

# Canadian Pony Club - Approved Technical Delegates Program

## CRITERIA FOR RECOGNITION AS A CPC APPROVED TECHNICAL DELEGATE

All Active Equine Canada(EC) Technical Delegates(TD) as posted on the EC website are considered to be CPC-ATD's. A "CPC APPLICATION FORM for APPOINTMENT as a CPC APPROVED TECHNICAL DELEGATE" is not required.

Provincial, regional, and local officials will be approved upon completion of the CPC APPLICATION FORM for APPOINTMENT as a CPC APPROVED TECHNICAL DELEGATE (CPC-ATD) and acceptance by the CPC Officials Committee

In order to be recognized as a CPC-ATD, applicants must be:

- Familiar with the conduct and rules of the competitions they are approved for;
- Familiar with Pony Club standards.
- They also must have:
  - A good understanding of the duties of a Technical Delegate;
  - Had exposure, to Cross Country and Show Jumping courses either as a rider or as a course designer/builder or assisted with Cross Country /Show Jumping course design and building;
  - Attended Cross Country and Show Jumping course design/building seminars/courses;
  - Attended at least one CPC/EC/FEI Technical Delegate/Steward seminar/course;
  - Inspected Cross Country and Show Jumping Courses with TDs/qualified persons on a minimum of three occasions;
  - Have completed a mentorship with a CPC-ATD with higher classification than they are applying for;
  - Have three (3) supporting/positive evaluations from at least 2 current CPC-ATD's with higher classification than they are applying for;
  - Successfully completed a CPC/EC TD's written examination.

## PROCEDURE

1. An application should be made in writing on the CPC APPLICATION FORM for APPOINTMENT as a CPC APPROVED TECHNICAL DELEGATE to the CPC Officials Committee detailing experience in the above criteria.
2. The Officials Committee will assess each application and forward a recommendation to the CPC Board regarding acceptance as a fully qualified CPC-ATD.
3. The Officials Committee will advise the applicant in writing of the recommendation which will detail the additional training/experience required for CPC TDs on probation.
4. CPC reserves the right to accept an applicant/nominee on their merits.

## CLASSIFICATION OF CPC-ATD'S

1. Regional CPC-ATD
  - a. Must be twenty-one (21) years of age or over
  - b. May officiate at CPC competitions with cross country fences up to the EC Eventing Pre-training level
2. National CPC-ATD
  - a. Must be twenty-five (25) years of age or over
  - b. May officiate at CPC competitions with cross country fences up to the EC Eventing Training level
3. EC TD's
  - a. Must meet EC criteria for level for which they are accredited
  - b. Must be on the EC Officials List
  - c. Must be used in competitions where cross country fences exceed the EC Eventing Training level

## DUTIES OF THE CPC-ATD AT CPC RALLY & TETRATHLON COMPETITION

A CPC-ATD, will be appointed by the organizers of all Rally competitions and Tetrathlon competitions with a cross country component. Course designers and builders shall not inspect their own courses, i.e. they may not act as CPC-ATD at an event where they have designed/built the XC course.

The CPC-ATD shall be present on the day of the competition to ensure that the competition is conducted in accordance with the rules, to act as referee/technical delegate and to give what help and guidance may be required. He/she will be responsible for inspecting and approving the cross-country and jumping courses before they are shown to the riders and he/she is authorised to insist on alterations

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being made if, in their opinion, these courses are not in all respects within the limits laid down in the Rules or are unsuitable for the classes of horses expected to take part.

### General Knowledge

The CPC-ATD must have a good knowledge of all aspects of a competition with a cross-country component including its organisation and rules, and a general understanding of cross-country and show jumping course design. He/she must have in their possession a copy of the latest editions of all rule books related to the competition and must know where to find relevant rules. In order to undertake the duties as stated in the Rule book, they need to be present for all of the day/s of competition.

### Documentation

CPC-ATD's must complete all forms as designated by CPC as well as keep written notes of all course measurements, course condition, adjustments required and communicated to the course builder/organizers.

CPC-ATD's when documenting the above should keep in mind to include all information they might need to use when responding to an investigation.

### Course Inspections

Up to three course inspections may be necessary particularly if a new course.

New Course Inspection – should be early - ideally not less than 10 weeks before the competition. A new course is considered to be one that has not previously been evaluated by a CPC-ATD.

Approve:

- General layout of event - location of competition arenas, control area, scorers, refreshments, washroom facilities, etc;
- The quality of the ground. e.g. roughness, presence of holes, remove dangerous objects, etc
- Provisional plan of the XC course including the length and line of the track, and location of start and finish.
- Vehicular access to every fence in case of accidents. Safe access to the start and finish of the cross-country course is important;
- The fence designs, i.e. the type and location of obstacles, number of efforts, dimensions for the levels concerned and safe and suitable construction of the obstacles;
- The base of the water jump/s and consolidation of banks, steps etc.

Discuss everything with the Course Designer and, if necessary, insist on alterations being made. Consider the type and level of competition and standard of the horses expected to take part. Courses at all levels must be up to standard to ensure competitors are able to move up to the next level with confidence.

The use of options is to be encouraged where difficult questions are asked. Ideally options should ask similar but slightly easier types of questions, and be time consuming. Options no longer have to be adjacent to the direct route. They may be alternative, but must be marked with a black line through the number.

### Course Construction Inspection

Inspect XC when main construction of obstacles has been finished so they can then be approved. This visit must be made so that there is time for any necessary alterations to be made. Check the course is safe. Never approve a fence you are in doubt about safety wise. Dimensions must be 100% correct. The CPC ATD must use judgment and experience to evaluate fences. He/she must be able to say "If I had to go to a court of law due to an accident, I am confident the fence was legal."

He/she should also check the measurement of the course, and the time calculations for each level are correct. Check distance of start and finishing lines from first and last obstacles respectively.

### Course Pre-competition Inspection

Usually the day before the event after the course has been flagged. Check numbers, letters and flagging. The CPC-ATD must make sure that the flags are so placed that a horse cannot bypass an obstacle if it is intended that it must be jumped – the flags

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must be close enough to the obstacle and in the case of spreads a pair of flags should be on both front and back, but if only one pair available they must be on the back element.

All flags, class indicators if more than one level, and numbers must be in position when the course is being walked. The flag placements for the different levels must be clearly defined during the course .

He/she should check that the plan of the course is easy to follow, that all compulsory flag positions are shown, and that the courses for different levels are clearly defined. This must state the distance, speed and optimum and minimum times allowed and the time limit for each level.

Check that there is at least one, and preferably two, repair crews with spare materials so fences can be repaired quickly. Verify medical and vet services and the facilities for removal of fallen/dead horses and equipment/procedure for equine euthanasia.

He/she must check the dressage arenas for size and letter placement in particular, and the show jumping course before the riders walk it. He/she should see that there are adequate practice jumps for both the XC and SJ and that they are correctly flagged

### **Competition Day/s**

On the day/s of competition the CPC-ATD must work in close liaison with the organisers, chief judges and officials. It is his/her duty to see that the rules are complied with and upheld, and to offer guidance where needed. He/she should check that everyone knows what the duties of their job entails and that they are doing their job properly. In CPC we have so many parents volunteering who frequently know nothing or very little about the rules of competitions. Many need guidance, and the CPC-ATD is the one who can give this. They can ensure that everyone knows what their rights and duties are, so the competition can proceed without a hitch.

It is the duty of the CPC- ATD to brief the cross country fence judges, and to visit them periodically during the running of that phase. He/she should particularly make sure that any rule/interpretation changes are brought to the attention of Officials, Competitors, and volunteers.. He/she should make a point of visiting the judges at any fences likely to cause technical problems such as multiple obstacles or those with alternative routes. He/she should show jump judges where the riders may and may not go, and point out any pitfalls to expect and how to mark them.

### **Abuse of Horse, Dangerous Riding and Misconduct**

The CPC-ATD upon receiving a report of any of these from any official of the organising body, may act according to the competition rules.

Such acts include rapping, riding an exhausted horse, excessive pressing of a tired horse, riding a lame horse, excessive use of whip and/or spurs, dangerous riding, and conduct unbecoming to a Pony Club member such as bad language, bad sportsmanship and the like. He/she must gather all information from one or more witnesses, and decide if there is a case to be answered. He/she may do this on the spot if appropriate, e.g. lame or exhausted horse.

### **Modifications to the Course**

It is the CPC-ATD's duty, preferably in consultation with the Course Designer, where exceptional circumstances exist, e.g. heavy rain, to decide whether a fence has to be modified or removed from the course because of dangerous or unfair conditions. He/she will also decide if any adjustment of time is necessary – to add or take off some time to later competitors is easier than changing earlier ones' times.

### **Competitors Who Have Fallen**

The CPC-ATD must ensure all procedures as outlined in the competition rules, are followed and all reports are completed and submitted to the appropriate committee/s

**CPC APPLICATION FORM for APPOINTMENT as a CPC APPROVED TECHNICAL DELEGATE**

<b>LAST NAME:</b>	<b>FIRST NAME</b>
<b>ADDRESS</b>	
<b>POSTAL CODE</b>	<b>EMAIL</b>
<b>PHONE NUMBER/S</b>	(H) (C) (W)

**BRIEF HISTORY OF EXPOSURE TO HORSE TRIALS & CPC Rally/Tetrathlon**, including cross country and show jumping courses either as a rider or course designer/builder or assistant. :

  
  
  
  
  
  
  
  
  
  

**CROSS COUNTRY AND SHOW JUMPING COURSE DESIGN/BUILDING SEMINARS ATTENDED:**

YEAR	VENUE	CONDUCTED BY

**PONY CLUB/EC/FEI TECHNICAL DELEGATE/STEWARD SEMINARS ATTENDED:**

YEAR	VENUE	CONDUCTED BY

**CROSS COUNTRY COURSES INSPECTED:**

YEAR	VENUE	CONDUCTED BY

**PC/EC TD WRITTEN EXAMINATION:**

<b>LAST YEAR PASSED</b>	<b>EXAMINER'S NAME</b>

<b>APPLICANT'S SIGNATURE</b>	<b>DATE</b>

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<b>LAST NAME:</b>	<b>FIRST NAME</b>
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<b>BRANCH RECOMMENDATION: (optional)</b>	
<b>BRANCH NAME:</b>	<b>DATE</b>
<b>DC NAME(please print)</b>	
<b>DC SIGNATURE</b>	

<b>REGION RECOMMENDATION:</b>	
<b>REGION NAME:</b>	<b>DATE</b>
<b>RC NAME(please print)</b>	
<b>RC SIGNATURE</b>	

<b>OFFICIALS COMMITTEE RECOMMENDATION:</b>	<b>DATE</b>
<b>CHAIR NAME(please print)</b>	
<b>CHAIR SIGNATURE</b>	

<b>CPC NATIONAL BOARD RECOMMENDATION:</b>	<b>DATE</b>
<b>CHAIR NAME(please print)</b>	
<b>CHAIR SIGNATURE</b>	