

2016 EC Competition Administration Policy “CAP”

INTRODUCTION

Equine Canada is the national governing body for equestrian sport in Canada, with a mandate to represent, promote and advance the sport in Canada, and to represent, promote advocate for and advance all related equine and equestrian interests, including recreation, industry and equine health and welfare.

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

Equine Canada has delegated responsibilities to Provincial/Territorial Sport Organizations (PTSO) for the administration of Equine Canada sanctioned competitions at the levels specified in appendix 1. PTSOs act as agents of Equine Canada and of the Competition Administration Policy.

This policy seeks to:

- outline the process for granting an Equine Canada sanction (license)
- illustrate responsibilities and time lines for Equine Canada, Provincial/Territorial Sport Organizations and the Equine 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 Equine Canada sanctioned event-organizing/competition management committees.

Competitions wishing to hold an Equine Canada sanctioned competition must apply using the procedures below. An Equine Canada sanction is valid for one competition only and must be renewed on a yearly basis.

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

TERMINOLOGY

The term Equine Canada sanction and Equine Canada competition license are interchangeable.

Provincial/Territorial Sport Organization	-	PTSO
Equine Canada	-	EC
Organizing Committee/Competition Management	-	OC
Event/Competition	-	EC sanctioned competition
National Discipline Committee	-	NDC
Breed Sport Committee	-	BSC
Competition Application Form	-	CAF

EC: Equine 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 Equine Canada to provide various services and products, and represents the aims and objectives of the national federation in its region. *In regions where a service agreement / memorandum of understanding does not exist, Equine Canada assumes this role.* A list is maintained on the EC website.

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 License 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 LICENSING PROCEDURE

Licensing of EC sanctioned competitions occurs in four stages.

Stage 1

COMPETITION APPLICATION

1.1 Competition Manager/Competition Organizing Committees (OC) intending to hold an Equine Canada sanctioned competition must submit the Equine Canada Competition Application Form (CAF) pursuant to Appendix 1 by the date set by the specific discipline/breed schedule. All Discipline/Breed policies are to be lodged with EC annually. **The CAF must be submitted on an annual basis** as per discipline/breed rules and schedule. The CAF is available on the EC and the PTSO websites.

The Competition Application Form (CAF) must be signed by the Competition Manager/Organizer taking responsibility for the conduct of the competition and deemed person responsible requesting the date and shall contain the following statement:

In applying for the above dates, the competition agrees to abide by the Rules of Equine Canada and understands that failure to do so constitutes a violation of Equine Canada rules and may subject the competition to fines and penalties under the provisions of the CAP and the schedule of fines and penalties

1.2 Equine Canada or the PTSO will send the Competition Application Form (CAF) to all competitions registered in the previous year annually. Competition Application Forms are available to any new competition from the various websites and offices.

Stage 2

COMPETITION DATE RESERVATION PROCESS (per discipline/breed sport rules)

2.1 National Discipline/Breed Sport Committees or their designates have the responsibility to grant a date within their policy guidelines. National Disciplines/Breed Sports must provide the competition applicant with the rationale if the reserved/requested date is disallowed. Competition organizers have the right to appeal the National Discipline/Breed Sport Committee decision pursuant to the conditions of the Equine Canada Appeals Policy.

2.2 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 and the competition date applied for is the same date as the previous year, the competition date will be reserved for the competition organizer (applicant).

2.3 Competition organizers may apply for a change of competition date, venue or status. The application process is the same as for a new or renewing competition.

Stage 3

COMPETITION LICENSE APPROVAL PROCESS

3.1 Upon approval from the National Discipline/Breed Sport Committee and/or the Provincial Territorial Sport Organization, the competition organizing committee and/or the Competition Manager will be provided with all necessary competition forms from Equine Canada or the PTSO by email. Forms are also available for download from EC and PTSO Websites.

3.2 A Competition License will only be issued by Equine Canada or the PTSO upon submission of all of the required forms, including but not limited to a fully completed Certificate of Insurance, copy of Prize List, Prize List Approval Form, Competition Application Form with

- initialed and signed Declaration, and appropriate sanctioning fees.
- 3.3 All Competition License approvals 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.
 - 3.4 Licensing will be withheld from any annual competition that has been identified by Equine Canada or the PTSO as having matters outstanding. Such matters may be financial, safety or failure to comply with the Equine Canada Results Policy (see 6.4) or any other issues that may be deemed prejudicial to the best interest of the sport.
 - 3.5 Equine Canada or the PTSO will inform competition organizers and the discipline/breed sports of these or any other outstanding issues in order that the competition may have the opportunity to correct the matter.
 - 3.6 All EC Eventing competitions and Gold & Platinum Hunter/Jumper, Dressage and Para-Equestrian competitions must first receive their reserved date from the Discipline/Breed group or their designates before completing the final application for a license

Stage 4

COMPETITION FEES

- 4.1 Competition License fees are set on an annual basis.
- 4.2 Upon approval of the competition date the license fees are payable to Equine 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 license 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 license fee and may be assessed a late administration fee as determined in consultation with the discipline/breed sport group or its designate. Late applications will only be accepted for vacant dates.
- 4.4 If a competition has two or more NSF payments, the discipline committee has the ability to remove future sanctioning.
- 4.5 In order for fairs to be eligible for a single permit for a multi-level, multi-discipline competition they must meet the following criteria:
 - a) They must be run by an agricultural association or society, as defined provincially
 - b) The fair must be a member of the Canadian Association of Fairs & Exhibitions and/or a member of their provincial fair board.A competition meeting the above criteria will pay a single permit fee only, that fee being for the highest level of competition offered.
- 4.6 In the event that a multi-discipline, non-fair competition wishes to apply for a single permit, the sanctioning fee will be determined collaboratively by the disciplines involved, and approved by Equine Canada. This will be discussed on a case-by-case basis.

ROLES AND RESPONSIBILITIES

Equine Canada licensed competitions are granted approval on the condition that licensed competitions will follow the Rules of EC, the CAP policy, and any other procedures or timelines set forth by Equine Canada or the National Discipline/Breed Sport Committee and its designates. This section outlines the respective responsibilities of the parties involved in the running of Equine 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 will be applied. See EC Schedules 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 Equine Canada are enforced from the time entries are accepted and admitted to the grounds until they leave.
- 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 ring with particular reference to enforcement of the Rules of Equine Canada in consultation with the EC steward and/or technical delegate.
- 5.1.5. Every competition shall report to Equine Canada in writing any act on the part of any exhibitors 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 EC 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 Equine Canada with regard to the handling of protests and disputes at its event (See Section A - EC 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 Equine 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:
 - a) Submit a draft copy of the Prize List and entry form to the competition's steward/technical delegate for approval.
 - b) Submit the Competition Application Form for conditional approval
 - c) **At least 30 days** prior to the competition, the competition organizer/secretary must send the following to Equine Canada or the PTSO via email, fax or mail.
 - o **Horse Show/Event Certificate of Insurance**
 - o **Prize List Approval Form signed by the competition steward**
 - o **1 copy of the final prize list and entry form**
 - o **Competition licensing fees paid in full**
 - d) All competition officials and the competition manager must be approved by EC/PTSO for a competition to be approved and a license to be issued.
 - e) **No competition will be licensed without meeting the above conditions.**
- 5.2.3 All changes to competition venue must be approved by Equine 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 Equine Canada or the PTSO.

- 5.2.4 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 will incur a late fee, except in extraordinary circumstances. See EC Schedule of Fines and Penalties for late fees.
- 5.2.5 Competition Organizer/Manager 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 licensed officials to ensure that all exhibitors and/or their representatives comply with all Equine Canada Rules regarding Entry Forms, Passports, and Sport Licenses and other required documents.
- 5.3.2 A competition organizing committee and/or competition manager that knowingly 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 the PTSO or EC within 14 days of the last date of the competition. Late fees will be applied to any fees, forms and reports not submitted within this timeline. See EC Schedules of Fines & Penalties. This includes but is not limited to the competition master report, temporary sport license/horse license forms, a list of single event upgrades, list of Foreign riders/horses, all reports submitted and required fees.
- 5.4.2 Distribute all Prize Money per current Equine Canada Section A - General Regulations, Chapter 7.
- 5.4.3 Results and prize money breakdown from FEI-sanctioned competitions must be forwarded to EC within twenty-four (24) hours using approved FEI format. Any fines levied by the FEI due to late results will be the responsibility of the competition organizing committee. Late reporting will result in the same penalty as per EC-sanctioned competitions.
- 5.4.4 Comply with 6.4 Equine Canada Results Input Policy.

OBLIGATIONS OF EQUINE 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 national events, national games or championships, CET selection Trials, and FEI competitions for the following year, or two years, 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.equinecanada.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.equinecanada.ca a current list of "MEMBERS NOT IN GOOD STANDING". (Such members 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 Equine 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.
- 6.2.2 An EC licenced competition which uses officials not approved by Equine 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 Equine Canada or its designated representative no later than five days following the completion of the competition.

6.3 FORMS

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

6.4 EQUINE CANADA RESULTS INPUT POLICY

- 6.4.1 It is the responsibility of EC National Discipline Committees to ensure results are received 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 license 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.
- 6.4.5 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 (see Schedule of Fines & Penalties).

7.1 PENALTIES / VIOLATIONS

- 7.1.1 Please refer to the Equine Canada Schedule of Fees and Schedule of Fines and Penalties.
- 7.1.2 Exhibitor 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 exhibitor 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 Equine 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.
- 7.1.3 In the event that Equine 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:

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 AND FINES IN THE EVENT THAT A COMPETITION TAKES PLACE WITHOUT A LICENSE

7.2.1 In the event that a competition takes place without prior approval (1st time offence ONLY), and so that exhibitors are not affected, a decision may be made to retroactively sanction the competition under the following conditions:

- a) That this is a First Offence
- b) That the steward/technical delegate report be forwarded within 48 hours and include the following:
 - o Certificate of Insurance
 - o Prize List
 - o Master List of Entries
- c) That the Competition Organizing Committee or Competition Manager provides Equine Canada or the PTSO with the application form listing all officials and competition licensing fee.
- d) That the Competition Organizing Committee and/or Competition Manager pay a fine as per Schedule of Fines and Penalties, payable to Equine Canada or the PTSO.
- e) 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 the Discipline, EC and its policies must be adhered to.
- f) 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, the Stewards/TD Committee will be notified and sanctions may be imposed on the individual Steward.
- g) In the event of a Second Offence:
 - o EC will file a protest under Dispute Resolution Policy for Competitions with the Organizing Committee as the Respondent (see Section A - General Regulations—Chapter 12) counted or awarded.
 - o 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.
 - o An immediate fine will be imposed and payable to Equine Canada as per EC Schedule of Fines & Penalties.
 - o The competition will be declared 'Not in Good Standing' and posted on the EC and PTSO websites.
 - o A Committee of Inquiry will be called as per the policy.
 - o There may be additional penalties as outlined in Section A - General Regulations – Chapter 12 – General Dispute Resolution and Protests at EC-sanctioned competitions and determined by the Hearing Panel.

- 7.2.2 Failure to comply with Equine Canada results reporting will result in the removal of future EC dates and withholding of any sanctioning for the organizing committee and competition manager.
- 7.2.3 Results which do not comply with the Equine 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 Equine Canada Competitions Cancellation Policies

- 8.1.1 Cancellation of the entire competition as per Section A - General Regulations 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 Equine 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 exhibitor 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 an exhibitor for any horse(s) which is subsequently named to an official Canadian Equestrian Team participation on which will prevent him/her for 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 chart below details where Competition Organizers should submit paperwork and fees for 2016 Equine Canada licensed competitions.

Single Level Competitions taking place in Canada

	Bronze	Silver	Gold	Platinum	All Eventing/Driving/ Vaulting Competitions
Application Form	PTSO	PTSO	EC	EC	EC
Prize List Approval	PTSO	PTSO	EC	EC	EC
Certificate of	PTSO	PTSO	EC	EC	EC
Modification Form	PTSO	PTSO	EC	EC	EC
Fees Payable to	PTSO	PTSO	EC	EC	EC

Multi-Level/Concurrent Competitions taking place in Canada

	Bronze/Silver	Bronze/Gold	Silver/Gold	Platinum concurrent
Application Form	PTSO	EC	EC	EC
Prize List	PTSO	EC	EC	EC
Certificate of	PTSO	EC	EC	EC
Modification	PTSO	EC	EC	EC
Fees Payable to	PTSO	EC	EC	EC

Appendix 2: National Safety Standards

- 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, Equine Canada and Volunteers as “additional insured” with respect to the operations of the competition.
- The abuse or inhumane treatment of a horse by an exhibitor, 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.
- Warm-up areas must be available for all divisions at the competition.
- 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).
- 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.
- All competition organizers should have an emergency action plan (EAP) in place.
- Medical assistance must be reasonably available in a timely fashion. Acceptable medical assistance is outlined in the General Regulations, Section A, Article A508
- All competition organizers must follow the rules as outlined in the 2016 Rules of Equine Canada. Please refer to these rules for both general and discipline/breed sport specific details.