

Prize List & Entry Form Requirements

The following is a detailed breakdown of requirements that must be included in prize lists and entry forms of any level of competition in order to be approved for use at EC-sanctioned competitions. Please read it carefully and if you have any questions or concerns, please contact the Equine Canada Competitions Department directly at competitions@equinecanada.ca

Prize Lists

Prize lists are required for all competitions and electronic versions must be available for download in pdf format. The prize list may only be published after the submission by the steward, or other discipline-authorized person, of the completed *Prize List & Entry Form Approval* to EC (Article A601), in the case of Bronze competitions with no stewards they must be approved by EC or the PTSO office.

When creating a prize list for a competition, the following information *must* be included:

Statements

The following statements must be included in the prize lists of any EC-sanctioned competition:

- “The _____ competition is sanctioned as a: Platinum, Gold, Silver or Bronze competition member of Equine Canada 308 Legget Drive, Suite 100, Ottawa, Ontario, K2K 1Y6 and is governed by the rules of EC.” (A602.1)
- “Any horse entered in any class at a competition may be selected for equine medication control testing while at the event location.” (A602.5)
- “Per Article A801, every entry at an EC-sanctioned competition shall constitute an agreement by the person responsible that the owner, lessee, trainer, manager, agent, coach, driver or rider and horse shall be subject to the EC constitution and all rules of EC and any additional rules set by the competition. It is the responsibility of all individuals participating in any capacity in EC-sanctioned competitions to be knowledgeable regarding the EC constitution and the applicable rules of EC and the additional rules, if any, imposed by the competition. Do not participate in this EC- sanctioned competition in any capacity if you do not consent to be bound by the constitution and rules of EC and any additional rules imposed by the competition.” (A602.7)
- **Statement of Principles:**
Equine Canada (EC), the national equestrian federation of Canada, supports adherence to the humane treatment of horses in all activities under its jurisdiction.
All Persons shall be committed to:
 - upholding the welfare of all horses, regardless of value, as a primary consideration in all activities;
 - requiring that horses be treated with kindness, respect and compassion, and that they never be subjected to mistreatment;

- ensuring that all Equestrians including owners, trainers and competitors, or their respective agents, use responsible care in the handling, treatment and transportation of their own horses as well as horses placed in their care for any purpose;
- providing for the continuous well-being of horses by encouraging routine inspection and consultation with health care professionals and competition officials to achieve the highest possible standards of nutrition, health, comfort and safety as a matter of standard operating procedure;
- providing current information on Code of Practice for the Care and Handling of Equines and other equine health and welfare initiatives;
- continuing to support scientific studies on equine health and welfare;
- requiring owners, trainers and competitors to know and follow their sanctioning organization's rules, and to work within industry regulations in all equestrian competitions; and
- actively promoting the development and adherence of competition rules and regulations that protect the welfare of the horse.

The standard by which conduct or treatment will be measured is that which a person who is informed and experienced in generally accepted equine training and competition procedures would determine to be neither cruel, abusive, nor inhumane.

(A602.3(f))

- Standard class specifications that appear in the EC Rule Book should be used by all EC-sanctioned competitions. However, the competition organizing committee may omit such specifications, providing the prize list states clearly:
“Every class offered herein is covered by the rules and specifications of the current rules of EC and will be held and judged in accordance with the EC Rule Book.” (A602.2)
- In competitions that require passports, the prize list must state that *all Canadian entries are required to hold both an EC passport and a valid EC horse license to compete, or if owned by a temporary sport license holder, a Temporary Horse Registration form must be purchased at each competition entered.* Foreign entries must sign an affidavit. (A602.4)

Mandatory Information

The following information must be included in the prize lists of any EC-sanctioned competition (A602.3):

- Competition office contact information:
 - address
 - telephone number
 - fax number (if available)
 - e-mail address (if available)
- Name of person to whom inquiries should be addressed
- Exact location of the competition
- List of organizing committee members and name of competition manager or other person accepting responsibility for the conduct of the competition
- Names of competition officials
- The applicable equine medication control testing fee

Event- Specific Information

The prize list must contain (A603):

- A list of classes offered by division with:
 - Entry fees
 - Sport License required
 - Late entry and post-entry fees and conditions
 - Distribution of total prizes and prize monies including add-back if any
 - All miscellaneous and local classes must be identified as “not rated for EC awards”
- A tentative schedule of events
- Directions as to payment of entry fees and stabling charges
- Directions for arrival and departure of horses
- Exercise schedule including rings and times for all horses
- A reminder that competition numbers must be worn and visible at all times in the schooling and exercise areas as well as in the competition ring
- Transportation information as required
- Information on parking and, if applicable, reserved seating and boxes
- Hors concours -- whether allowed or not
- Information pertaining to sweepstake classes, grand championships and high-point awards
- Conditions attached to any trophies which may be awarded
- Directions regarding time and place for measurement of horses(if applicable)
- A statement regarding the number of admission badges to be issued to competitors in attendance and where obtained (if applicable)
- any other breed rules that may be applicable
- state any local rules and set forth the policies of the competition on matters within its discretion:
 - Forfeiture of entry fees, if any, for withdrawal from the competition or cancellation of entry
 - Reservation regarding right to refuse entries (subject to championship rules limiting a competition’s right to refuse entries).
 - Arrangements for payment of prize monies
 - Policy and fees, if any, and permissibility of substitution of horse

Entry Forms

Each prize list must contain an entry form (A802.2).

All entry forms must be submitted with the prize list for approval as per the EC Competition Administration Policy (A802.1).

Statements

The following statements must be included on the entry forms of any EC-sanctioned competition:

- *“I hereby certify that every horse, rider and/or driver is eligible as entered and agree for myself and my representatives to be bound by the Constitution and rules of Equine Canada at this competition. It is hereby recognized that all equestrian sports involve inherent risk and that no helmet or protective equipment can protect against all foreseeable injury. I hereby accept this risk and hold harmless EC, the competition, their officials, organizers, agents, employees and their representatives. The person responsible (PR) agrees to the release of any information on the entry form to EC.”* (A802.4) Must be signed by the person responsible.
- *“In the event that _____ participates in an Equine Canada sanctioned competition where protective headgear is required for juniors, he/she will wear properly fitted and fastened approved headgear at all times while riding or driving at the event location. It is understood that juniors not meeting this requirement will not be allowed to compete at these competitions.”* (A802.6) Must be signed by the parent/guardian.

Required Fields

Spaces must be provided in the entry form for the following information (A802.5):

- Horse
 - horse's name
 - age
 - gender
 - breed
 - colour
 - height (for horses over six years)
 - Passport/horse license number of each horse in all divisions requiring passports;
 - registration number(s) of horse, if required.
- Rider, Owner & Person Responsible
 - name
 - Signature or signature of parent or guardian in the case of junior competitor
 - EC sport license number/USEF number of person responsible
 - Discipline or breed affiliation and association membership number, if applicable.
 - date of birth for juniors, youths or young riders/drivers as required
 - when a competition offers other classes divided by age, the date of birth of all riders or drivers entering these classes
 - CET membership numbers for riders/drivers competing in CET medal classes.
 - Amateur status, if required
- Entry forms must include, on an individual line, an equine medication control testing fee for each horse entered (A802.3)