

# REQUEST FOR SANCTION OF EVENT

(For Second & Third Party Liability Insurance)  
By The Saskatchewan Horse Federation  
**PAYMENT MUST ACCOMPANY COMPLETED FORM**



Saskatchewan  
Horse Federation

Revised March 2017

Club/Corporate Member: \_\_\_\_\_

Club Contact Person: \_\_\_\_\_ Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone# \_\_\_\_\_

Fax or Email \_\_\_\_\_

Send Confirmation of Insurance Sanction by (Check one)  Email  Regular Mail  Fax

Do you want your event listed on [www.saskhorse.ca](http://www.saskhorse.ca)?  Yes  No

**Helmet Policy:** All youth under the age of 18 (as of January 1<sup>st</sup> of the current year) are required to wear an approved ASTM/SEI helmet when participating in any event sanctioned by the SHF. (at all times when mounted driving a horse drawn vehicle or handling a horse).

Yes we comply **OR**  We request exemption (If event is sanctioned under other National Association Rules)

**Event Type (check one):**

Training  Competition  Promotion/Fundraiser  Social/Recreation  Special Event

Liquor Availability:  For sale at Event  Supplied at Event

Who holds the Liquor License:  Club OR  Alternate Group hold liquor license

Select EIA designation which applies for your event:  A  B  C  D

Event Date(s)-including set-up & teardown: \_\_\_\_\_ Actual Date(s) \_\_\_\_\_

Event Name: \_\_\_\_\_

A Brief Description of Activities: \_\_\_\_\_

Name of Clinician if a Clinic: \_\_\_\_\_

Location & Address of Event: \_\_\_\_\_

Event Chair person: \_\_\_\_\_

Address of Chair: \_\_\_\_\_ Phone#: \_\_\_\_\_

(Full mailing address is required)

Anticipated # of: Participants (Club Members & Non Club Members) \_\_\_\_\_ / Volunteers \_\_\_\_\_ / Spectators \_\_\_\_\_

Event Committee Members: \_\_\_\_\_

(Names of Individuals)

Safety Chair Person: \_\_\_\_\_ Phone#: \_\_\_\_\_

**Safety Guidelines are:**  Attached Or  On File with SHF

Association Rules & Regulations under which event is to be conducted: \_\_\_\_\_

Signature on Behalf of the Club

Position held with the Club

Date

All applications for Sanctions must be signed & mailed or faxed for approval. Failure to comply could result in invalid insurance. Notification of acceptance will be mailed/faxed or emailed to the Contact Person the Club has named. Retain copy in your files for 2 years & notify SHF by completing an accident report. Available on the website [www.saskhorse.ca](http://www.saskhorse.ca). If a Claim occurs the SHF will direct you to the insurance company.

Please submit with appropriate fees along with this Application to: Saskatchewan Horse Federation  
2205 Victoria Ave. Regina, SK S4P 0S4 Fax to: 306.525.4041 with credit card information  
**FORMS SENT TO THE OFFICE WITHOUT PAYMENT WILL BE DISCARDED**

Visa/MasterCard#: \_\_\_\_\_ Expiry Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Cheque Enclosed CSV #: \_\_\_\_\_

### Sanction Fees

**Must be in the office WITH PAYMENT:**

Minimum 15 Business Days prior to Event \$15.00

Less than 15 Business Days .....\$25.00

Rush – 2 Days or Less.....\$35.00

## **PHASE 2 EVENT DESIGNATIONS AND REQUIREMENTS**

Phase 2 is **VOLUNTARY** and allows events to self-declare the EIA designation of their event. Event organizers determine the best fit for their host facility and client base and can advertise their event status to encourage participation. Phase 2 provides horse owners with the information they need to personalize their EIA risk management strategies.

<b>Event Designation</b>	<b>Risk</b>	<b>Requirements</b>	<b>Applications</b>
<b>A</b>	<b>Minimal</b>	All horses coming onto the premises for <b>any event</b> must have a current* negative test for EIA. This includes, but is not limited to competitions, lessons, clinics, breeding, training. <b>All horses residing on the premises</b> must have a current* negative test for EIA.	Any event that takes place on a facility that routinely tests all animals that reside at their facility and requires that <b>only</b> negative tested animals come on to the premises.
<b>B</b>	<b>Low</b>	<b>All horses coming onto the premises for the SHF permitted event</b> must have a current* negative test for EIA.  Horses residing or coming onto the premises for other events are not required to have a current* negative test for EIA.	Events that take place on Exhibition grounds or facilities where boarded horses are not required to be tested and where both SHF permitted and non-permitted events occur.  If an event chooses to let anyone untested group onto the grounds at <b>the same time</b> as a tested group, they will follow CFIA regulations as to their proximity rules**. If these rules cannot be followed, the event will move to a 'C' designation.
<b>C</b>	<b>Unknown**</b>	Events operating under a 'C' designation will have <b>no requirements</b> for negative EIA tests on horses coming onto the premises or those that are permanently residing there.	This would include fairs, exhibitions and any event that allows for comingling of horses where a negative test is not required.
<b>D</b>	<b>Unknown***</b>	Events choosing to not participate in the voluntary designation process will automatically be assigned a 'D' rating.	Category D recognizes that participation in this plan is voluntary, and that these events have declined to participate.

\*The SHF will recognize as 'current', any negative test for EIA that is done within the calendar year. \*\* CFIA regulations for proximity require that a minimum distance of 200 feet be maintained between groups of horses during the event.



## **SAFETY CHECK LIST:**

**Make a safety check list for each event, with a plan of action to ensure safety procedures are followed.**

Some areas to include are:

**STABLE SAFETY:** ARENA SAFETY - PARKING/VEHICLES - EQUIPMENT

**SPECTATORS:** TRAFFIC AREAS / SEATING / LIGHTING / STAIRWAYS / EXHIBITS / FOOD CONCESSIONS

**PARTICIPANTS:** EQUIPMENT, TACK & APPAREL / CONDUCT / PRACTICE SESSIONS & AREAS / HORSE CARE & USE / VISIBLE HEALTH / ALCOHOL USE

**FIRE PRECAUTIONS:** FIRE PREVENTION / EMERGENCY MEASURES / EMERGENCY EVACUATIONS

**ACCIDENTS:** FIRST AID / TREATMENT / AMBULANCE

Do you have signage to alert people of dangers, posted in prominent view?

**Make certain you have rules / regulations in place and posted on the premises for the safety and protection of all junior/youth under the age of 18 years, both participants and spectators at any activity or event. Make certain they are enforced.**

Are the rules & regulations of the club/facility posted clearly for all participants & spectators to see?

Do you have a policy regarding: unruly horses and/or people; the use of alcohol/drugs on the premises; smoking in the stable area, arena, etc.; dogs running at large, or dogs anywhere on the site; children unattended; visitors & spectators in horse areas; garbage disposal; etc.

Is all equipment to be used inspected prior to use and maintained in good working order? Does the equipment meet the technical requirements for its use?

Is protective headgear required for participants? Is this enforced?

Do you require participants to wear footwear with a heel when riding?

Do you allow unsupervised riding in an arena? Can minors ride unsupervised?

Is the lack of supervision of an area posted?

Do you insist horses are tethered when standing in an alleyway?

Are any hazardous materials properly labeled, stored safely, out of the reach of horses, minors and general public?

Is a fire extinguisher readily available in areas where fire could be a moderate to extreme hazard?

Do you have a first aid kit available at all times (for horses and humans)? Is it inspected on a regular basis to ensure contents are kept replenished?

Do you have directions/land location posted in case an ambulance/fire dept. /police need to be called?

**The above are only a few items of concern. Many other areas of a safety / risk concern may exist for your individual event or activity. List them, and have a plan to deal with them.**