



# **AUSTRALIAN CARRIAGE DRIVING SOCIETY**

## **CANDIDATE SHOW DRIVING JUDGE PACKAGE**

### **Contents**

This package contains the materials required to obtain accreditation as an ACDS Show Driving Judge.

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### **Currency**

Current documents are available on the Australian Carriage Driving Society website:

**[australiancarriagedrivingsociety.org](http://australiancarriagedrivingsociety.org)**

# ACDS Officials Accreditation – Show Driving Judge

## References:

ACDS Show Driving Judge Manual

ACDS Risk Management Guideline

ACDS Horse Welfare Policy Statement

ACDS Members Code of Conduct

ACDS Policy and Procedure for the Measurement of Horses and Ponies

ACDS Concussion Policy

ACDS Conflict of Interest Policy

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# ACDS Officials Accreditation – Show Driving Judge

## WHAT YOU SHOULD DO

- 1 Please read this paperwork carefully and if you have any questions, contact your State Show Driving Convenor.
- 2 Complete Application Form and send to your State Show Driving Convenor who will send you the necessary paperwork.
- 3 Complete Show Driving Judge Exam and return to your State Show Driving Convenor
- 4 Complete Show Driving Judge Pre-Clinic Worksheet and return to your State Show Driving Convenor at least one week prior to the Clinic.
- 5 Attend and participate at Clinic.
- 6 Undertake practical training as per requirements.
- 7 Provide evidence of attendance at clinic and practical training to your State Show Driving Convenor

## WHAT SHOULD THE STATE SHOW DRIVING CONVENOR DO

- 1 Please read this paperwork carefully and if you have any questions, contact the Chair of the Federal Training and Schools Committee.
- 2 Provide paperwork to members wishing to undertake candidate training.
- 3 Receive exams back from Accrediting Candidates and mark. Provide feedback where appropriate.
- 4 Obtain Pre-clinic worksheets back from Candidates and provide to Chair of the Federal Training and Schools Committee one week prior to Clinic.
- 5 Arrange Clinics in conjunction with Chair of the Federal Training and Schools Committee.
- 6 Arrange practical training of Accrediting Candidates in line with requirements.
- 7 Review paperwork received from Candidates inc Confirmation of Attendance at Clinic and Assessor Feedback Sheets. Ensure Candidates have met all requirements for Accreditation.
- 8 Provide all paperwork to Federal Training and Schools Committee via the Chair of the Committee.



## Officials Assessment – Show Driving Judge

Candidate Show Driving Judge			
Convenor/ Assessor			
Commencement date		Completion date	

### INFORMATION FOR CANDIDATE/CONVENOR (ASSESSOR)

ACDS Show Driving Package	Show Driving Judge
Instructions to Assessors	The candidate is to demonstrate a knowledge and practical application of all items in the checklist. The candidate must complete all tasks
Determination of competence	Satisfactory completion of all tasks as determined on Assessor's Feedback Sheet.
Instructions to Candidate	<p>Achievement of accreditation as an ACDS Show Driving Judge requires successful completion of the following:</p> <ul style="list-style-type: none"> <li>• Current member ACDS (min 'Active Member - Non Driving' category).</li> <li>• Submission of application on relevant form.</li> <li>• Assist Show Driving Judge at a minimum of 2 ACDS approved Show Driving events.</li> <li>• Attendance and participation at an ACDS approved Show Driving Judges Clinic</li> <li>• Pass Show Driving Judges Exam</li> <li>• All required documentation returned to State Show Driving Convenor/assessor in specified timeframe</li> <li>• Ratification of accreditation by ACDS Federal Training &amp; Schools Committee</li> </ul>
Special needs	The candidate is able to access special provisions negotiated with the assessor to ensure their requirements are met.
Appeals process	A copy of the ACDS Show Driving Officials Appeal Process is given to and explained to the candidate
Risk Management Requirements	All tasks must be carried out safely and cleanly to ACDS Risk Management Guidelines and relevant WHS regulations

#### Context of assessment:

Candidate who has applied to be a Show Driving Judge is assessed in seminar and competition practical environments by ACDS Show Driving Convenor/assessor

**Administration, recording and reporting requirements:** Convenor/assessor is required to assess the candidate by providing the required assessment package; ensuring assessment events are conducted in accordance with relevant ACDS guidelines and completing the assessment checklist(s). Candidates are to forward the completed assessment tasks and checklists to the relevant ACDS State Show Driving Convenor for recording and receipt of ACDS Show Driving Show Driving Judge accreditation.

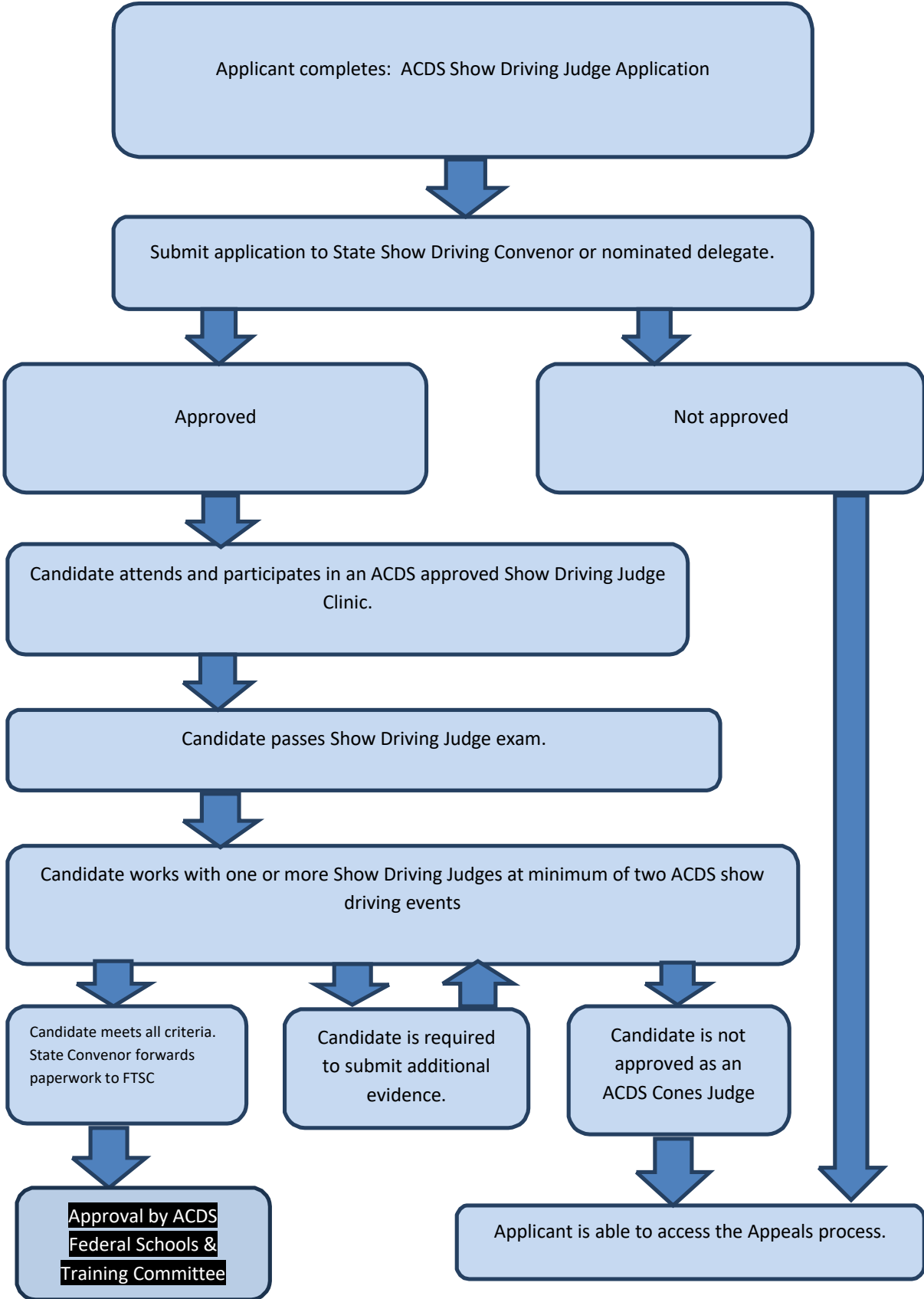
The ACDS maintains a register of all ACDS Officials.



## **WHAT SHOULD THE FEDERAL TRAINING & SCHOOLS COMMITTEE DO**

1. On receipt of paperwork from State Show Driving Convenor, obtain approval from 2 members of Federal Training and Schools Committee.
2. Following ratification, arrange for Officials List to be updated and posted on Federal website.

# ACDS CDE Officials Accreditation – Show Driving Judge





<b>Application for Show Driving Judge</b>	
<b>Name</b>	
<b>Contact details</b>	<b>Address:</b>
	<b>Home phone:</b>
	<b>Mobile phone:</b>
	<b>Email:</b>
<b>ACDS Club:</b>	<b>Membership Number:</b>
<b>Reason for applying to be a Show Driving Judge:</b>	
<b>Applicant declaration:</b>	
I certify the information provided on this application form is accurate.	
I understand that to gain the accreditation of ACDS Show Driving Judge I need to:	
<ol style="list-style-type: none"><li>1. Be a member of the ACDS (min 'Active Member - Non Driving' category).</li><li>2. Attend and participate in an ACDS approved Show Driving Judges Clinic.</li><li>3. Assist Cones Judge(s) at 2 ACDS Show Driving events.</li><li>4. Pass the Show Driving Judge exam.</li><li>5. Return the exam to the ACDS Show Driving Convenor/assessor within the specified timeframe.</li><li>6. Be subject to ratification of accreditation by ACDS Federal Training &amp; Schools Committee.</li></ol>	





## AUSTRALIAN CARRIAGE DRIVING SOCIETY

### Officials Accreditation

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I accept that, following any appeal, the ACDS Federal Training & Schools Committee decision is final.

**I agree to uphold the standards expected of officials of the ACDS, continue to develop my Show Driving Judging skills and respond to the needs of carriage drivers, treating them at all times with respect.**

**Signed:**

**Date:**



<b>Application for Show Driving Judge Re-Accreditation</b>	
<b>Name</b>	Click or tap here to enter text.
<b>Contact details</b>	<b>Address:</b> Click or tap here to enter text.
	<b>Mobile phone:</b> Click or tap here to enter text.
	<b>Email:</b> Click or tap here to enter text.
<b>ACDS Club:</b> Click or tap here to enter text.	<b>Membership Number:</b> Click or tap here to enter text.
<b>Please advise your experience as a Show Driving Judge:</b> Click or tap here to enter text.	
<b>Applicant declaration:</b>  I certify the information provided on this application form is accurate.  I understand that to gain the re-accreditation of ACDS Show Driving Judge I need to:  <ol style="list-style-type: none"><li>1. Attend and participate in an ACDS approved Show Driving Judges Clinic.</li><li>2. Have acted as a show driving judge at 2 events in the last 5 years.</li></ol>	



## AUSTRALIAN CARRIAGE DRIVING SOCIETY

### Officials Re-Accreditation

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3. Be subject to ratification of accreditation by ACDS Federal Training & Schools Committee.

I accept that, following any appeal, the ACDS Federal Training & Schools Committee decision is final.

**I agree to uphold the standards expected of officials of the ACDS, continue to develop my Show Driving Judging skills and respond to the needs of carriage drivers, treating them at all times with respect.**

**Signed:**

Click or tap here to enter text.

**Date:**

Click or tap to enter a date.



Confirmation of Attendance at ACDS Show Driving Judge Clinic	
Candidate Name	
Phone number	
Show Driving Judge Clinic Date	
Show Driving Judge Clinic Location	
Clinic Organiser Name	
Phone Number	

I confirm that the Candidate Show Driving Judge named above attended and participated satisfactorily in this clinic.

Clinic organiser signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Show Driving Judge Feedback Sheet (2 of these forms are required)

<b>Candidate Name:</b>		
<b>Show Driving Judge Name:</b>		
<b>Show Driving Competition (and location if different):</b>		
<b>Date:</b>		
<b>Summary of Assessment Observations</b>	Satisfactory	Requires additional evidence
<b>Pre competition</b>	<b>The candidate had/did:</b>	
Current copy of the ACDS Show Driving Manual	<input type="checkbox"/>	<input type="checkbox"/>
Participate in (or communicated with organisers about) pre- event planning	<input type="checkbox"/>	<input type="checkbox"/>
Contribute to event risk assessment	<input type="checkbox"/>	<input type="checkbox"/>
<b>During/after competition</b>	<b>The candidate was able to:</b>	
Demonstrate sound understanding of requirements of Show Driving Judge role	<input type="checkbox"/>	<input type="checkbox"/>
Communicate effectively with event organisers, officials, competitors and the general public	<input type="checkbox"/>	<input type="checkbox"/>
Assist in the layout of the show driving workout area	<input type="checkbox"/>	<input type="checkbox"/>
Assist in the technical conduct of the show driving event	<input type="checkbox"/>	<input type="checkbox"/>
Pencil for the competition	<input type="checkbox"/>	<input type="checkbox"/>
Manage contingencies	<input type="checkbox"/>	<input type="checkbox"/>
<b>The candidate ensured the safety of officials, competitors, spectators and horse(s)</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The candidate was deemed</b>	<input type="checkbox"/> <b>Competent</b> <input type="checkbox"/> <b>Additional evidence required</b>	



AUSTRALIAN CARRIAGE DRIVING SOCIETY  
Officials Accreditation

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Show Driving Judge Comment:

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Strategies for Improvement (if required):

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Show Driving Judge

Signature:

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Date:

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Candidate self-evaluation comment:

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I agree / do not agree with this assessment (circle correct response)

Candidate Signature:

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Date:

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## Convenor Feedback and Checklist - Show Driving Judge

<b>Candidate Name:</b>		
<b>Assessor Name:</b>		
<b>Date:</b>		
<b>Assessment Requirements</b>	Satisfactory	Requires additional evidence
Achievement of accreditation as an ACDS Show Driving Judge requires successful completion of the following:		
Current member ACDS (min 'Active Member - Non Driving' category)	<input type="checkbox"/>	<input type="checkbox"/>
Submission of application on relevant form	<input type="checkbox"/>	<input type="checkbox"/>
Assist Show Driving Judge at a minimum of 2 ACDS approved Show Driving events.	<input type="checkbox"/>	<input type="checkbox"/>
Attendance and participation at an approved ACDS Show Driving Judges Clinic	<input type="checkbox"/>	<input type="checkbox"/>
Pass Show Driving Judges exam	<input type="checkbox"/>	<input type="checkbox"/>
All required documentation returned to Show Driving convenor/assessor in specified timeframe.	<input type="checkbox"/>	<input type="checkbox"/>
<b>The candidate was deemed</b>	<input type="checkbox"/> <b>Competent</b> <input type="checkbox"/> <b>Additional evidence required</b>	



AUSTRALIAN CARRIAGE DRIVING SOCIETY  
Officials Accreditation

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Convenor Comment:

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Strategies for Improvement (if required):

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Convenor

Signature:

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Date:

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Candidate self evaluation comment:

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I agree / do not agree with this assessment (circle correct response)

Candidate Signature:

---

Date:

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**If deemed competent the candidate's name will be forwarded to Federal Training & Schools Committee for ratification.**





## APPEALS PROCESS

### The Appeal

The Candidate may appeal where the outcome of the assessment process is not yet competent. The appeal can only be on process. The appeal may be made on the following grounds:

- The process did not provide the Candidate a fair and reasonable opportunity to demonstrate his/her competence.
- The Candidate was not informed in advance of conditions and methods of assessment.
- The process was discriminatory in some way.
- The Candidate suffered misadventure at the time of assessment (must be supported by medical certificate or other evidence)

### The Appeal Process

- Candidate receives notification of assessment outcome.
- Candidate discusses outcome with assessor and outlines any dissatisfaction with assessment process. (resolved/not resolved)
- Candidate discusses process with Federal Convenor. (resolved/not resolved)
- Commence formal appeal by completing the Appeals Form. Submit to Federal Convenor within 10 working days of assessment notification.
- Federal Convenor convenes Appeals Panel comprising the Federal Convenor (or nominee if appeal is against the Convenor) plus two State Convenors not involved in the assessment process.
- Federal Convenor (or nominee as per the above) provides outcome to the Candidate within 10 working days of receipt of appeal (resolved/not resolved)
- If the Candidate is not satisfied with the outcome, they may appeal to ACDS Federal Training & Schools Committee.
- Appeal to ACDS Federal Training & Schools Committee may only be on grounds of process. The decision to be made at next available ACDS Federal Training & Schools Committee meeting. The Candidate forwards the Appeals Form and the Appeal Outcome to the Chair of the ACDS Federal Training & Schools Committee along with his/her grounds for further appeal.
- Chair of the ACDS Federal Training & Schools Committee advises Candidate and Federal Convenor within 10 working days of ACDS Federal Training & Schools Committee meeting.
- No further appeal is available.

