

**EQUESTRIAN CANADA
COMPETITION
ADMINISTRATION
POLICY**



2018



2018 EC COMPETITION ADMINISTRATION POLICY "CAP"

Contents

Introduction	2
Terminology.....	2
Competition Sanctioning Procedure.....	3
Competition Application.....	3
Dates Requiring Pre-Approval By EC	3
Withholding Sanctioning/Exclusivity	5
Competition Fees.....	5
Roles and Responsibilities	6
Competition Organizing Committee	6
Pre-Competition	7
Sanctioning Requirements.....	7
During The Competition.....	7
Post-Competition.....	7
Obligations of Equestrian Canada and the PTSO.....	8
Competition Approval	8
Officials Approval	8
Forms.....	8
Equestrian Canada Results Input Policy	9
Violations and Procedures.....	9
Non-negotiable Competitor Fees.....	9
Competition Administration Fines	9
Unsanctioned Ec Competition Takes Place.....	10
Competition Cancellation	10
APPENDIX 1: Submission Of Sanctioning Paperwork.....	12
APPENDIX 2: National Safety Standards	13
APPENDIX 3: Gold Hunter /Jumper Date Reservation	14
APPENDIX 4: Gold Dressage Date Reservation.....	16
APPENDIX 5: Eventing Date Reservation	18



Introduction

Equestrian Canada is the national governing body for equestrian sport in Canada, with a mandate to represent, promote and advance the sport in Canada.

Equestrian Canada is responsible for the sanctioning of equestrian events in Canada for all Federation Equestre Internationale (FEI) and all other discipline and breed sports which agree to abide by the Rules of Equestrian Canada, Section A: General Regulations and publish rules under the umbrella of Equestrian Canada.

Equestrian Canada has delegated responsibilities to Provincial/Territorial Sport Organizations (PTSO) for the administration of Equestrian Canada sanctioned competitions at the levels specified in appendix one. PTSOs act as agents of Equestrian Canada and of the Competition Administration Policy (CAP).

This policy seeks to:

- outline the process for granting an Equestrian Canada sanction
- illustrate responsibilities and time lines for Equestrian Canada, Provincial/Territorial Sport Organizations and the Equestrian Canada sanctioned event-organizing committee
- outline the responsibility of the discipline/breed groups or their designates as outlined in individual policies

This policy has been developed in consultation with the various stakeholders; disciplines/breed sports, PTSOs and Equestrian Canada sanctioned event-organizing/competition management committees.

Competitions wishing to hold an Equestrian Canada sanctioned competition must apply using the procedures below. An Equestrian Canada sanction is valid for the one relevant competition that has been approved only.

All competition forms are available through Equestrian Canada and Provincial/Territorial Sport Organization offices.

Terminology

Provincial/Territorial Sport Organization	-	PTSO
Equestrian Canada	-	EC
Competition Administration Policy	-	CAP
Organizing Committee/Competition	-	OC
Competition Application Form	-	CAF

EC: Equestrian Canada is to be understood to mean the organization with all its subsidiary groups including discipline committees.

PTSO: A Provincial/Territorial Sport Organization that has a current service agreement / memorandum of understanding with Equestrian Canada to provide various services and products, and represents the aims and objectives of the national federation in its region.

Competition Manager/organizer: A person designated to manage a competition (see *Competition Administration Policy 5.1.2*). This person must hold a valid EC Sport Licence at or above the level of the competition, and must be an EC and PTSO member in good standing.



Competition Contact: the Individual who will be listed on the EC website and in the EC database as the primary contact for the EC sanctioned competition.

Competition Sanctioning Procedure

Sanctioning of EC competitions occurs in four stages.

Applicants for sanctioning should be aware that the below principles will form the basis of awarding dates and approvals for competitions, but that Equestrian Canada retains discretion to award or not award sanctioning approval for any competition where necessary to achieve the overall objectives of EC and the development of a robust and progressive competition structure aligned to the athlete pathway.

Stage 1

1. COMPETITION APPLICATION

- 1.1 Competition Manager/Competition Organizing Committees (OC) intending to hold an Equestrian Canada sanctioned competition must submit the Equestrian Canada *Competition Application Form* (CAF) pursuant to Appendix 1. **The CAF must be submitted on an annual basis for each competition being held.** The *Competition Application Form* is available to any competition on the EC and the PTSO websites.
- 1.2 The *Competition Application Form* must be signed by the Competition Manager/Organizer taking responsibility for the conduct of the competition and shall contain the following statement:

In applying for the above dates, the competition agrees to abide by the Rules of Equestrian Canada and understands that failure to do so constitutes a violation of Equestrian Canada rules and may subject the competition to fines and penalties under the provisions of the CAP and the Schedule of Fines and Penalties.
- 1.3 OCs intending to host a Gold/Platinum competition must first reserve their dates the year preceding the competition, prior to submitting a Competition Application Form. The process for Gold date reservation is outlined in Stage 2.
- 1.4 Eventing Competitions – organizers consult EC Rules for Eventing – Art D103

Stage 2

2. COMPETITION DATE RESERVATION PROCESS

- 2.1 **For all competitions that do not require date requests and pre-approval by EC:** In the absence of any outstanding financial, safety, or policy violations and compliances regarding EC sanctioned Competitions run in the previous year and providing that the competition has completed the *Competition Application Form* by the specified deadline, the competition date will be approved for the competition organizer.
- 2.2 Equestrian Canada has the responsibility to grant a date within its policy guidelines. Competition Applicants must be provided a rationale if the requested date is disallowed. Competition Organizers have the right to appeal the decision pursuant to the conditions of the Equestrian Canada *Appeals Policy*.

2.3 Dates requiring pre-approval by EC:

Eventing Competitions – All Levels



For Eventing Competition date procedures, please refer to *Appendix 5– Eventing Date Selection*.

Gold Competitions

2.4 The following competitions will require submission of the Gold Date Request Form and approval from Equestrian Canada in order to be sanctioned:

- Gold Hunter/Jumper Competitions
- Hunter Jumper Competitions hosting U25 Classes
- Hunter Jumper Competitions hosting any hunter/jumper programs or initiatives
- Gold Dressage Competitions
- Gold Provincial Dressage Championships (One per province will be sanctioned)
- Gold Regional Dressage Championships (One per region will be sanctioned)
- Gold National Dressage Championships

2.5 The *Gold/Platinum Date Request Form* will be sent by email to existing competitions and is available on the website (www.equestrian.ca) or through the EC office for new interested parties. This application must be completed in full and returned no later than July 31st in the year prior to the date requested.

2.6 Applications received after the deadline will be considered late and charged a late fee of \$250. Late applications will only be considered after all properly submitted applications have been processed. Late applications for new competitions may have this late fee waived at the discretion of Equestrian Canada.

2.7 Late applications for dates already allocated to another competition within the same province will not be considered without written permission from the affected organizer.

2.8 For Gold Hunter/Jumper Competition date request procedures and the Exclusivity Policy, please refer to *Appendix 3 – Gold Hunter/Jumper Date Requests*.

2.9 For Gold Dressage Competition date request procedures and the Exclusivity Policy, please refer to *Appendix 4– Gold Dressage Date Requests*.

Platinum Competitions

2.10 All competitions intending to host a Platinum competition (Platinum only or Platinum portion) require submission of the *Gold/Platinum Date Request Form*. Approval from Equestrian Canada and the FEI is required in order to be sanctioned.

2.11 *Gold/Platinum Date Request Forms* must be completed in detail with full venue information provided for each competition. Facility agreements must be in place before an application for date approval is sent to Equestrian Canada. The facility agreement must be available for review upon request by EC.

2.12 *Gold/Platinum Date Request Forms* must be received by July 31st of the year prior to competition. EC *Gold/Platinum Date Requests* submitted for review after the deadline will only be considered by EC upon receipt of a non-refundable late fee of \$250. EC *Gold/Platinum Date Request Forms* received after October 1st will be subject to FEI late fees. The late fee must be paid prior to the application being forwarded to the FEI for approval. The OC will be notified of the FEI late fees by Equestrian Canada upon receipt of the application.

2.13 Federation approved dates for EC Platinum Competitions will be forwarded to the FEI by October 1st of each year for review and FEI approval.

2.14 All communications between proposed EC Platinum Competitions and the FEI must be between Equestrian Canada and the FEI. No Organizing Committee is permitted to communicate directly with the FEI.

Stage 3

3. COMPETITION SANCTIONING PROCESS



- 3.1 Upon approval from EC or the Provincial Territorial Sport Organization, the specified competition contact will be provided with all necessary competition forms from Equestrian Canada or the PTSO by email. Forms are also available for download from EC and PTSO Websites.
- 3.2 A Competition Sanction will only be issued by Equestrian Canada or the PTSO upon submission of all of the required forms, including but not limited to:
- A fully completed *Competition Application Form* with signed Declaration
 - Certificate of Insurance*
 - Copy of Prize List (exception- Eventing Competitions Art D 103)
 - Prize List Approval Form* (exception- Eventing Competitions Art D 103)
 - Appropriate sanctioning fees.
- 3.3 All Competition Sanctions are valid solely for the event to which it applies. Organizing committees (OC) and/or Competition Manager are required to re-apply for any future competitions using the procedures above.
- All EC Eventing competitions and Gold & Platinum Hunter/Jumper, and Dressage competitions must first receive their reserved date from EC in order to proceed with completing the final application for sanctioning.
- 3.4 Licensing will be withheld from any annual competition that has been identified by Equestrian Canada or the PTSO as having matters outstanding. Such matters may be financial, safety, or failure to comply with the *Equestrian Canada Results Input Policy* (see 6.4) or any other issues that may be deemed prejudicial to the best interest of the sport.

EC sanctioning or date exclusivity can be lost or withheld from a competition for any of the following reasons:

- Competition or Competition Organizer considered by EC or a PTSO to be “not in good standing” due to outstanding payments, fines or violations of any EC or PTSO rule or policy.
- Failure to respond to warnings issued by Equestrian Canada
- Failure of a competition to follow through on undertakings to improve issues that have been brought to their attention by EC or issues raised by EC officials
- Failure to abide by the rules and policies of EC including tardy payments of post-competition fees, any outstanding accounts to suppliers, etc.
- Lack of willingness to provide timely and accurate results to EC.
- Failing to insure the safety of all competitors and their horses.
- Inappropriate behavior as determined by EC which does not promote the best interests of the sport.
- Activities of any kind that are considered criminal or against normal acceptable behavior in a reasonable society.
- Any outstanding issues from any previous year.

If a competition has two or more NSF payments, EC has the ability to remove future sanctioning.

Equestrian Canada or the PTSO will inform competition organizers of these or any other outstanding issues in order that the competition may have the opportunity to correct the matter.

Stage 4

4. COMPETITION FEES

- 4.1 Competition Sanctioning fees are set on an annual basis.
- 4.2 Upon approval of the competition date the license fees are payable to Equestrian Canada or the PTSO at least 30 days prior to the first day of competition. Competitions that are denied a reserved date will be refunded the sanctioning fee. Competitions failing to meet sanctioning requirements and therefore not being



- approved will not receive a refund of sanctioning fees, late fees or guest card fees.
- 4.3 Applications received after the established deadline for competition application must include the full competition sanctioning fee and may be assessed a late administration fee at the discretion of Equestrian Canada
- 4.4 In order for fairs to be eligible for a single permit for a multi-level, multi-discipline competition they must meet the following criteria:
- They must be run by an agricultural association or society, as defined provincially
 - The fair must be a member of the Canadian Association of Fairs & Exhibitions and/or a member of their provincial fair board.
- 4.5 A competition meeting the above criteria will pay a single permit fee only-- that fee being for the highest level of competition offered.

Roles and Responsibilities

5. Equestrian Canada licensed competitions are granted approval on the condition that licensed competitions will follow the *Rules of EC*, the *Competition Administration Policy*, and any other procedures or timelines set forth by Equestrian Canada. This section outlines the respective responsibilities of the parties involved in the running of Equestrian Canada licensed competitions

Obligations of the Competition

5.1 RESPONSIBILITIES - COMPETITION ORGANIZING COMMITTEE AND/OR COMPETITION MANAGER

- 5.1.1 The Organizing Committee (OC) and/or Competition Manager of an EC sanctioned Competition is responsible for the operation of the competition, which includes meeting all required deadlines for submission of paperwork and fees. In the event that the required paperwork for sanctioning is late, late fees may be applied. See *EC Schedule of Fines & Penalties* for late fees.
- 5.1.2 They must identify an individual to act in the capacity of competition manager/competition organizer accepting responsibility for the overall conduct of the competition. This person must hold an EC sport licence at or above the level of the competition, and must be an EC/PTSO member in good standing.
- 5.1.3 It is the duty of the competition organizing committee and competition manager to ensure that the *Rules of Equestrian Canada* are enforced from the time entries are accepted and admitted to the grounds until they leave, unless otherwise specified by discipline rules.
- 5.1.4 The Competition manager must be present at all times at the competition, and shall be responsible for the operation in and around the competition with particular reference to enforcement of the *Rules of Equestrian Canada* in consultation with the EC steward and/or technical delegate, unless otherwise specified by discipline rules.
- 5.1.5 Every competition, steward, or technical delegate shall report to Equestrian Canada in writing any act on the part of any competitors or other persons that management deems prejudicial to the best interest of equestrian sport.
- 5.1.6 The competition organizing committee and/or competition manager accepts all responsibility for the financial welfare of the event and agrees to honour all commitments to prize money, awards, and contracted officials of EC.
- 5.1.7 The competition organizing committee and/or competition manager accepts responsibility for adhering to the rules, policies and procedures as set out by the EC Equine Medication Control Committee with regard to the collection and submission of drug fees, and any associated drug testing procedures (See *Rules of Equestrian Canada, Section A: General Regulations -- Chapter 10*).
- 5.1.8 The competition organizing committee and/or competition manager accepts responsibility for adhering to



the rules, policies and procedures as set out by Equestrian Canada with regard to the handling of protests and disputes at its event (See *Rules of Equestrian Canada, Section A: General Regulations -- Chapter 12*).

- 5.1.9 The competition organizing committee and/or competition manager must retain all documentation (this includes but is not limited to copies of entry forms, release forms, etc.) for 5 years and provide to Equestrian Canada immediately upon request.

5.2 GENERAL RESPONSIBILITIES: PRE-COMPETITION

- 5.2.1 The competition organizing committee and/or competition manager must follow the EC Competition Licensing Procedure as listed above and as per Appendix 1.
- 5.2.2 At least 60 days prior to the competition, the competition organizing committee and/or competition manager must:
- Submit a draft copy of the Prize List and entry form to the competition's steward/technical delegate for approval. (exception- Eventing Competitions Art D 103)
 - Submit the *Competition Application Form* to Equestrian Canada
- 5.2.3 **At least 30 days prior** to the competition, the competition organizer/secretary must send the following to Equestrian Canada or the PTSO via email, fax or mail:
- Horse Show/Event Certificate of Insurance*
 - Prize List Approval Form* signed by the competition steward (exception- Eventing Competitions Art D 103)
 - One (1) copy of the final prize list and entry form
 - Competition licensing and any guest card fees paid in full
 - All competition officials and the competition manager must be approved per *The Rules of Equestrian Canada* by EC/PTSO for a competition to be approved and sanctioned.
- No competition will receive EC sanction without meeting the above conditions.**
- 5.2.4 All changes to competition venue must be approved by Equestrian Canada or the PTSO. Changes to competition venue made less than 30 days in advance of the competition start date will not be approved, except in extraordinary circumstances. Changes to competition venue must be made in writing using the *Modification Form* by an authorized member of the competition organizing committee and/or competition manager to Equestrian Canada or the PTSO.
- 5.2.5 Changes/additional information that involves Dates/Level of competition/Divisions including modifications to Officials received less than 30 days in advance of the competition start date may incur a late fee at the discretion of Equestrian Canada. See *EC Schedule of Fines and Penalties* for late fees.
- 5.2.6 The competition organizing committee must verify all competitors, owners, horses and Person Responsible as listed on the entry form against the EC database.

5.3 GENERAL RESPONSIBILITIES: DURING THE COMPETITION

- 5.3.1 It is the responsibility of the competition organizing committee, competition manager and licenced officials to ensure that all competitors and/or their representatives comply with *the Rules of Equestrian Canada* regarding Entry Forms, Passports, and Sport Licences and other required documents.
- 5.3.2 A competition organizing committee and/or competition manager that permits individuals who do not meet the criteria to compete will be subject to penalties as determined by EC. See *EC Schedule of Fines and Penalties*.

5.4 GENERAL RESPONSIBILITIES: POST-COMPETITION

- 5.4.1 Forward all fees, completed forms and required reports collected on behalf of EC within 14 days of the last date of the competition. Late fees may be applied to any fees, forms and reports not submitted within this timeline. See *EC Schedule of Fines & Penalties*.



This includes but is not limited to:

- a) *Competition Master Report Form*
 - b) Temporary sport licence/horse activation forms
 - c) A list of single event upgrades
 - d) List of foreign riders/horses
 - e) Bronze sport licence kit forms
 - f) Required Fees
- 5.4.2 Distribute all Prize Money per current *Rules of Equestrian Canada, Section A: General Regulations -- Chapter 7*.
- 5.4.3 Results and prize money breakdown from FEI-sanctioned competitions must be submitted to the FEI using approved FEI format. Any fines levied by the FEI due to late results will be the responsibility of the competition organizing committee.
- 5.4.4 Comply with CAP section 6.4 *Equestrian Canada Results Input Policy*.

Obligations of Equestrian Canada and the PTSO

6.1 COMPETITION APPROVAL

- 6.1.1 EC will notify the PTSO of all dates that have been received and approved for Gold & Platinum competitions for the following year, where applicable.
- 6.1.2 EC will inform the PTSO of any annual competitions with outstanding issues (i.e. financial or safety), which would warrant EC licensing to be withheld. The PTSO's will inform EC of any outstanding issues with competitions throughout the year.
- 6.1.3 EC will publish on www.equestrian.ca and in the EC database names and dates of EC licensed competitions.
- 6.1.4 At all times EC shall maintain and publish on www.equestrian.ca a current list of "Members Not in Good Standing". Such members and horses listed under their ownership shall not be permitted to have any involvement with any EC-Sanctioned Competition until such time as "Good Standing" has been reinstated.
- 6.1.5 In the event that a competition neglects to acquire approval prior to the competition taking place please refer to the Equestrian Canada *Schedule of Fines and Penalties*.

6.2 OFFICIALS APPROVAL

- 6.2.1 EC or the PTSO is responsible for the approval of EC licensed officials and the granting of guest cards as per EC Rules
- 6.2.2 An EC sanctioned competition which uses officials not approved by Equestrian Canada or the PTSO will receive a fine as per Schedule of Fines and Penalties per official not approved. Subsequent infractions by the same competition, competition organizing committee and/or competition manager will result in the competition manager being required to attend a hearing.
- 6.2.3 A competition organizing committee and/or competition manager that must replace an official due to a last minute emergency less than 24 hours before the competition start date may do so without penalty, provided that the replacement official is eligible, and that the competition organizing committee and/or competition manager submits a completed Modification Form to Equestrian Canada and the PTSO (if PTSO approved) no later than five days following the completion of the competition.
- 6.2.4 When two or more rings are operating simultaneously, the competition must have sufficient stewards to monitor all schooling/warm-up areas. Schooling/warm-up areas that cannot be closely monitored simultaneously MUST have a steward for each area. The additional steward(s) may be recorded.

6.3 FORMS

- 6.3.1 EC will provide and keep current all required forms and reports



6.4 EQUESTRIAN CANADA RESULTS INPUT POLICY

- 6.4.1 It is the responsibility of the competition to ensure results are submitted from Gold and Silver EC-sanctioned Hunter/Jumper, Eventing and Dressage competitions using an electronic file format that has been pre-approved by EC.
- 6.4.2 EC sport licence holder and horse database will be accessible to PTSOs and competition organizers.
- 6.4.3 Competitions must specify contact information and email address for their results input person. Rejected results will be emailed back to the specified contact for resolution. Any fines levied by the FEI due to late results will be the responsibility of the competition organizing committee.
- 6.4.4 Results from Gold and Silver Hunter/Jumper, Eventing and Dressage competitions must be forwarded using an electronic pre-approved file format within fourteen (14) days of the conclusion of the competition. Late submissions may face penalty as per the Schedule of Fines and Penalties

Violations and Procedures

7.1 PENALTIES / VIOLATIONS

- 7.1.1 Please refer to the Equestrian Canada *Schedule of Fees* and *Schedule of Fines and Penalties*.
 - 7.1.2 **Competitor Fees:** Within sixty (60) days of the last day of the competition, the competition shall report in writing to the EC the name of any competitor whose payment of fees was not negotiable.
 - a) EC shall not be held responsible for the collection of any fees other than non-negotiable cheques or declined credit cards. Any competition accepting entries without the prepayment of the requisite entry fees, etc., does so at its own risk.
 - b) In the case of non-negotiable payment for entries and/or any other competition fees, the Competition shall report to EC within seven (7) days following notification by the bank, enclosing photocopies of the signed entry form, both sides of the cheque, and the bank slip that accompanied the returned cheque. A copy of the pertinent invoice must be enclosed.
 - c) On receipt of notice of such unpaid fees, the EC shall send notice in writing to such persons of the report of arrears stating that unless payment is made within two (2) weeks, their name will be posted to all Equestrian Canada sanctioned Competitions as a member not in good standing.
- If the fees remain unpaid after the expiration of two (2) weeks, EC shall notify the province in which the violation was committed. The province may call a hearing, as detailed in the current EC Regulations. The competitor shall remain as a member not in good standing until the outstanding fees are paid.

- 7.1.3 In the event that Equestrian Canada rules are breached during the administration or course of the competition and the rule breach is not outlined in the *Schedule of Fines and Penalties*, then the following penalties may be applied at the discretion of Equestrian Canada:

Competition Administration Fines

First Offense	Fine up to \$1000 paid by the competition organizer. Fine payable within 30 days of notice of the infraction.
Second Offense within three (3) years	Fine up to \$5000 and the competition organizer being placed not in good standing for up to 30 days. Fine payable within 30 days of notice of the infraction.
Third Offense within three (3) years	Fine up to \$5000, the competition organizer being placed not in good standing for up to 90 days, and the removal of future EC dates and withholding of any sanctioning for the organizing committee and competition manager. Fine payable within 30 days of notice of the infraction.



7.2 PROCEDURE FOR UNSANCTIONED EC COMPETITIONS

7.2.1 If a competition is held without prior sanctioning (first time offence ONLY), and so that competitors are not affected, a decision may be made to retroactively sanction the competition under the following conditions:

- a) This is a First Offence
- b) That the Competition Manager or Contact provides Equestrian Canada or the PTSO the following within 48 hours of the competition:
 - i. *Competition Application Form* listing all officials and competition licensing fee.
 - ii. *Certificate of Insurance*
 - iii. Prize List
 - iv. Master List of Entries
- c) That the Competition Organizing Committee and/or Competition Manager pay a fine as per *Schedule of Fines and Penalties*, payable to Equestrian Canada or the PTSO.
- d) That the Competition Organizing Committee or Competition Manager's future competitions be considered probationary through the completion of the current year and throughout the year following. All rules, deadlines etc., as stipulated by EC and its policies must be adhered to.
- e) In the event that the competition steward is the same steward/technical delegate identified in the prize list and responsible for the prize list approval, sanctions may be imposed on the individual Steward.

7.2.2 In the event of a Second Offence:

- a) EC will file a protest under *Dispute Resolutions for EC Sanctioned Competitions* with the Organizing Committee as the Respondent (see *Rules of Equestrian Canada, Section A: General Regulations—Chapter 12*) counted or awarded.
- b) All Officials will be notified that they have officiated at a non-sanctioned event and this will be on record, though if this is the first offence for the official it will not be counted against the official.
- c) An immediate fine will be imposed and payable to Equestrian Canada as per *EC Schedule of Fines & Penalties*.
- d) The competition will be declared "Not in Good Standing" and posted on the EC and PTSO websites.
- e) A Committee of Inquiry will be called as per the policy.
- f) There may be additional penalties as outlined in *Rules of Equestrian Canada, Section A: General Regulations—Chapter 12: Dispute Resolutions for EC Sanctioned Competitions* and determined by the Hearing Panel.

7.2.3 Failure to comply with Equestrian Canada results reporting will result in the removal of future EC dates and withholding of any sanctioning for the organizing committee and competition manager.

7.2.4 Results which do not comply with the Equestrian Canada submission format will be deemed invalid. The competition will be then subject to penalties and/or withholding of sanctioning of future date applications.

8.1 EQUESTRIAN CANADA COMPETITION CANCELLATION POLICIES

8.1.1 Cancellation of the entire competition as per *Rules of Equestrian Canada, Section A: General Regulations, Article A308*. All entries and fees paid must be refunded entirely within 30 days. Cancellations made due to extraordinary circumstances (e.g. natural disasters, storms, accidents or emergencies) will be addressed on a case by case basis with Equestrian Canada.

8.1.2 In the event that a class or the remainder of a class is cancelled and cannot be rescheduled within the duration of the competition, the competitor will be reimbursed the class fee.



- 8.1.3** A competition receiving written confirmation from a competitor of cancellation of their entry before the closing date will refund the competitor 100% of class fees paid, except the administration fee set by the competition and applicable stall reservations as identified in the prize list, which may be retained by the competition organizer. Fees collected on behalf of other organizations or entities (including, but not limited to: drug fees, discipline levies and temporary fees) must be returned to competitors.
- 8.1.4** Each prize list must contain the cancellation and refund policy of the organizers. Fees collected on behalf of other organizations or entities (including, but not limited to: drug fees, discipline levies and temporary fees) must be returned to competitors in the case of competition cancellation.
- 8.1.5** Competition management must refund any entry fees, stabling and administration fees exempted, paid in advance by a competitor for any horse(s) which is subsequently named to an official Canadian Equestrian Team participation on which will prevent him/her from competing in that competition.
- 8.1.6** Credits and refunds. Refunds may be offered in the form of a credit towards entry at a future competition operated by the same organizing committee on a dollar for dollar basis, if acceptable to the competitor.



APPENDIX 1: SUBMISSION OF SANCTIONING PAPERWORK

The following outlines which organization administers the competition sanctioning process per level and discipline, and where paperwork should be submitted:

The sanctioning process of the following types of competitions is administered by the EC office:

- Silver Endurance Competitions
- Gold Competitions
- Platinum competitions
- Vaulting Competitions (exception: Bronze in BC)
- All Eventing Competitions (exception: Eventing Tests per Chapter 2 of Section D, Rules for Eventing if not run in conjunction with horse trial)
- All competitions in Manitoba
- All competitions in New Brunswick

The sanctioning process of the following types of competitions is administered by the PTSOs:

- Bronze Competitions
- Silver Competitions (Exception: Endurance Silver competitions are administered by EC)
- BC Only: Bronze Vaulting Competitions
- Eventing Tests per Chapter 2 of Section D, Rules for Eventing if not run in conjunction with horse trial)

If a separate bronze or silver competition is occurring during the same competition week at the same location as a Gold competition, then that bronze or silver competition will also be approved by EC.

Any bronze or silver competitions in which the PTSO is acting as the organizing committee will be approved by Equestrian Canada.



APPENDIX 2: NATIONAL SAFETY STANDARDS

1. Proof of Commercial General Liability Insurance to be in full force and effect to a minimum of \$2 million. The policy must contain clauses providing \$2 million limit of liability coverage for bodily injury and property damage to spectators and participants, cross liability coverage and non- owned automobile coverage. The policy must contain a clause adding PTSO, Officials, Judges, Course Designers, Equestrian Canada and Volunteers as “additional insured” with respect to the operations of the competition.
2. The abuse or inhumane treatment of a horse by a competitor, trainer or other person at the competition shall not be tolerated under any circumstances. The competition organizing committee has the right to disqualify such violators from further participation in the competition if necessary.
3. Warm-up areas must be available for all divisions at the competition.
4. All persons must wear approved protective headgear secured with a safety harness permanently affixed to the helmet. The harness must be secured and properly fitted while mounted at anytime, anywhere on the competition grounds. Exceptions Breeds (Refer to Discipline Rules), Vaulting, Western Disciplines (Refer to Discipline Rules).
5. All persons must wear boots designed for riding, hard soled footwear with a heel of no less than 1.5 centimeters, or caged stirrups. *Exception: Vaulting & Driving.*
6. All competition organizers should have an emergency action plan (EAP) in place.
7. Medical assistance must be reasonably available in a timely fashion. Acceptable medical assistance is outlined in the General Regulations, Section A, Article A508
8. All competition organizers must follow the rules as outlined in the 2018 Rules of Equestrian Canada. Please refer to these rules for both general and discipline/breed sport specific details.



APPENDIX 3: GOLD HUNTER / JUMPER DATE RESERVATION

Competitions that offer the Gold rating with prize money of \$0 to \$3000 are exempt from the Gold Date approval process. These competitions are not considered to be eligible for exclusive dates in any Province, and may follow the Date Reservation process outlined in section 2.1.

A gold hunter/jumper competition is limited to seven competition days. If a competition would like to extend past the allotted seven days, an exemption can be applied for and will only be considered providing each division is only offered once during the duration of the competition.

Exclusivity Policy

A limited number of competitions in each province will be approved to run on exclusive dates at the discretion of the Equestrian Canada.

The following criteria will be used by EC to determine whether a Gold/Platinum competition qualifies for exclusivity:

- Competitions may qualify for exclusivity if they reach the required Tier 1 or Tier 2 minimum number of horses in the preceding year.
- The quota requirements and criteria for Tier 1 and Tier 2 status will be reconsidered when necessary in order to remain current and relevant.
- Exclusivity of a Tier 1 or Tier 2 competition is venue specific.

TIER 1:

- A management/ownership group will be permitted a maximum of two (2) exclusive dates at any particular venue provided they meet the required Tier 1 number of horses detailed below. If the management/ownership group has more than two dates that would otherwise qualify for exclusivity, then they must prioritize on their application form(s) their preference, in order, as to which dates they wish to be considered "exclusive". The request for exclusivity must be clearly noted on the *Gold Date Request Form*.

The management/ownership group can only apply to change its designated exclusive dates every two (2) years. The only exception would be if a designated competition subsequently falls below the Tier 1 status criteria. The request to change the designated exclusive competition must take the form of a written request to Equestrian Canada.

If more than one management/ownership group plans to use the same venue, a second management/ownership group may be granted one (1) additional exclusive date provided it also meets the Tier 1 number of horses qualification detailed below. If more than one additional management/ownership group qualifies for this additional exclusive date, the competition with the higher horse attendance in the prior year will be granted the exclusive date.

The second management/ownership group must be entirely separate and distinct from the first management/ownership group enjoying exclusive dates at that venue. Failure to observe this requirement would



lead to the forfeiture of both management/ownership groups' right to exclusivity on all of their dates.

Tier 1 Number of Horses:

In order to be eligible for Tier 1 exclusivity a competition must meet or exceed the following minimum number of horses, as demonstrated by their prior Jump Canada Levy payments, as follows:

<i>British Columbia</i>	<i>500 horses</i>
<i>Alberta</i>	<i>500 horses</i>
<i>Ontario</i>	<i>600 horses</i>
<i>Quebec</i>	<i>350 horses</i>
<i>Nova Scotia</i>	<i>100 horses</i>

It is considered that the other Provinces in Canada would not currently benefit from an exclusivity threshold and therefore none will apply.

TIER 2:

In the provinces of British Columbia, Alberta and Ontario, a management/ownership group will be allowed to qualify for one (1) exclusive date per venue if they meet or exceed the Tier 2 number of horses detailed below.

This provision will not apply if the management/ownership group already qualifies for an exclusive date or dates as per the Tier 1 requirements. It will also not apply if the competition is held at a venue that already hosts a competition with a Tier 1 exclusive date.

If two independent management/ownership groups within a province both qualify for a Tier 2 exclusive date and they are both held at the same venue, then only the one with the highest number of horses in the prior year will be awarded exclusivity. No more than three (3) exclusive dates per province will be granted to competitions under this secondary threshold.

Tier 2 Number of Horses:

To qualify for consideration under the Tier 2 threshold, a competition must meet or exceed the following minimum number of horses by province, as demonstrated by their prior Jump Canada Levy payments, as follows:

<i>British Columbia</i>	<i>200 horses</i>
<i>Alberta</i>	<i>250 horses</i>
<i>Ontario</i>	<i>400 horses</i>

If two competitions within a given province both run on the same date in one year, they will both be allowed to run on that same date the next year, and thereafter. Similarly, if two competitions within a given province run on the same non-exclusive date in subsequent years they will both be allowed to run on the that same date in the following year. In either situation, if one of those competitions subsequently achieves the exclusivity threshold, the other competition will still be allowed to run on that date. However, no new competition would be approved to run on that exclusive date.

During a Major Games year, if a competition has a blackout period and an exclusive date falls within that period, the competition will be granted their exclusive date the following year.



APPENDIX 4: GOLD DRESSAGE DATE RESERVATION

The following Dressage Date Reservation policy applies to 2018 competitions. The Date Reservation Policy to be applied to the reservation of 2019 dates is currently under review.

Date Resolution Process & Exclusivity Policy

If there are date conflicts or other issues related to sanctioning, meetings may be called between organizing committees and applicants may be asked to participate in conflict resolution efforts.

EC shall use its best efforts to achieve a competition structure that is locally, regionally, and nationally progressive with a view to best provide a fair and logical opportunity for all competition organizers to have a successful and viable competition, to provide for the best movement and progression of competitors and to provide a variety of competitive opportunities for competitors to choose from.

This process will be conducted to seek mutually satisfactory solutions. History has shown that with some concessions by all parties most issues are resolved. This is the preferred method of EC to resolve date conflicts and issues. However, should no reasonable consensus be reached amongst applicants and EC, then EC will determine the allocation of dates and any other sanctioning issues.

The following general policies are currently in place and will be used by Equestrian Canada to render judgment of sanctioning of EC Gold and Platinum Dressage Competitions:

- With the understanding that there are no outstanding issues or non-compliance from any previous year a competition will be granted its traditional date in the subsequent year.
- Gold competitions having the same date but in different Provinces will not be considered to be in conflict.
- Platinum competitions having the same date but in different Regions will not be considered to be in conflict.
- Two competitions may operate on the same date, provided both competitions have no outstanding issues, and provided that both parties have agreed to this arrangement.

In the event that a competition organizer, or member of an organizing committee is found to be subject to any reason for losing or withholding sanctioning, EC retains the right to either remove the exclusivity of the application or depending on the severity withhold sanctioning completely, or impose conditions on the approval. Any competition having lost its right to exclusivity in one year may regain the right in subsequent years.

New Competitions

New competitions may apply for any vacant date or any date that is held by an existing competition that has lost its right to exclusivity. There will be a probationary period of one year for new competitions. If a competition is the only applicant for a date by the deadline they are granted the date exclusively for the year applied.

In the event that fails to produce a suitable date then the new competition will follow the same procedure in subsequent years until such time as vacant date becomes available.

In the event that more than one new competition applies for the same vacant date then both, or all, competitions



will be granted sanctioning for that date. This will continue unless one competition decides to switch to alternate available dates or vacates the dates.

First time Platinum organizers will be approved for the CDI1* level with future applications being approved at the CDI2* then CDI3* level.

EC Gold Dressage Championships (Provincial, Regional, National)

To apply for a Gold Dressage Championship, the organizers and/or the management team must have recent experience (within 2 years of application date) with running a successful Gold dressage competition..

EC Gold Dressage Championships should be held on separate weekends and should not be held on consecutive days or on the same days as another EC Gold Dressage Championship or another EC Platinum competition, however, an EC Gold Dressage Championship may be held in conjunction with an EC Gold Competition. Where possible, EC Gold Dressage Championships (Provincial, Regional, National) should be standalone competitions.

EC Gold Provincial Dressage Championships should be held before EC Gold Regional Dressage Championships.

EC Gold Regional Dressage Championships should be held before EC Gold National Dressage Championships.

All EC Gold Championships (Provincial, Regional, National) should be held later in the competition season, and where possible after all Gold competitions are completed.

The panels for EC Gold Dressage Championships should not be identical. Panels from year to year should not be identical.

Platinum Competitions

EC Platinum dressage competitions should be 10 days apart when in the same region. For the definition of regions see *Article E 7.23* in the *Rules of Equestrian Canada, Section E: Dressage*, also defined below. If they are less than 10 days apart both organizers should sign off before date approvals are granted.

REGIONS

Pacific: British Columbia and Yukon

West: Alberta, Manitoba, Saskatchewan, North West Territories and Nunavut

East: Ontario and Quebec

Atlantic: New Brunswick, Nova Scotia, Prince Edward Island, Newfoundland & Labrador

Any calendar conflicts for EC Platinum Dressage Competitions will be addressed by the committee using the guidelines outlined in the *Date Resolution Process & Exclusivity Policy* above.

First time Platinum organizers will be approved for the CDI1* level with future applications being approved at the CDI2* then CDI3* level.



APPENDIX 5: EVENTING DATE RESERVATION

Dates for eventing competitions are reviewed and allocated by each respective Provincial Horse Trials Association, as per Art. D 103 From Section D, Rules for Eventing.

ARTICLE D103 COMPETITIONS

3. Prize list/schedule - Equestrian Canada Eventing Omnibus.

3.1 The EC Eventing Omnibus Schedule listing will constitute the Prize list/Schedule for the competition.

3.2 COMPETITION CALENDAR: In order to be included in the EC Eventing Omnibus, competition dates must be submitted by the applicable Provincial Eventing Association to Equestrian Canada - Eventing Committee, by September 1st of the year prior (see also Art D 103.1).

3.3 If an event is not listed in the EC Eventing Omnibus, a published prize list/schedule is required which must include the same information as provided in the Omnibus schedule and must be approved by Equestrian Canada a minimum of 60 days prior to the event.

All EC sanctioned Eventing Competitions must receive date approval from the applicable Provincial Horse Trials Association prior to applying for sanctioning.

The Competition Schedule page in the Eventing Omnibus acts as the prize list and is approved by Equestrian Canada, therefore competition organizers do not need to submit an additional prize list or prize list approval form to be sanctioned.