

Saskatchewan Horse Federation (SHF)	
Policy: Officials Guest Carding (with admin procedures)	
Board Approval Date: December 3, 2018	Responsible: Officials Committee
Effective Date: January 1, 2019	Next Review Date: October 1, 2019 & 2020
Last Revised:	

Introduction:

1. The policy statement applies to the process of hiring officials who are not provincially carded to ensure they meet the same high standards of SHF provincially carded officials.
2. The SHF has the utmost confidence in provincially carded officials and their solid understanding of the SHF competition circuits and wishes to support them and promote their use by provincial show organizers while at the same time ensuring the ability of show organizers to hire officials that fit their needs.
3. The SHF recognizes there are situations when a provincially carded judge is not available, or a show wishes to offer competitors a fresh set of ‘Judge’s Eyes’. The SHF wishes to extend flexibility to show organizers who may need to hire out-of-province officials while ensuring the organizers are cognizant and respectful of using Provincially carded officials when available.

Purpose:

4. The purpose of this policy is to establish a clear and easily understood Guest Card application process.
5. The objectives of the Policy are:
 - a. To ensure a fair treatment of provincially carded officials;
 - b. To ensure fair opportunities to competitors and show organizers.
 - c. To provide an efficient and timely approval process of guest carding applications in cases where show organizers hire out-of-province Officials.

Administration:

6. The Officials Committee has delegated the responsibility for internal review of Guest Carding applications to the Technical Director.
7. The Technical Director has authority to approve Guest Carding Applications that are complete, clear, meet the application criteria and fall within the approved guest carding requirements.
8. Applications that do not clearly meet the criteria are forwarded by the Technical Director to the Officials Committee Chair for consideration and approval.
9. Or, at the request of the Officials Committee Chair, the applications may further be directed to the entire committee for consideration and approval.

Guest Card Policy & Process:

10. Show organizers apply for the guest card. The guest card application must be sent to the SHF office at least 2 weeks before submitting paperwork for the show date reservation, prize list and event sanction request;
11. Review and approval by the SHF must be received **prior** to the show organizer formally hiring the official they wish to use.
12. If the guest card application provides and meets all the set forth requirements listed below and the show organizer submits a \$30.00 fee, the guest carded judge will be permitted to judge at that single approved event.
 - a) The exception for paying for a guest card fee (but an application form is still required) is if the judge being hired holds one of the following judges' cards:
 - For General Performance shows – A **current** Recorded or Senior General Performance Equestrian Canada Judge
 - For Discipline specific shows – A **current** discipline specific Equestrian Canada "I"/"R" or Senior Judge (that matches the specific discipline of your show)
 - If the judge is a **current** General Performance provincial judge accredited by the PTSO which is the appointed Provincial/Territorial body for equine sport recognized by Equestrian Canada
 - With respect to Western Dressage Judges no guest card fee is required if that judge is a **current** WSDAC or Western Dressage of America judge
 - With respect to Reining shows no guest carding fee is required if that judge is a **current** NRHA carded judge.
 - b) Other carded judges that will be considered for approval (with completed application and a \$30.00 fee submitted by the show organizer) can be:
 - AQHA All Around Judge – For Heritage General Performance only
 - An AQHA discipline specific judge may judge at the Prairie Cup level for the specific discipline for which they are carded
 - APHA All Around Judge – For Heritage General Performance only
 - AppHC Judge – For Heritage General Performance only
 - c) NO other carded judges will be considered for guest carding other than those specified in this SHF Guest Carding policy.
 - d) When hiring a judge for a General Performance show the judge being proposed for guest card approval must show proof on the application that the judge has experience judging open/multi breed classes.**
13. **The guest carded judge must hold a judge's card that is current and equivalent to the same knowledge/experience as SHF Provincial judges.**
14. To meet the requirement of being a current member the judge must hold one or more of the following memberships and must provide a copy of current membership card(s) along with the guest card application):
 - a. A current Individual SHF membership and/or;
 - b. A current membership in another provincial equestrian sport organization under the umbrella of Equestrian Canada and/or;

- c. A current membership of the national sport organization for the specific discipline or specific breed by which they are carded.
 - d. Proof of equivalent knowledge/experience:
 - i. . The SHF requires all SHF provincial judges to attend a judge updating workshop every three years to keep informed of the rules of competition that govern the SHF competition circuits (Heritage and Prairie Cup). So, it is therefore also required that for a guest carded judge to be approved they must be able to provide information that confirms/proves that they have attended a judge training/updating event within the previous three years to keep skills/knowledge up to date. This information is requested on the Guest card application and must be provided to be approved.
15. With respect to shows who hire multiple judges for the same show, the policy to promote the respectful and fair use of our own SHF provincial officials will be:
- a. That half of the judges hired (plus 1 if an odd number of judges hired) for a multi-judge show must be SHF Provincial officials and half (less one if an odd number of judges hired) can be Out of Province/Guest carded judges.
 - b. In addition, the SHF Provincial Judge will be considered the senior official of the show.
16. The Guest Carding Policy and Process information and the Guest Card Application follow at the end of this document as Appendices I & II.

Monitoring:

17. The Officials Committee and Technical Director will monitor the application process and gather show organizer feedback for possible policy and process modifications.

Who should know this Policy:

18. The Officials Committee, Show Organizers, Policy Review Committee, Executive Director and the Technical Director.

Policy Review:

19. The Policy shall be reviewed annually until January 1, 2021 at which time it will then be reviewed every two years to determine modifications, if any, or to address shortcomings of the Policy Statement.

History: (dates & modifications made to the policy)

Appendix I

SHF Guest Carding Policy & Process

SHF Provincial Judges and Guest Card Judges

The SHF was one of the first Provincial Equestrian Organization in Canada to develop a program to provincially card judges; with a history of nearly 16 years. The SHF has put much time and effort in promoting, identifying, training/updating and advancing the skills and abilities of these judges.

Having these individuals meet the needs of show organizers within our province and have them possess a solid understanding of our SHF competition circuits should be appreciated and celebrated! The organization currently has 22 Senior Judges and 8 Primary Judges. To keep this program viable and growing we need to offer these individuals ample opportunities to utilize their expertise.

The SHF has the utmost confidence in these judges and wishes to promote the use of these judges by show organizers. The use of these judges often offers cost savings to show organizers and in turn to competitors as compared to the cost of hiring an out of province judge.

The SHF does recognize though that there are situations such as unavailability of a provincially carded judge or being able to offer competitors a fresh set of judge's eyes; that may lead a show organizer to make the request of hiring an out of province judge. The SHF would like to extend the most flexibility possible to meet the needs of competitors and show organizers. While being cognizant and respectful of the use of our own SHF Provincially carded Judges.

With all this in mind the SHF has created a new 2019 Guest Carding Policy to create a clean and easy to understand process which offers fair opportunities to judges, competitors and show organizers.

Guest Carding policy:

1. Show organizers apply for the guest card. The guest card application must be sent to the SHF office at least 2 weeks before submitting paperwork for the show date reservation, prize list and event sanction request; for review and approval **prior** to the show organizer formally hiring the official they wish to use. If the guest card application provides and meets all the set forth requirements listed below and the show organizer submits a \$30.00 fee the guest carded judge will be permitted to judge at that single approved event.
 - c) The exception for paying for a guest card fee (but an application form is still required) is if the judge being hired holds one of the following judges' cards:
 - For General Performance shows – A **current** Recorded or Senior General Performance Equestrian Canada Judge
 - For Discipline specific shows – A **current** discipline specific Equestrian Canada “r”/”R” or Senior Judge (that matches the specific discipline of your show)
 - If the judge is a **current** General Performance provincial judge accredited by the PTSO which is the appointed Provincial/Territorial body for equine sport recognized by Equestrian Canada
 - With respect to Western Dressage Judges no guest card fee is required if that judge is a **current** WSDAC or Western Dressage of America judge

- With respect to Reining shows no guest carding fee is required if that judge is a **current** NRHA carded judge.
- d) Other carded judges that will be considered for approval (with completed application and a \$30.00 fee submitted by the show organizer) can be:
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 - An AQHA discipline specific judge may judge at the Prairie Cup level for the specific discipline for which they are carded
 - APHA All Around Judge – For Heritage General Performance only
 - AppHC Judge – For Heritage General Performance only
- c) NO other carded judges will be considered for guest carding other than those specified in the SHF Guest Carding policy.
- d) When hiring a judge for a General Performance show. The judge being proposed for guest card approval must show proof on the application that the judge has experience judging open/multi breed classes.**
2. **The guest carded judge must hold a judge’s card that is current and equivalent to the same knowledge/experience as our SHF Provincial judges.**
 3. To meet the requirement of being a current member the judge must hold one or more of the following memberships (a copy of current membership cards must be provided with guest card application): A current Individual SHF member, another provincial equestrian sport organization current member under the umbrella of Equestrian Canada and/or a current member of the national sport organization for the specific discipline or specific breed by which they are carded.
 - a) For a judge to be considered having equivalent knowledge/experience. The SHF requires all SHF provincial judges to attend a judge updating workshop every three years to keep informed of the rules of competition that govern the SHF competition circuits (Heritage and Prairie Cup). So, it is therefore also required that for a guest carded judge to be approved they must be able to provide information that confirms/proves that they have attended a judge training/updating event within that last three years to keep skills/knowledge up to date. This information will be requested on the Guest card application and must be provided to be approved.
 4. With respect to shows who hire multiple judges for the same show the policy to promote the respectful and fair use of our own SHF provincial officials will be: That Half (plus 1 if an odd number of judges hired) of the judges hired for a multi judge show must be an SHF Provincial official and half (less one if an odd number of judges hired) can be Out of Province/Guest carded judges. In addition, the SHF Provincial Judge will be considered the senior official of the show.

Appendix II

Guest Card Application:

The Officials Program developed by the Saskatchewan Horse Federation maintains a highly qualified list of judges specifically trained to meet the needs of show organizers for our Provincial Heritage and Prairie Cup shows. The SHF promotes the use of our Provincial Judges to ensure our officials program remains strong and growing.

SHF Guest Card Application

Name of Show Organizer/Group/Club: _____

Group contact name: _____

Phone number: _____ Email: _____

Name of Show: _____

Date of Show: _____ Show Location: _____

Type of Show (circle which apply): HERITAGE PRAIRIE CUP

Did you attempt to hire an SHF Provincial Judge for your show (check one)? YES NO

If YES, why were you not able to book an SHF Provincial Official?

If NO, why has your group decided to Apply for a Guest card instead of hiring an SHF Provincial Judge?

Name of judge (Guest card application for): _____

Judge address: _____

Phone: _____ Email: _____

With what Organization does the Judge hold a Judging card with _____

Please provide the following with your application

Copy of current provincial membership card(s) for above judge MUST be provided: YES attached

Copy of any relevant Judge Card(s) for the above judge MUST be provided: YES attached

Date of most recent training/updating judge attended: _____

To further assist in the Guest Card Application approval process. It would be helpful to provide a few reference shows that the judge has officiated at in the past two years (Please feel free to list below or submit as a separate document).

Please return completed form with appropriate fee (if required) to SHF office by mail to 1734 Elphinstone St. Regina, SK S4T 1K1 or by email to technicaldirector@saskhorse.ca