



## Administrative Procedures for Equestrian Canada Rider Level Evaluations in Manitoba

Procedure	Details	Responsible	
1	Date, proposed Venue, preferred Evaluator requested	Test Organizer, Coach, Evaluator, Stable Owner	
2	<p>Test Organizer submits signed Application forms to MHC office:</p> <ul style="list-style-type: none"> <li>• Application to Host EC Rider Level Testing</li> <li>• Candidate Application Forms</li> <li>• MHC Acknowledgement of Risk and Release of Liability Forms</li> <li>• Payment to MHC for each Rider Level to be tested</li> <li>• Rider ensures their MHC membership is current (mandatory requirement for testing)</li> </ul>	<p>MHC to review and verify memberships, Evaluator eligibility and Form completions.</p> <p><i>Rider Application forms must be signed by underage rider's parents and the candidate's coach - NCCP or Non-NCCP coach.</i></p> <p><i>MHC memberships can be purchased on-line at <a href="https://manitobahorsecouncil.ca/Member-Benefits">https://manitobahorsecouncil.ca/Member-Benefits</a></i></p>	Test Organizer
3	<p>MHC office ensures:</p> <ul style="list-style-type: none"> <li>• MHC membership current</li> <li>• Evaluator is eligible to test Rider Levels requested</li> <li>• Required Forms are complete</li> <li>• Evaluator is notified</li> <li>• Tests are serial numbered and forwarded to Evaluator</li> </ul> <p><i>Candidates are not to be evaluated until their MHC membership fees are paid.</i></p>	<p>MHC to ensure all applicable tests with Evaluator's serial number noted are forwarded to Evaluator and recorded in the MHC office. When a candidate "challenges" a Rider Level this will include all previous Written Tests.</p> <p><i>The Evaluator is responsible for all tests forwarded to them. The Evaluator may request a designate to receive tests for them but must do so in writing to MHC office.</i></p>	MHC Office
4	<p>Candidates write Written test(s) under either Evaluator or Evaluator's designate - prior to the Riding Test Activity when "challenging".</p> <p><i>English &amp; Western riders "challenging" a level must write and Meet Standard in all Written Tests prior to and including challenged level. Western riders will complete all previous Rider Level Stable Management requirements. English riders "challenging" at Rider 6 or above will complete that Rider Level's MHC "challenge" Evaluation.</i></p>	<p>Written Tests can be done prior to the Evaluation date to allow early marking.</p> <p><i>When a level is being "challenged", the Written Tests should be marked by the Evaluator prior to any further testing as the candidate will be tested at the same Rider Level as the highest successful Written Test.</i></p>	Evaluator
5	Organize all equipment and have ready for test day. Consult with Evaluator for all requirements.	Consult with MHC office if questions arise. Immediately consult/inform Evaluator.	Test Organizer
6	<p>After testing Evaluator completes :</p> <ul style="list-style-type: none"> <li>• Individual Summary of Marks</li> <li>• Master Summary of Marks*</li> <li>• Collecting Evaluator's test fees</li> </ul> <p><i>Certificates will not be issued unless all required fees are submitted.</i></p>	<p>Evaluator submits to PSO:</p> <ul style="list-style-type: none"> <li>• Individual Summary of Marks</li> <li>• Master Summary for all candidates</li> </ul>	Evaluator
7	<ul style="list-style-type: none"> <li>• Results recorded in MHC database</li> <li>• Candidate receives appropriate certificate(s) and badge(s)</li> <li>• Candidate receives copy(s) of their Individual Summary of Marks</li> </ul>	<p>MHC records results.</p> <p>Certificate(s), badge(s) and Individual Summary of Marks mailed to candidate from MHC office.</p>	MHC office
8	Written Tests are the property of the Evaluator and do not have to be sent to MHC office.	Evaluator secures Written Tests for privacy and may destroy them after 2 weeks time.	Evaluator
9	Quarterly reports of all Rider Level Tests performed within the province are submitted to the National Sport Organization (Equestrian Canada).	MHC submits a quarterly summary of all Manitoba Rider Level Tests to Equestrian Canada	MHC office

Host and Rider Level Applications are available online at <https://manitobahorsecouncil.ca/LTR-Riding-Lessons> or directly from MHC office. Applications, Releases and Summary Sheets require signatures and may be scanned for email submission to MHC office but phone pictures will not be accepted.

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