



IMPORTANT INFORMATION & REMINDERS FOR EQUESTRIAN CANADA COMPETITION ORGANIZERS & STEWARDS

Form Deadlines

Please keep in mind that the 30 day deadline for the submission of all competition paperwork still applies. The earlier the Competition Application Form, Certificate of Insurance, Prize List, and Prize List Approval Form are submitted, the earlier the Competition Approval can be issued.

Competition Master Report & Form Submission

On average, competitions were very timely in submitting their Competition Master Report Forms in 2016. However, here are a few reminders:

- Competition Master Report forms are due within 10 days of the competition. There are post-competition tasks that impact EC Sport Licence Holders and without the report, these tasks cannot be completed.
- If you are paying by cheque, consider using Express Post, as in 2016 a large number of cheques were lost in the mail or delayed.
- If a bronze sport licence is sold at a competition, the form **MUST** accompany the Competition Master Report form and be completed in full and signed. If not, the competition will be required to follow up with the competitor.
- All temporary forms claimed must accompany the report.
- If a competition is using EC dressage tests, regardless of the level, the dressage test fee of \$1 per test ridden must be paid. There are caps on the amount listed on the Master Report Form.
- There are no taxes applied to any of the fees on the Master Report form.

Results

Please ensure that the results submitted to EC are the final version, and free from any errors. We have encountered a large number of errors due to class changes, rider changes, and other changes, and due to the time and effort required to fix these errors, incorrect fine notices are issued in these circumstances. To avoid inconveniencing EC Sport Licence Holders, please take the time to ensure that you verify the rider, horse, and owner information is correct. It is also the responsibility of the competition to ensure that riders and horses are current and eligible to compete prior to the start of competition.

We hope that together our diligence can improve the experience for EC Sport Licence Holders across Canada.

Rule Clarification

We have received numerous inquiries regarding Section A, Article A213 of the EC Rules, and therefore would like to provide the following clarification:



EC Rules - Section A, ARTICLE A213 - EXEMPTIONS – EC SPORT LICENCES

Foreign competitors are not required to hold EC Sport Licences, provided they are members in good standing of another national federation recognized by the FEI.

Exception: Any riders competing in EC and CET medal classes must hold an EC Sport Licence.

Application: If you are a citizen of another country, you can compete in Canada using a membership from your home federation, without having to purchase an EC Sport Licence. Canadians are not permitted to compete within Canada using a United States Equestrian Federation (USEF) membership. Canadians must purchase the appropriate EC Sport Licence in order to compete at an EC sanctioned competition in Canada.

Person Responsible

As a crucial reminder, all competitions must have an area on the entry form for the Person Responsible for the horse to be identified and sign. This person must be 18 years or older, and registered with Equestrian Canada. A number of issues can arise if this is not completed properly, and competitions will be held liable. ***Please ensure that an area for the EC Sport Licence number and signature of the Person Responsible is included on all entry forms prior to accepting the entry.***

Mandatory Stewards

As of 2016, it is mandatory for stewards/technical delegates to be present at EC sanctioned bronze competitions according to EC General Regulations. This includes bronze dressage competitions, which previously held an exception.

Equine Medication Control Program

The Equine Medication Control program is meant to protect the health, welfare and safety of the horse and rider. The rules allow for legitimate and humane use of medication to protect the horse's health, while ensuring that the horse does not compete with any serious underlying lameness or illness. The second purpose is to guarantee fairness of competition and to deter the abuse of medications by detecting instances in which the horse's performance may have been modified by administration of a medication.

Equine Medication Control Technicians

Equine Medication Control Technicians (EMCTs) are contracted by EC to perform medication control testing services in accordance with the EC rules, standards and policies of the Equine Medication Control Committee. The technicians are responsible for randomly selecting horses to be tested, collecting the samples, and submitting the samples to the EC testing lab. EMCTs are EC officials; they work alongside Stewards and competition organizers to promote equine welfare and fairness.

What are the Competition Organizer's responsibilities for Equine Medication Control?

- Drug Testing Facilities. As per article A1007 Drug Testing Facilities – Competition Responsibility, competitions must provide suitable facilities designated and used for the



- purpose of examinations and official sample collection. In all circumstances, these requirements are mandatory, whether a testing technician is present or not. Please ensure that these facilities are clean and safe. If providing a stall, please ensure that clean shavings are provided and that the technicians have access to a pitch fork, muck bucket/wheelbarrow and an area for disposal. Failure to provide suitable facilities may result in disciplinary action against the competition manager and/or the competition, as listed in the Schedule of Fines and Penalties.
- Providing EMCTs with horse information. In order to complete their mandatory documentation appropriately, EMCTs require your support. Please ensure that EMCTs are provided with information, such as EC Horse Recording numbers, entry numbers, etc., when requested.
 - Drug Testing Fees. As per article A1008 Drug Testing Fees – Competition Responsibility, all EC sanctioned competitions are required to collect a prescribed testing fee for each horse entered. Please ensure these fees are collected, the amounts are recorded on the Competition Master Report form and returned to the EC office within 14 days.
 - It is requested that all Equine Medication Control Technicians be advised when and if there is a veterinarian on site at a competition.

Emergency Support – Call 613-287-1515 x 199

The emergency support service for competition organizers and EC officials is available solely to report emergencies related to the following:

- **Critical human injury** (i.e. severe injury requiring ambulatory assistance, prolonged state of unconsciousness, paralysis, head injuries, end of life, etc.)
- **Critical Horse Injury** (i.e. severe adverse medication reaction, collapse, end of life, and potential disease issues)
- **Official is absent** (i.e. an approved official does not present themselves at a competition in which they have been approved to work, and therefore no official is present)

In the event of an emergency as described above, please contact **EC at 613-287-1515 x 199**. Your call will be routed to an EC staff person on call to receive your report. Please note this phone line will only be available on weekends starting May 5th. If the call goes to an answering machine, please leave a detailed message with your name, the name of the competition, the phone number at which you can be reached, and information on the issue. Staff will do their best to return your call within a three-hour timeframe.

For support Monday to Friday during regular office hours, please contact the competitions department at 613-287-1515 x 118.

2017 Competition Administration Policy

There have been some changes to the Competition Administration Policy (CAP) for 2017. Competition organizers are strongly encouraged to thoroughly read the CAP document. Individual, discipline-specific CAPs have been phased out and all policies surrounding the administration of competitions and date reservation have been consolidated into one CAP document. This should alleviate confusion and effort when reviewing and referencing policies each season.



Some notable changes include:

- Gold Hunter/Jumper and Dressage Date Request deadlines
- Gold Hunter/Jumper and Dressage Date Request late fees

As well, the Gold/Platinum date request form is now available on the EC website at www.equestrian.ca/programs-services/competition-organizers. You may submit your 2018 Gold and Platinum date requests at your earliest convenience.

Horse Recordings

As you may have seen, EC has implemented digital Horse Recordings to replace physical EC Passports, which means no physical passport will need to be provided at competitions. This is a huge step to ensure that accurate, up-to-date information regarding horses competing at EC sanctioned competitions is available.

Along with the implementation of the digital EC Horse Recording, Horse Licences have been replaced by an Annual Activation Fee. Horse Recordings are a digital document for the horse that is managed within the EC database – making Horse Recordings easily accessible for competition organizers and officials.

Verification of Horse Recording Activation

Competitors have the option of paying a small fee to receive a printed copy of their Horse Recording, or printing their own copies at will in order to provide proof of purchase to competition organizers. The Competition Support portal will link to the horse's profile, which includes a photo, descriptors, competition history, owner information, and other details. As a result, all Horse Recordings can be checked for Annual Activation using either results software or the Competition Support Portal. Should any disputes regarding misrepresentation arise, the horse's file can be quickly accessed to verify horse identity.

Existing EC Passports are automatically replaced with a Horse Recording upon 2017 renewal. Existing EC Passport holders who do not have a digital photo of their horse(s) on file in the EC database have 90 days from the time they activate a 2017 Horse Recording to submit a digital photo.

The receipt issued at time of purchase will act as proof of Activation and the start of the 90 day deadline. This receipt can be used by competitions as proof of activation at EC sanctioned competitions. If the deadline passes, and the Horse Recording has not been updated, the horse/pony will be flagged in the system. Warnings will be issued by EC, and if not resolved, the pony will be barred from competing at EC sanctioned competitions.

This change will require extra diligence on the part of competitions when verifying the eligibility of competitors and horses. However, we do hope that the elimination of collecting and verifying passports will ultimately lighten the administrative load for the competition staff and Stewards.

For more information on Horse Recordings, visit www.equestrian.ca/programs-services/passports/ec.



Pony Measurements

Owners of ponies with official measurements are required to scan and upload their measurement card within 90 days from the time they activate a 2017 Horse Recording. Until the measurement is uploaded, the pony must have the measurement card and/or EC Passport on-hand at the competition. Once the measurement is uploaded, the pony's height in the database will be marked as official (which will be visible to competition organizers). The Official Measurement Card will also be added to the pony's Horse Recording, which can be provided by the owner in printed form, shown digitally, or accessed through the competition portal.

Owners who do not upload their official measurement card within the 90 days will not be allowed to compete until:

- a) the measurement is uploaded, or ;
- b) the pony is re-measured at the competition and the Steward submits a new official measurement card to EC.

All ponies under the age of six (6) will be flagged to be re-measured as per the rules for temporary measurement cards.

The next, significant change is regarding the submission of the official measurement card to EC:

- **Anytime new pony measurements are performed at a competition, copies must be provided to the owner/person responsible for their records AND submitted to EC, along with the Steward report, within 10 days of the competition.**
- **Measurements that have not been received by the EC office and entered in the database will not be considered valid for more than 10 days post-measurement.**
- **Under no circumstances will EC accept measurement cards that are not submitted by the EC Steward who performed the measurement.**

It is the responsibility of EC Stewards to ensure that a copy of the measurement form is provided to the owner, and submitted to EC. Once the EC database is updated with the measurement, the measurement will appear on the pony's Horse Recording and can be accessed by the owner through MyEC and by the competition organizers through the Competition Portal.

Ponies under the age of 6 will require a temporary measurement form to be completed, adhering to the same process as above. Each year the pony will be flagged for re-measurement upon activation, until the pony reaches the age of six (6) and an official measurement is completed.

Sport Licence Verification

EC Sport Licences have also gone digital for 2017. However, Sport Licence Holders have the option of paying for a Sport Licence Card, or printing their own copies at will. However, competitions are to accept the following as proof of EC Sport Licence renewal and Horse Recording Activation:

- Verification through the EC database (approved results software linked to database, verification through the Competition Support Portal)



- Printed receipt or printed copy of EC Sport Licence and/or Horse Recording, OR receipt or digital copy displayed on a smartphone or other mobile device.

National Passports

EC offers the FEI Recognized National Passport for horses competing at FEI CIM-level (1* and 2*) competitions within Canada that do not already hold an FEI Passport. The National Passport serves as a record of CIM events attended, medication controls and vaccinations administered.

While the FEI Recognized National Passport can be purchased by any EC Sport Licence Holder for any horse, it is intended and mandatory for horses competing at FEI CIM-level competitions within Canada that are **being registered with the FEI for the first time**.

EC introduced the FEI Recognized National Passport to comply with Article 137.2 of the FEI Rules, effective Jan. 1, 2017.

Please note:

- The National Passport is **NOT** required for horses competing at EC Bronze, Silver and Gold competitions.
- The majority of CIM-level competitions in Canada are offered in the disciplines of endurance and eventing.

For more information on EC National Passports, visit www.equestrian.ca/programs-services/passports/national.

Concussion Reporting

EC's concussion-related Accidents & Return-to-Play rule came into effect on Jan. 1, 2017. Should an athlete suffer a concussion at a competition, a **Concussion Report Form must be completed by the competition Steward and submitted to EC within 24 hours**. More information on EC's new concussion protocols [can be found here](#).

For the full Accidents & Return to Play rule, see the [2017 Rules of Equestrian Canada](#), Section A, General Regulations, Article 101.

Questions regarding the Accidents & Return to Play rule can be directed to Jessica Dillliott, EC Head of Sport Science by email at jdillliott@equestrian.ca or by phone at 1-866-282-8395 x 130.

Please note, as part of EC's new concussion protocols, beginning in 2018, competitions will be required to have an individual onsite who has first responder certification. In 2017, this will be highly encouraged.

Information about first responder certification available through the Canadian Red Cross, can be found [here](#).

Platinum Dressage/Para-Dressage Result Reporting

As of Jan. 1, 2017, it will be compulsory to submit all dressage and para-dressage competition results with detailed scores broken down figure-by-figure and judge-by-judge.

Many IT providers, Organizing Committees as well as National Federation Members who deal with



dressage results have been advised of the changes and offered the necessary support in implementing this new format of submitting results to the FEI.

Should you have any questions or need any assistance with this change, please contact usersupport@fei.org.

You can find further information at [Inside.fei.org](http://inside.fei.org).

Thank You!

I am very excited to assist and work through these improvements with you for the duration of the 2017 competition season. I am confident that together we can continually improve our processes and simplify the process. Should you have any questions regarding any of the information above, please feel free to contact me at any time.

Sincerely,

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