

Request for Sanction (Insurance)

For events hosted by SHF Corporate Clubs

Third-Party Liability Insurance by The Saskatchewan Horse Federation

PAYMENT MUST ACCOMPANY COMPLETED FORM



**Saskatchewan
Horse Federation**

Corporate Club Name: _____

Club Contact Person: _____ Phone #: _____

Address: _____ City/Town: _____ Postal Code: _____

Email: _____ Fax #: _____

Send confirmation of insurance sanction by (check one): Email Fax Regular Mail

Do you want your event listed on the Saskhorse.ca event calendar? Yes No

Helmet Policy: All youth under the age of 18 as of January 1st of the current year (born 2003 or later), 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 the event is sanctioned under other National Association Rules)

Event Type: Practice Competition Clinic Recreation/Social Demonstration Other _____

Select EIA designation which applies to your event (see attached form): 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 Chairperson: _____

Address of Chair: _____ Phone#: _____

Anticipated # of Participants: _____ Volunteers: _____ Spectators: _____

Event Committee Members: _____

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 and submitted for approval. Failure to comply could result in invalid insurance. Notification of acceptance will be sent to the contact person the club has named. Record any untoward incident or accident which occurs at the event on an Incident Reporting Form and forward a copy to the SHF office immediately following the event. If a claim is to be filed complete an Accident Claim Form, retain a copy for your records, and submit the original to the SHF office. Forms found at <https://saskhorse.ca/insurance>.

Please submit appropriate fees along with this application to:

300-1734 Elphinstone St, Regina SK, S4T 1K1

or Fax 306-525-4041 or email shfadmin@saskhorse.ca

Visa/MasterCard#: _____

Expiry Date: _____ CSV# _____

Cheque enclosed eTransfer to payment@saskhorse.ca

Sanction Fees (per event)

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



Safety Checklist

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 and regulations of the club/facility posted clearly for all participants and 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?
- Are signs posted indicating unsupervised areas?
- Do you insist horses are tethered when standing in an alleyway?
- Are 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 department or 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.
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Phase 2 Event EIA 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.

Event Designation	Risk	Requirements	Applications
A	Minimal	All horses coming onto the premises for any event must have a current* negative test for EIA. This includes, but is not limited to competitions, lessons, clinics, breeding, training. All horses residing on the premises 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 only negative tested animals come on to the premises.
B	Low	All horses coming onto the premises for the SHF permitted event 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 any untested group onto the grounds at the same time as a tested group, they will follow regulations as to the proximity rules**. If these rules cannot be followed, the event will move to a 'C' designation.
C	Unknown	Events operating under a 'C' designation will have no requirements 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.
D	Unknown	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. ** Regulations for proximity require that a minimum distance of 200 meters be maintained between groups of horses during the event.