

**THE HORSE RIDING CLUBS ASSOCIATION of VICTORIA INC.**

(A0002667H)

**OFFICIALS ACCREDITATION SCHEME  
APPOINTMENT OF EDUCATORS AND EXAMINERS**

1. Sub Committees are required to maintain an up to date list of educators or examiners who are available to conduct training clinics for officials and/or practical examinations for refreshing officials and new candidates. The list should include clinicians from different parts of the state and it is expected that current 'Senior' officials would automatically be included on their respective Sub Committee's list.
2. The aim of the list is to provide Sub Committees and/or office staff with a pool of suitably qualified persons from which to draw when appointing educators and examiners for the Officials accreditation program.
3. **Definitions:**
  - Educator – conducts training clinic/day including theory and/or practical sessions
  - Examiner – conducts Practical examination and recommends and/or determines results
  - Assistant Educator or Examiner - assists the primary Educator or Examiner in a role which involves training or practical examination of candidates or refreshers
  - Facilitator – Sub Committee member or other person who attends on the day of the exam or clinic to provide assistance other than in a training or examining role. Not included on list. Sourced as required.
4. **Procedure:**
  - 4.1. The list shall be compiled by the Sub Committee in accordance with the procedures outlined below:
  - 4.2. The Sub Committee shall determine the qualifications and experience necessary for the role of educator or examiner.
  - 4.3. The Sub Committee shall seek expressions of interest from suitably qualified individuals (members and/or non members) interested in assisting in the training and examination of officials. Requests for EOIs shall be published in Chaff Chat as required.
  - 4.4. Applicants who are not HRCVA members and/or applicants who require payment of a fee for their service over and above reimbursement of expenses must have their own professional indemnity insurance.
  - 4.5. Applicants are required to provide details in writing of relevant experience and qualifications, contact details including home address, availability and remuneration sought (if applicable).
  - 4.6. Applications shall be referred to the relevant Sub Committee via the HRCVA office.
  - 4.7. The Sub Committee shall provide the Executive Committee with a copy of the current list as at 1<sup>st</sup> February each year and shall notify the Executive Committee of additions or deletions from the list.
  - 4.8. The list shall include the following information:
    - Name
    - Address
    - Phone
    - Email
    - Educator Y/N

- Examiner Y/N
- Remuneration reqd
- HRCVA member
- Precis of qualifications
- Approved to examiner/train following levels (dressage only) Adv 1 2 3 4 5

**5. Reimbursement of Expenditure**

- 5.1.** The HRCVA shall reimburse the expenses of educators and examiners as per Event Rule 29. Any additional out of pocket expenses or fees are to be approved by the Executive Committee prior to confirmation of the appointment.
- 5.2.** Claims for reimbursement of expenses shall be made in writing on the form provided.

**6. Consistency:**

Sub Committees are required to take steps to ensure that examiners and educators are consistent in the areas of marking and training information. Example: pre exam period meetings or co-judging sessions.

**HRCVA OFFICIALS  
(TRAINERS, EXAMINERS, HRCVA REPRESENTATIVES AND TECHNICAL  
DELEGATES)**

**REIMBURSEMENT OF EXPENSES**

**CLAIM FORM**

Name of official \_\_\_\_\_ email \_\_\_\_\_

Address \_\_\_\_\_ phone \_\_\_\_\_

Details of clinic/training day/exam day \_\_\_\_\_

Type of activity \_\_\_\_\_ Date of activity \_\_\_\_\_

Venue and location \_\_\_\_\_ Total distance travelled \_\_\_\_\_

Official's role

- Educator – conducts training clinic/day including theory and/or practical sessions
- Examiner – conducts Practical examination and recommends and/or determines outcome
- Assistant Clinician or Examiner - assists Clinician or Examiner in a role which involves training or examination of candidates or refreshers
- HRCVA Representative
- HRCVA Technical Delegate
- Other (please specify) \_\_\_\_\_

Expenses claimed

Travel 70c per km x distance travelled (max 214km) Amount claimed \$ \_\_\_\_\_

30c per km x distance travelled (over 214km) Amount claimed \$ \_\_\_\_\_

Accommodation (Receipt required) Amount claimed \$ \_\_\_\_\_

Meals (Receipts required) Amount claimed \$ \_\_\_\_\_

Additional out of pocket expenses (Receipts required) Amount claimed \$ \_\_\_\_\_

Total amount claimed \$ \_\_\_\_\_

Return to HRCVA, PO Box 209, Nunawading 3131 within 7 days of date of activity