisions of the Ontario Equestrian Federation and/or Equine Canada.

The OEF recommends that all OEF Provincial Officials hold their own officials insurance coverage.

Program Requirements to become an OEF Accredited Official

- Be an Adult member in good standing of the Ontario Equestrian Federation (*renewed annually*).
- Hold an Equine Canada Sport License, Bronze level or higher (*renewed annually*).
- Must have attended one clinic within the 3 years prior to applying for accreditation. The clinic must be approved and/or organized by the OEF or EC, be relevant to the officials license they wish to obtain and be given by a senior EC approved clinician or course designer.
- Letters of reference from two individuals (sponsors), one of whom must be either a certified official in good standing or Certified Coach 2 (or higher) in good standing in the province of Ontario. Letters of reference must be sent directly to the OEF by the sponsors.
- Write and pass an exam relevant to the license they wish to obtain based on the EC General Regulations and applicable discipline specific rules.
- In provinces with the Provincial Officials Accreditation Program, Jump Canada will regard this as the apprentice program for any individual who wants to move into the EC National Officials programs. Provincial officials may choose to move into the EC officials program but they do not have to.
- Remit a fee (currently \$30 plus HST per officials card applied for) to the OEF for registration.

Maintaining Provincial Officials Status

- Individuals must maintain an EC Sport License that is Bronze level or higher.
- OEF (provincial) membership must be renewed annually
- An annual officials fee of **\$33.90** (\$30 + HST) must be paid to the OEF

- If provincial officials choose not to proceed to the EC Officials Program, then they may continue to judge provincial skills development level and EC Bronze level competitions only.
- Attendance at either a provincially or nationally approved officials clinic within each three-year period following acceptance to the program.
- If officials intend to continue to the EC levels, they must follow the appropriate EC rules regarding EC officials.
- Officials may not hold Jump Canada Apprentice status and Provincial Official status at the same time.

OEF Responsibilities

- The Provincial Officials Program will be administered by the provincial office and provincial officials licenses will be granted by the OEF. The names of Provincial Officials will be made available online on the OEF website for show organizers. The EC Officials Committee will review the provincial officials lists and make any recommendations they feel appropriate. The OEF will approve and organize all clinics in their province. Clinics may be hosted by private individuals, but clinicians and agenda must be approved by the OEF and/or EC. Clinics must follow the standard format provided by the OEF and/or EC. Clinics will be one day for Hunter and Equitation licensing and/or one day for Jumper licensing, which may be held separately or on successive days. Course Design clinics will be held over two days.
- The OEF will provide one updating clinic per year, to be run according to Equine Canada discipline standards. The OEF will provide reciprocal recognition for updating clinics so that Provincial Officials may attend a national updating clinic.

Application Process

- Complete and return the OEF Provincial Officials application form that is available from the OEF office or website (www.horse.on.ca), along with a cheque for **\$33.90** (\$30 + HST) made payable to the Ontario Equestrian Federation.
- The two letters of reference must be sent directly to the OEF office by the sponsors.
- Complete and return the written exam based on the EC General Regulations and applicable rules for the category applied for.
- Completed applications and exams will be reviewed by the selection committee on an ongoing basis throughout the year

IMPORTANT!

Please initial below to show that you have read and understand the attached Ontario Equestrian Federation General Liability Insurance Volunteers and Officials Fact Sheet. *(See page 5)*

Initials _____

ONTARIO EQUESTRIAN FEDERATION
APPLICATION FOR OEF PROVINCIAL LEVEL OFFICIAL ACCREDITATION

Applicants must be an Adult member of the Ontario Equestrian Federation and an Equine Canada Sport License holder (*min. Bronze*). Please include with this application a cheque for **\$33.90** (\$30 + HST) made payable to the Ontario Equestrian Federation.

Name _____

Address _____

City _____ Postal Code _____

Phone (H) _____ (B) _____

Email _____

OEF # _____ EC # _____

Birth Date _____

Categories (check applicable)

- COURSE DESIGNER
 HUNTER/JUMPER JUDGE

JUDGING/COURSE DESIGN EXPERIENCE: List the names & dates of competitions and divisions judged/course designed within the last 12 months (if applicable). Include any additional judging/course design assignments of special importance prior to those listed. (Use a separate sheet if necessary).

Date	Competition	Division Judged or Designed/Apprenticed

REFERENCES: List a minimum of two (2) individuals from the equestrian community and include letters of reference from these individuals (sponsors). One must be either a certified official in good standing or certified coach 2 (or higher) in good standing in the province of Ontario. The OEF may contact these individuals, if necessary. Letters of reference must be sent directly to the OEF by the sponsors.

Name	Address	Phone	Email	OEF #

ONTARIO EQUESTRIAN FEDERATION GENERAL LIABILITY INSURANCE VOLUNTEERS AND OFFICIALS FACT SHEET

- Ontario Equestrian Federation (OEF) carries a Commercial General Liability Policy with a \$5,000,000 limit per occurrence.
- This policy is in place to protect OEF and its representatives against **claims for bodily injury or property damage to third parties** who are alleging negligence on the part of OEF or its representatives. The coverage applies world wide.
- A representative of OEF is someone who is acting on behalf of or at the direction of OEF, and includes but is not limited to directors, officers, employees, officials, and volunteers while acting on behalf of or at the direction of OEF. Independent contractors doing work for OEF are not insured under this policy unless endorsed onto the policy at the request of OEF.
- The OEF policy will respond to third party bodily injury or property damage claims, provided the incident arises out of an activity that is operated by or sanctioned by OEF.
- Activities operated by OEF can include, but are not limited to: clinics, workshops, seminars, coaching examinations, meetings, and conferences. Organizers, staff, volunteers, etc. who are representing OEF in the operation of such activities are insured under the OEF liability policy.
- If an activity described above is operated by Equine Canada (with no direct involvement from OEF), it is not covered under the OEF policy, so organizers, staff, volunteers, etc. should seek coverage through Equine Canada or through personal coverage.
- With respect to competitions, OEF officials, including judges, course designers, technical delegates, stewards, and drug testers, are considered to be representing OEF when they are officiating at competitions that are directly sanctioned by OEF, and as such, are insured under the OEF policy.
- Officials must be included on the current OEF Officials Directory, or have other current correspondence from OEF indicating their “official” status, in order to be considered representatives of OEF for the purpose of insurance coverage.
- OEF officials working at competitions that are not sanctioned by OEF are not insured under the OEF policy and should seek individual coverage.
- Competition organizers, staff, volunteers, etc. who are not OEF officials are not insured under the OEF policy unless the competition is directly operated by OEF. These individuals should seek coverage through the competition’s liability insurance policy or through personal coverage.

This Fact Sheet has been prepared by BFL CANADA Risk and Insurance Services Inc., the official insurance broker for Ontario Equestrian Federation, and is for information purposes only. The insuring agreements, general terms, conditions and exclusions of the actual policy will govern specific application of the various coverages referred to herein. In all cases the actual policy documents will supersede this document.