

# 2020 Request for Sanction

For Second & Third-Party Liability Insurance by The Saskatchewan Horse Federation

**PAYMENT MUST ACCOMPANY COMPLETED FORM**



**Saskatchewan  
Horse Federation**

**It is the responsibility of the show/event committee, or organizers and the facility owners and managers to ensure that all Saskatchewan Health Authority directives are followed and enforced.**

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

Club Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Address/Box #: \_\_\_\_\_ City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ 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 2002 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 page 3):**  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: \_\_\_\_\_

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

Is this event being held indoors or outdoors  Outdoors  Indoors

If indoors does it offer arena style seating to hold up to 150 spectators with social distancing practices?  Yes  No

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](mailto:shfadmin@saskhorse.ca)

- Visa/MasterCard#: \_\_\_\_\_  
 Expiry Date: \_\_\_\_\_ CSV# \_\_\_\_\_
- Cheque       eTransfer ([payment@saskhorse.ca](mailto:payment@saskhorse.ca))

**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

# 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.

# 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
<b>A</b>	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>B</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.
<b>C</b>	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.
<b>D</b>	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.