



## **Guidelines for visiting Carriage Driving Officials**

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The ACDS supports the sharing of knowledge and experience which results from regular visits by overseas-qualified Officials. To ensure these visits are appropriately conducted and result in the maximum benefit to all concerned, the following procedures are to be observed:

### **Conducting Officials Clinics**

*To be considered as an 'ACDS Officials Workshop':*

- The Organising Committee planning the clinic shall initially contact the relevant State Branch Discipline Convenor to discuss their plans and seek approval for the activity as an ACDS Officials Workshop (approval shall not be unreasonably withheld however the State Convenor may consult with the relevant Federal Discipline Convenor and ACDS Federal Council where appropriate prior to making a decision).
- The visiting Official must hold appropriate qualifications (under normal circumstances FEI 3\* qualification as a minimum for CDE/Dressage and appropriate National Qualification for other Disciplines).
- The Organising Committee must liaise with the relevant State Branch Discipline Convenor and the Federal Officials and Training Coordinator to ensure the appropriate workshop material is covered and relevant exams where applicable are conducted. Assessment of competence must be in accordance with ACDS procedures.
- Given that the visiting Official is unlikely to be familiar with ACDS Rules and Training materials, it is appropriate to appoint a Workshop Facilitator approved by the ACDS to assist.
- The visiting Official must be an ACDS Member – this can be achieved by the Organising Committee taking out Official's Membership on their behalf, or by applying to Federal Council for Deemed Membership (refer applicable flowchart & form).

### **Officiating at ACDS Events**

*For a visiting Official to officiate at an ACDS event:*

- The organising committee planning the event shall initially contact the relevant State Branch Discipline Convenor to discuss their plans and seek approval for participation by the visiting Official (approval shall not be unreasonably withheld however the State Convenor may consult with the relevant Federal Discipline Convenor and ACDS Federal Council where appropriate prior to making a decision).
- The visiting Official must hold appropriate qualifications (under normal circumstances FEI 3\* qualification as a minimum for CDE/Dressage and appropriate National Qualification for other Disciplines).
- Given that the visiting Official is unlikely to be familiar with ACDS Rules, they must be provided with a copy of the relevant Rule Book / Handbook prior to the event and it is appropriate to appoint an 'Assistant official' accredited by the ACDS to support the visiting Official.
- The visiting Official must be an ACDS Member - this can be achieved by the Organising Committee taking out the relevant Membership on their behalf, or by applying to Federal Council for Deemed Membership for the period of the event (refer applicable flowchart & form).

Organising Committees should ensure sufficient advance notice is provided (at least 3 months prior to the activity) to allow the above procedures to be implemented.