



**EQUESTRIAN  
CANADA  
ÉQUESTRE**

**SECTION A  
GENERAL REGULATIONS**

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Rules of Equestrian Canada  
2018

# CLEAN COPY EDITION

This document contains the final text effective January 1, 2018.

Amended August 7, 2018.

Subsequent changes are noted with additions underlined in red ink; deletions presented by ~~striktrough~~ text, (also in red) and a revised effective date.

# EQUESTRIAN CANADA RULEBOOK

The rules published herein are effective on January 1, 2018 and remain in effect for one year except as superseded by rule changes or clarifications published in subsequent editions of this section. Section A as printed herein is the official version of *the EC General Regulations* for 2018.

The Rule Book comprises the following sections:

- A General Regulations
- B Breeds
- C Driving
- D Eventing
- E Dressage and Para
- F General Performance, Western, Equitation
- G Hunter, Jumper, Equitation and Hack
- J Endurance
- K Reining
- L Vaulting

## **Section A: GENERAL REGULATIONS**

is part of the Rule Book of Equestrian Canada  
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# EQUESTRIAN CANADA RULE BOOK

## SECTION A GENERAL REGULATIONS

These Rules are to be used in conjunction with the Discipline/Breed Rules of Equestrian Canada.

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# EQUESTRIAN CANADA

Equestrian 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.

## PATRON

Her Excellency the Right Honourable Julie Payette, C.C., C.M.M., C.O.M., C.Q., C.D., Governor General of Canada

## CODE OF CONDUCT AND ETHICS OF EQUESTRIAN CANADA

“We look to sport to impart something of moral and social values and, in integrating us as individuals, to bring about a healthy, integrated society.”

The Honourable Chief Justice Charles L. Dubin

### 1. Preamble

Equestrian Canada (“EC”) believes that:

- Equestrian pursuits are based on a relationship between horse and human.
- It is the right and responsibility of EC to set standards in matters of ethics, conduct, sportsmanship, the welfare of the horse, and in all matters under its jurisdiction.
- It is desirable to define ethical practices, to delineate unethical practices, to encourage good sportsmanship, fair play, safety and high ethical behavior and to warn, censure or bring to public attention and discipline those who commit acts detrimental to the best interests of its stakeholders.
- All Persons should observe the spirit as well as the letter of this Code of Conduct and Ethics policy.
- Membership and participation in its activities brings with it many benefits and privileges that are balanced by the Person’s responsibilities and obligations. This policy defines the parameters for these responsibilities and obligations, and thus identifies a standard of behaviour that is expected of all Persons.

### 2. Purpose

The purpose of this Code of Conduct and Ethics policy is to promote a safe and positive environment within EC programs, activities and events, by making all Persons aware that there is an expectation at all times of appropriate behaviour, consistent with EC values.

Conduct that violates the Code of Conduct and Ethics policy may be subject, after due process, to sanctions pursuant to EC’s disciplinary and complaints policies.

### 3. Application and Scope

This policy applies to a Person's conduct during the course of EC business, activities and events, including but not limited to: work environment, competitions, training and education sessions, travel and meetings.

This policy also applies to conduct that occurs outside of EC's activities and events when such conduct could adversely affect relationships within EC's work and sport environment and/or could be detrimental to the image and reputation of EC.

All members of other National and Provincial/Territorial Sport Organizations must agree to be bound by the rules of EC while participating at EC-sanctioned competitions or events.

The Statement of Principles below is to be considered an interpretive guide in applying the Code of Conduct and Ethics policy.

#### **4. Definitions**

Throughout this policy, capitalized terms are defined as follows:

- a) "EC" means Equestrian Canada Équestre;
- b) "Equestrian" – any individual participating in equine and/or equestrian activities;
- c) "FEI" means the Federation Equestre Internationale, which is the international federation for equestrian sport;
- d) "Member" means a member of Equestrian Canada
- e) "Person" – means all classes of membership and registrants within Equestrian Canada, whether a body corporate, partnership, trust, unincorporated organization or an individual engaged in activities with Equestrian Canada, including but not limited to, all athletes, coaches, officials, persons responsible, competition organizers, volunteers, directors, officers, council and committee members, employees, consultants, and administrators of Equestrian Canada;

#### **5. Statement of Principles**

Equestrian 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 of and adherence to 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.

## **6. Responsibilities**

EC is committed to providing a safe environment in which all Persons are treated with respect. Persons involved with EC must acknowledge and accept that at all times the welfare of the horse must be paramount and must never be subordinate to competitive or commercial influences.

Every athlete and other person participating in the sport shall reasonably cooperate with the Canadian Centre for Ethics in Sport (CCES) or another anti-doping organization investigating anti-doping rule violations and a failure to do so may be the basis for disciplinary action within the sport.

An individual should be completely trustworthy and exhibit honesty, loyalty and discretion in all equestrian-related activities. All Persons must:

- Maintain and enhance the dignity and self-esteem of all Equestrians and other individuals by:
  - demonstrating respect to others regardless of body type, physical characteristics, athletic ability, gender, gender identity, gender expression, ancestry, colour, ethnic or racial origin, nationality, national origin, sexual orientation, age, marital status, religion, religious belief, political belief, disability, economic status or any other reason;
  - focusing comments or criticism appropriately and avoiding public criticism of others, including athletes, coaches, instructors, officials, organizers, volunteers, directors, officers, council and committee members, employees and members;
  - consistently demonstrating the spirit of horsemanship, sportsmanship, and ethical conduct;
  - respecting the property of others and not willfully causing damage;
  - acting, when appropriate, to prevent or correct practices that are unjustly discriminatory;
  - consistently treating individuals in a fair and reasonable manner;
  - ensuring that EC rules, and the spirit of such rules, are adhered to; and
  - respecting and showing respect towards all Persons.
- Refrain from any behavior that constitutes harassment or bullying. Harassment is defined as behaviour including comments, conduct, or gestures, which is insulting, intimidating, humiliating, hurtful, racist, sexist, malicious, degrading, or otherwise offensive to an individual or group of individuals or which creates an uncomfortable environment, or which might reasonably be expected to cause embarrassment, insecurity, discomfort, offence or humiliation to another person or group.

- c) Refrain from any behavior that constitutes sexual harassment. Sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favours, or conduct of a sexual nature.
- d) Refrain from the use of power, authority or intimidation in an attempt to coerce another person to engage in inappropriate activities.
- e) Refrain from acting to the detriment of others or of equestrian pursuits in a situation where the responsibility of their position places them in conflict of interest.
- f) Refrain from consuming alcohol when participating in EC (or EC-sanctioned) training sessions, programs, or competitive events and business activities.
- g) Take reasonable steps to manage the safe, legal and responsible consumption of alcoholic beverages in social situations associated with EC.
- h) Abstain from the use, control or possession of prohibited drugs, the use of performance-enhancing substances or methods in accordance with the Canadian Anti-Doping Policy, World Anti-Doping Agency Code, FEI and EC rules and regulations.
- i) Uphold and aspire to the highest standards of horsemanship, place equine welfare above all other considerations; abstain from the use of performance-enhancing substances or methods; and reject unethical business practices in the training, breeding, selling or leasing of horses.
- j) Comply at all times with the EC Bylaws, policies, rules and regulations, as adopted and amended from time to time; with any contracts or agreements executed with or by EC; and with any directives or sanctions imposed by EC.
- k) Support the enforcement of all EC policies, rules and regulations by agreeing to report any alleged infractions and occasions of alleged abuse.
- l) Adhere to all Federal, Provincial, Municipal or host-country laws.
- m) Adhere to EC's Social Media policy, which states that Persons should issue public statements only in an objective and truthful manner, and should communicate with others in a positive and respectful manner when using electronic means (email, social media, etc.)

## **7. Coaches and Instructors**

For the purposes of this policy and this section, the term coach also encompasses an instructor.

In addition to complying with sections 5 and 6 above, coaches have other responsibilities. The athlete-coach relationship is a privileged one and can play a critical role in the personal as well as athletic development of athletes. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it. At all times, coaches will:

- a) Ensure a safe environment by selecting activities and appropriate venues while establishing controls that are suitable for the age, experience, ability and fitness level of the equine and human athlete, including educating athletes as to their responsibilities in contributing to a safe environment.



- b) Prepare athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that could harm human or equine participants.
- c) Avoid compromising the present and future health of athletes and equines by communicating and co-operating with sport medicine professionals, sports psychologists, and veterinarians in the diagnosis, treatment and management of athlete's medical and/or psychological health as well as equine nutrition, health and care.
- d) Under no circumstances provide, promote, knowingly ignore or condone the use of prohibited drugs or performance-enhancing substances or methods in accordance with CADP, WADA Code, FEI and EC rules and regulations.
- e) Accept and promote athletes' personal goals and refer the athletes to other coaches and sports specialists as appropriate and as opportunities arise.
- f) At no time engage in an intimate or sexual relationship with an athlete or other sport participant under the age of 18 years of age and at no time engage in an intimate or sexual relationship with an athlete 18 years of age or over if the coach is in a position of power, trust or authority over the athlete or other sport participant.
- g) When an athlete has qualified for a training camp, provincial team, national team, etc., support the program, the applicable coaching staff and EC.
- h) Act in the best interest of the athlete's development as a whole.
- i) Recognize the power inherent in the position of coach and respect and promote the principles of fair play and the rights of all participants in sport.

## **8. Equestrians**

In addition to complying with sections 5 and 6 above, Equestrians must aspire to the highest standards of equine safety, fairness, care and welfare in all aspects of equestrian activities.

Equestrians who are competitive athletes are also responsible to:

- a) Report any medical or fitness problems (human or equine) in a timely fashion, where such problems may limit the athlete's ability to travel, train, perform or compete.
- b) Participate and appear on time for all competitions, practices, training sessions and events.
- c) Properly represent themselves and not willfully attempt to enter a competition for which they, or their equine animal, are not eligible, by reason of age, classification or other reasons.
- d) Adhere to all EC policies, rules and regulations including, but not limited to, the Conflict of Interest provisions in EC's Rule Book and honour the principles of fair play inherent in them.

## **9. Officials**

In addition to complying with sections 5 and 6 above, officials must:

- a) Be fair and objective.
- b) Avoid situations in which a conflict of interest may arise.
- c) Make independent and sound judgements.

- d) Act as ambassadors of EC by adhering to the rules of EC or the FEI (as applicable).
- e) Adhere to the Conflict of Interest provisions in EC's Rule Book.

**10. Parents/Guardians**

In addition to complying with sections 5 and 6 above, Parents/ Guardians at events will:

- a) Encourage athletes to play by the rules.
- b) Never ridicule a participant for making a mistake during a performance or practice.
- c) Provide positive comments that motivate and encourage participants continued efforts.
- d) Respect the decisions and judgments of officials, and encourage athletes to do the same.
- e) Respect and show respect towards all participants, coaches, officials, competition organizers/committees and volunteers.

**11. Further Expectations an EC Member and Equestrians**

- a) All Persons and Equestrians are encouraged to continuously educate themselves on the EC policies, regulations and rules of Equestrian Canada and to take an active role in the EC activities of the federation.
- b) All Persons and Equestrians must, to the best of their ability and resources, follow the Code of Practice for the Care and Handling of Equines (2013).
- c) All Persons and Equestrians should strive to preserve and enhance the image of equine and equestrian sport, recreation and industry in order to earn and maintain the respect of society in general.

# THE EQUESTRIAN CANADA RULEBOOK

Knowledge of the rules of any sport is required of each participant, and the competitor at an EC-sanctioned competition must accept this responsibility. Both a complete knowledge of and compliance with the rules are essential, and all participants must be fully cognizant of all rules as well as particular class specifications in the discipline/breed sport in which they compete.

It is not possible to provide for every conceivable eventuality in these rules. If there is no rule to deal specifically with a particular circumstance, or if the nearest interpretation of the pertinent rule would result in an obvious injustice, it is the duty of those responsible to make a decision based on common sense and fair play, thus reflecting as closely as possible the intention of the rules and regulations of Equestrian Canada.

## Organization of the Rulebook

The EC Rulebook is divided into multiple sections, grouped by disciplines and breed sports. Section A covers general regulations that apply to all EC members, competitors, officials, owners, equines, organizers and persons responsible unless superseded in other sections of the Rulebook.

## Evergreen Rules Process

The Equestrian Canada rulebooks are updated annually, effective January 1<sup>st</sup>. The official rulebook will be as published on the EC website and may be amended as follows.

## Amendment of the Rules

It is the right of every sport license holder of Equestrian Canada to propose amendments to the rules, subject to the current policies, procedures and schedules. The deadline for Rule Change Suggestions (RCS) shall be May 31 each year in accordance with the procedures outlined on the EC Rule Change page. Suggestions will be reviewed by the appropriate discipline/breed sport EC committees who will consider all suggestions and put forward those they recommend as Rule Change Proposals (RCPs). RCPs will be posted on the EC website to allow for a 30-day review period. The EC committees will consider all comments and make any necessary revisions. Rule changes will be posted on the EC website in December to be effective January 1 the following year.

The amendment process will be strictly followed. Extraordinary rule amendments will be permitted only for FEI rule changes, safety, monetary, clarification, ethical and equine welfare reasons at the discretion of the National Rules Committee using the following protocol. Extraordinary rule amendments will be effective when published by EC on its official website. FEI Rules, applicable to EC-sanctioned competitions, are effective upon publication by the FEI.

## Extraordinary Amendment Process

1. **Proposal** – An Extraordinary Rule Amendment (ERA) is composed by the EC discipline/breed committee, EC staff or National Rules Committee (NRC) with supporting rationale.
2. **Authorization** – The applicable discipline or breed committee must authorize

each ERA, note it in their minutes and forward it to the NRC.

3. **Approval** – The NRC is responsible for confirming the ERA criteria (FEI rule change, safety, monetary, clarification, ethical or equine welfare) have been satisfied
4. **Posting** – EC will translate and post the amendment and show changes to both change visible and clean copy online Rulebooks. The amendments display the date of the NRC approval for consistency.
5. **Effective** – An ERA is effective when published on the EC website. The file reference shall retain the original approval date.

### **Interpretation of the Rules**

Please read all cross-references carefully and refer to the EC website for rule changes and/or clarifications. Should the English and French versions differ, the English version shall prevail. In the case of conflict between General Regulations and the regulations of the disciplines/breed sports, the discipline/breed sport rules will prevail.



## **CHAPTER 1**

### **SAFETY AND WELFARE**

#### **ARTICLE A101 ACCIDENTS & RETURN TO PLAY**

1. This rule is applicable to all competitors (including foreign) at EC sanctioned events and applies to falls/accidents that occur at the event location.
2. In the event of a fall/accident where a concussion can be reasonably suspected, (not limited to a direct blow to the head or loss of consciousness), the competitor must receive medical clearance by qualified medical personnel onsite, through the EC Accident Injury Report Form before continuing. . The competitor is solely responsible for ensuring the onsite medical assessment takes place by the onsite qualified medical personnel. If the competitor refuses to be evaluated, he/she is disqualified from the event.
3. If the qualified medical personnel suspects a concussion (regardless of symptoms displayed), or believes that the competitor may be at risk of concussion due to the nature of the fall or impact, the competitor is suspended from competition until medically released, as outlined in paragraph 6 below.
4. In the case of the preceding paragraphs, an EC Accident/Injury Report Form must be completed by either the attending Steward, Technical Delegate or the attending qualified medical personnel onsite and submitted to EC within 24 hours of the occurrence. It is the Steward's / Technical Delegate's responsibility to ensure forms are complete and submitted on time.
5. Any competitor suspended from competing further at the event on the basis of any of the preceding paragraphs will be placed on a medical suspension list, managed by EC, until medically released as in the process described in paragraph 6.
6. In the event a competitor is determined ineligible to compete per one of the above conditions, the competitor must submit the EC Return to Play Form to EC, completed by a licensed physician. The EC Return to Play Form will be processed by EC within two business days, at which point the competitor will be removed from the EC Medical Suspension list and may return to regular competition. If the competitor wishes to compete after being medically released by a physician but before the EC processing period of the form, the competitor must also submit a copy of the EC Return to Play Form to the show secretary. In this case the competitor is competing at their own risk and may be pursuant to fines and penalties if the form is found to be incomplete in any way.
7. No competitor shall compete in an EC sanctioned event while on the EC Medical Suspension List. It is the responsibility of the competitor to refrain from competition and the competition organiser may refuse entry to anyone currently on the EC Medical Suspension List.
8. These rules also apply to EC sanctioned competitors competing in FEI and USEF competitions.

## **CHAPTER 2 - EC SPORT LICENSES**

## **ARTICLE A201 GENERAL**

License categories for EC individual and groups, (along with exemptions from EC Sport License requirements) and defines EC-sanctioned competitions. For Sanctioned Competitions, see Chapter A3 and Glossary.

1. Membership qualifications for Equestrian Canada are stated in the Bylaws, Article 3.

## **ARTICLE A202 INDIVIDUAL SPORT LICENSE CATEGORIES**

Individual license categories are:

1. Platinum (A204)
2. Gold (A205)
3. Silver (A206)
4. Bronze (A207)
5. Temporary (A208)
6. Lifetime (A209)
7. Corporate/Syndicate ( A210)
8. Registered Participant License (non-competitive)

NOTE: EC Registered Participant status is included with a PTSO membership. Non-PTSO members may purchase an EC Registered Participant License directly from EC.

## **ARTICLE A203 GENERAL RULES -- SPORT LICENSES**

All individual Sport License holders residing in a Participating Province or Territory must purchase a membership from that Participating PTSO.

1. A valid Sport License allows the holder to participate in USEF sanctioned competitions without USEF membership. (See USEF Rule 901.9(9)). Note: A USEF Amateur Card may be required.
2. All Sport Licenses except Life and Temporary expire at the end of the calendar year.
3. Sport License fees will be assessed annually according to the *EC Schedule of Fees*. Sport License renewal fees not received by April 1 at the EC national office will be subject to a late penalty. (See *EC Schedule of Fines and Penalties*).
4. An EC Sport License is required for competitors, owners or lessees, and individuals accepting legal responsibility for an entry in EC-sanctioned competitions. For exceptions, see Exemptions - EC Sport Licenses.
5. Sport License holders shall be deemed not in good standing during a period in which:
  - a) They owe fees, dues or other obligations to EC, or to an EC-sanctioned competition.
  - b) They have been suspended by EC, the national federation of another country that is a member of the FEI, or the FEI itself.

**Note:** Sport License holders who have been suspended by a National Federation of another country that is a member of the FEI, or by the FEI itself, may apply for a review of the penalty applicable in Canada by the Judicial Review Committee.

## **ARTICLE A204 INDIVIDUAL PLATINUM SPORT LICENSES**

An individual holding a Platinum Sport License is eligible to:

1. participate as a rider, driver, vaulter, owner or lessee at all EC and FEI-sanctioned competitions;
2. compete at FEI competitions inside and outside of Canada with permission of EC subject to discipline/breed sport rules;
3. receive an amateur card, if qualified, upon payment of the current fee. (See *Schedule of Fees*);
4. receive/be eligible for EC provincial and national awards; and
5. apply to be, or maintain status as, an official EC judge, steward, course designer, technical delegate or EC certified coach or instructor.

EXEMPTION Subject to annual review by Sport Council, competitors may enter FEI Endurance classes with the following valid Sport Licenses:

- a) Silver Sport License (A206) – Endurance 1\*
- b) Gold Sport License (A205) – Endurance 2\*.

### **ARTICLE A205 INDIVIDUAL GOLD SPORT LICENSES**

An individual holding a valid Gold Sport License is eligible to:

1. participate as a rider, driver, vaulter, owner or lessee at all EC-sanctioned competitions;
2. receive EC awards;
3. receive an amateur card, if qualified, upon payment of the current fee;
4. apply to be, or maintain status as, an official EC judge, steward, course designer, technical delegate or EC certified coach or instructor
5. apply the cost of a Gold Sport License to the purchase of an Platinum Sport License; and
6. manage all levels of EC-sanctioned competitions.

### **ARTICLE A206 INDIVIDUAL SILVER SPORT LICENSES**

An individual holding a valid Silver Sport License is eligible to:

1. participate as a rider, driver, vaulter, owner or lessee at all Silver and Bronze competitions as well as within their respective breed classes of their own EC affiliated breed organizations;
2. receive an EC Amateur Card, if qualified, upon payment of the current fee;
3. receive EC awards;
4. upgrade to a Gold Sport License at a Gold Competition;
5. apply the cost of a Silver Sport License to the purchase of a Gold Sport Licenses;
6. apply to be, or maintain status as, an Equestrian Canada certified Instructor of Beginners; and
7. manage all levels of EC-sanctioned competitions.

### **ARTICLE A207 INDIVIDUAL BRONZE SPORT LICENSES**

An individual holding a valid Bronze Sport License is eligible to:

1. participate as a rider, driver, vaulter, owner or lessee at all Bronze competitions;
2. receive an EC Amateur Card, if qualified, upon payment of the required fee;
3. receive discipline/breed sport, regional or zone awards where there is an awards program;
4. upgrade to a Silver or Gold Sport License at a Silver or Gold Competition;
5. apply the cost of a Bronze Sport License to the purchase of a Silver or Gold Sport Licenses; and



6. manage EC-sanctioned Bronze level competitions.

#### **ARTICLE A208 TEMPORARY SPORT LICENSE**

1. Temporary Sport Licenses are available for a one-time event in Silver or Gold classes. They are not available for competing in Bronze or Platinum classes.
2. Owners or lessees, Persons Responsible and competitors who do not hold a valid Sport Licenses may purchase Temporary Sport Licenses at the event. The fee for Temporary Sport Licenses is listed in the current EC *Schedule of Fees*.
3. A Temporary Sport License allows the person the privilege of competing at the competition where the Sport License was purchased. However, such license does not include any other EC benefits. A Temporary Sport License holder is not entitled to purchase a passport or to accumulate points.
4. An eligible Temporary Sport License holder may compete in amateur classes provided an Amateur Affidavit has been completed and is on file with the competition Secretary.
5. Results achieved while competing with a Temporary Sport License may not be used to qualify for year-end awards, championship competitions, finals or subsequent competitions requiring qualification.
6. Owners who are Temporary Sport License holders must complete the *Temporary Horse Registration* form at every competition where passports are required.
7. To purchase a Temporary Sport License ,for those residing in a participating province or Territory, an individual must be a member of that Participating PTSO.

#### **ARTICLE A209 LIFETIME SPORT LICENSES**

1. Individuals who were issued CEF life memberships prior to 1998 are considered to hold a lifetime Sport License.
2. Individual Lifetime Sport License holders wishing to compete in EC-sanctioned competitions and residing in a Participating Province or Territory must be a member of that Participating PTSO. See A203.

#### **ARTICLE A210 CORPORATE/SYNDICATE SPORT LICENSES**

1. Corporate/Syndicate Sport Licenses can be purchased by corporations or business enterprises, including syndicates that own horse(s) for competition purposes.
2. One representative from the Corporation/Syndicate must hold a current EC Gold or Platinum Sport License. If the Corporation/Syndicate is applying for a FEI passport one member must hold a current EC Platinum Sport License.
3. Sport License privileges extend only to the competitive requirements of the corporate/syndicate horses and do not extend to other horses or other EC activities unrelated to the syndicate/corporation-owned horses.
4. All persons listed as owners of a corporation/syndicate are responsible for maintaining their Sport Licenses in good standing.
5. All riders/drivers/vaulters of corporate/syndicate-owned horses must hold a current individual EC Gold or Platinum Sport License.

#### **ARTICLE A211 SINGLE EVENT SPORT LICENSE UPGRADE**

1. Owners or lessees, Persons Responsible and competitors who hold valid Sport Licenses, but at a lower level than required, may purchase Single Event Sport

License Upgrades at the event. Upgrades may be obtained for Silver or Gold competitions. The fee for a Single Event Sport License Upgrade is listed in the current EC *Schedule of Fees*.

2. A Single Event Sport License Upgrade allows the holder:
  - a) to compete only at the event for which it was purchased; and
  - b) to accumulate points only at the event for which it was purchased.
3. Results achieved while competing with a Single Event Sport License Upgrade may not be used to qualify for year-end awards, championship competitions, finals or subsequent competitions requiring qualification
4. Competitors must comply with the passport requirements applicable to the level of competition.
5. There is no Single Event Upgrade to Platinum.

#### **ARTICLE A212 CHANGING SPORT LICENSE LEVELS**

1. An EC Sport License holder may purchase a higher level Sport License at any time during the same calendar year by application to EC or a Participating PTSO.
2. A credit for full amount paid for an existing Sport License may be applied to the cost of the new Sport License at the time of the new purchase.
3. Annual Sport License fees are not prorated.

#### **ARTICLE A213 EXEMPTIONS – EC SPORT LICENSES**

Exemption from EC Sport License is permitted only as described in this part of the Rule Book. All competitors at EC-sanctioned competitions must adhere to EC rules; however the following persons are exempt from holding EC Sport Licenses:

1. Foreign Competitors are not required to hold EC Sport Licenses provided they are members in good standing of another national federation recognized by the FEI.  
**Exception:** Any riders competing in EC and CET medal classes must hold an EC Sport License;
2. Parents and Guardians: A parent or guardian must sign the entry form of a minor child/Junior competitor (under 18 years of age).  
Parents/guardians are not required to have an EC Sport License or EC Registered Participant status provided they agree to abide by the rules and penalties contained in the Rule Book and acknowledge that they are liable under the penalty provisions of the Rules for any violations of the EC Rules by their minor child.
3. Lead Line riders: are exempted from EC Sport License requirements. These children may not cross-enter any other class or division at the same competition. The horses are not restricted. The owners of horses competing only in these divisions are not required to have EC Sport Licenses, and horses competing only in these divisions are not required to have an EC passport. See discipline specific rules;
4. Headers/Grooms: An EC Sport License is not required by: persons acting as headers, grooms or navigators in driving classes; grooms who assist a competitor in stripping in a championship under saddle class; and grooms, assistants or attendants who assist competitors with tack adjustments, or in case of equipment breakage, loss of shoe, fall of horse or rider, etc.; and
5. Handlers in Breeding Line Classes: In competitions requiring EC Sport Licenses, competitors, trainers and handlers are exempt from EC Sport License

requirements when competing in breeding line classes unless otherwise stated in discipline/breed sport rules.

#### **ARTICLE A214 COMPETITORS WITH PHYSICAL DISABILITIES (PARA-EQUESTRIAN)**

EC-sanctioned competitions and officials will make every effort to accommodate competitors with physical disabilities. Competitors with a physical disability may compete in both Equestrian Canada able-bodied competitions and in Para-equestrian specific competitions.

Adaptive (compensating) aids are used by riders and drivers to compensate for the physical or sensory limitation resulting from their impairment, thereby enabling them to ride or drive a horse.

The well-being of the horse is paramount in considering the use of any adaptive (compensating) aid.

1. A competitor who uses adaptive aid(s) must have either a Para-Equestrian Medical Form from Equestrian Canada or a Para-Equestrian Canada classification card that identifies the adaptive (compensating) aid(s) that they are permitted to use in competition. See Section M, Article 3.7.8.
2. Athletes must submit a copy of the Para-Equestrian Medical Form or Para-Equestrian Classification Card with their entries and carry a copy of the form with them at all times while on the competition grounds. Competition organizers must notify the competition official(s) before the start of the competition that there is a competitor who will be competing with adaptive (compensating) aid(s). The competition steward(s)/technical delegate(s)/officials(s) have the right and responsibility to inspect the aids and, should the need arise, declare an aid unsafe for horse or competitor. The competitor must be able to fall free from the horse or carriage.
3. If electronic communication is listed on a competitor's Para-Equestrian Classification Card or Para-Equestrian Medical Form from Equestrian Canada, the person communicating to a competitor in the ring must sit next to a competition official.

#### **ARTICLE A215 SPORT LICENSE SUMMARY**

1. Competitors participating in:
  - a) designated Bronze classes at EC-sanctioned events require a Bronze (or higher) Sport License. Bronze Sport Licenses may be purchased through EC online, in person, at EC-sanctioned events, or at authorized Participating PTSOs. For privileges, see Article A207;
  - b) designated Silver classes at EC-sanctioned events require a Silver (or higher) Sport License, which may be purchased through EC online, in person, or a one-event upgrade may be purchased by Bronze Sport License holders. For those without a current Sport License, a one-event Temporary Sport License may be purchased at an EC-sanctioned event. A Temporary Horse Registration for classes where Horse Recordings are required may also be purchased at the event. For privileges, see Article A206;
  - c) designated Gold classes at EC-sanctioned events require a Gold (or higher) Sport License, which may be purchased through EC online, in person, or a one-event Upgrade may be purchased by Bronze or Silver Sport License holders. For those without a Sport License, a one-event Temporary Sport License may be purchased at an EC-sanctioned event. A Temporary Horse

Registration for classes where Horse Recordings are required may also be purchased at the event. For privileges, see Article A205; and

- d) designated FEI classes at EC-sanctioned events require a Platinum Sport License which must be purchased prior to the event through EC online or in person. There is no Upgrade or Temporary Sport License available to Platinum.

Exception: Endurance FEI classes.

- 2. Event permits are based on the highest level of classes offered. Example: An event offering Bronze and Gold level classes would apply for a Gold permit only. (See Article A310 - Concurrent Competitions).
- 3. Fees for the event permit are based on the total prize money offered. See Article (A309) Competition Licensing Fees Summary.

**CHAPTER 3**  
**EC-SANCTIONED COMPETITIONS**  
(SEE ALSO COMPETITION ADMINISTRATION POLICY-CAP)

**ARTICLE A301 GENERAL**

1. By applying for EC sanctioning, competitions agree to abide by the rules of Equestrian Canada both in letter and in spirit.
2. This chapter contains the regulations governing EC-sanctioned competitions in every discipline and breed sport.
3. A sanctioned competition in good standing is authorized to operate under and use the copyrighted rules of Equestrian Canada and, with the permission of EC, the rules of the FEI.
4. Each sanctioned competition is a separate legal entity for which application for competition license must be made with the applicable fees in each case.
5. Competition licenses expire at the end of the each sanctioned competition.

**ARTICLE A302 CLASSIFICATION OF EC-SANCTIONED  
COMPETITIONS**

1. The basic requirements for all categories of sanctioned competitions are set out in the following table. See Article A303 for Platinum Competitions; Article A304 for Gold Competitions; Article A305 for Silver Competitions; and Article A306 for Bronze Competitions.
2. It is essential for competition organizers, competitors, coaches and officials to refer to discipline rules for interpretation and exceptions to the rules set forth in this chapter.
3. Only one competition license shall be issued to any competition organizer for an EC-sanctioned competition within a 7 day period unless allowed in the discipline rules.

<b>Competition Category</b>	<b>Platinum</b>	<b>Gold A, B, C</b>	<b>Silver</b>	<b>Bronze</b>
<b>Sport License</b>	EC Platinum Sport License or Gold license where applicable	<b>EC Gold Sport License</b>	<b>EC Silver Sport License</b>	<b>EC Bronze Sport License</b>
<b>Passports / Horse Sport ID</b>	FEI Passport or EC National Passport where applicable	Horse Recording required (where applicable)		not required
<b>Equine Medication Control</b>	FEI testing	EC testing		
<b>Results Reporting</b>	Required			Required
<b>Prize Money Maximums</b>	No Limit	A = no limit B = \$100,000 C = \$35,000	\$10,000 and \$25,000 for annual championships	\$5,000.
<b>Rules</b>	FEI Rules/EC rules where applicable	EC rules		
<b>Minimum Emergency Standards (refer to discipline rules)</b>	Qualified medical personnel must be available, ambulance and veterinarian must be present or on call; farrier should be available.			
<b>Officials</b>	Discipline/breed sport specific			
<b>Stewards</b>	Mandatory at all EC-Sanctioned Competitions (Exception: disciplines that require a Technical Delegate or as stated in the Discipline/breed rules)			
<b>Awards</b>	competitors eligible for EC National awards	competitors eligible for EC National awards	Participating PTSO and discipline/breed sports may have own program	Participating PTSO, discipline/breed sports regions and zones may have own programs

### **ARTICLE A303 EC PLATINUM COMPETITIONS**

1. A Platinum competition is a competition that is sanctioned by both EC and the FEI.
2. Organizing Committees must apply to individual disciplines at the EC office for permission to hold Platinum Competitions/ FEI sanctioned competitions.
3. Applicants must adhere to the time schedule set by the Federation Equestre Internationale. (FEI). This time schedule is available from the EC office.

4. A Platinum competition has the right to:
  - a) use the rules of EC;
  - b) be listed on the EC list of competition dates; and
  - c) have points won by their competitors count towards EC national awards.
5. For the maximum number of days of competition, refer to discipline/breed sport rules
6. For the Competition sanctioning fee, refer to the EC schedule of Fees and Article A309.
7. A Platinum competition must use EC and FEI rules (where applicable) and the guidelines set down in the Competition Administration Policy as well as the relevant discipline/breed sport rules. These documents may be downloaded from the EC website.
8. FEI Passports or EC National Passport with active Horse Recording component are required where applicable. See Article A402, pertaining to EC National Passports and Horse Recordings.
9. Equine medications control testing may be carried out and drug testing fees will be collected.
10. In totaling prize money, competitions must include any add-backs and miscellaneous classes.
11. The level of officials must comply with discipline/breed sport rules.
12. It is essential for competition organizers, competitors, coaches and officials to refer to discipline/breed sport rules.

#### **ARTICLE A304 EC GOLD COMPETITIONS**

1. There are three Gold Competition categories A, B, and C. Each discipline may or may not use all 3 levels. Refer to discipline/breed sport rules for definition of levels.
2. A Gold competition has the right to:
  - a) be listed on EC list of competition dates; and
  - b) have points won by their competitors count towards EC national awards
3. For the maximum number of days of competition, refer to discipline/breed sport rules
4. For the Competition sanctioning fee, refer to the EC schedule of Fees and Article A309.
5. A Gold competition must use EC rules and the guidelines set down in the Competition Administration Policy and the relevant Discipline/breed sport rules. These documents may be downloaded from the EC website or obtained from a Participating PTSO.
6. Horse Recordings and/or EC National Passports are required where applicable. See Article A402, pertaining to Horse Recordings and EC National Passports.
7. Equestrian Canada drug-testing fees will be collected and equine drug medication control testing may take place.
8. In totaling prize money, competitions must include any add-backs and miscellaneous classes.
9. The level of officials must comply with discipline/breed sport rules.
10. It is essential for competition organizers, competitors, coaches and officials to refer to discipline/breed sport rules.

## **ARTICLE A305 EC SILVER COMPETITIONS**

1. Each province has the right to name its own series of Silver Competitions (e.g. Ontario Trillium Circuit) and/or hold individual Silver competitions.
2. Prize money may not exceed \$10,000 or \$25,000 for an annual championship.
3. A Silver competition has the right to:
  - a) be listed on EC list of competition dates; and
  - b) have points won by their competitors count towards Silver level award programs.
4. For the maximum number of days of competition, refer to discipline/breed sport rules
5. For the competition sanctioning fee, refer to the EC Schedule of Fees and Article A309.
6. A Silver competition must use EC rules and the guidelines set down in the Competition Administration Policy and the relevant Discipline/breed sport rules. These documents may be downloaded from the EC website or obtained from a Participating PTSO.
7. Horse Recordings are required where applicable. See Article A402, pertaining to Horse Recordings and EC National Passports.
8. Equestrian Canada drug-testing fees will be collected and equine drug medication control testing may take place.
9. In totaling prize money, competitions must include any add-backs and miscellaneous classes.
10. The level of officials must comply with discipline/breed sport rules.
11. Future eligibility (e.g. Green Hunter) is affected by results in these competitions.
12. It is essential for competition organizers, competitors, coaches and officials to refer to discipline/breed sport rules.

## **ARTICLE A306 EC BRONZE COMPETITIONS**

1. Prize money may not exceed \$5,000.
2. A Bronze competition has the right to:
  - a) be listed on EC list of competition dates; and
  - b) have points won by their competitors count towards Bronze level award programs
3. For the maximum number of days of competition, refer to Discipline/breed sport rules
4. For the competition sanctioning fee, refer to the EC schedule of Fees, summarized under Article A309..
5. A Bronze competition must use EC rules and the guidelines set down in the Competition Administration Policy and the relevant Discipline/breed sport rules. These documents may be downloaded from the EC website or obtained from a Participating PTSO.
6. Horse Recordings are not required at EC Bronze Competitions. See Article A402. pertaining to Horse Recordings and EC national Passports..
7. Equestrian Canada drug-testing fees will be collected and equine drug medication control testing may take place.
8. In totaling prize money, competitions must include and add-backs and miscellaneous classes.
9. The level of officials must comply with Discipline/breed sport rules.



10. Future showing status (e.g. Green Hunter) **is not** affected by results in these competitions.
11. It is essential for competition organizers, competitors, coaches and officials to refer to discipline/breed sport rules.

**ARTICLE A307 INACTIVE LICENSE –EC COMPETITIONS**

Any EC competition in good standing that sends written notification to Equestrian Canada and the Participating PTSO (to EC only for Eventing, Driving, or Vaulting events) by the deadline for competition application for any given year that it will not hold a competition in that year may retain its competition license by payment of inactive fees of 25% of the annual competition fee. If no competition is held for two successive years following such notification, the competition license shall expire. (Refer to discipline/breed sport rules).

**ARTICLE A308 CANCELLATION – EC COMPETITIONS**

1. Written notification of cancellation of an EC competition must be given to the Participating PTSO and Equestrian Canada at least thirty days prior to the opening day of the competition except under extraordinary circumstances (e.g. natural disasters, storms, accidents, emergencies). For discipline/breed sport specific cancellation policies, see discipline/breed sport rules.
2. Cancelled competitions shall be liable for 25% of the annual competition license fee.
3. When proper notice of cancellation has not been provided, the Participating PTSO and Equestrian Canada have the right to refuse future dates and will retain that portion of competition license fees in excess of the inactive competition license fee.

**ARTICLE 309 COMPETITION LICENSING FEES SUMMARY**

The following table of fees is based on prize money. See Articles A303 – A306 and the Equestrian Canada Schedule of Fees.

Event Level → ↓ Prize Money	Bronze	Silver	Gold			Platinum	
			C	B	A		
No prize money, ribbons only	\$50	\$50	\$50	\$50	\$50	\$50	
Up to \$1,000	\$100	\$100	\$100	\$100	\$100	\$100	
\$1,001 - \$2,500	\$150	\$150	\$150	\$150	\$150	\$150	
\$2,501 - \$5,000	\$200	\$250	\$250	\$250	\$250	\$250	
\$5,001. - \$7,000	N/A						
\$7,001 - \$12,000							\$350
\$12,001 - \$15,000		\$450	\$450	\$450	\$450	\$450	
\$15,001 – 25,000		N/A	\$600	\$600	\$600	\$600	
\$25,001 - \$35,000	N/A		\$900	\$900	\$900	\$900	
\$35,001 - \$100,000			N/A	\$1,400	\$1,400	\$1,400	\$1,400
\$100,001 - \$250,000				N/A	\$1,700	\$1,700	\$1,700
Over \$250,000	\$2,200		\$2,200		\$2,200	\$2,200	

**ARTICLE A310 CONCURRENT COMPETITIONS**

1. Disciplines have the right to allow concurrent (more than one of Bronze, Silver,

Gold or Platinum) classes at a single event.

2. For those disciplines electing to offer concurrent competitions:
  - a) The competition license required shall be based on the highest competition level offered at the event.
  - b) The Competition License fee shall be based on the prize money offered according to the table in Article A309.
  - c) Sport licenses required for participants shall be based on the classes entered.
  - d) The prize list must state which classes are Bronze, which are Silver and so on. (See individual discipline/breed sport rules).

## CHAPTER 4 HORSE RECORDINGS

### ARTICLE A401 PURPOSE

1. The Horse Recording is the official EC Record that is exclusively registered to a horse. Note: as with the former EC Horse License, the Horse Recording must be activated annually for use in competition. Each EC National Passport will possess a Horse Recording Component..
2. The Horse Recording number provides a means to identify the horse, owner and pedigree information. Note: Horses that formerly held EC Passports will carry their same number forward to their Horse Recording.
3. The Horse Recording is the annual license which will be used to:
  - a) tabulate results
  - b) track the performance record of the horse
  - c) identify blood lines

### ARTICLE A402 GENERAL RULES - HORSE RECORDINGS

1. Horse Recordings are mandatory for all horses and ponies entering EC-sanctioned competitions when required by discipline/breed sport rules and must be available at the competition. (See Article A411 – EC National Passport or FEI Passport Unavailable).
2. All owners must be familiar with their responsibilities with respect to Horse Recordings and the penalties which can be levied for failure to abide by the rules set out in this chapter. Compliance with these rules is essential to track a horse's performance, status and points for EC awards.
3. The Horse Recording number is the control number used by EC and must be included on the entry.
4. Horses must be entered under the name appearing on the Horse Recording.
5. Owners and competitors of horses holding a Horse Recording who wish to apply for an for FEI passports refer to Article A412, FEI Passports.
6. Entries in height-restricted classes in competitions where Horse Recordings are required must have the information recorded on the Horse Recording or a temporary measurement card available prior to the start of the class or the entry will not be allowed to compete.

### ARTICLE A403 APPLICATION FOR HORSE RECORDING

1. Owners must hold current Sport Licenses and be in good standing in order to purchase Horse Recordings.  
**Exception:** Temporary sport license holders are not entitled to purchase Horse Recordings or accumulate points.
2. Horse Recordings may be obtained from EC for domestic horses at the price listed on the current *EC Schedule of Fees*.
3. Applications for Horse Recordings must include the information detailed in Article A405, Mandatory Requirements for Horse Recordings.
4. Applications must include additional information required by discipline/breed sport rules. It is the applicant's responsibility to check discipline/breed sport rules.
5. Any application which is incomplete will be returned to the applicant for completion.
6. It is a violation of EC Rules to provide false information on an application for

a Horse Recording. See Articles A407.5 and A412.8.

#### **ARTICLE A404 EXEMPTIONS**

1. Horse Recordings are not required for horses competing in:
  - a) only the hack division;
  - b) only classes restricted to lead line riders;
  - c) only breeding line classes in divisions that would otherwise require horse passports;
  - d) Bronze level classes;
  - e) Breed sport competitions;
  - f) Endurance events;
  - g) Driving events; or
  - h) General Performance competitions
2. Except as stated in discipline/breed sport rules, foreign-owned horses may compete in EC-sanctioned competitions providing that:
  - a) an affidavit is signed certifying the horse's eligibility, and
  - b) the owner, rider/driver and trainer are members in good standing of their own national federation.

#### **ARTICLE A405 MANDATORY REQUIREMENTS FOR HORSE RECORDINGS**

1. Name of horse (including registered name if different from competition name) gender, colour and year of birth. Copies of registration papers and/or proof of ownership must accompany Horse Recording applications.
2. Name and address of owner, owner's EC sport license number, and date of purchase if applicable.
3. Country of origin, breed, breed registration numbers with names of breed registries, name of sire and dam, and specific identification information if available. The application must be accompanied by proof such as a copy of a bill of sale, breed registration papers stating ownership, or a sworn affidavit of ownership.
4. The owner must enter a statement as to the eligibility of the horse for divisions in which it will compete, enter the date and year, and sign the statement. This statement is subject to the supporting documentation required by discipline/breed sport rules. It is the responsibility of the owner or agent to update and sign the eligibility statement as it changes.
5. In the case of ponies six-eight years or over, the owner must enter a statement as to whether the pony is small, medium or large and this must also be signed and dated. Regarding pony measurement, refer to Chapter A11, Measurement, and discipline/breed sport rules. For ponies under six-eight, see Article A1104, Temporary Measurement Forms.
6. Where applicable, the pony measurement section must be completed. Temporary pony measurement forms must be in the possession of the owner/lessee and available to competition management or stewards.
7. Change of name, if any, must be certified by EC.
8. Transfer of ownership, if any, must be certified by EC.

#### **ARTICLE A406 INSPECTION AND VALIDATION**

1. Horse Recordings will be used to determine the eligibility of the entries.
2. Horse Recordings may be picked on a random or targeted basis for validation

by the steward.

3. Stewards will notify EC of any Horse Recordings found invalid. See Article A407, Horse Recording Violations and Penalties.

#### **ARTICLE A407 HORSE RECORDING VIOLATIONS AND PENALTIES**

1. The official registration number of each Horse Recording must be on every entry form for all EC competitions.. See also Article A404, Exemptions.
2. Leased horses must be shown in the name of the owner unless the lease is registered with EC. **Exception:** Horses with validated FEI leases may be shown under name of the lessee.
3. Any person found guilty of obtaining an additional Horse Recording for a horse, whether in the original name or in a new name, without due cause, or guilty of forging any signatures on a Horse Recording, shall be penalized as follows:
  - a) **1<sup>st</sup> violation** – current fine to be paid to EC;
  - b) **2<sup>nd</sup> violation** – called to a hearing
4. Owners who fail to pay fines assessed for Horse Recording violations will be considered not in good standing and will be barred from further competition with all horses under their ownership or under the ownership of their stable or of immediate members of their family until the fine has been paid.
5. New owners will not be penalized for Horse Recording violations for which a previous owner is responsible. However, they are responsible for correcting the errors and violations and having the Horse Recording validated by EC prior to entering the horse in a competition. Failure to make the required corrections will result in disciplinary action as set out in this article.

#### **ARTICLE A408 NAME CHANGE (HORSE RECORDINGS)**

The Horse Recording must carry both the old and the new names clearly identified and the horse must be shown under the new name:

NEW NAME – old name(s)

#### **ARTICLE A409 TRANSFER OF OWNERSHIP: HORSE RECORDING OR EC NATIONAL PASSPORT**

1. The Horse Recording or EC National Passport is the official competition document of identification assigned to the horse and as such must be transferred with the title to the horse at the time of sale.
2. On change of ownership, the purchaser must immediately file to change with EC by submitting the *Transfer of Ownership* form, proof of ownership such as a copy of a bill of sale, breed registration papers stating ownership, or a sworn affidavit of ownership and the fee listed in the current EC *Schedule of Fees*.
3. Proof of the change in ownership must be submitted with the application.
4. EC will record and certify the change of ownership when documentation is complete and the applicable fees are paid.
6. Failure to transfer the Horse Recording with the horse will result in a penalty to the seller.

#### **ARTICLE A410 REQUIREMENTS**

1. EC sanctioned competitions require the following (where applicable)
  - An active Horse Recording
  - An EC National Passport (with active Horse Recording component)

- An FEI Passport (with active Horse Recording component)
2. If an EC National Passport or FEI Passport cannot be produced, the person responsible must complete a *Temporary Horse Registration* form and pay the temporary registration fee. No points will be tabulated.
  3. Results achieved while competing with a Temporary Horse Registration may not be used to qualify for year-end awards, championship competitions, finals or subsequent competitions requiring clarification.

**EXCEPTION: A404 EXEMPTIONS**

**EXCEPTION: Foreign owned horses may compete with national passports recognized by the FEI. USEF horses may compete with a valid USEF Horse Recording number.**

**ARTICLE A411 EC NATIONAL PASSPORT OR FEI PASSPORT UNAVAILABLE**

1. If an EC National Passport or FEI Passport is not available because it is:
  - a) a new EC National Passport or FEI Passport that has not yet been received or processed; or
  - b) an existing EC National Passport or FEI Passport that has been sent to EC for validation, revalidation (FEI Passports only), change of ownership or name.

The competitor must obtain from EC written notification the EC National Passport or FEI Passport is en route or being processed. The notification will include the horse's name and passport number, and whether it is an EC or FEI passport. (Note that this service is subject to the standard EC rush fee as listed in the current EC *Schedule of Fees*). The person responsible must sign the EC National Passport or FEI Passport Affidavit. Both the EC notification document and the signed affidavit must be presented to the competition entry secretary before the entry can be accepted.

**ARTICLE A412 FEI PASSPORTS**

1. Every horse entered in any FEI-sanctioned competition in a foreign country and all horses entered for specified levels of FEI international events, official international events, championships or Regional and Olympic Games, whether at home or in foreign countries, must have an official FEI passport or a national passport approved by the FEI, as a means of identification and to establish ownership.
2. No competitor will be allowed to compete in any of the competitions listed in Article A412.1 unless an official FEI passport or a national passport approved by the FEI is submitted upon arrival at the competition.
3. Canadian-owned horses competing in national classes and holding an FEI passport are required to have an activated Horse Recording component.. The owner must enter the FEI passport number on all entry forms.
4. FEI passports and EC Horse Recordings are required in specified levels of FEI Dressage, Driving, Endurance, Jumping, Three-Day Eventing, Reining and Vaulting competitions. FEI passports are required for horses competing in the North American Young Riders Championships.
5. Owners of imported horses that have an FEI passport must forward the passport to EC so that change of ownership can be recorded and eligibility established. See FEI General and Veterinary Regulations.
6. FEI passports must be surrendered to the new owner upon sale of the horse. The

new owner is responsible for submitting the FEI passport to their National Federation with appropriate fees for change of ownerships.

7. For complete information on FEI passports, including purchasing, validation, change of ownership or change of name, contact the Equestrian Canada office or visit the website at [www.equestrian.ca](http://www.equestrian.ca).
8. Owners and competitors must hold current Platinum sport licenses and be in good standing in order to enter an FEI-sanctioned competition. If an Individual/Corporation/Syndicate is applying for a FEI passport/revalidation and FEI registration, the representative must hold a current Platinum Sport License and be in good standing.

## CHAPTER 5 COMPETITIONS

### ARTICLE A501 TELEVISION RIGHTS

1. Television rights for all EC-sanctioned competitions are the property of EC. Organizers are to apply to EC for rights for their respective competitions.

### ARTICLE A502 RULE BOOK

1. All EC-sanctioned competitions and all competitors at such competitions shall be governed by the current rules of EC. **Exception:** Any competition issuing its prize list before new rules are published may be governed by the rules in effect at the time of printing the prize list. See Chapter A6, Prize Lists and Entry Forms. However, prize lists printed after the publication of new rules must be governed by the new rules.
2. The secretary of the competition shall have a copy of the relevant EC Rule Books, which must be available for reference at all times during the competition.
3. In case of a conflict between the General Regulations and discipline/breed sport rules, the discipline/breed sport rules will take precedence.

### ARTICLE A503 LOCAL AND MISCELLANEOUS/ADDITIONAL CLASSES

1. Competitions may hold any number of miscellaneous classes in which the specifications do not conform to the specifications for any class listed in the Rule Book but which are beneficial to a particular area. However, only classes not using the same specifications as any class listed in these rules may be called miscellaneous classes. See Glossary under “Classes”.
2. Competitions may also hold local classes which are restricted to entries from a particular geographic area. See Glossary under “Classes”.
3. All miscellaneous and local classes or divisions must be labeled as classes “not rated for EC awards”. **Note:** Holding a non-sanctioned class or division is not allowed under changing the conditions of a class.
4. All prize monies given in such classes must be included in the total used to determine the competition’s classification.
5. All other EC rules such as those pertaining to memberships, sport licenses, equine medications control, EC National Passports/FEI Passports/Horse Recordings and entry status apply to all local and miscellaneous classes held at an EC sanctioned competition.
6.
  - a) All classes within a discipline or breed division at an EC-sanctioned competition must be EC-sanctioned classes, which may include local and miscellaneous classes.
  - b) All divisions within a discipline or breed at an EC-sanctioned competition must be EC-sanctioned divisions.
  - c) At competitions run by fair boards, where many disciplines and/or breed divisions are represented, it is permissible to hold some non-EC-sanctioned events alongside the EC-sanctioned disciplines or breed divisions

### ARTICLE A504 SCHEDULING

1. No competition may hold classes for more than sixteen consecutive hours out of any twenty-four hour period from the start of the first class to the finish of the last class, including intermissions. There must a recess of at least eight hours



between the finish of the last class of an evening performance and the start of the first class of a morning performance the following day. A fine as listed in the current EC *Schedule of Fines and Penalties* per hour or part thereof will be imposed for exceeding the sixteen hour time limit or not allowing an eight hour recess.

2. All classes for any section for junior competitors in any one day must be held within a twelve hour period excluding intermissions.
3. No classes may be started after midnight.
4. For eventing and dressage, see Sections D and E of the Rulebook respectively.

#### **ARTICLE A505 CHANGES TO CLASSES, ORDER OF GO, CONDITIONS**

1. If a class is not filled and is cancelled, the secretary shall notify the competitors at the earliest possible moment. No class will be cancelled if it has five or more entries; a competition may at its discretion hold a class with fewer than five entries.
2. An announced sequence or time for classes shall not be changed unless written notice of such change is given to all competitors and officials affected at least one hour prior to the affected class or, in the case of the first class of the day, the night before.
3. The conditions of a class shall not be changed unless the competition obtains the agreement and signature of every competitor who is competing in the class or their authorized agent. Notice must be given and agreement obtained no less than one hour prior to the commencement of the class. **Note:** Holding a non-sanctioned class or division is not allowed under changing the conditions of a class.
4. If changes are made to the schedule or classes offered prior to the competition, the organizing committee must immediately notify all competitors and officials affected by the changes.

#### **ARTICLE A506 COMPETITOR BENEFITS**

In any given class, all entries must be on the same basis. It shall not be permissible for a competition to provide free entries or free transportation or other benefits to one competitor unless the same privileges are extended to all competitors on an equitable basis.

#### **ARTICLE A507 INSURANCE**

1. It is a requirement of EC that competitions seeking permits or sanctioning provide proof of commercial general liability insurance to be in full force and effect to a minimum of \$2 million.
2. 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.
3. The policy must contain a clause adding EC, Participating PTSO, officials, judges, course designers and volunteers as "additional insured" with respect to the operations of the competition.
4. A certificate of insurance on the form provided by EC must be submitted to the Participating PTSO prior to sanctioning the competition.
5. Where a competition does not comply with this regulation, no permit or sanction will be issued.

## **ARTICLE A508 EMERGENCIES**

1. Provisions should be adopted prior to the competition for the proper handling of emergencies such as fire, accident and horse mortality.
2. For the protection of the audience and competitors, medical assistance must be reasonably available in a timely fashion either at the competition grounds or “on call” from an accessible off-site location, or both. In making this determination, the competition management must act reasonably and shall consider the discipline requirements at the competition, the physical location (remoteness) of the competition venue and the time needed to respond from an off-site location.
3. Management shall make the arrangements for appropriate medical assistance well in advance of the competition. EC strongly recommends qualified medical personnel to be onsite.  
Qualified Medical Personnel is defined as any of the following availability on the grounds may include any of the following:
  - a) Doctor;
  - b) Professional emergency personnel; such as EMT or Paramedic
  - c) An adult with recognized and valid First Aid training who is not competing; this individual may act in some other capacity at the competition providing this does not restrict their availability to all areas on the competition grounds. It is strongly recommended that the minimum certification held by a qualified medical personnel is First Responder Training.
4. A competition must have a qualified veterinarian present or on call.
5. It is advisable that every sanctioned competition have a farrier available at all times during performances.
6. See also discipline/breed sport rules.

## **ARTICLE A509 EXERCISE AREAS**

1. The exercise schedule should be posted, including rings and times for all horses. Care should be taken to avoid conflicting use.
2. When a competition has two over fences rings going at the same time, two separate sets of schooling jumps should be available to competitors. Separate warm-up areas must be available for other divisions offered at the competition.

## **ARTICLE A510 RETIREMENT CEREMONIES**

1. If a retirement ceremony is to be held at the competition, it is the duty of the organizing committee to notify Equestrian Canada of the name and passport number of any horse being retired at a ceremony held under its auspices. EC shall notify Participating PTSOs of such retirement.
2. In the event that a sanctioned competition shall, at the request of an owner of a given horse, permit a ceremony to mark its retirement from competition, such horse shall be permitted to compete at the competition only until the retirement ceremony takes place.
3. Any horse officially retired at a retirement ceremony shall be barred for life from further competition in the ring of sanctioned competitions.

## **ARTICLE A511 SHOEING AND SHOE WEIGHT**

1. A horse cannot be refused entry to a class because of being unshod, unless

otherwise specified in discipline/breed sport rules.

2. Competitions offering classes that designate a maximum weight for shoes must provide accurate scales for measuring.

#### **ARTICLE A512 INTERRUPTION OF CLASS**

1. In the event that a class in which horses compete individually is stopped while in progress by reason of storm, accident or other emergency, the class shall continue from the point at which it ceased and all scores already credited shall count.

Example of an individual class: a jumper round or a dressage test.

2. In the event that a class in which horses compete collectively is stopped while in progress by reason of storm, accident or other emergency, the class when recommenced shall be held over in its entirety and no consideration shall be given to the performances before the class was stopped.

Example of a collective class: ring classes such as English pleasure.

#### **ARTICLE A513 TIME OUT**

1. In the event of equipment breaking or a horse casting a shoe during the judging of a class, the judging shall be suspended for a period not to exceed seven minutes to allow repairs to be made or the horse to be reshod, unless otherwise provided in discipline/breed sport rules.
2. No horse shall be permitted more than one such exemption in a given class.
3. The steward is responsible for timing unless an official timer is present whose duty it then becomes. In case of a cast shoe, timing is to commence when the farrier places a hand on the horse's leg. **Exceptions:** See discipline/breed sport rules.

#### **ARTICLE A514 START OF CLASS**

In classes in which horses compete collectively, a warning that the class is about to start must be issued and the in-gate must be closed by the competition's in-gate official. Judging must not commence until the gate is closed.

#### **ARTICLE A515 SUBSTITUTION OF A RIDER, DRIVER OR HANDLER**

Substitution of a rider, driver or handler is permissible in accordance with class or discipline/breed sport specifications.

#### **ARTICLE A516 YELLOW WARNING CARD**

1. A Yellow Warning Card may be issued to any individual sport license holder at an EC-sanctioned competition for rule violations that are deemed to be minor in nature. These violations include but are not limited to the following:
  - a) an individual does not leave the field of play without delay after elimination or at the end of a round;
  - b) an individual does not follow the directives of the organizing committee;
  - c) an individual intentionally touches an obstacle with the effect of changing it;
  - d) an individual does not follow the directives of EC officials;
  - e) an individual exhibits disrespectful or inappropriate behavior towards EC or event officials or any other party connected with the event (Athlete, FEI employee or representative, journalist, member of the public, etc.);
  - f) an individual repeats an offense after a verbal warning to desist; or

g) an individual disregards the rules regarding dress and saddlery.

Elsewhere in the EC rules certain additional conduct may result in a Yellow Warning Card being issued.

2. Yellow Warning Cards can be issued by EC:

- a) Stewards
- b) Judges
- c) Technical Delegates

Yellow Warning Cards will be delivered by hand at the competition whenever possible. Otherwise, Yellow Warning Cards will be delivered by other suitable means following the competition. Note: Also see Eventing Rules, Driving Rules, and Hunter/ Jumper Rules regarding warning cards.

3. Should an individual receive a subsequent Yellow Warning Card within 365 days of a previously issued Yellow Warning Card, that individual shall be subject to a hearing to consider the conduct that lead to each Yellow Warning Card being issued pursuant to EC General Regulations Chapter 12 - General Dispute Resolution and Protests at EC-sanctioned Competitions. Additional Yellow Warning Cards issued within the same 365 day period will result in a hearing to consider the conduct that lead to the Yellow Warning Card being issued pursuant to Chapter 12, above. The passage of 365 days since the issuance of a Yellow Warning Card will result in the conduct associated with that Card not being considered at future hearings.

#### **ARTICLE A517 CRUELTY, ABUSE OR INHUMANE TREATMENT OF HORSES**

1. The abuse or inhumane treatment of a horse by an individual sport license holder or other person at an EC-sanctioned competition shall not be tolerated under any circumstances.

2. The standard by which conduct or treatment will be measured is that which, a person informed and experienced in generally accepted equine training and competition procedures, would determine to be cruel, abusive or inhumane. Any treatment or practice that causes undue stress, and/or pain, is deemed abusive.

3. Cruelty can be defined as causing pain or unnecessary discomfort to a horse. As examples, an act of cruelty can be but is not limited to any of the following:

- a) excessively whipping or beating a horse;
- b) subjecting a horse to any kind of electric shock device;
- c) excessively or persistently using spurs or jabbing a horse in the mouth with the bit;
- d) riding/driving an obviously exhausted, lame or injured horse;
- e) rapping a horse at the event location (see Glossary for definition of "Rapping");
- f) hyper-sensitizing any part of a horse;
- g) neglect by:
  - i) leaving a horse without adequate food, drink and exercise;
  - ii) failing to safely and securely tie or contain a horse while at the event location;
- h) using shackles or chains (not to be confused with rubber or elastic exercising devices);
- i) competing with a horse with raw or bleeding sores;
- j) using an explosive (i.e. firecracker, fire extinguisher except in the case of

- fire) or using fire such as lighters, matches, etc.; or
- k) ignoring adverse medication reactions that compromise the horse's welfare (including but not limited to staggering and falling down) is considered abuse. Such reactions must be reported immediately to the steward or organizing committee, and may be subject to medication control. A horse exhibiting adverse reactions to medication must be withdrawn for a minimum of 24 hours. In order to resume competing, the horse must receive a veterinary examination which finds no clinical abnormalities that would preclude return to competition in order to resume competing.
  - l) Any horse that receives shockwave therapy is not eligible to compete for 96 hours. Shockwave therapy can only be administered on competition grounds by a veterinarian\* and a Shockwave form must be filled out, signed and given to an officiating Steward or to the Competition Organizer. The penalty for competing within 96 hours is immediate suspension of the horse from that competition, return of all awards received and a yellow card.

A report of alleged abuse must be completed and submitted to the EC officials on site and to the Organizing Committee and forwarded to Equestrian Canada with the official's reports. For Eventing, Driving and Hunter/Jumper competitions refer to discipline rules.

- 4. The officiating steward, judge technical delegate, president of ground jury or appointed competition veterinarian has the authority to remove a horse from the event for a period of up to 24 hours, if in their reasonable opinion the horse is unfit to compete, or where, in their reasonable opinion, there is a safety concern regarding the horse. The official's decision is final and cannot be appealed.
- 5. The officiating steward, judge, or technical delegate must investigate any information or complaints regarding cruelty, abuse, or inhumane treatment of horses and these officials may thereafter act with the following authority:
  - a) the official may issue a Yellow Warning Card; or
  - b) the official may fine the offender; or
  - c) the official may disqualify the offender from further participation in the competition.

For Eventing, Driving and Hunter/Jumper competitions refer to discipline rules.

- 6. Information regarding or reports of cruelty, abuse or inhumane treatment of horses will be compiled by the officiating steward, judge or technical delegate and are to contain, at a minimum, the following information:
  - a) date and time of the alleged abuse;
  - b) EC competition name and number;
  - c) name of alleged offender and sport license number;
  - d) name of and passport number of the horse if applicable;
  - e) a description of the incident and the nature of the alleged abuse;
  - f) signature of the steward, judge or technical delegate;
  - g) witness information including *Eye Witness Report* form; and
  - h) veterinary information and report, if available.

Copies of these reports must be attached to the Steward's Report and forwarded to the organizing committee and Equestrian Canada.

## **ARTICLE A518 ELIMINATION AND DISQUALIFICATION**

- 1. The organizing committee, without waiting for a protest to be made, may eliminate a competitor who has made an improper entry of a horse, rider or

driver. See Glossary for definition of “Elimination”.

2. If at any EC-sanctioned competition, there appears to be a violation of the EC rules by a competitor which, in the judgment of the majority of the members of the organizing committee requires immediate action, the organizing committee shall investigate the alleged rule violation immediately. After hearing from the person affected, the organizing committee may eliminate or disqualify such person or persons from further participation in the competition. Anyone eliminated or disqualified from a competition is considered not in good standing at that competition. All organizing committee decisions must be immediately reported in writing to Equestrian Canada for possible further action.  
**Exception:** A violation described in Article A517 shall be resolved only as set out in that Article. For Eventing exceptions see D116; for Driving exceptions see C202, C927 and C-FEI Code of Conduct for Welfare of the Horse.
3. Persistent acts of discourtesy or disobedience, as reasonably determined by the organizing committee, may also result in elimination or disqualification from the competition.
4. If an entry is eliminated or disqualified, it is not to be placed, regardless of the number of entries in the class, but it does count as an entry in the class.

## **CHAPTER 6**

### **PRIZE LISTS AND ENTRY FORMS**

#### **ARTICLE A601 PRIZE LISTS – PURPOSE AND PROCEDURES**

1. The purpose of the prize list is to inform competitors and officials, and to be an agreement between the organizer and the competitor. Its preparation is one of first responsibilities of the competition management.
2. The prize list may only be published after the submission by the steward, or other discipline-authorized person, of the completed *Prize List Approval* form to EC or a PTSO..
3. Failure to obtain approval prior to publication or to publish the prize list as approved will be reported in the official Steward's or Technical Delegate's report and shall incur a fine as listed in the current *EC Schedule of Fines and Penalties*. This fine is payable to EC and/or the Participating PTSO.
4. The competition secretary must publish the 'approved final' prize list as detailed in the EC Competition Administration Policy (CAP 5.2.2).
5. The conditions of a class specified in a prize list may not be altered, but mistakes may be corrected by issuing notice thereof to all prospective competitors and officials in the class. A copy of such changes must be sent to EC and/or the Participating PTSO.
6. Additional classes may be offered, provided due notice is issued to competitors. A copy of such changes must be included in the steward's report.
7. For Eventing prize lists, see Article D2.1, Organizer's Responsibility.
8. For Driving prize lists, see Article C121.1.e.

#### **ARTICLE A602 PRIZE LISTS – MANDATORY INFORMATION**

1. The published prize list must contain the official EC statement certifying that the competition is a sanctioned competition of EC. Prize lists are required for all competitions and may not be replaced by electronic technology.  
"The \_\_\_\_\_ competition is sanctioned as a: Platinum, Gold, Silver or Bronze competition member of Equestrian Canada 308 Legget Drive, Suite 100, Ottawa, Ontario, K2K 1Y6 and is governed by the rules of EC."
2. Standard class specifications that appear in the EC Rule Book should be used by all EC-sanctioned competitions in their prize lists. 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."
3. The prize list must contain:
  - a) address, telephone number, fax number (if available) and e-mail address (if available) of the competition office;
  - b) name of person to whom inquiries should be addressed;
  - c) exact location of the competition;
  - d) list of organizing committee members and name of competition manager or other person accepting responsibility for the conduct of the competition;
  - e) names of competition officials;
  - f) a copy of the "EC Statement of Principle"; and
  - g) the applicable equine medication control testing fee.
4. In competitions that require Horse Recording numbers, the prize lists must state

that all Canadian entries are required to hold an EC Horse Recording and have paid the EC Horse Recording annual Activation Fee 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. (See A404).

5. The following statement must be included in the prize list of any EC-sanctioned competition: “Any horse entered in any class at a competition may be selected for equine medication control testing while at the event location.”
6. For Entry Form requirements, see A802, Entry Forms.
7. The following statement must be included in the prize list of any EC- sanctioned competition: “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.”

#### **ARTICLE A603 EVENT-SPECIFIC INFORMATION**

1. The prize list must contain:
  - a) a list of classes offered by division with entry fees, Sport License required, late entry and post-entry fees and conditions, and 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”;
  - b) a tentative schedule of events;
  - c) directions as to payment of entry fees and stabling charges;
  - d) directions for arrival and departure of horses;
  - e) directions regarding time and place for measurement of horses, if applicable;
  - f) a statement regarding the number of admission badges to be issued to competitors in attendance and where obtained, if applicable;
  - g) exercise schedule including rings and times for all horses;
  - h) 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. See Article A814, Identification Number;
  - i) transportation information as required;
  - j) information on parking and, if applicable, reserved seating and boxes;
  - k) information pertaining to sweepstake classes, grand championships and high-point awards. See Articles A704, A708 and A709 respectively;
  - l) conditions attached to any trophies which may be awarded;
  - m) Hors concours, whether allowed or not; and
  - n) any other breed rules that may be applicable.
  - o) at a competition (event) holding concurrent Equestrian Canada and FEI sanctioned classes/divisions; a horse that is presented to and not accepted at the First FEI Horse Inspection (or re-inspection), may not compete in Equestrian Canada classes/divisions held at the same competition (event) ~~for a minimum of 48 hours~~. A horse held for re-inspection and



subsequently not re-presented, is subject to the same condition. Please refer to FEI VR art. ~~4033~~-1038 – Horse Inspections.

2. In addition, the prize list must state any local rules and set forth the policies of the competition on matters within its discretion:
  - a) forfeiture of entry fees, if any, for withdrawal from the competition or cancellation of entry;
  - b) reservation regarding right to refuse entries (subject to championship rules limiting a competition's right to refuse entries). See Article A805 – Refusal or Limitation of Entries;
  - c) arrangements for payment of prize monies;
  - d) policy and fees, if any, for substitution of horse; and
  - e) permissibility of entries leaving the show grounds during the competition.
  - f) Competition organizers of EC Sanctioned Competitions must not require vaccination for Influenza and/or Equine Herpes Virus more frequently than twice a year.

**CHAPTER 7**  
**COMPETITION PRIZE MONEY, PRIZES**  
**AND CHAMPIONSHIPS**

**ARTICLE A701 PRIZE MONIES**

1. Prize money is due to the owner of the horse within 30 days of the close of the competition, except in the case of fairs and exhibitions which may apply to the Participating PTSO for an extension.
2. Unless written permission to extend the payment date has been obtained from the Participating PTSO, failure to pay prize money or other indebtedness within 30 days of the last day of the competition may result in a fine to the competition equivalent to 20% of its competition fees.
3. The organizing committee shall not use prize money owed to one competitor to apply to the indebtedness of another.
4. No competition may advertise the prize money in any class unless the advertised amount which must be stated in the prize list is distributed in total to the winners. In the case of fewer entries than advertised placing, affected competitors must be notified in writing before the start of the competition of any new distribution plan.

**ARTICLE A702 ADD-BACK**

A competition using the add-back system must post a list of entries prior to each class and indicate the minimum number of entries and prize money to be paid out. In the case of fewer entries than the minimum number indicated, the competition must refund entry fees on request.

**ARTICLE A703 RIBBONS AND PRIZES**

At all EC-sanctioned competitions, Agriculture and Agri-Food Canada require that the prize ribbons for Grand Champion, Reserve Grand Champion, Champion, Reserve Champion, and First through Twelfth may be the following colours:

Grand Champion .....	Red, Blue, White and Yellow
Reserve Grand Champion .....	Blue, White, Yellow and Green
Champion .....	Red, Blue and White
Reserve Champion .....	Blue, Yellow and White
First .....	Red
Second .....	Blue
Third .....	White
Fourth .....	Yellow
Fifth .....	Green
Sixth .....	Pink
Seventh .....	Purple
Eighth .....	Brown
Ninth .....	Orange
Tenth .....	Mauve
Eleventh .....	Rose
Twelfth .....	Beige

## **ARTICLE A704 SWEEPSTAKE CLASS**

When a sweepstake class is offered and entry fees are to be divided amongst the winners, either with or without monies added by the competition, the total to be distributed shall be clearly designated in the prize list. Upon completion of the class, the monies distributed shall be as stated in the prize list and shall be based on the actual number of entries in the class.

## **ARTICLE A705 TROPHIES**

1. The conditions of any trophy including challenge or perpetual trophies may not be changed without the consent of the donor of the trophy or the donor's legal representative and, in the case of a challenge trophy, all those who have qualified as potential winners. See Glossary under "Trophy" for definitions.
2. At the discretion of the organizing committee, a competitor may be entitled to keep a challenge trophy for a period of 11 months from the time that it is won. If the trophy has not been returned at the end of that time, a competition may demand its immediate return, unless it has been won outright.
3. The failure of a competitor to return a challenge trophy as in Article A705.2 shall constitute a violation of the rules and the competitor shall be subject to the penalties provided for in Chapter 12 - General Dispute Resolution and Protests at EC-sanctioned Competitions.
4. When a trophy is donated to a competition, the donor must specify whether it is to be given outright, or to be a challenge trophy or a perpetual trophy. In each case, conditions for the trophy must be specified in writing by the donor.

## **ARTICLE A706 CHAMPIONSHIP CLASSES**

1. All horses eligible for championships must compete in a championship class unless excused by the competition. **Exception:** A competitor who qualifies more than one horse for a championship may elect to show only one horse.
2. Competitors failing to comply with this rule will forfeit all winnings by this horse at the competition in question.
3. To be eligible for entry in a championship class at an EC-sanctioned competition, a horse must have been entered, shown and judged in at least one qualifying class in the same division. See Glossary for definition of "Shown and Judged".
4. No entry fee shall be charged in any class held only to award a championship and in which a competitor who has qualified must compete.
5. Fees may be charged for championship stakes and sweepstakes at the discretion of the competition.
6. Championship and stake classes are not necessarily the same; see discipline/breed sport rules.

## **ARTICLE A707 COMPETITION CHAMPIONSHIPS**

1. When computing points for championships at EC-sanctioned competitions, refer to discipline/breed sport rules.
2. Only those classes in which all horses and/or competitors in a given division have an equal chance to accumulate points may be used when computing points.
3. A minimum of three classes is required for championships in EC-sanctioned competitions.

**Exception:** Dressage refer to Section E..

## **ARTICLE A708 GRAND CHAMPIONSHIPS**

The point value of championship placings for calculating grand championships must be specified in the prize list. Conditions pertaining to eligibility such as breed registration must also be stated in the prize list.

**ARTICLE A709 HIGH-POINT AWARDS**

1. If a competition is giving a high-point award, the prize list must specify which classes will be counted towards the award.
2. An equal number of classes from each division must be included so that all competitors have an equal chance.
3. A minimum of two classes is required for a competition high-point award.

**Exception:** Dressage refer to Section E.

## **CHAPTER 8 ENTRIES**

### **ARTICLE A801 GENERAL**

1. 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 constitution and rules of Equestrian Canada and any additional rules set by the competition.
2. Every entry shall further constitute an undertaking that:
  - a) every horse, rider or driver is eligible as entered; and
  - b) the owners, lessees and any of their representatives agree to be bound by the constitution and rules of Equestrian Canada and the competition, to accept as final the decision of the EC Board of Directors on any question arising under said rules, and agree to hold the competition, EC, their officials, directors and employees harmless for any action.
3. Entry forms must be properly completed as they supply the information required to credit points won at EC competitions for awards and for qualification to specific EC competitions which require this information.
4. All entries must be made in writing and must be accompanied by funds to cover all expenses involved, including entry and stabling fees and any other applicable charges. However, a competition has the option to state in their prize list that they will accept entries by fax. Any competitor or agent who provides payment which is ultimately non-negotiable is in violation of these rules.
5. No entry is eligible to compete until the entry form has been signed by the person responsible (please see Glossary for definition of “Person Responsible”). A parent (or guardian) must sign for junior riders/drivers. It is the responsibility of the competition secretary to ensure that no entry competes until or unless this requirement is met.
6. Person Responsible (PR) must sign the competition entry form. PR must be an EC Sport License holder in good standing OR in the case of junior/minor owner entries, a parent/guardian is entitled to sign as PR. In the case of USEF member entries PR may also be a USEF member in good standing (see Article A213.2).
7. Competitors from other countries must be members in good standing of their national federation, which is a federation recognized by the FEI.
8. Individuals are not eligible to participate in any EC-sanctioned competition during the term of any disqualification or suspension. Such disqualification or suspension is not in effect during the period of an appeal. See Chapter 12 - General Dispute Resolution and Protests at EC-sanctioned Competitions.
9. Competitors are responsible for their own errors and those of their agents in the completion of their entry forms.
10. See also Chapter A14, Conflict of Interest Provisions.
11. If competition management allows an individual to compete without a required membership, Sport License and/or fee, the competition management will be fined according to the current *Schedule of Fines and Penalties*,
12. Failure of competition management to follow and enforce any rules could result in the loss of future competition license approvals.

### **ARTICLE A802 ENTRY FORMS**

1. All entry forms must be submitted with the prize list for approval as per the EC

#### Competition Administration Policy

2. Each prize list must contain an entry form.
3. Entry forms must include, on an individual line, an equine medication control testing fee for each horse entered.
4. All entry forms must contain the following statements which must be signed by the person responsible (See Glossary – Person Responsible): “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 Equestrian 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.”
5. Space must be provided on the entry form for:
  - a) Passport and horse license number of each horse in all division requiring passports;
  - b) EC sport license numbers for owner or lessee and rider or driver. Photocopy of current EC or other national federation license or card to be attached;
  - c) date of birth for juniors, youths or young riders/drivers as required and, when a competition offers other classes divided by age, the date of birth of all riders or drivers entering these classes;
  - d) CET membership numbers for riders/drivers competing in CET medal classes. Photocopy of current CET membership card to be attached;
  - e) Amateur status, if required. Photocopy of current EC Sport License listing amateur status to be attached;
  - f) discipline or breed affiliation and association membership number, if applicable. Photocopy of affiliated association membership card to be attached;
  - g) horse’s name, age, gender, breed, colour, height (for horses over six-eight years);
  - h) registration number(s) of horse, if required. Photocopy of registration to be attached;
  - i) name, signature and EC number/USEF number/PTSO number (if applicable) of person responsible; and
  - j) signature of parent or guardian in the case of junior competitors.
6. All entry forms at competitions that are subject to the junior headgear rule (see Article A905, Headgear) must include the following acknowledgement and ensure that the entry form is signed by the parent/guardian: “In the event that \_\_\_\_\_ participates in an Equestrian 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.” See Rules of Equestrian Canada, Section A, General Regulations, Article A905, Headgear.
7. Entry forms must be completed in full for each entry and filed with the competition.

## **ARTICLE A803 MISREPRESENTATION**

1. Misrepresentation of the identity of a horse through falsification of a name, registration number, passport or horse license number or descriptive material on any entry form, or the substitution in the competition of a horse other than the one named in the entry form for the class in question unless due notice is given to the organizing committee, shall result in forfeiture by a competitor of any winnings earned by such misrepresented or substituted horse at that competition and shall render the competitor liable for penalty as described in Chapter 12 - General Dispute Resolution and Protests at EC-sanctioned Competitions.
2. FEI-sanctioned competitions must report such incidents to the FEI and EC-sanctioned competitions must report such incidents to EC.
3. It is the duty of the competition organizing committee to take action as above without waiting for a protest or, if in their opinion it is beyond their jurisdiction, to make a report to the Participating PTSO within 20 days.

## **ARTICLE A804 DETERMINATION OF ENTRY STATUS**

Competitors in classes restricted by age and/or amateur status must be prepared to provide proof of eligibility.

## **ARTICLE A805 REFUSAL OR LIMITATION OF ENTRIES**

1. Entries must be refused for members not in good standing.
2. Except as provided in Article A805.1, a competition may not refuse entries in the following cases:
  - a) to a class open to horses in a geographically-specified area;
  - b) to a class where the award offered is a challenge trophy, and the competitor in question is in contention for the trophy;
  - c) to a class whose placings count towards eligibility for any regional, provincial, national or international final or championship;
  - d) to an athlete who is otherwise eligible to compete at a national team trial; and
  - e) to any athlete who is otherwise eligible to compete after reinstatement of sport eligibility pursuant to the *Canadian Policy on Doping in Sport*.
3. Other than as specified in Article A805.2, a competition may reserve the right to refuse an entry providing the reason for refusal is clearly stated in the prize list (see Article A805.4). Refer to Article A603.2(b) – Event Specific Information. For Eventing competitions, see Article D118; for Hunter Jumper Equitation rules, see G301.8.
4. A competition may require a horse or rider/driver to win a certain number of ribbons at national competitions to qualify for entry or may set a limit as to the number of entries that will be accepted in any division or class. These conditions must be stated in the prize list.
5. A competition may limit the number of horses entered by an owner or the number of horses ridden/driven by a rider/driver. These conditions must be stated in the prize list.
6. No points for regional, provincial, national or international finals, circuits, or championships may be earned in restricted classes.

## **ARTICLE A806 SUBSTITUTION OF ENTRIES**

The competition prize list must state the policy and fees, if any, for substitution of entries.

#### **ARTICLE A807 LATE ENTRIES AND POST ENTRIES**

1. Late entries or post entries are permitted at the discretion of the competition organizing committee. However, the prize list must clearly state whether or not such entries will be accepted. See Article 603.1a.
2. Late entries or post-entries cannot be accepted after the start of the class.

#### **ARTICLE A808 HORS CONCOURS (H/C) ENTRIES**

1. Hors concours (H/C) entries may be accepted at the discretion of the competition. The competition must state its policy regarding such entries in its prize list. See Article A603.1.m.
2. These entries must pay the same entry fee and are subject to the same conditions which apply to regular entries as outlined in the discipline/breed sport rules.
3. Hors Concours (H/C) entries are not eligible for any awards.
4. See also discipline/breed sport rules.

#### **ARTICLE A809 COGGINS TEST**

EC strongly recommends that all horse owners have their horses tested regularly for Equine Infectious Anemia (EIA or Coggins Test).

#### **ARTICLE A810 HORSES AND PONIES**

1. Horses must be entered under their recorded or registered name, with passport number, horse license number and breed registration number where applicable, and under the name of the owner, the registered lessee or the registered farm or stable.
2. A pony shall not be eligible for classes open only to horses, unless otherwise provided in discipline/breed sport rules.
3. In all classes, ponies under saddle may be ridden by juniors or adults, except as noted in discipline/breed sport rules.

#### **ARTICLE A811 STALLIONS**

1. Stallions shall be barred from any class whose conditions specify that a junior is to ride or drive, except as provided for in discipline/breed sport rules.
2. Unmanageable stallions must be excused.
3. Decisions as to the manageability of stallions are at the discretion of the judge or steward.
4. See discipline/breed sport rules for interpretations and exceptions.

#### **ARTICLE A812 UNSHOD HORSES**

A horse shall not be barred from the ring because of being unshod, unless otherwise specified in discipline/breed sport rules. See also Article A511, Shoeing and Shoe Weight.

#### **ARTICLE 813 ARTIFICIAL MARKINGS AND APPLIANCE**

1. No horse may be present with its identity concealed in any manner by the application of paint or dye or any other substance. For interpretations, see discipline/breed sport rules.
2. Artificial appliances other than those permitted in discipline/breed sport rules are prohibited.



#### **ARTICLE A814 COMPETITION NUMBER**

Every entry must be provided an identification number by the competition organizing committee which must be worn and visible at all times in the schooling and/or exercise areas as well as in the competition ring.

#### **ARTICLE A815 DEPARTURE FROM COMPETITION GROUNDS**

Each competition may make its own rules regarding the permissibility of entries leaving the show grounds during the competition. Such rules must be stated in the prize list. FEI rules will apply for FEI-sanctioned events.

#### **ARTICLE A816 CANCELLATION OF ENTRY**

Competitors canceling their entry after the official date for the closing of entries and before the beginning of the competition shall forfeit their entry fee at the option of the organizing committee. The competition policy on forfeiture of fees must be stated in the prize list.

#### **ARTICLE A817 REGISTERED LEASES**

1. Registration of the lease of a horse entitles the lessee to all competitive privileges of an owner (including eligibility for EC awards), except the right to compete in classes restricted to owners and/or amateur owners.
2. The lessee must hold a valid EC sport license or be a member in good standing of a FEI member foreign national federation.
3. To register a lease with EC, the lessee must submit a copy of the signed lease form together with the fee listed in the current EC *Schedule of Fees* payable to EC. EC will register the lease and return the lease to the lessee stamped with EC seal.
4. By registering a lease with EC, the lessee is agreeing to become the person responsible for the leased horse, and as such to adhere to the provisions of Article A1011, Person Responsible.
5. In the case of a lease covering driving horse pairs or four-in-hands where the horses leased will be entered as a unit and shown under the terms of the lease, a single lease registration fee will apply, it being the intention of this rule to have a record of the responsible person competing the horses.
6. All leases for FEI competitors must be registered with the FEI through EC prior to participation in an FEI competition. For further information pertaining to FEI leases, contact EC office, attention FEI leases.
7. Where passports are required, proof of registration of the lease must be entered and kept in the passport.

## **CHAPTER 9 COMPETITORS**

### **ARTICLE A901 JUNIOR/YOUTH AND YOUNG RIDER COMPETITORS**

1. No junior shall be classified as a professional.
2. See Glossary under “Junior/Youth” regarding age of juniors and youths, and under “Young Rider” regarding age of young riders.
3. Horses must be handled in the ring by a junior/youth or young rider/driver in all phases of a class.
4. In competitions where cross-entering between English and Western youth/junior classes is permitted, the age limit will be that for juniors. Individuals are considered juniors until the end of the calendar year in which they turn 18 years of age. No modification is permitted.
5. Junior, youth and young rider/driver competitors must be prepared to provide proof of age to competition management. See discipline/breed sport rules. Young riders/drivers are considered young riders/drivers until the end of the calendar year in which they reach the age of 21.

### **ARTICLE A902 AMATEUR COMPETITORS**

1. All adults competing in EC amateur classes must possess a current amateur card. Competitors in FEI-sanctioned competitions must comply with the FEI definition of amateur.
2. A person competing in EC amateur classes must hold a valid EC sport license indicating amateur status and adhere to the guidelines as indicated in the discipline/breed sport rules. Riders competing in Amateur classes on a Temporary Sport License must have a signed Amateur Affidavit on file with the competition Secretary.
3. Applicable to CET only: product endorsement by an EC amateur must not be contrary to the terms of the EC Athlete Agreement.
4. Applicable to CET only: An EC amateur may not enter into any form of sponsorship agreement that is contrary to the terms of the EC Athlete Agreement.
5. Persons who possess a current and valid amateur card from their breed affiliate organization are eligible to compete in EC amateur classes within the divisions for that breed.
6. USEF members who are eligible to compete as amateurs are eligible to compete in EC amateur classes, except in CET and EC amateur medal classes when they must also pay the fee for a valid sport license and be members of the CET as required by the class specifications. Proof of amateur status must be submitted with entries to EC-sanctioned competitions.
7. If the status of an EC certified amateur is challenged, such challenge is subject to EC rules regarding official complaints. See Appendix A-4 EC Dispute Resolution Policy - Complaints.
8. See Article A1302.8 regarding remuneration of officials and Section F, which forbids the offering of prize money in equitation, horsemanship and showmanship classes.

## **ARTICLE A903 APPLICATION FOR EC AMATEUR STATUS**

1. Amateur status is issued by EC.
2. Certification of amateur status is issued annually on EC Sport License cards.
3. All persons wishing EC amateur status must complete and sign the amateur declaration, which is on the *Sport License application/renewal* form, affirming their eligibility.
4. Eligible amateurs who are not EC sport license holders may receive amateur status issued by EC upon payment of the fee as listed in the current EC *Schedule of Fees*.
5. Eligible amateurs who are competing on a Temporary Sport license must complete an *Amateur Affidavit* to enter classes restricted to Amateur riders/drivers.

## **ARTICLE A904 DRESS**

1. A competitor must be correctly dressed for the class entered. Attendants must be neatly dressed.
2. The management may at its discretion bar any entry or person from entering the ring if not suitably presented.
3. Riders/drivers will not be penalized for wearing safety vests.

## **ARTICLE A905 HEADGEAR**

1. At all times, persons mounted or carriage driving at an EC-sanctioned event location must wear approved protective headgear as described below.  
Exceptions: See discipline or breed sport rules:
  - a) Section B – American Saddlebred: B302.2, B405.2, B902
  - b) Section B – Arabian: B1306.7, B1501.22, B1602.3, B1702.3, B1802.3, B1902.5, B2002.4, B2402.4, B2402.6, B2403.3, B2610.3, B3002.9, B3604.5, B3605.2, B3605.5, B3606.2 B3611.2. B3701.4,
  - c) Section B – Hackney: B4611.5, B4804, B4805, B4808,
  - d) Section B – Morgan: B5208.2, B5502.2, B5602.2, B5702.2, B5803.1(b), B5903.1-2, B6003, B6103.4, B6401.5, B6501, B6703
  - e) Section B – Road Horse and Pony: B7106, B7107, 9, B7207
  - f) Section B – Welsh Pony & Cob: B7601, B7604,
  - g) Section C – C102.11, C906.1(b), C908.2, C1904, C2302, C2906
  - h) Section F – Saddle Seat: F2106
  - i) Section K – Reining: K303.1
  - j) Section L – Vaulting: L206
2. Protective headgear must be:
  - a) approved by an accredited certification organization. See Glossary – Headgear Standards;
  - b) properly fitted; and
  - c) securely fastened by a safety harness permanently affixed to the helmet.
3. Any competitor may wear approved protective headgear in any division or class without penalty from the judge.
4. EC makes no representation or warranty, expressed or implied, about any approved protective headgear. EC cautions riders and drivers that serious injury or death may result despite wearing such headgear, as all equestrian sports involve inherent risk, and no protective headgear can protect against all foreseeable injury.

## **ARTICLE A906 USE OF WHIPS**

1. No item may be used inside or outside the ring other than one whip per handler, except in harness classes and as noted in discipline/breed sport rules.
2. Lunge whips are permissible for lungeing horses.

## **ARTICLE A907 ELECTRONIC COMMUNICATION DEVICES**

The use of personal electronic communication devices by a competitor or trainer while in the ring being judged or during ribbon presentation is forbidden under penalty of elimination. The use of cellular phones or other similar communication devices, including computers, by judges while in the ring (including center ring), judges' box, judges' stand or on any part of a course during competition is strictly prohibited except when judges are discharging their official duties.

**Exception:** Competitors with physical disabilities, who must have a Para-Equestrian Classification Card or Para-Equestrian Medical Form from Equestrian Canada that authorizes the use of a communication device. (See also Article A214).

## **ARTICLE A908 PERMISSION TO COMPETE IN FOREIGN COUNTRIES**

1. Individuals wishing to compete in foreign countries that require authorization from the competitor's national federation must receive permission from EC. It is the right of EC to authorize or deny applications.
2. National competitions sanctioned by foreign federations: applications for permission to compete must be made in writing to EC and include the following information:
  - a) that the individuals are Canadian citizens and hold a valid EC Gold Sport License;
  - b) whether they compete as amateurs or professionals;
  - c) whether they wish to compete in national or international competitions; and
  - d) the disciplines in which the applicant wishes to compete: Jumping, Dressage, Driving, Eventing, Vaulting, Endurance, Reining or Para-Equestrian.
3. All FEI-sanctioned competitions; individuals wishing to compete in foreign international competitions must apply to EC on an individual basis for each international competition they wish to enter and provide the following information:
  - a) the name and date of the particular competition and the classes or divisions to be entered;
  - b) the names of the horses to be ridden;
  - c) Passport numbers where applicable; and
  - d) Eventing competitors must provide a copy of the completed entry form which must include qualifications.
4. Applications will be considered based upon competitive results, experience of horse and rider/driver, and competition space available.
5. Competitors should be aware that some countries now require foreign competitors to purchase licenses to compete.
6. Competitors who are competing in Canada but who are not Canadian citizens must have permission from their national federation to compete in FEI-sanctioned events in Canada. See discipline/breed sport rules. **Exception:**

USEF members are exempt. For further information, contact EC.

7. Canadians living and competing abroad must be officially registered with EC as competitors domiciled abroad. Refer to FEI rules for further information.

## **CHAPTER 10**

### **EQUINE MEDICATIONS CONTROL**

#### **ARTICLE A1001 INTRODUCTION**

1. The rules to control equine medications as set out herein are intended to guarantee fairness to all participants in events recognized and sanctioned by EC, to ensure the welfare of horses and to maintain public confidence in the fairness of EC-sanctioned competitions.
2. EC sport license holders competing in other countries should be aware that equine medication control rules in other jurisdictions may differ significantly from the equine medication rules in this chapter. These Equine Medication Rules are unique to Canada and will apply to all competitions in Canada sanctioned by EC.
3. Veterinarians retained by Persons Responsible are advised to consult these equine medication control rules and the Schedule of Drugs available from the Canadian Pari-Mutuel Agency (Agriculture and Agri-Food Canada) for guidance on the administration of medication and drugs to horses competing at EC-sanctioned competitions. The elimination guidelines set out in the Schedule of Drugs may not apply to compounded products. In addition, take note of all warnings and explanatory notes contained in the Schedule of Drugs.
4. For the purposes of Chapter 10 Equine Medications Control the following words have the following meaning:
  - a) “drug” means any substance included in the Canadian Pari-Mutual Agency (CPMA) Schedule of Drugs;
  - b) “horse” includes horse, pony, mule and donkey;
  - c) “official chemist” means a chemist who is designated by EC;
  - d) “official laboratory” means a federally approved laboratory that is designated by EC;
  - e) “official sample” means a sample of blood, urine or other bodily substance that is collected from a horse and sent to the official laboratory.
  - f) “person responsible (PR)” see Glossary.
  - g) “hearing panel (Panel)” a panel formed by EC consisting of three qualified persons who will conduct the hearing.
  - h) “witness” An individual who witnesses the collection process and/or an individual who attends a hearing on behalf of a party to the hearing.

#### **ARTICLE A1002 ENFORCEMENT**

1. The equine medication control rules will be enforced by the Equestrian Canada Equine Medications Control Committee or its designate.
2. In case of dispute over the interpretation of these equine medication control rules not involving a hearing or an appeal, the decision of the Chair of the Equestrian Canada Equine Medications Committee shall be final.

#### **ARTICLE A1003 PERMITTED MEDICATIONS**

Permitted Medications may be present in a horse during an EC-sanctioned competition.

1. Permitted medications are the following:
  - a) non-steroidal anti-inflammatory drugs approved for use in Canada for horses: flunixin meglumine, ketoprofen, phenylbutazone or acetylsalicylic acid, subject to the restrictions below.

- b) the anti-ulcer medications: cimetidine, ranitidine, or omeprazole.
  - c) pergolide;
  - d) altrenogest (for mares only)
  - e) firocoxib (by exception to 1a)
- f) The use of shockwave therapy, on any part of the horse's body, within 96 hours of competing is forbidden. If shockwave is performed on the event site, it must be done by a licensed equine veterinarian. The penalty for competing within 96 hours is immediate suspension of the horse from that competition, return of all awards received and a yellow card. Please note that some permitted medications can alter the detection times contained in the *Schedule of Drugs*.
2. Only one non-steroidal anti-inflammatory drug may be administered. If more than one non-steroidal anti-inflammatory drug is found in any sample, the test will be deemed positive. Samples found to contain a permitted medication may be subjected to quantitative testing.
  3. Restrictions relating to permitted medication are as follows:
    - a) the maximum permissible plasma or serum concentration of flunixin is 1.0 microgram per milliliter;
    - b) the maximum permissible plasma or serum concentration of phenylbutazone is 15.0 micrograms per milliliter;
    - c) the maximum permissible plasma or serum concentration of ketoprofen is 0.25 microgram per milliliter; and
    - d) the maximum permissible plasma or serum concentration of firocoxib is 240 nanograms per milliliter.
  4. The rules of certain divisions/breed sports are more restrictive and in some cases allow no drugs or medications. See discipline/breed sport rules.

#### **ARTICLE A1004 DRUGS**

1. A drug is any substance included in the Canadian Pari-Mutual Agency Schedule of Drugs.
2. Persons Responsible, veterinarians, owners, trainers and riders are cautioned against the use of medicinal preparations, tonics, pastes, feeds, supplements, nutraceuticals or herbal products of any kind, the ingredients and quantitative analysis of which are not specifically known, as they may contain a drug, the use of which in competition is not permitted.

#### **ARTICLE A1005 EMERGENCY VETERINARY TREATMENT**

1. The purpose of this article on emergency therapeutic veterinary treatment is to allow the Person Responsible to self disclose to the steward, in advance, that a horse, because of acute illness or injury, required immediate treatment with a drug which may not have cleared in time for competition. Continuing the horse in competition must not be detrimental to the overall welfare of the horse nor accelerate the disease process. To prevent abuse of emergency therapeutic treatment, equine drug testing may be specifically targeted at horses mentioned in any Emergency Medication Report.
2. The filing of an *Emergency Medication Report* is not an automatic defense to any subsequent certificate of positive analysis and/or an allegation by the Equestrian Canada Equine Medications Control Committee or its designate that there has been a violation of the equine medication rules. If the drug testing result from an official sample collected from a horse treated as indicated on the

Emergency Medication Report shows the presence of a drug, the Equestrian Canada Equine Medication Control Committee or its designate will fully investigate the matter and will review the nature of the alleged acute illness or injury, any relevant earlier filed Emergency Medication Reports, the therapeutic treatment administered and the drug detected in the official sample. In its sole discretion the Equestrian Canada Medications Control Committee may decide to take no further action, issue a warning or hold a hearing to determine if an Equine Medication Rule was violated. If a hearing is conducted, the information contained in the Emergency Medication Report and the veterinarian's medical records together with any other relevant information will be considered to determine whether there has been a violation of the equine medication rules.

3. A horse exhibiting at an EC-sanctioned competition that receives any drug other than as listed in A1003 is not eligible for competition and will be found in violation of the equine medication rules unless the Person Responsible can demonstrate that the following requirements in connection with an *Emergency Medication Report* have been fully satisfied:
  - a) the drug administered must be therapeutic and necessary for the treatment of an acute illness or injury. Administration of a drug for such purposes as shipping or clipping or for elective procedures such as dentistry is not considered acute or therapeutic;
  - b) the horse must in every instance be withdrawn from competition for a period of not less than 24 hours after the last administration of a drug; and
  - c) the drug must be administered by a licensed veterinarian.
4. At all levels of EC-sanctioned competitions the Person Responsible must use the current version of the EC *Emergency Medication Report* form. The EC *Emergency Medication Report* form must be signed by the licensed veterinarian responsible for treating the horse and filed with the steward prior to the horse's competition commencing and:
  - a) within one hour after administration of the drug or medication; or
  - b) within one hour after the steward returns to duty (if the drug or medication is administered at a time other than during competition hours); or
  - c) within one hour after arrival on the grounds (if the administration of the drug or medication is at a time before arrival on the grounds).
5. The following facts must be furnished in the Emergency Medication Report:
  - a) horse's name, age, gender, colour, weight, whether it is a horse or pony, passport and entry numbers;
  - b) name of Person Responsible who signed the entry form and owner's name;
  - c) product and generic name of the drug, amount administered, route of administration (oral, intravenous, topical, intramuscular, subcutaneous, inhalation) date(s) of administration, time of last administration;
  - d) detailed diagnosis and reason for administration; and
  - e) name (printed) and signature of veterinarian administering the drug
6. The Steward will:
  - a) record the date and time of receipt on the Emergency Medication Report;
  - b) note the name, location and dates of the show on the Emergency Medication Report;
  - c) note whether the horse continued to compete or was withdrawn from the competition;
  - d) sign the Emergency Medication Report (name also to be printed)
  - e) add any comments, in writing; and



- f) retain one copy and forward the Emergency Medication Report to the Equestrian Canada Equine Medications Committee (c/o Equestrian Canada) no later than 14 days after the conclusion of the event or competition.
7. The official Emergency Medication Report Form is available from the officiating Steward at the competition. The form is also available on the EC web site and may be downloaded.
8. All required information must be included when filing the *Emergency Medication Report*. Failure to strictly comply with the provisions of this Article may result in a violation of the equine medication rules. The Steward must report violations of this Article to EC for such further action as may be deemed appropriate.

#### **ARTICLE A1006 EXAMINATION, SAMPLE COLLECTION AND TESTING**

1. To ensure that horses competing in EC-sanctioned competitions are not in breach of the equine medication rules, the Chair of the Equestrian Canada Equine Medications Control Committee or its designate in each province or the Chair's delegate shall appoint a technician to obtain official samples of urine from selected horses. The Chair, the Chair's delegate for an Equestrian Canada official officiating at the competition may also appoint a licensed veterinarian to examine horses participating at EC-sanctioned competitions. This veterinarian's examination may include a physical examination, the collection of official samples or any other test or procedure
2. On the recommendation of the chair or the chair's delegate or an EC official officiating at the competition, the technician or the licensed veterinarian may select for sample collection and testing any horse entered in any class at an EC-sanctioned competition, including any horse withdrawn by a competitor within 24 hours prior to a class for which it had been entered, while the horse is on the competition grounds. This selection may include a horse that experiences any adverse drug reaction (see 517.3).
3. The targeted or random selection of competitions for drug testing shall be made prior to the competition by the Equestrian Canada Equine Medications Control Committee or its designate. The targeted or random selection of classes and horses for drug testing shall be made at the competition by the Equine Medication Control Technician. In addition, horses may be specifically selected for targeted testing at a competition at the discretion of the Chair, the Chair's delegate or an Equestrian Canada official officiating at the competition so long as any such targeted testing of a horse at a competition is not used for any purpose other than legitimate equine medication control.
4. When a horse is selected to undergo sample collection and drug testing, the competitor or groom or the personal responsible shall be notified by the technician and/or licensed veterinarian that the horse has been selected for testing. The competitor and/or the Person Responsible shall accompany or select a representative (i.e. groom) to accompany the horse to the official sample collection area  
The Person Responsible, competitor or the representative, must witness the collection of the official sample, witness the sealing of the official sample container and sign all the documentation provided by the technician and/or licensed veterinarian.

When the competitor is a Junior, the competitor cannot be the witness. However, the witness may be a parent/guardian who is not an EC or USEF member. In every case, the witness must be an Adult or Senior. If the person responsible, the competitor or a representative, fails or refuses to witness the sample collection, this shall constitute a waiver of any objection to the identification of any horse tested and the manner in which the official sample was collected, sealed and shipped to the official laboratory.

5. Failure to submit a selected horse for examination, sample collection and drug testing or failure to cooperate with the Equestrian Canada Equine Medications Control Committee or its designate or their appointed representatives shall itself constitute a violation of the equine medication rules and may make the Person Responsible subject to the penalties under Chapter 12 - General Dispute Resolution and Protests at EC-sanctioned Competitions. This will be determined at a hearing conducted for this purpose.
6. The official sample testing and analysis shall be governed by procedures approved by Agriculture and Agri-Food Canada. Any and all tests and analysis, whether general screening, quantitative or qualitative, that are deemed appropriate by the official chemist may be performed on urine samples collected by a technician and/or blood samples collected by a licensed veterinarian. The testing and analysis of all official samples must be carried out by an official laboratory.
7. On completion of the testing and analysis of an official sample, an official chemist shall classify the official sample as positive and issue a certificate of positive analysis if he or she has determined that:
  - a) with respect to a drug set out in Part 1 of the Drug Classification Scheme, the drug is present in the official sample;
  - b) with respect to a drug set out in Part 2 of the Drug Classification Scheme, the drug is present in the official sample in a concentration that exceeds the quantitative limit set out for the drug in that part.

#### **ARTICLE A1007 DRUG TESTING FACILITIES – COMPETITION RESPONSIBILITY**

Each EC-sanctioned competition must provide, to the satisfaction of the Chair or the Chair's delegate of the Equestrian Canada Equine Medications Control Committee or its designate, suitable facilities designated and used for the purpose of examinations and official sample collection procedures. Failure to provide suitable facilities may result in disciplinary action against the competition manager and/or the competition, as listed in the *Schedule of Fines and Penalties*.

#### **ARTICLE A1008 DRUG TESTING FEES – COMPETITION RESPONSIBILITY**

1. All EC-sanctioned competitions are required to collect a prescribed drug testing fee for each horse entered. All fees collected are to be remitted using the Equestrian Canada Form to the Equestrian Canada Equine Medications Control Committee or its designate as per the Competition Administration Policy. This fee is to be identified on the entry form as a stand-alone item and not bundled or combined with other fees.
2. At the end of a competition, the organizing committee shall, within 14 days, forward to the Equestrian Canada Equine Medications Control Committee or its designate per the Competitions Administration Policy monies representing the

number of horses entered in the competition, such monies to be held by the Equestrian Canada Equine Medications Control Committee or its designate in a separate fund for use in equine medications control and to support the activities of the Equestrian Canada Medication Control Committee or its designate.

3. If these funds are not sent to Equestrian Canada or its designate within 14 days of the competition, such competition shall be subject to fines as listed in the current EC *Schedule of Fines and Penalties*.

## **ARTICLE A1009 EXCEPTIONS**

The following are exempt from drug fees and testing:

1. Horses on competition grounds not entered in competition are exempt from random testing but could be subject to target testing under General Regulations Chapter 10.~~Horses not in competition performing as an exhibition. Refer to Discipline/breed sport rules for any additional specific exceptions.~~

## **ARTICLE A1010 VIOLATIONS**

1. No person shall:
  - a) administer or permit the administration of a drug to a horse that is entered in an EC-sanctioned competition in such a manner that a certificate of positive analysis would be issued under section A1006.7 with respect to that horse;
  - b) tamper with a horse before, during or after an EC-sanctioned competition in such a manner as to interfere with the collection or analysis of an official sample;
  - c) unless otherwise permitted by the technician or licensed veterinarian conducting the official sample collection, administer anything except drinking water to a horse that has been selected to undergo a drug test pursuant to Article A1006;
  - d) interfere with the collection or analysis of an official sample;
  - e) substitute another horse for any horse that has been selected to undergo a drug test pursuant to Article A1006; or
  - f) substitute or misrepresent the contents of an official sample container;
  - g) be in possession of any of the following drugs (i) injectable magnesium, (ii) gamma amino butyric acid (GABA) or (iii) hydroxy-gamma butyric acid (Hydroxy-GABA) at an EC-sanctioned competition;
  - h) administer or permit the administration by any means to a horse entered in an EC-sanctioned competition any of the following drugs (i) injectable magnesium, (ii) gamma amino butyric acid (GABA) or (iii) hydroxy-gamma butyric acid (Hydroxy-GABA); or
  - i) refuse the request of an on duty EC licensed official to provide for independent inspection and testing the equipment and materials used for the injection of a horse at an EC sanctioned competition.
2. Should the analysis of an official sample taken from a horse competing in an EC- sanctioned competition result in a certificate of positive analysis being issued by the official laboratory this will be prima facie evidence that a drug has been administered to the horse and shall be a violation of equine medication rules.
3. When notice of a certificate of positive analysis is received from an official laboratory, the Equestrian Canada Equine Medication Control Committee will

determine the nature and category of the offense. The EC-EMCC will offer the person(s) responsible the option to accept an administrative penalty or to hold a hearing in accordance with Chapter 12 - General Dispute Resolution and Protests at EC-sanctioned Competitions and the *Schedule of Fines and Penalties*.

4. The Person Responsible found pursuant to A1011 to be responsible and accountable for a horse whose official sample resulted in a certificate of positive analysis shall be required to forfeit all winnings at the competition in question by said horse, and the same shall be redistributed in consequence. In addition, the Person Responsible shall be subject to the penalties in accordance with the *Schedule of Fines and Penalties* or in the case of a hearing, as determined by the Hearing Panel in accordance with the *Schedule of Fines and Penalties*. Any suspension imposed on the Person Responsible may be served at any time at the discretion of the Hearing Panel. In addition, the horse may be suspended for any period of time specified by the Hearing Panel. The Person Responsible and/or the horse shall be placed in not-in-good standing for the duration of their suspensions and until all fines are paid in full.
5. If any person who is subject to these equine medication rules administers, instructs, aids, conspires with another to administer, or employs anyone who administers or attempts to administer a drug to a horse who is competing at a competition sanctioned by EC in such a manner that a certificate of positive analysis would be issued under section A1006.7 with respect to that horse, the penalties for such actions may be the same as the penalties that may be imposed on the Person Responsible.
6. If an on duty EC licensed official (i.e. steward, judge, technical delegate) personally witnesses any person injecting or attempting to inject a horse at an EC sanctioned competition the licensed official must inform the person that he or she was seen injecting or attempting to inject the horse and the licensed official may then request of that person that all the injection equipment (needles and syringes) be turned over and provided to the licensed official for independent inspection and testing to determine whether any of the following drugs: (i) injectable magnesium, (ii) Gamma amino butyric acid (GABA) or (iii) Hydroxy-gamma butyric acid (Hydroxy-GABA) were present in or on the injection equipment. If, after being asked by the licensed official to provide the injection equipment to the licensed official, the person refuses or fails to comply, such conduct will itself result in a violation with the same sanction to be imposed as a positive analysis report for a class two (2) substance of the EC Drug Classification Scheme.
7. No Person Responsible will be fined or suspended nor will a horse whose official sample resulted in a certificate of positive analysis be barred from competition until a written ruling has been issued by Equestrian Canada or its designate.

#### **ARTICLE A1011 PERSON RESPONSIBLE (PR)**

See Glossary for the definition of "Person Responsible".

1. a) The Person Responsible (PR), is responsible and accountable under the violation and penalty provisions of these EC Rules for the care, training, custody and performance of the horse. The PR may avoid liability under this clause only if the PR can demonstrate on the basis of substantial and credible evidence that he or she did not know or suspect and could not

reasonably have known or suspected even with the exercise of the utmost caution, that a horse for whom the PR is responsible and accountable was in breach of any EC Rule and, in addition:

- (i) for the condition of the horse;
- (ii) to guard each horse at and sufficiently prior to an EC-sanctioned competition such as to prevent the administration by anyone of, or its exposure to, any drug which results in a certificate of positive analysis;
- (iii) to not enter a horse in a competition or allow a horse to be entered in a competition if that horse has been administered with a drug which results in a certificate of positive analysis; and
- iv) to know all the provisions of this Chapter 10 and all other rules of EC including the violation and penalty provisions of said rules.

To be responsible and accountable for the care, training, custody and performance of the horse together with the provisions in (i) to (iv) inclusive are the “duties” of the Person Responsible;

- b) for the purposes of these Rules, substantial evidence means affirmative evidence of such a clear and definitive nature as to establish that the Person Responsible was:
  - (i) not responsible or accountable for his or her duties; and
  - (ii) bears absolutely no fault or negligence for the issuance of a certificate of positive analysis and the failure to perform his or her duties;
- c) Persons Responsible who are prevented from performing their duties by reason of illness or other cause, or who must be absent from any competition where horses under their care are entered and stabled shall immediately notify the competition secretary and, at the same time, appoint a substitute. Such substitute Person Responsible shall place his or her name on the entry form forthwith and thereby shall assume full responsibility for the performance of the duties. Any such substitution does not automatically relieve the original Person Responsible of his or her responsibility and accountability for the performance of the duties. One or more Persons Responsible may be found jointly responsible and accountable for the care, training, custody and performance of the horse and for any failure to perform the duties.

- 2. The Person Responsible and the owner acknowledge that the Person Responsible represents the owner with respect to the horses entered in the competition in matters relating to entries, scratches for any reason, equine medication control and any act performed on any horse under the care and custody of the Person Responsible.
- 3. For Platinum competitions please refer to FEI rules.

#### **ARTICLE A1012 PROTESTS**

No competitor may file a protest regarding any alleged administration of a drug to another competitor’s entry.

#### **ARTICLE A1013 DRUG TESTING – FEI SANCTIONED COMPETITIONS**

The FEI EADMC rules will apply.

#### **ARTICLE A1014 PUBLIC DISCLOSURE**

All Equine Medication Control hearings, whether documentary or oral are private. Only following the conclusion of a hearing or once the administrative penalty has been accepted, the following information shall be published in the EC magazine and on the EC website: The name of the person responsible, the horse's name; the name and date of the competition, the drug, the class of violation and the penalty. The information outlined will only be published after the person responsible has been notified by Equestrian Canada or its designate. The information will remain published for three years.

If the Person Responsible or any associated or related person makes information concerning a rule violation or an alleged rule violation public prior to the conclusion of the hearing, the acceptance of the administrative penalty and the release of the EC's public report, EC may comment on all such public information.

#### **ARTICLE A1013 JOINT INJECTIONS**

Intrasynovial injections (joint, tendon sheath or bursal) are prohibited within 96 hours of competition.

## CHAPTER 11 MEASUREMENT

### ARTICLE A1101 GENERAL

1. The rules contained in this chapter are the general rules relating to the measurement of the height, and the toe and heel length of horses and ponies.
2. The measurement procedures outlined are common to all classes of horses and ponies.

### ARTICLE A1102 REQUIREMENT FOR HEIGHT MEASUREMENT

1. No pony shall be shown in any performance class where height is a qualifying factor unless it is properly measured at the competition or the owner possesses a *Permanent Measurement Card* or, in the case of a horse or pony under ~~six~~ eight years of age, a temporary measurement form.
2. For classes where height is a factor, the competition organizing committee must provide for the measurement of all horses or ponies without a *Permanent Measurement Card* or a valid temporary measurement form.

### ARTICLE A1103 PERMANENT MEASUREMENT CARDS

1. Permanent measurement cards are issued for horses or ponies ~~six-eight~~ years old or over.
2. To obtain a permanent measurement card, a horse or pony must be measured at an EC-sanctioned competition in which it is competing. Blank cards are available from the Participating PTSO or the competition office. Refer to Article A1105, Officials Authorized to Measure Height.
3. For horses or ponies with passports, the Record of Measurement on the back page of the EC passport is to be completed. This constitutes the permanent measurement card.

### ARTICLE A1104 TEMPORARY MEASUREMENT FORMS

Until a horse or pony is ~~six-eight~~ years of age, a temporary measurement form must be obtained annually. Such forms remain valid for the calendar year. Blank forms can be obtained from the Participating PTSO or the competition secretary. Refer to Article A1105, Officials Authorized to Measure Height.

### ARTICLE A1105 OFFICIALS AUTHORIZED TO MEASURE HEIGHT

1. The height of the horse or pony must be measured by any two of the following event or competition officials: veterinarian, steward, technical delegate or judge.
2. Both officials must carry out and/or witness the measurement prior to signing the *Permanent Measurement Card* or the *Temporary Measurement Form for horses or ponies* under ~~six-eight~~. The officials must ensure that one copy of the temporary form is retained by the owner and that another is sent to Equestrian Canada.
3. The officials authorized to measure horses or ponies must check the measurement devices for accuracy in order to record true measurements; however no liability shall be attributable to any official involved in any stage of the measurement of a horse or pony.

### ARTICLE A1106 DEVICES FOR MEASURING HEIGHT

1. A standard metal measurement stick or an EC-approved measuring device shall be used for the measurement of all horses and ponies where height is a requirement.
2. A standard metal measurement stick is a straight, stiff, unbendable stick that is equipped with a spirit level to ensure that the crosspiece is parallel to the ground surface.
3. At competitions where ponies are measured, the measurement stick should be checked against a metal tape measure to ensure accuracy.
4. Measurements of height may be expressed in hands, inches, or centimeters. A hand is four inches; fractions of hands are expressed in inches.

#### **ARTICLE A1107 SURFACE FOR MEASURING HEIGHT**

1. The measurement surface must be level. Under no circumstances should horses be measured on dirt or gravel. A concrete slab or other level paved surface is most desirable but when not available at a competition, a sheet of heavy plywood can be used. Otherwise, the measuring officials must ensure that a suitable, alternate surface is used.
2. If such surface is not available, horses without a *Permanent Measurement* or a valid *Temporary Measurement Form* may be measured to compete in that competition only but no measurement form shall be given to the owner or returned to EC.

#### **ARTICLE A1108 POSITION OF HORSE FOR HEIGHT MEASUREMENT**

1. The horse must be sound and stand squarely on all four feet in such a position that the front legs are vertical to the ground and the back of the hocks are in a vertical line with the point of the horse's quarters.
2. The head must be held low enough to reveal the highest point of the withers but no lower.
3. The horse must be free of all appliances and handlers must not interfere with the horse in any way that will prevent it from standing in this position.

#### **ARTICLE A1109 METHOD OF MEASURING HEIGHT**

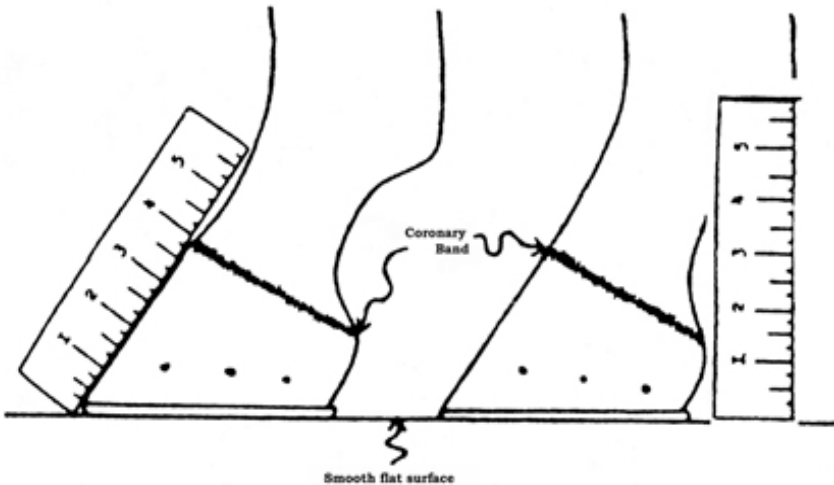
1. With the horse in the described position, measure the vertical distance from the highest point of the withers to the ground.
2. Horses are to be measured barefoot or as if barefoot. If the horse is shod, the measurement of the shoe must be deducted from the horse's height unless discipline/breed sport rules specify alternate criteria.
3. The arm or the crosspiece of the measuring device shall be placed over the highest point of the withers and no measurement taken at any other part of the horse's body shall count. Additional pressure must not be applied to the crosspiece or arm on the measuring stick.



## ARTICLE A1110 REQUIREMENT FOR TOE AND HEEL MEASUREMENTS

1. Toe and heel length must be recorded when a horse's height is officially measured.
2. Toe length measurement may also be required for horses competing under certain breed rules.

## ARTICLE A1111 METHOD OF MEASURING TOE AND HEEL



1. With a metal ruler six inches or 15 cm in length, determine the length of the toe by measuring the front of the hoof, in the center, from the skin line on the lower side of the coronary band to the ground.
2. The skin line on the lower side of the coronary band is to be defined by palpation. The thumb should be used to press on the horny hoof wall proceeding from the ground toward the hairline. The first compressible soft tissue palpated is the lower side of the coronary band. The hairline does not necessarily coincide with the lower side of the coronary band.
3. Determine the height of the heel by measuring from the skin line on the lower side of the coronary band to the ground, with the ruler perpendicular to the ground.

## ARTICLE A1112 PROTESTING HEIGHT

1. No protest may be lodged against the height of a horse or pony under the age of ~~six~~ six-eight that possesses a valid temporary measurement form.
2. Any owner, lessee, trainer, coach, rider or driver may file a signed protest in writing to the competition organizing committee, upon payment of a cash deposit as listed in the current EC *Schedule of Fines and Penalties* and subject to EC rules of protest, concerning the height of any one horse or pony six-eight years older competing against them in the same class. In accordance with Article A1205.3, the protest fee will be held by the competitions until such time as the protest and any appeals have been resolved.

3. There is a limit to the number of protests that may be filed against the height measurement of any given horse or pony six-eight years of age or over. That limit is once in any calendar year, to a maximum of three times during that horse's life. **Exception:** For hunter and jumper ponies, see discipline/breed sport rules.
4. It is the duty of the competition organizing committee to ensure that the protested horse is remeasured by any two of the following who must not have taken the measurements being protested:
  - a) Veterinarians;
  - b) Judges;
  - c) Competition steward.
5. The officials responsible for the remeasurement shall take new measurements immediately.
6. If the horse is found to be in violation, it will be disqualified from the competition and all entry fees and winnings for the entire competition shall be forfeited. The competition organizing committee must send a copy of the protest to the Participating PTSO and EC.
7. The decision of the organizing committee may be appealed in writing to the Participating PTSO within 15 days of the measurement. See Article A1115, Appeal of Height Measurement.
8. It is the responsibility of the owner to keep copies of any protest forms regarding height in the passport of the horse.

#### **ARTICLE A1113 CHANGE OF HEIGHT CLASSIFICATION**

1. A horse with a permanent card in a given height classification may never revert to a lower height classification. For example, an "A" hunter pony will always be an "A" hunter pony.
2. If a horse is required to transfer to another division or height classification by virtue of an official remeasurement, its *Permanent Measurement Card* or *Temporary Measurement Form* must be surrendered to the competition steward who shall forward the same to EC with the official steward's report.

#### **ARTICLE A1114 PROTESTING TOE LENGTH**

1. In a class where the length of toe may be an issue, any owner, lessee, trainer, coach, rider or driver may protest the length of toe of any horse competing in a class in which he is competing. Such protest is subject to all EC rules regarding protests (see Chapter 12 - General Dispute Resolution and Protests at EC-sanctioned Competitions).
2. If the length of toe of any horse is protested, the competition organizing committee must have the official veterinarian and a judge or steward officiating in the competition measure the toe immediately so that no change can be made by reshoeing.
3. If the limit for length of toe is exceeded, the horse must be disqualified for the balance of the competition and the owner of the horse forfeits all entry fees and winnings including points, ribbons, prizes and trophies for that horse for the entire competition.

## ARTICLE A1115 APPEAL OF HEIGHT MEASUREMENT

1. The owner or trainer of a horse or pony declared ineligible for a division or class because of height may appeal a measurement made at a sanctioned competition, by requesting re-measurement.
2. The requirements for re-measurement are:
  - a) the appeal must be made to EC in writing within 15 days of a measurement taken at a sanctioned competition and must be accompanied by a fee as listed in the current EC *Schedule of Fines and Penalties*;
  - b) all expenses including veterinary fees and drug testing costs shall be paid by the appellant, who shall deposit a fee as listed in the current EC *Schedule of Fines and Penalties* with EC as an advance on such expenses prior to delivery of the horse to the measurement site;
  - c) EC will select a location and time for the re-measurement that is as convenient as possible for all parties concerned;
  - d) the measurement shall be performed by one licensed veterinarian and one steward or judge at an EC competition where the pony is competing; however, the officials cannot have performed the measurement that gave rise to the protest;
  - e) any horse or pony submitted for remeasurement must show no evidence of lameness due to paring of hooves. If found to be lame by the examining veterinarian, the horse or pony may not be re-measured for 30 days, and the appellant shall forfeit both the fee as listed in the current EC *Schedule of Fines and Penalties* and any veterinary expenses incurred;
  - f) horses or ponies being re-measured under the appeal process will be subject to Equine Medications Control testing;
  - g) should the horse be resubmitted after 30 days as permitted in A1115.2.e, the appellant shall pay all expenses including veterinary fees and must post an additional deposit of a fee as listed in the current EC *Schedule of Fines and Penalties* against such expenses;
  - h) the horse shall be barred from competing in the particular height division or classes from which it was declared ineligible until the re-measurement is performed;
  - i) if the appeal is upheld, the *Permanent Measurement Card* must be signed and dated by the measurement officials and cannot be protested again within the same calendar year; and
  - j) if the appeal is not upheld or the appellant fails to submit the horse for re-measurement within 45 days, the horse shall be barred from showing for the balance of the year.

## **CHAPTER 12**

### **GENERAL DISPUTE RESOLUTION AND PROTESTS AT EC-SANCTIONED COMPETITIONS**

#### **ARTICLE A1201 PROTESTS**

This Article applies to (Protests) arising from and at EC-sanctioned competition. This policy does not apply to:

Disagreements or grievances:

1. relating to the certification or evaluation of coaches, as these are dealt with pursuant to the EC Appeals Policy;
2. relating to the certification or evaluation of officials, as these are dealt with pursuant to the EC Appeals Policy;
3. relating to the selection of teams or to the participation by an Athlete on a Canadian Equestrian Team, or arising from the EC Athlete Agreement, as these are dealt with pursuant to the Dispute Resolution Policy for Elite Athletes;
4. relating to complaints as these are dealt with pursuant to the Dispute Resolution Policy – Complaints;
5. relating to Harassment, as this is dealt with pursuant to the EC Harassment Policy;
6. relating to the review of a final decision, as this issue is dealt with pursuant to the EC Appeals Policy;
7. relating to a matter that is primarily civil or commercial in nature as these are dealt with pursuant to the policies, rules and laws of the appropriate legal or governing authorities; or
8. relating to a matter where the EC rule or policy alleged to have been breached expressly precludes the application of these rules to Protests.
9. relating to challenges of amateur status. (See Appendix A4 – EC Dispute Resolution Policy – Complaints).

#### **ARTICLE A1202 LIMITATIONS AND NON-PROTESTABLE DECISIONS**

1. A protest with respect to the height of a horse or the length of a foot may only be made to the Competition Organizing Committee. See Articles A1112, A1114, A1115.
2. The soundness of a horse, when determined by an official veterinarian of the competition, or by a judge, is not subject to protest.
3. Judges' decisions representing their discretion are not subject to Protest unless the exercise of the judges' discretion is alleged to be in violation of the EC rules or policies.

#### **ARTICLE A1203 DEFINITIONS APPLICABLE TO PROTESTS**

1. Protest: A formal process, expressed in writing to the Competition Organizing Committee (OC), to lodge a dispute, disagreement or grievance regarding the conduct of the EC-sanctioned competition or an alleged rule or policy violation on the part of the OC or official(s) at the EC sanctioned competition. See Article A1204, Filing a Protest.
2. Protestor: Person or party making a Protest.
3. Respondent: the OC or official alleged to have breached an EC rule or policy.
4. Affected Party: any EC sport license holder or registered participant directly affected by the Protest.

5. Licensed competition: a competition that is sanctioned by EC and is governed by EC Rules.
6. Organizing Committee (OC): Committee or Organization responsible for conducting the licensed competitions according to EC Rules.
7. Sanctioned Competitions. See Glossary under “Competitions”.
8. EC: Equestrian Canada.
9. Qualified person: a person with knowledge of the horse industry or other expert such as a veterinarian, medical doctor or lawyer.
10. Days: shall mean total days, irrespective of weekends or holidays
11. Member: refers to a member who is in good standing as defined in the EC bylaws.

#### **ARTICLE A1204 FILING A PROTEST**

1. A protest at an EC sanctioned competition, other than those specific matters covered in discipline/breed sport rules, must comply with the following provisions:
  - a) a protest is eligible only if made by an EC Sport License holder (i.e. owner, lessee, trainer, coach, official, competitor or authorized agent) or by any person listed in A212 (Exemptions from Sport Licenses) in the division in which the question arises;
  - b) a Protest must be made in writing and addressed to the secretary of the OC at the event which the matter under consideration occurs. Every Protest must be signed and must be accompanied by a deposit of \$100 in cash. (Note that protesting a horse’s height also carries a \$100 cash deposit);
  - c) the OC must send a copy of the Protest (immediately upon receipt) to EC and the applicable Participating PTSO;
  - d) a Protest must contain a specific allegation of a breach of a rule or policy and must give the full name and, if possible, the address of the alleged Respondent;
  - e) the Protestor must be prepared to substantiate the Protest by personal testimony, sworn statements, witnesses’ testimony and other relevant evidence. The Respondent to a Protest must be invited to attend the OC’s hearing.
2. The intended remedy resulting from a successful Protest is the overturning of the decision made by the OC or an official.
3. A Protest may be lodged immediately and must be lodged within 48 hours of completion of the class concerned. See also Eventing and Driving discipline/breed sport rules.
4. The OC must act immediately upon receipt of a Protest.
5. It shall be the duty of the OC that receives a protest to obtain information and evidence from entry forms, witnesses and any other proper sources in order to review and adjudicate the issue impartially. All parties involved must be part of the hearing to consider a Protest.
6. Where the matter is of such a nature as to involve the possible suspension of the competitor or competitor or competitors, it shall be forwarded to EC for referral to the appropriate body for such further action as is deemed necessary.
7. Notices of all hearings shall identify the names of all respondents, all allegations made in the protest, all rules allegedly violated and the maximum penalties for the alleged violation(s).

8. In all cases, a decision in writing shall be served by the OC in person or by registered mail or courier to the last known address of all parties.
9. Appeals of decisions made by an OC may be made to EC in accordance with the EC Appeals Policy. (See Appendix A1 – Equestrian Canada Appeals Policy).

#### **ARTICLE A1205 RESPONSIBILITIES OF THE COMPETITION ORGANIZING COMMITTEE**

1. An OC may only take actions that affect its own competition such as disqualifying a competitor from continuing to compete at its competition. See Article A1213.4 for maximum penalties that may be imposed by an OC. If the OC deems that further sanctions are in order, it must send a recommendation to EC or request the Steward to report and recommend further action by EC. See Article A1204.6 regarding possible suspension of a competitor.
2. In the event the OC sustains the Protest, the deposit shall be returned to the protestor by the OC.
3. In the event the protest is not sustained, the deposit shall be forfeited to the competition unless the Protestor decides to appeal the decision of the OC to EC.
4. A full written report of all such hearings must be sent to both the Participating PTSO and EC.

#### **ARTICLE A1206 GENERAL DISPUTE RESOLUTION RULES**

1. This Article applies to all persons responsible (owners, competitors, agents, trainers, managers, riders, drivers, handlers), competition officials, competition employees, volunteers, and members of the family of the foregoing, EC members or any person who acts in any manner contrary to the policies, rules and regulations of EC or in any manner prejudicial to its interests.
2. Complaints lodged against licensed competition officials must be referred to EC for review by the respective Discipline Committee or the breed Officials Committee.
3. Reports of equine abuse must be filed by the Steward using Article A517 and must be attached to the Steward's report and forwarded to Equestrian Canada. Competitions not requiring a Steward must follow the EC guidelines, which are available at EC. For Driving, Endurance and Eventing, see discipline rules.

#### **ARTICLE A1207 VIOLATIONS** *[formerly A1202.14]*

Violations are deemed to be any act prejudicial to the interests of EC, including but not limited to:

- a) violation of EC rules or EC policies;
- b) disqualification by an EC- sanctioned competition;
- c) acting or inciting or permitting any other to act in a manner contrary to the EC rules, or in a manner deemed improper, unethical, dishonest, unsportsmanlike or intemperate, or prejudicial to the best interests of EC;
- d) any act committed or remark made in connection with the competition considered offensive and/or made with intent to influence or cast aspersions on the character or integrity of the judging;
- e) approaching a judge before or after a decision without first obtaining permission of the steward or technical delegate;
- f) inspecting a judge's card without the judge's permission;

- g) physical assault upon a person(s) and/or cruelty to a horse as defined in these rules;
- h) failure to obey any penalty imposed by EC;
- i) competing a horse while in the care, training or custody of a suspended trainer listed at the time of the violation; or
- j) riding, competing, coaching or training for benefit, credit, reputation or satisfaction of a suspended person;

Any violation noted above, or any other which from time to time may be added by EC will constitute a serious breach of rules and may be dealt with directly by the OC.

#### **ARTICLE A1208 VIOLATIONS AT FEI-SANCTIONED COMPETITIONS**

Any disputed matters, protests, complaints or appeals that arise at FEI-sanctioned competitions must be reported by the appropriate FEI officials according to FEI regulations.

#### **ARTICLE A1209 FILING A COMPLAINT**

Refer to Appendix - the EC Dispute Resolution Policy – Complaints.

#### **ARTICLE A1210 APPEAL OF COMPETITION ORGANIZING COMMITTEE DECISIONS**

If a party is dissatisfied with the decision of the OC, that party may appeal the decision to EC in accordance with the EC Appeals Policy.

#### **ARTICLE A1211 APPEALS**

See EC Appeals Policy in Appendix A1.

#### **ARTICLE A1212 EQUINE DRUG AND MEDICATION PENALTIES**

Refer to Chapter 10 – Equine Medications Control and the EC Schedule of Fines and Penalties.

#### **ARTICLE A1213 PENALTIES**

1. In all circumstances the relevant Hearing Panel must ensure that the penalties imposed are meaningful and proportionate to the violation. These penalties may include, but are not limited to, the following:
  - a) suspension of a person for any period of time from showing or having others show or compete for them;
  - b) suspension for any period of time of the horse(s), completely or partly owned, leased, and all of the stable of such person, unless the Board of Directors shall remove the suspension of said horse(s) upon the grounds that a sale thereof has been made to another person and in such a manner as to convince it that such sale was a bona fide transaction and not one made with the intention of, or for the purpose of, relieving the suspended owner of the penalties otherwise imposed;
  - c) suspension for any period of time of anyone hired, retained or employed to show or compete and who as such, or as a volunteer, shows or competes any horse(s) for the benefit, credit, reputation or satisfaction of the person disciplined; or
  - d) monetary fines.

2. With the exception of disqualification or suspension, no penalty is to take effect until 15 days after the date of effective service of the decision in writing. Suspension is to be served at any time at the discretion of the Hearing Panel.
3.
  - a) if an appeal is filed, any penalties imposed by the OC will be suspended until the decision is rendered by the Appeal Panel;
  - b) if an appeal is unsuccessful, suspensions will be effective from the initial suspension date and any competitions entered in the meantime will be considered violations of the suspension order so that prizes, monies won and points earned must be returned to the said shows within 30 days or further sanctions will result, including a possible lifetime EC competitions ban.
4. The maximum penalties that may be imposed by an OC are:
  - a) disqualification from that competition; and
  - b) fines of up to \$1,000 for violations occurring during that competition.
5. The maximum penalties that may be imposed by National Hearing Panel other than for drug violations may include any or all of the following:
  - a) fines of up to \$5,000 per individual charged and costs, which are predetermined to be \$1,500;
  - b) costs, which are awarded at the discretion of the Hearing Panel;
  - c) suspension of an individual for a period of one year;
  - d) suspension of a horse or horses for a period of one year;
  - e) suspension for any period of time up to one year of anyone hired, retained or employed to compete on behalf of a suspended individual



## CHAPTER 13 OFFICIALS

### ARTICLE A1301 GENERAL RULES PERTAINING TO OFFICIALS

1. EC officials' cards are non-transferable.
2. Only EC-licensed officials and recognized officials from other national federations and associations may officiate at EC-sanctioned competitions. For interpretations and exceptions, contact the relevant discipline department at EC.
3. All officials, after accepting and signing a commitment to officiate at a competition, should make every reasonable effort to officiate at that competition. If they are unable to do so, they must allow competition management maximum time to find a suitable replacement and, whenever possible, assist them in doing so.
4. Officials shall notify EC of competitions that do not honour a written contract between the official and the competition. EC will contact the competition on behalf of the official.
5. Except as noted in discipline/breed sport rules, remuneration and expenses to officials may be paid and received without in any way affecting the amateur status of the recipient as an owner or competitor.
6. All officials must be appropriately dressed while on duty. Jeans, short shorts, tank tops, etc. are not acceptable.
7. Any official who officiates at a competition which has been suspended or expelled by Equestrian Canada shall be barred from officiating at future EC-sanctioned competitions for a period of time to be determined by the appropriate officials committee.
8. Unless permitted by discipline / breed sport rules, no EC licensed official may officiate at any competition in Canada which is not sanctioned by EC.

**Exceptions:** EC officials may officiate at non-sanctioned competitions:

- (i) restricted to members of the Canadian Pony Club; or
- (ii) where permitted by discipline/breed sport rules.

9. The list of officials to serve at sanctioned competitions must be approved through the competition application procedure outlined in Competition Administration Policy.

10. Officials for competitions conducted under Section C Driving Rules must be selected from the EC Driving directory or be granted a Guest Card under Article C115—Guest Cards

### ARTICLE A1302 OFFICIALS – COMPLAINTS AND HEARINGS

1. All violations by officials and complaints against officials are subject to the regulations governing violations, hearings, penalties and appeals, Chapter 12 - General Dispute Resolution and Protests at EC-sanctioned Competitions.
2. Officials acting in an official capacity who do not conduct themselves in the prescribed manner may be subject to an official complaint, which may be filed according to the EC rules concerning complaints. See Chapter 12 - General Dispute Resolution and Protests at EC-sanctioned Competitions for additional information.
3. Officials who, without due cause, fail to attend a competition or to perform their duties in accordance with the rules shall be subject to disciplinary action as described in these rules.
4. Any person whose application for enrolment, renewal or promotion has been denied may appeal the decision to the EC Appeals Panel. The appeal must be:
  - a) made in writing;
  - b) mailed to the EC Appeals Panel within 21 days from receipt of the decision sought to be reviewed; and
  - c) accompanied by a cheque for fee as listed in the current EC fee schedule payable to EC which will be refunded if the original decision is reversed. See Appendix A1, Equestrian Canada Appeals Policy.
5. With respect to complaints that officials make against competitors, see Article A1209 Filing a Complaint.

#### **ARTICLE A1303 EC DISCIPLINES/BREEDS OFFICIALS COMMITTEES**

1. EC will act upon every completed application for enrolment, annual renewal, promotion and classification for all officials.
2. EC may send out questionnaires concerning the applicant to all such persons as it may select and/or to persons whose names have been submitted as references by the applicant.
3. EC will review all applications, questionnaires, competition reports and any letters or other relevant information submitted regarding the applicant.
4. EC shall ensure that all proceedings and files of the committee are kept in strictest confidence and forwarded to EC following the rendering of a committee decision.
5. EC will forward all decisions concerning applications to the applicant.
6. Subject to the EC Appeal Policy EC may, at their discretion, refuse to renew a license of an official at its expiration.
7. A representative of EC shall be present at all hearings and appeals.

#### **ARTICLE A1304 RESTRICTIONS**

1. No official may directly solicit a competition for a senior official's assignment. With respect to recorded officials, see specific discipline/breed sport rules.
2. EC senior judges are not permitted to charge a fee to learner or recorded judges when they are working with them for their judge's cards.
3. For exceptions and interpretations, see specific discipline/breed sport rules.
4. See also Chapter 14, Conflict of Interest Provisions.

#### **ARTICLE A1305 GUEST CARDS**

1. A competition must obtain a guest card for an official, if permitted by discipline/breed sport rules.

2. The competition must submit a Guest Card request, along with the current guest card fee, to Equestrian Canada or its designate. A guest card request shall be reviewed and the competition notified of its status as soon as possible..
3. Guest cards, where permitted by discipline/breed sport rules, may be issued without charge to EC-licensed officials who hold three or more EC senior licenses.
4. Organizers in participating provinces may request a guest card, where permitted by discipline/breed sport rules, for a Senior official to judge provincially-sanctioned competitions below Bronze level for the specific purpose of mentoring a non-EC-licensed official. The *Guest Card* application must include the name of the uncertified official to be mentored. Discipline/breed sport committees may limit the number of guest card applications under this rule.

#### **ARTICLE A1306 EC-USEF RECIPROCAL AGREEMENT**

The reciprocal agreement between EC and USEF includes provisions for the recognition and suspension of officials. A copy of the agreement may be obtained from EC. Competition organizing committees must be aware of the provisions of this agreement before approaching a USEF official. Not all USEF officials are permitted to officiate at EC competitions.

#### **ARTICLE A1307 GENERAL RESPONSIBILITIES OF JUDGES**

1. Judges have a very important duty to perform to:
  - a) the competition at which they are officiating;
  - b) their own conscience;
  - c) every competitor;
  - d) the spectators;
  - e) equestrian sport; and
  - f) Equestrian Canada, which they represent.
2. A judge is obliged to adjudicate each division and class in conformity with EC rules and the specification of the class as it appears in the rules.
3. Judges shall exhibit the highest standard of integrity at all times and ensure that decisions are not to be made upon improper influence.
4. Judges are expected to be proficient in the divisions where they adjudicate and to possess a thorough knowledge of the rules.
5. The decisions of judges constitute solely their individual assessment and not the opinions of or decisions by EC.
6. Judges are not required to give reasons to any competitor for their decisions. A competitor may make inquiry through the steward as to the reasons for any decision. In this case, the steward may request a judge to provide reasons for the decision about which the inquiry has been made.
7. Judges may not be approached with regard to any decision immediately before or during judging. Competitors may not see a judge's score card except with the permission of and/or in the presence of the judge and steward or technical delegate.
8. A judge must order from the ring any unruly or unsafe horse and/or rider or driver or anyone whose actions threaten to endanger other competitors, their entries or the public.
9. The judge shall examine and check for unsoundness all horses brought into any class. This is essential regardless of whether or not the competition indicates it is necessary. In the absence of a veterinarian, the judge's decision regarding the

soundness of a horse is final. See Glossary for definition of “Unsoundness”. See also discipline/breed sport rules.

10. Except as noted in discipline/breed sport rules, in classes which have a maximum weight for shoes, the judge must immediately weigh any shoe that is cast (with pad but not including nails). In such classes, a judge may not excuse an entry from the ring until satisfied that the entry has not cast a shoe.
11. Judges must be on the grounds at least 20 minutes before their first class.

#### **ARTICLE A1308 VIDEO**

1. A judge may request a video replay to clarify a judgment that would result in a major penalty such as elimination and/or disqualification.
2. Judges shall not be required to change a decision following a video replay.
3. Each judge’s decision is an individual call and is based upon individual judgment.
4. The use of video equipment by the judge is only permissible if the judge has reason to believe that all entries are being videotaped by an official competition video camera (i.e. a video camera used under written contract with the competition).

#### **ARTICLE A1309 GOALS OF STEWARDING**

The goals of stewarding are to HELP, to PREVENT, and to INTERVENE.

#### **ARTICLE A1310 PURPOSE OF STEWARDING**

1. Stewarding is the supervision at Equestrian Canada events by trained individuals to protect the welfare of the horse and promote fair play.
2. The aim of stewarding is to:
  - a) protect the welfare of the horse;
  - b) assist competitors, other officials and show organizers in interpreting all EC rules;
  - c) act to encourage fair play and good sportsmanship;
  - d) support the Organizing Committee (OC) in the successful running of the event in line with the EC rules, and;
  - e) assist Competition Management to make every effort to provide for a safe competition

#### **ARTICLE A1311 PROCESS OF STEWARDING**

The duties of stewards include, but are not limited to:

1. Stewards HELP by:
  - a) protecting the interests of competitors, officials and competition management;
  - b) checking the prize list and entry form to ensure they conform to EC rules, and completing the prize list approval form;
  - c) submitting suggestions to the organizing committee following the competition;
  - d) supervising and recording “time out” as required; and
  - e) supervising the schooling and warm up areas and reporting any infractions to the organizing committee or, if applicable, to the ground jury.
  - f) Submitting an EC Accident/Injury Report Form to EC when required by A101;

2. Stewards PREVENT problems by:
  - a) adhering to the rules for measurement of horses as set out in Chapter A11 - Measurement as well as in discipline/breed sport rules;
  - b) checking that all schooling areas meet EC requirements; and
  - c) Monitoring the barns and show grounds;
  - d) Barring unmanageable horses or ponies for the schooling rings.
3. Stewards INTERVENE by:
  - a) arranging a meeting with a judge or official veterinarian at the request of a competitor, if the official agrees, and attending said meeting;
  - b) reporting any offence or rule infraction to the organizing committee and recording the infraction on the Steward Report Form; and
  - c) acting on all reports of equine abuse as per EC rules.
  - d) issuing Yellow Warning Cards for abuse under A516;
  - e) acting on adverse medication reactions that compromise horse welfare;
  - f) processing shockwave or Emergency Medication Treatment forms;
  - g) seizing items and reporting on persons whom the steward witnesses injecting a horse according to A1010.6
4.
  - a) The competition must have sufficient stewards in attendance to monitor the welfare of horses on the show grounds.
  - b) When a competition operates with two or more rings and classes are held simultaneously, the competition must have sufficient stewards in attendance to adequately monitor all schooling rings. Schooling/ warm up areas which cannot be closely monitored simultaneously MUST have a steward for each area. The additional steward(s) may be recorded. In order to closely monitor areas simultaneously, the steward must be able to see the horses in the area and to intervene in time to prevent abuse or breaches of schooling rules.
  - c) EC competitions must have a minimum of one EC steward present and available when FEI classes are held concurrently with EC classes. The designated FEI stewards cannot also serve as EC stewards when the FEI warm up and classes are running concurrently with EC warm up and classes.
5. Stewards must be on the grounds a minimum of thirty minutes before the start of the first class (see discipline/breed sport rules).  
**Exception:** Eventing.
6. The Technical Delegate shall be responsible for items 1 through 3 above at events where a steward is not employed.

#### **ARTICLE A1312 STEWARD'S REPORT**

The steward must submit the official *Steward's Report* form to EC within ten days of the competition. Failure to do so constitutes grounds for removal of steward status upon review of the National Stewards Committee. See also discipline/breed sport rules.

#### **ARTICLE A1313 STEWARDS – RESTRICTIONS**

1. A steward may not officiate at an unsanctioned competition or at a competition not in good standing, with the following exceptions:.
2. :
  - a) A Steward may officiate at events restricted to members of the Canadian Pony Club
  - b) 4H

- c) Provincially sanctioned competitions.
- 3. A steward may not act in any other capacity at a competition at which they are stewarding.
- 4. Note: There is no reciprocal agreement with the USEF covering stewards.

#### **ARTICLE A1314 STEWARDS – CATEGORIES**

1. Recorded 1 Steward Privileges:
  - a) a Recorded 1 Steward has the opportunity to gain experience by working with an EC Senior or Senior National Steward as an observer at EC competitions. The applicant must make arrangements to observe at an EC event with the EC steward for that event and with show management;
  - b) a Recorded 1 Steward has observer status only and has no official capacity and no authority to work alone or to perform the duties of a recognized steward;
  - c) a Recorded 1 Steward does not pay an officials fee, but is covered by EC Officials insurance;
  - d) there is no restriction on the length of time that a person can be a Recorded 1 steward; and
  - e) the Recorded 1 Steward is encouraged to work at a variety of competitions with a variety of stewards.
- 2.. Recorded 2 Steward - Privileges
  - a) eligible to officiate alone at Silver or Bronze competitions;
  - b) may officiate with a Senior or Senior National steward at a Gold or Platinum competition; and
  - c) may request permission from the Organizing Committee and Senior steward (who has not been hired or employed by the event) to assist in an official capacity at the event in order to fulfill the experience criteria for promotion to Senior steward status.
- 3.. Senior Steward - Privileges  
Senior Stewards are eligible to officiate alone at any EC sanctioned competition.

#### **ARTICLE A1315 STEWARDS – GUEST CARDS**

1. In provinces with a total of eight or fewer active stewards, including both senior and recorded, a competition may apply to the National Stewards Committee for a steward's guest card, providing the following conditions are met:
  - a) the person for whom the guest card is requested must hold a valid EC Gold Sport License and be in good standing, and must be approved by a member of the National Stewards Committee;
  - b) an individual may hold a steward guest card only twice in a calendar year, except with permission of the National Stewards' Committee;
  - c) prize list approval must be done by a senior licensed steward; and
  - d) all regular paperwork and reports must be completed by the guest steward.
2. The competition must submit a completed *Guest Card Request* form to EC, along with the current guest card fee.
3. Guest cards will not be issued for stewards under any other circumstances.

#### **ARTICLE A1316 OTHER OFFICIALS**

Other licensed officials - for further information, see discipline/breed sport rules.

**ARTICLE A1317**

**EQUINE MEDICATION CONTROL  
TECHNICIAN**

Equine Medication Control Technicians (ECMTs) are responsible for Equine Medication Control Testing at EC-sanctioned and FEI-sanctioned events in Canada. Equine Medication Control Technicians are officials of Equestrian Canada assigned by Equestrian Canada or its designate to administer the national drug testing program.

1. Training shall be administered by Equestrian Canada or its authorized national drug testing program designate, and shall take place in accordance with standards established by the Equestrian Canada Equine Medication Control Committee.
2. ECMTs shall discharge their duties in accordance with policies, procedures and standards governing Equestrian Canada Officials, unless otherwise specified.
3. ECMT remuneration levels, performance evaluation and reporting requirements will be determined and regularly reviewed by the Equestrian Canada Equine Medication Control Committee.

## CHAPTER 14 CONFLICT OF INTEREST PROVISIONS

### ARTICLE A1401 GENERAL

1. The purpose of conflict of interest provisions in this Rule Book is to ensure a level playing field for all competitors, and to maintain the integrity and impartiality of competition.
2. Refer also to discipline/breed sport rules, which may differ.

### ARTICLE A1402 OFFICIALS

1. Judges and stewards shall not officiate in any division in which a member of their family or a horse owned by the immediate family is competing, or in which clients and/or their horses are competing.  
**Exception:** Vaulting. See Vaulting Competition Policy.
2. No judge who owns or is employed by an establishment may judge any horse or competitor that boards, is trained or takes instruction at said establishment.
3. A judge may not judge any division where a competitor or competitor is the owner or employee of an establishment at which said judge boards, trains or takes instruction.  
**Exception:** Dressage. See Section E, Dressage discipline rules.
4. Judges may not discuss the purchase or sale or lease of any horse during the continuation of a competition at which they are officiating.
5. Judges may not, the day preceding and during the period of a competition at which they are judging, be the house guests of any person who is exhibiting and/or competing or whose family is exhibiting and/or competing at such competition.
6. Neither competition managers nor members of their families are eligible to serve as judges, stewards, course designers or technical delegates at any competition they are managing. See Glossary for definition of “Competition Manager”.  
**Exception:** For Eventing, please refer to Section D; for Hunter Jumper, please refer to Section G.
7. In addition, the following persons are ineligible to serve as judges or stewards at a recognized competition: the president, chairman, secretary, other officers, committee members, or employees of the competition.
8. Course designers may not compete over any course which they have constructed or designed.  
**Exception:** For Eventing, refer to Section D; for Driving refer to Sections C.
9. Ring masters shall not officiate at any divisions of a competition in which they or any member of their family or any of their clients are competitors.

### ARTICLE A1403 ENTRIES

1. No horse may be shown before a judge that has been owned, trained or sold by that judge or a member of the judge’s immediate family within a period of three months prior to the start of the competition, excepting a judge that a competition has had to substitute due to circumstances beyond their control. **Exception:** for Driving refer to Sections C – Conflict of Interest
2. No horse may be shown before a judge that has been leased by that judge unless the lease has terminated at least three months prior to the start of the competition.



3. If judges feel that a conflict of interest exists in relation to a horse or person as per Article A1402 and/or A1403.1 and/or A1403.2, they must advise the steward that they cannot judge that particular horse or person. The entry fees paid for this horse or by/for this person must be refunded and this horse or person may not participate in the division.

#### **ARTICLE A1404 COMPETITORS**

1. A competition manager may not compete at an EC competition that he or she is managing, but there is no such restriction on relatives of members of a competition organizing committee. However, those related to anyone who might be affected by a show management decision must declare their conflict and absent themselves from any discussion regarding that decision.
2. No one may exhibit or compete in a division where they or members of their family are acting as judge or steward.
3. Following the announcement of its judges by a competition, no competitors may show a horse before any of the judges thus designated if they engage in any financial transaction in connection with horses with any of said judges between the date when the competition announces the officials and the completion of the competition, excepting a judge that a competition has had to substitute due to circumstances beyond their control.
4. No person may compete in a class in which equitation, showmanship or horsemanship is a factor before a judge:
  - a) with whom that person or that person's parents or guardians have had financial transactions in connection with the sale, lease or board of a horse within three months of the start of the competition (except stud fees); or
  - b) by whom said person has been privately instructed, coached or tutored with or without pay within three months of the start of the competition.

**Exceptions:** Clinics and seminars. For Driving, refer to Sections C – Conflict of Interest. For Arabian, see Article B1304.8.

## CHAPTER 15 EC AWARDS

### ARTICLE A1501 GENERAL

EC offers awards to horses and riders or drivers who accumulate the highest number of points in their division or classes in a calendar year under the regulations set forth below. The purpose of these awards is to encourage participation at EC-sanctioned competitions.

### ARTICLE A1502 ELIGIBLE HORSES AND RIDERS OR DRIVERS

1. The following horses and/or riders or drivers are eligible:
  - a) horses owned and ridden or driven by EC Sport License holders competing in EC sanctioned competitions. Horses owned by an EC corporate or syndicate Sport License holders are also eligible;
  - b) horses with registered EC or FEI leases and ridden or driven by EC sport license holders competing in EC sanctioned competitions. See Article A818, Registered Leases;
  - c) horses owned and ridden or driven by EC Sport License holders competing in EC breed sport competitions;
  - d) riders or drivers who are EC Sport License holders; or
  - e) horses and riders or drivers which have competed and placed in the top six placings at a minimum of two EC-sanctioned competitions offering classes in their breed sport or discipline and in their province.

### ARTICLE A1503 ELIGIBLE DIVISIONS AND CLASSES

1. Competitors will be eligible for EC awards based on the results from classes or divisions determined by discipline/breed sport rules (excluding miscellaneous/additional classes, see Article A503).
2. Points won at regional and national championships, and points won at USEF competitions that are also EC sanctioned competitions must count in the province in which the competitor resides.

**Exception:** Dressage refer to Section E

### ARTICLE A1504 VARIATIONS

1. Unless awards are provided by the Participating PTSO in combined sections, points won in combined classes will be credited to the division or section in which the horse would normally compete, providing the competitions supply the information required to enter the results.
2. Horses and riders/drivers competing in more than one province may not take points won in another province to their home province. Such points remain in the province in which they are won. Thus, it is possible for a horse or rider to win an award in more than one province.

**Exception:** Points won at regional or national championships will count in the competitor's home province. See Article A1503.3. For Driving, see Article C1106.

3. Ownership of a horse may be transferred during the year without affecting the horse's score, providing the new owner is eligible under EC criteria. It is the responsibility of the new owner to ensure that official notification of the transfer is sent to EC when it is made (see Article A409, Transfer of Passport).

**ARTICLE A1505 CALCULATION OF POINTS**

1. Completed competition result forms from eligible competitions shall furnish the sole basis upon which scores are calculated.
2. The Awards Committee shall not be liable for failure of a competition to file properly completed competition result forms, nor for errors and omissions in the making thereof, nor responsible beyond the point of accuracy in calculating scores as furnished by the proper authorities of each competition.
3. Points used to determine EC provincial awards will be based on the total prize money actually awarded in divisions rated for EC points (i.e. each breed or discipline such as General Performance, Jumper, Arabian, etc.) offered at a EC-sanctioned competition. The total prize money actually awarded at each competition will determine the multiplying factor for that competition or for each division at that competition.
4. Points for the EC awards will be calculated according to the discipline/breed sport rules or following system, subject to exceptions noted in Article A1506: Points for placing in the class (see Article A1505.6) multiplied by the number of horses competing in the class (see Article A1505.8) multiplied by the factor for total prize money actually awarded in EC point classes in each division (see Article A1505.7) offered in the competition.

Example: A horse that places second in a class with 27 horses in a competition that had a total of \$8,500 actually awarded in Arabian classes would earn 945 points, as follows:

5 points (for 2nd place) X 27 horses (in class) X 7 (multiplier) = 945 points

5. Placings are valued at:

First Place	6 points
Second Place	5 points
Third Place	4 points
Fourth Place	3 points
Fifth Place	2 points
Sixth Place	1 point
6. The multiplying factor based on actually awarded prize money in EC point classes is:

<u>Total Division Prize</u>	<u>Money Factor</u>
\$15,001 or more	12
\$12,501 to \$15,000	11
\$10,001 to \$12,500	10
\$9,001 to \$10,000	8
\$8,001 to \$9,000	7
\$7,001 to \$8,000	6
\$5,501 to \$7,000	5
\$4,001 to \$5,500	4
\$2,501 to \$4,000	3
\$1,001 to \$2,500	2
Under \$1,000	1

7. The competition management is responsible for recording the number of horses per class. All counts must be based on the judge’s score card or, in the event that the judge’s card does not have a complete count of class entries, either the ring master’s or the competition secretary’s count will be used.
8. In the event of a tie, duplicate awards must be presented.

## **ARTICLE A1506 EXCEPTIONS TO THE RULES FOR CALCULATING POINTS**

1. For the calculation of points in the Jumper, Hunter and Hunter Seat Equitation divisions or classes at hunter-jumper competitions, see discipline/breed sport rules.
2. For Dressage, the following multiplication factors apply:
  - Provincial Championships Multiplier of 10
  - Regional Championships Multiplier of 11
  - National Championships Multiplier of 12
3. For calculation of points in General Performance and Western classes, see Section F.

## **ARTICLE A1507 ANNUAL BRONZE AND SILVER COMPETITION CHAMPIONSHIP AWARDS**

It is the responsibility of the EC to determine whether they will provide awards for these competitions, and if so, what form they will take.

## **ARTICLE A1508 GENERAL**

EC may offer annual national awards according to conditions established by EC national affiliated organizations and/or national discipline/breed sport committees.

## **ARTICLE A1509 ELIGIBLE HORSES, RIDERS AND DRIVERS**

1. Horses must be owned or leased under official EC or FEI registered leases by citizens of Canada or landed immigrants. See Article A818, Registered Leases.
2. Riders or drivers must be Canadian citizens or have landed immigrant status.

## **ARTICLE A1510 CANADIAN CHAMPIONSHIPS – BREED AND DISCIPLINE**

1. Any national breed or discipline that is an EC Committee or National Association Member may obtain approval for a Canadian championship from the EC Board of Directors EC, upon application addressed to the breed or discipline manager at EC.
2. The eligibility for and conditions of such awards will be established by the breed or discipline affiliate.
3. Results will be tabulated by the approved competition or the specific breed or discipline affiliate or committee according to conditions established for the awards. Results will be forwarded to EC and awards will be presented at the EC Annual Convention.

## **ARTICLE A1511 EQUESTRIAN OF THE YEAR AWARD**

1. Created in 1995 in honour of Dr. George Jacobsen, the EC Equestrian of the Year Award is given to a person who has demonstrated superior sportsmanship, dedication and the pursuit of excellence in equestrian competition during the current year.
2. The award is given annually to the rider or driver who best demonstrates these qualities. The winner will hold the Dr. George Jacobsen Trophy for one year and will retain a plaque.
3. To be nominated, the candidate must hold a valid EC Sport License. Some proof of Canadian citizenship or landed immigrant status may be requested. For information on making a nomination, contact EC.

### **ARTICLE A1512 JUNIOR EQUESTRIAN OF THE YEAR AWARD**

1. Created in 1993 in honour of Gillian Wilson, the EC Junior Equestrian of the Year Award is given to a junior competitor who has made outstanding contributions to equestrian competition and who has exemplified exceptional talent, sportsmanship and dedication to the sport.
2. The award is given annually to the junior rider or driver who best demonstrates these qualities. The winner will hold the Gillian Wilson Trophy for one year, will retain a plaque and will receive \$1,000 to assist in furthering training and education plans.
3. To be eligible for the Gillian Wilson Trophy, candidates must:
  - a) hold a valid EC Sport License and Canadian citizenship or landed immigrant status;
  - b) have paid their EC Sport License fees at the start of the year before the first competition;
  - c) willingly abide by EC rules;
  - d) be polite to all officials;
  - e) show talent as riders or drivers;
  - f) have shown successfully, not necessarily winning but demonstrating improvement throughout the year;
  - g) accept winning and losing gracefully; and
  - h) show concern for and kindness to their horse or pony at all times.For information on making a nomination, contact EC.

### **ARTICLE A1513 VOLUNTEER OF THE YEAR AWARD**

1. The Volunteer of the Year Award annually recognizes an outstanding volunteer who has contributed to equestrian sport and Equestrian Canada.
2. Volunteer service may include years of participation, administration, contribution, innovations or the advancement of equestrian through media coverage.
3. The Volunteer of the Year Award is presented at the annual EC Awards Banquet to an individual who has dedicated him/herself to the ideals of Equestrian Canada, who has worked tirelessly for the improvement of Equestrian Canada and who has had a notable impact on the sport.
4. All nominations will be considered under the following criteria, the nominee must:
  - a) be active in the current year;
  - b) be an equestrian volunteer, in any capacity, at the national level; and
  - c) hold a valid EC Sport License and have, through their volunteer activities, made a special and significant contribution to equestrian sport.
5. For information on making a nomination, contact EC.

### **ARTICLE A1514 LIFETIME ACHIEVEMENT AWARD**

The Equestrian Canada Lifetime Achievement Award recognizes an individual whose contributions to the Canadian equestrian (equine) community are considered exceptional by their peers and whose long-term service and dedication have contributed directly to the ongoing growth and development of Canadian equine sport and industry.

1. This prestigious award will be reserved for individuals of the highest exception and therefore will be awarded when warranted and not necessarily awarded on an annual basis.

2. This Award will not be awarded posthumously.

## **APPENDIX A1**

### **EQUESTRIAN CANADA APPEALS POLICY**

#### **PURPOSE**

The purpose of this Policy is to enable disputes with members to be dealt with fairly, expeditiously and affordably, within Equestrian Canada (EC), without recourse to formal legal and court-like procedures.

#### **DEFINITIONS**

Days — shall mean total days, irrespective of weekends or holidays.

Member — refers to all categories of Members in EC, as well as to all individuals engaged in activities with or employed by EC, including, but not limited to, directors, officers, volunteers, members, organizers, coaches, officials, owners, trainers, competitors, judges, stewards and athletes.

Appellant — refers to the Member appealing a decision

Respondent — refers to the body whose decision is being appealed

#### **SCOPE OF APPEAL**

1. Any member of EC who is affected by a decision of the Board of Directors, of any Council of EC, of any Committee of EC, or of any body or individual who has been delegated authority to make decisions on behalf of the Board of Directors, shall have the right to appeal that decision, provided there are sufficient grounds for the appeal as set out in Section 5 of this policy. Examples of decisions which may be appealed are those relating to eligibility, certification, competition results, carding, harassment, team selection, discipline, and contract matters.
2. This policy shall not apply to matters relating to the Rules of equestrian sport, which may not be appealed, nor to infractions for doping offenses which have their own appeal provisions separate from EC.

#### **TIMING OF APPEAL**

3. Members who wish to appeal a decision shall have 21 days from the date on which they received notice of the decision, to submit in writing notice of their intention to appeal, grounds for the appeal and a summary of the evidence which supports these grounds, to the President of EC at the National Office of EC.
4. Any party wishing to initiate an appeal beyond the 21 day period must provide a written request stating reasons for an exemption to the requirement of Section 3. The decision to allow, or not allow an appeal outside the 21 day period shall be at the sole discretion of the President, and may not be appealed.

#### **GROUND FOR APPEAL**

5. Not every decision may be appealed. A decision cannot be appealed, nor can an appeal be heard, on substantive grounds relating to the merits of the decision. Decisions may only be appealed, and appeals may only be heard, on procedural grounds. Procedural grounds are strictly limited to the Hearing Panel:
  - a) making a decision for which it did not have authority or jurisdiction as set out in EC's governing documents;
  - b) failing to follow procedures as laid out in the bylaws or approved policies of EC;
  - c) misinterpreting a rule of EC; or

- d) making a decision which was influenced by bias.

### **SCREENING OF APPEAL**

- 6. Within 5 days of receiving the notice and grounds of an appeal, the President shall determine whether there are appropriate grounds for the appeal to proceed as set out in Section 5. In the absence of the President, a designate shall perform this function.
- 7. If the appeal is denied on the basis that the grounds relied upon are not consistent with Section 5, the Appellant shall be notified of this decision in writing, giving reasons. This decision is at the sole discretion of the President, or designate, and may not be appealed.

### **APPEALS PANEL**

- 8. If the President, or designate, is satisfied that there are sufficient grounds for an appeal, within 14 days of having received the original notice of appeal the President shall establish an Appeals Panel (the "Panel") as follows:
  - a) the Panel shall be comprised of three individuals who shall have no significant relationship with the affected parties, shall have had no involvement with the decision being appealed, and shall be free from any other actual or perceived bias or conflict;
  - b) at least one of the Panel's members shall, where practical, be from among the Appellant's peers; and
  - c) the Panel's members shall select from themselves a Chairperson.

### **PRELIMINARY CONFERENCE**

- 9. The Panel may determine that the circumstances of the appeal warrant a preliminary conference. The matters that may be considered at a preliminary conference include:
  - a) format of the appeal (hearing by documentary evidence, oral hearing or a combination of both);
  - b) timelines for exchange of documents;
  - c) clarification of issues in dispute;
  - d) clarification of evidence to be presented to the Panel;
  - e) order and procedure of hearing;
  - f) Identification of witnesses; and
  - g) any other procedural matter which may assist in expediting the appeal proceedings.
- 10. The Panel may delegate to its Chairperson the authority to deal with these preliminary matters.

### **PROCEDURE FOR THE HEARING**

- 11. Where the Panel has determined that the appeal shall be held by way of oral hearing, the Panel shall govern the hearing by such procedures as it deems appropriate, provided that:
  - a) the hearing shall be held within 21 days of the Panel's appointment;
  - b) the Appellant and Respondent shall be given 10 days written notice of the date, time and place of the hearing;
  - c) a quorum shall be all three Panel members;
  - d) decisions shall be by majority vote, where the Chairperson carries a vote;



- e) if the decision of the Panel may affect another party to the extent that the other party would have recourse to an appeal in their own right, that party shall become a party to the appeal in question;
  - f) any of the parties may be accompanied by a representative or advisor, including legal counsel; and
  - g) the Panel may direct that any other person participate in the appeal.
12. In order to keep costs to a reasonable level the Panel may conduct the appeal by means of a telephone conference.

### **PROCEDURE FOR DOCUMENTARY APPEAL**

13. Where the Panel has determined that the appeal shall be held by way of documentary evidence, it shall govern the appeal by such procedures as it deems appropriate provided that:
- a) all parties are given a reasonable opportunity to provide written submissions to the Panel, to review written submissions of the other parties, and to provide written rebuttal and argument; and
  - b) the applicable principles and timelines set out in Section 11 are respected.

### **EVIDENCE WHICH MAY BE CONSIDERED**

14. As a general rule, the Panel shall only consider evidence that was before the original decision-maker. At its discretion, the Panel may hear new evidence which is material and which was not available at the time of the original decision.

### **APPEAL DECISION**

15. Within 14 days of concluding the appeal, the Panel shall issue its written decision, with reasons. In making its decision, the Panel shall have no greater authority than that of the original decision-maker. The Panel may decide:
- a) to confirm the decision being appealed;
  - b) to refer the matter back to the initial decision-maker for a new decision;
  - c) to vary the decision where it is found that an error occurred and such an error cannot be corrected by the original decision-maker for reason of lack of clear procedure, lack of time, or lack of neutrality; and
  - d) to determine how costs of the appeal, excluding legal fees and legal disbursements of any of the parties, shall be allocated, if at all.
16. A copy of this decision shall be provided to each of the parties and to the President.

### **TIMELINES**

17. If the circumstances of the dispute are such that this policy will not allow a timely appeal, or if the circumstances of the disputes are such the appeal cannot be concluded within the timelines dictated in this policy, the Panel may direct that these timelines be revised.

### **LOCATION**

18. The appeal shall take place in the location designated by the President, unless the Panel decides the appeal is to be held by way of telephone conference, or unless, at the specific request of a party, a different location is mandated by the Panel as a preliminary matter.

**FINAL AND BINDING**

19. The decision of the Panel shall be final and binding on the parties and on all members of EC, subject only to the provisions of EC's policies relating to Alternative Dispute Resolution.

## **APPENDIX A2**

### **POLICY ON HUMAN MEDICATIONS**

#### **BACKGROUND**

In 2015, Equestrian Canada adopted the 2015 Canadian Anti-Doping Program (CADP).

The Canadian Anti-Doping Program requires all Equestrian Canada disciplines to use the Canadian Centre for Ethics in Sport (CCES) exclusively for testing athletes in Canada.

#### **Anti-Doping Policy**

1. Equestrian Canada has adopted the 2015 Canadian Anti-Doping Program (CADP) as its primary domestic anti-doping policy. Administered on behalf of Equestrian Canada by the Canadian Centre for Ethics in Sport (CCES), the 2015 CADP is fully compliant with the 2015 World Anti-Doping Code, International Standards and Guidelines as they may exist from time to time. To view or download the 2015 CADP, please visit <http://cces.ca/files/pdfs/CCES-POLICY-CADP-2015-E.pdf>.
2. In addition, Equestrian Canada, as a member federation of FEI must also be fully compliant with the FEI anti-doping rules. The FEI anti-doping rules may apply to certain members of Equestrian Canada in certain situations. The FEI anti-doping rules are fully compliant with the 2015 World Anti-Doping Code, International Standards and Guidelines as they may exist from time to time. To view or download the FEI anti-doping rules, please visit <http://www.fei.org/content/anti-doping-rules>.
3. In the event of a conflict between other anti-doping policies established by Equestrian Canada and the 2015 CADP and/or the FEI anti-doping rules, the rules of the 2015 CADP or the FEI shall prevail, as applicable.

Every athlete and other person participating in the sport shall reasonably cooperate with the Canadian Centre for Ethics in Sport (CCES) or another anti-doping organization investigating anti-doping rule violations and a failure to do so may be the basis for disciplinary action within the sport.

## **APPENDIX A3 POLICY ON HARASSMENT**

### **EC STATEMENT ON HARASSMENT**

EC is committed to promoting an environment in sport in which the terms and conditions of participation are equitable and non-discriminatory. Each participant has the right to be treated with dignity and respect and to work and play in a milieu conducive to productivity, self-development and performance advancement based upon individual ability. It is the EC's intention to foster a sport environment free of harassment on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, sex, sexual orientation, disability, age, marital or family status, or an offence for which a pardon has been granted.

### **SUMMARY**

The objective of EC's Harassment Policy is to create a sport and work environment, which is tolerant and accepting of differences. Diversity is a reality. Sport includes men and women of many races, of varied ethnic origins, who hold different values, observe many religious traditions and have a range of abilities.

While we are all different, we must all work together.

Harassment is destructive. It is a barrier to equal opportunity. It not only affects individuals, it affects organized sport as a whole.

Harassment is against the law.

EC does not tolerate harassment. Creating and maintaining a harassment-free sport and work environment is a responsibility shared by all members.

EC's Harassment Policy is directed toward the protection of individuals from harassment at all times. This includes in the course of their work in sport and also recreational or social activities in off hours where contact between individuals might lead to repercussions adversely affecting working relationships.

The Board of Directors, Committees, coaches, team leaders, athletes, competition organizers, and staff should lead through example and action. They must:

1. know what harassment is and be able to recognize inappropriate behavior;
2. act as role models by treating all members fairly and equitably;
3. not engage in, allow, condone or ignore inappropriate behavior;
4. communicate EC's commitment to a harassment-free sport environment; and
5. respond appropriately to complaints of harassment.

### **HANDLING COMPLAINTS OF HARASSMENT**

The overall objective of EC's Harassment Policy is to create and maintain a harassment-free work and sport environment. To achieve this, individuals to whom this Harassment Policy applies who experience harassment must be encouraged to take action. They must have the confidence that EC will support them by taking complaints seriously and responding in a sensitive, effective and timely manner.

Harassment rarely ceases on its own, silence and inaction are too often interpreted as acceptance or consent, resulting in continued harassment. Those who are victimized by or aware of harassment have a responsibility to report it.

In some cases, harassment is “unintentional” and can be stopped by informing the harasser that the behavior is offensive.

However, for many individuals, confronting the harasser on their own is not an option. They would feel uncomfortable or might place themselves in a threatening or dangerous situation. They must be reassured of the existence of an effective procedure.

The EC Harassment Policy Guidelines set out a formal procedure for receiving, investigating and resolving complaints of harassment. The complete guidelines are available from EC on request.

## APPENDIX A4

### EC DISPUTE RESOLUTION POLICY – COMPLAINTS

#### PURPOSE

This Policy is intended to provide a process to allow EC members and EC to resolve certain disputes falling inside the jurisdiction of the Policy fairly and expeditiously.

#### DEFINITIONS

1. **Days:** total days, irrespective of weekends or holidays.
2. **Dispute:** an allegation, falling inside the jurisdiction of this Policy, that a member of EC, or EC has breached a rule or policy of EC.
3. **Member:** a member who is in good standing as defined in the EC Bylaws
4. **Complaint:** a formal submission in writing to EC setting out the alleged breach of the EC rule or policy.
5. **Complainant:** a Member making a Complaint.
6. **Respondent:** the EC member alleged to have breached an EC rule or policy
7. **Affected Party:** any EC member directly affected by the dispute.
8. **Licensed competition:** a competition which is sanctioned by EC and is governed by EC rules.
9. **Organizing Committee:** a committee or organization responsible for conducting the licensed competitions according to EC rules.
10. **EC:** Equestrian Canada
11. **Qualified Person:** a person with knowledge of the horse industry or other expert such as a veterinarian, medical doctor or lawyer.
12. **Committee of Inquiry:** a committee that may be formed to investigate any Complaint. This committee shall consist of either one (1) or three (3) Qualified Persons who will recommend whether or not the Dispute warrants a hearing and/or may investigate all relevant facts.
13. **Hearing Panel:** a panel formed by EC consisting of three Qualified Persons who will hear the Complaint and render a decision.

#### SCOPE AND APPLICATION OF THIS POLICY

This policy does not apply to disagreements or grievances that:

- a) involve the conduct of an event or an alleged rule violation by the Competition Organizing Committee or an EC licensed official(s) at an EC-sanctioned competition where the remedy sought is the overturning of a decision previously made by the Competition Organizing Committee or the EC licensed official(s). These types of issues are dealt with exclusively pursuant to the EC rules and policies governing Protests;
- b) relate to selection to teams or to the participation by an athlete in the Canadian Equestrian Team, or arising from the EC Athlete Agreement, as these issues are dealt with pursuant to the Dispute Resolution Policy for Elite Athletes;
- c) relate to employment issues at EC, as these are dealt with pursuant to the EC Personnel Policy and relevant laws;
- d) relate to harassment, as this is dealt with pursuant to the EC Harassment Policy;
- e) relate to a review of a final decision, as this issue is dealt with pursuant to the EC Appeals Policy;
- f) relate to a matter that is primarily civil or commercial in nature as these issues are dealt with pursuant to the policies, rules and laws of the appropriate legal or governing authorities;

- g) relate to a Dispute where the EC rule or policy alleged to have been breached expressly precludes the application of this Policy.

## **REPORTING A COMPLAINT**

A Member may file a Complaint within 21 days of the date on which the alleged breach of the EC rule or policy occurred. All Complaints regarding a Dispute shall be sent directly to the President of EC or his/her designate, together with the required deposit (as per the *Schedule of Fines and Penalties*) and a brief summary, in writing, of the reasons and circumstances of the Dispute.

Prior to filing a Complaint, except when a licensed and on-duty EC official files a report regarding an alleged breach of an EC rule or policy, best efforts must be made by the Complainant to resolve the Dispute or the Complaint will not be accepted. In this regard, EC must be satisfied that the Complainant, prior to filing a Complaint, has:

- a) brought the Dispute to the attention the Respondent by telephone or e-mail and sought a mutually satisfactory resolution; or
- b) demonstrated that the proposed resolution is clearly outside the jurisdiction of the Respondent or that the Respondent is biased or has a conflict of interest.

Within five days of receiving the Complaint, the President of EC or his/her designate shall determine in the exercise of his/her sole discretion two things: first, whether the Complainant has made the required best efforts to resolve the Dispute as outlined above; secondly, if the matters in Dispute and the parties to the Dispute are within the scope of this Policy or are more properly dealt with pursuant to another policy of EC. The President's decision on the Complainant's best efforts and the proper scope of this Policy's application and whether or not this Policy applies to the Dispute is final and may not be appealed.

Thereafter, the President of EC or his/her designate shall within the same 5 days chose one of the following options:

- a) The Dispute does not warrant a hearing;
- b) The Dispute does warrant a hearing; or
- c) A Committee of Inquiry is required.

If it is determined that the dispute does not warrant a hearing, the President shall convey the reasons for this decision to the Complainant (e.g. the Complainant has not followed the required steps prior to filing the complaint, the Dispute is not within the scope of this policy, the Complainant is not eligible to file complaint, etc.).

## **INVESTIGATION**

Depending on the nature of the Dispute, the President of EC or his/her designate may establish a Committee of Inquiry to conduct an investigation to assist in making a decision whether or not the Dispute warrants a hearing and/or to investigate all relevant facts regarding the Dispute. The Committee of Inquiry members shall have no significant relationship with the Complainant or the Respondent(s) or any Affected Parties, shall have had no involvement with the Dispute and shall be free from any other actual or perceived bias or conflict. If a Committee of Inquiry is appointed, they shall carry out the required investigation in no more than thirty (30) days and at the conclusion of the investigation shall submit a written report to the President of EC or his/her designate.

## **CARRIAGE OF THE COMPLAINT**

In the normal case where a Dispute will proceed to a hearing, the Complainant shall have the responsibility to prosecute the Complaint that he or she has filed. The Complainant shall file all required documents and shall present the desired witnesses. However, in every case where it is determined that the Dispute does warrant a hearing, the President of EC or his/her designate shall further consider and determine in the exercise of his or her sole discretion whether or not EC should prosecute the Complaint for the Complainant. This decision may not be appealed. There can be no assumption that this level of direct involvement by EC will occur in any particular case, or at all. Situations where this may occur are listed below. Should the President of EC or his/her designate determine that EC will assume the position of the Complainant and prosecute the Complaint, the Complainant will have to agree to become a witness for EC at the hearing to resolve the Dispute.

EC may elect to prosecute a Complaint for a Complainant in these limited situations:

- a) When a licensed and on-duty EC official files a report regarding an alleged breach of EC rules or policies by a member, provided there is sufficient credible evidence to support the allegations made by the official in his or her report.
- b) When a Member files a Complaint against another member regarding an issue of governance and accountability in the administration of equestrian sport, provided there is sufficient credible evidence to support the allegations.
- c) When a Member files a Complaint regarding an issue with important implications nationally for the entire EC membership or for a significant portion of the EC membership.

### **HEARING PANEL**

Within (i) 14 days of having determined that a hearing is warranted or (ii) within 14 days of receiving the written report from the Committee of Inquiry if the President of EC or his/her designate determines after considering the report that the Dispute warrants a hearing, the President of EC or his/her designate shall establish a Hearing Panel (the "Panel") and select the members of the Panel as follows:

- a) The Panel shall be comprised of three individuals who shall have no significant relationship with the Dispute or the parties, shall have had no involvement with the Complaint, and shall be free from any other actual or perceived bias or conflict. The decision regarding the composition of the Panel shall be in the sole discretion of the President or his/her designate who must, in coming to his/her decision, ensure that the hearing process complies with the principles of natural justice and procedural fairness.
- b) At least one of the Panel's members shall, where practical, be from among the Respondent's peers. In the event of a hearing for a violation of EC Equine Medication Control rules, at least one of the Panel's members shall be a veterinarian.
- c) The Panel members shall select from among themselves a chairperson.
- d) Whenever desired by EC, the Panel may be assisted by legal counsel at the expense of EC. It will be the role of legal counsel to provide guidance and relevant supporting information to assist the Panel to conduct the hearings fairly and to issue a reasoned decision.

### **PRELIMINARY CONFERENCE**



The Panel may determine that the circumstances of the Complaint warrant a preliminary conference. The issues that may be considered at a preliminary conference include:

- a) the format of the hearing, (hearing by documentary evidence, oral hearing (by phone or in person), or a combination of both);
- b) timelines for the exchange of documents;
- c) clarification of the issues in dispute;
- d) clarification of evidence to be presented to the Panel;
- e) order and procedure of the hearing;
- f) identification of witnesses; and
- g) any other procedural matter which may assist in expediting the hearing.

The Panel may delegate to its chairperson the authority to deal with any of these preliminary matters.

### **PROCEDURE FOR AN ORAL HEARING**

Where the Panel has determined that the hearing shall be held by way of oral hearing, the Panel shall govern the hearing by such procedures as it deems appropriate and fair, provided that:

- a) the hearing shall be commenced within 21 days of the Panel's appointment;
- b) the parties involved shall be given at least 10 days written notice of the date, time and place of the hearing, unless this requirement is waived in writing by all the parties;
- c) the parties shall receive a copy of the Committee of Inquiry report if an investigation has been carried out;
- d) a quorum shall be all three Panel members;
- e) decisions of the Panel shall be by majority vote, where the chairperson carries a vote;
- f) if a decision of the Panel could significantly affect another person that person shall, upon making a formal written request to the Panel that is accepted, become an Affected Party to the hearing in question and shall thereafter be allowed to participate in the hearing as would the Complainant and the Respondent;
- g) any of the parties at the hearing may be accompanied by a representative or an advisor, including legal counsel, at their own cost and expense;
- h) the Panel may direct that any other person participate in the hearing.

### **PROCEDURE FOR A DOCUMENTARY HEARING**

Where the Panel has determined that the hearing shall be held by way of documentary review, it shall govern the hearing by such procedures as it deems appropriate and fair provided that:

- a) All parties are given a reasonable opportunity to:
  - i. review the Committee of Inquiry report if an investigation has been carried out;
  - ii. to provide written submissions to the Panel;
  - iii. to review the written submissions of the other parties;
  - iv. to provide written rebuttal; and
  - v. to provide final arguments.
- b) The applicable principles and timelines set out in this Policy are respected.

### **EVIDENCE THAT MAY BE CONSIDERED**

As a general rule, the Panel shall consider any evidence that is relevant to the matters in dispute. The normal rules of evidence in civil proceedings will not be followed or may be relaxed. The Panel shall have authority to consider hearsay evidence provided the Panel gives to such evidence appropriate weight as might be reasonable in light of the circumstances of its inclusion.

In the event of a hearing for a violation of EC Equine Medication Control rules, evidence of the violation (the positive analysis report) must be introduced by a veterinarian designated by the Equestrian Canada Equine Medications Control Committee.

### **THE DECISION**

Within 14 days of concluding the hearing, the Panel shall issue its written decision, with reasons. The Panel may decide to:

- a) uphold the Complaint in full or in part;
- b) deny the Complaint;
- c) design a remedy for the Dispute that will fairly resolve the Dispute, however, in so doing the Panel is not authorized to change the EC Constitution or alter any EC rule, criteria, policy or procedure that has been properly passed and implemented. Any remedy designed by the Panel may include suspensions and financial penalties.

The Panel will determine how costs of the hearing, excluding the legal fees and legal disbursements of any of the parties, shall be allocated, if at all.

If the Panel upholds the Complaint in full or in part or designs a remedy that, in the opinion of the Panel, resolves the Dispute, the deposit shall be returned to the Complainant. If the Panel denies the complaint, the Complainant will forfeit the deposit to EC.

A copy of the full reasoned decision shall be provided to all parties participating in the hearing. The decision shall be binding on all parties to the Dispute. Failure by any party to strictly comply with a decision and/or any remedy imposed by the Panel shall result in that party being designated Not in Good Standing at EC, until such time as the decision and remedy are fully complied with.

The Panel may discover during the course of conducting the hearing, an area of concern to EC regarding potential future Disputes. Where the Panel has determined that a risk of additional Disputes exists, the Panel will under separate cover from the decision, send correspondence to the Board of Directors identifying the concern and any recommended actions. The Panel's recommendations shall not be binding on the EC Board of Directors.

### **TIMELINES**

If the circumstances of the Complaint are such that this Policy will not allow a timely resolution of the Dispute, or if the circumstances of the Complaint are such that the Dispute cannot be resolved within the timelines dictated in this policy, the Panel may direct that these timelines be revised.

<b>Timelines</b>	<b>Description</b>
<b>21 Days</b>	Any individual or organization to whom this policy applies may report a complaint, within <b>21 days</b> from the date on which the alleged breach occurred, regarding an

	alleged breach of the Code of Ethics, Code of Conduct, or EC Rules and Procedures to EC
<b>5 Days</b>	<b>Within 5 days</b> of receiving the written notice of complaint and summary, EC shall determine whether the complainant has made best efforts to resolve the issues as outlined. If satisfied that the best efforts were made by the complainant to resolve the issues raised, EC shall determine if the matters in dispute and the parties to the dispute are properly within the scope of this Policy, or are more properly to be dealt with pursuant to another policy of the EC.
<b>14 Days</b>	If the President of Equestrian Canada, or his/her designate, is satisfied that this policy applies, then <b>within 14 days</b> of having received the original notice of complaint or <b>within 14 days</b> of receiving the written report of the Investigator, if an investigation was carried out, the entity responsible for managing the process shall establish a Hearing Panel
<b>21 Days</b>	The hearing shall be held <b>within 21 days</b> of the Panel's appointment
<b>10 Days</b>	The parties involved shall be given <b>10 days</b> written notice of the date, time and place of the hearing
<b>14 Days</b>	<b>Within 14 days</b> of concluding the hearing, the Panel shall issue its written decision, with reasons.

## CONFIDENTIALITY

The fact that a Complaint has been filed, the President's decision whether the Complaint proceeds to a hearing (or not) and the determination of the merits of the Complaint by way of a hearing (or otherwise) shall be considered confidential information and all procedures undertaken pursuant to this Policy shall be conducted in private with only the proper parties and the Panel in attendance. However, the ultimate decision on discipline matters involving a breach of EC rules or policies shall be a matter of public record. Accordingly, a brief summary of the Panel's reasoned decision and the sanctions imposed (if any) will be made public. The summary will include, at a minimum, the names of the Panel members, the names of the parties, the EC rule that was breached, a brief factual account and the sanction (if any) or remedy designed. The brief summary will be posted on the EC website where it can be easily seen by all members for at least three months after the Panel renders its decision.

## LOCATION

The hearing shall take place in the location most convenient to the Respondent as decided by the Panel conducting the hearing. At the specific request of a party, the Panel may consider a different location for the hearing as a preliminary matter. The Panel's decision regarding the hearing location may not be appealed.

## PENALTIES and SUSPENSIONS

In all circumstances the Panel must ensure that the penalties and suspensions imposed are meaningful and proportionate to the conduct complained of and proven

to have occurred. These penalties may include, but are not limited to, the penalties and suspensions set out in the Schedule of Fines and Penalties.

#### **APPEALS PROCEDURE**

Except where otherwise provided, the final decision of the Panel may be appealed in accordance with the procedures set out in the EC Appeals Policy.

## **GLOSSARY**

### **AD**

Advanced

### **ADULT**

Individuals are adults from the beginning of the calendar year in which they reach the age of nineteen. For exceptions, see discipline/breed sport rules.

### **AFFILIATE ORGANIZATIONS**

Canadian equine or equestrian organizations with aims and objectives of national scope may apply to become affiliate members of EC. See Article A211, Affiliate Membership.

### **AGE OF A HORSE**

A horse is considered to be one year old on January 1 following the actual foaling date.

### **AGE OF A PARTICIPANT**

A participant is considered to be a certain age until the end of the calendar year in which he or she turns that age. For example, riders remain Junior A until the end of the calendar year in which they turn 18.

### **AGENT**

Any adult or group of adults acting on behalf of an owner or lessee.

### **AM**

Amateur

### **AMATEUR**

For the purposes of these rules, an amateur is an adult Sport License holder who is eligible to compete in EC amateur classes as per EC regulations. See Article A902, Amateur Competitors, and specific discipline/breed sport rules.

### **APPEALS**

An appeal may be made against the decision of a competition organizing committee or against the decision of a hearing panel, provincial, territorial or national, regarding a protest or complaint. See Articles A1210 and A1211.

### **“B”**

Basic (Judge or Steward)

### **BOARD/BOARD OF DIRECTORS**

The Board of Directors of Equestrian Canada.

### **BORROWED HORSE**

A horse not owned by the rider competing in a Para-Equestrian Canada class.

### **CALENDAR YEAR**

The calendar year starts on January 1 and ends on December 31.

**CANADIAN OLYMPIC COMMITTEE (COC)**

The Canadian Olympic Committee, the governing body for all Olympic disciplines in Canada. EC is a member of the COC.

**CANADIAN PARALYMPIC COMMITTEE (CPC)**

The Canadian Paralympic Committee (CPC) National Paralympic Committee for Canada and is a member of the International Paralympic Committee (IPC). Equestrian Canada is a member of the CPC.

**CAP**

See “Competition Administration Policy”.

**CARDED ATHLETES**

Carded Athletes refers to athletes who are approved for funding and are directly financially support by Sport Canada through the Athlete Assistance Program (AAP). AAP support is referred to as CARDING.

**CATEGORY**

Refers to the eligibility of the athlete defined by age, amateur status, open, etc.

**CDI**

Concours Dressage Internationale

**CDN**

Canadian

**CERTIFIED COACH**

Equestrian Coaches who have completed an evaluation and are certified by EC in partnership with the Coaching Association of Canada. The following designations are available: Instructor, Competition Coach, Competition Coach Specialist, High Performance 1.

**CERTIFIED INSTRUCTOR**

Equestrian Instructors who have completed an evaluation and are certified by EC in partnership with the Coaching Association of Canada.

**CET**

Canadian Equestrian Team

**CHILDREN**

Juniors competing in classes designated as children’s classes. See discipline/breed sport rules for cross-entry restrictions.

**CLASSES**

1. Amateur/Amateur-Owner Class. For adult riders/drivers who hold a valid Sport License and EC amateur card or, when competing in their own breed divisions or classes, a valid amateur card from their breed or discipline affiliate organization. Riders/drivers from other countries must have a valid amateur card from their national federation. In amateur-

- owner classes, riders/drivers or members of their immediate family must own the horse. See also 13. Owner Classes
2. Canadian-Bred Class. A Canadian-bred class is limited to entries of horses bred and foaled in Canada.
  3. EC Point Classes. Classes in which competitors accumulate points at EC competitions towards annual EC awards.
  4. Family Class. A class for two or more members of a family.
  5. Gentlemen's Class. A class for gentlemen which may be restricted to riders, drivers or handlers who are no longer eligible to compete as juniors, unless otherwise specified in discipline/breed sport rules.
  6. Ladies' Class. Class for ladies which may be restricted to riders, drivers or handlers who are no longer eligible to compete as juniors, unless otherwise specified in discipline/breed sport rules.
  7. Limit Class. Limit classes are for horses or competitors that have not won six first place ribbons at EC Gold competitions or at USEF competitions in the particular performance classes in which they are being shown excepting winnings in four-in-hands, tandems, teams, unicorns, and pairs, and winnings in combined driving, local, model and breeding classes, unless otherwise specified in discipline/breed sport rules. A limit entry is such from the closing date of entries.
  8. Local Class. A class held at an EC-sanctioned competition, which is restricted by geographic area but which is run according to all other EC rules. Local classes are not eligible for national or regional championships nor shall they count towards EC awards. See EC Competition Administration Policy, Local and Miscellaneous/Additional Classes.
  9. Maiden Class. A class open to horses or competitors that have not received one first place ribbon at EC Platinum, Gold or Silver competitions or USEF competitions in the particular performance classes in which they are shown. A maiden entry is such until the closing date of entries.
  10. Miscellaneous Class. A class which meets the particular requirements of a competition and is beneficial to the area but does not conform to the specifications for any class or division included in these rules. Entries in these classes will not accumulate points towards EC awards. Such classes or divisions must be identified in the prize list as "not rated for EC awards".
  11. Novice Class. A novice class is open to horses or competitors that have not won three first place ribbons at EC Platinum, Gold or Silver competitions or USEF competitions in the particular performance classes in which they are shown, unless otherwise specified in discipline/breed sport rules. A novice entry is such until the closing date of entries.

12. **Open Class.** A class that is open to all horses of any age or breed, irrespective of ribbons previously won, and in which there is no qualification for the rider or driver.
13. **Owner Classes.** Open to adult riders/drivers who are owners or members of the owner's immediate family. Leased horses are not eligible and multiple ownership is not permitted unless all owners are members of the same immediate family and members of EC. See discipline/breed sport rules for specific restrictions.
14. **Parent and Child Class.** For a parent and child. The age of the child may be specified. To be judged as a Family or Pair class using specifications in the discipline/breed sport rules.
15. **Restricted Class.** A class in which entries are restricted or limited in any way (i.e. according to money or ribbons won, years of competition, age, etc.)

Note: Classes restricted by geographic area are Local Classes.

**CLASSIFIER** A Para Equestrian Classifier is an individual trained and qualified to administer athlete classification nationally and/or internationally.

### **CLASSIFICATION**

Classification is undertaken to ensure that an Athlete's impairment is relevant to performance on the horse. Classification aims to place athletes into classes or Grades according to how much their impairment impacts on the core determinants of success in the sport. Classification ensures the Competition within each Grade can then be judged on the functional skill of the rider regardless of impairment.

### **CLIENT**

Any person who pays a fee for equestrian and/or equine-related services.

### **COACH**

An adult who instructs and educates riders or drivers. See also CERTIFIED COACH

### **COC**

See "Canadian Olympic Committee".

### **COMPETITION**

1. For the purposes of these rules, the term competition includes all shows, events, horse trials and any other form of equestrian competition that is covered by these rules.
2. **Platinum Competition.** A term for a competition that is operating a Gold EC-sanctioned competition and an FEI sanctioned competition at the same time and venue.
3. **Gold Competition.** This category of competition formerly called a National Competition is subject to the rules set out in the Rules of Equestrian Canada. Points accumulated at EC Gold sanctioned competitions apply towards the EC awards programs.



4. Silver Competition. A category of competition sanctioned by Equestrian Canada, organized and named by the province subject to the rules set out in the Rule Book. Competitors in this category of competition are not eligible to accumulate points for annual EC championship awards. Provinces may establish their own awards program for these competitions.
5. Bronze Competition. A grass-roots category competition (similar to the former Primary Competition) sanctioned by EC and subject to the rules set out in the Rules of Equestrian Canada, subject to discipline-specific restrictions. Competitors in this category of competition are not eligible to accumulate points for annual EC championship awards. Provinces may establish their own awards program for these competitions.
6. Sanctioned Competitions. Bronze, Silver, Gold and Platinum competitions are all sanctioned by Equestrian Canada and are subject to the rules set out in the Rules of Equestrian Canada.

### **COMPETITION ADMINISTRATION POLICY (CAP)**

This policy outlines the three-stage process for obtaining an EC-sanctioned competition sanction/license, and the responsibilities of the competition organizing committee, the Participating Provincial or Territorial Sport Organization (PTSO) and Equestrian Canada regarding sanctioned competitions.

### **COMPETITION EMPLOYEES AND OFFICIALS**

All persons directly employed by the competition, and all individuals officiating at a competition including but not limited to judges, stewards, course designers, technical delegates, veterinarians, timekeepers, announcers and ringmasters.

See also Licensed Officials.

### **COMPETITION MANAGER**

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 in good standing.

### **COMPETITION ORGANIZING COMMITTEE OR MANAGEMENT**

All persons who are responsible for all or part of the management and organization of a sanctioned competition including but not limited to members of a competition's Board of Directors, the officers, competition committee chairperson or president, manager and secretary.

### **COMPULSORY TURNING FLAG (CTF)**

*In driving*, a pair of markers used to define the required track of the Marathon course. Each CTF must be numbered consecutively within the section and placed so they are clearly visible to be passed with the red marker on the right and white on the left. Numbering shall be affixed to the right hand marker using the shapes and colours defined for each division (Article C960.5)

### **COMPETITION YEAR**

The competition year is the calendar year.

## **COMPETITOR**

The person entered in a competition as a rider, driver, vaulter or handler.

1. Rider – directs the movement of or controls the horse from a saddle.
2. Driver – directs the movement of or controls the horse from either the ground or on a vehicle using a lead, lunge or reins augmented by whip and voice as the primary aids.
3. Vaulter – performs gymnastic and dance exercises on the back of a moving horse. A vaulter is not a rider, as the horse's movement is directed and controlled by a lunger using a lunge line, a lunge whip, and static side reins.
4. Handler – directs and controls the movement of the horse other than as specified above.

## **COMPLAINT**

A formal submission in writing to EC setting out the alleged breach of the EC rule or policy. Any member in good standing may make a complaint to EC as provided in Appendix A4 EC Dispute Resolution Policy - Complaints.

## **CONFLICT OF INTEREST**

A substantial appearance of a conflict of interest exists whenever others may reasonably infer from the given circumstances that a conflict exists. A conflict of interest is defined as any personal, professional or financial relationship, including, but not limited to, relationships of family members that could influence or be perceived to influence objectivity when representing or conducting business or other dealings for, or on behalf of EC. For example, a person is considered to be in conflict of interest if that person or that person's family stands to benefit from a decision or from information obtained in the course of official duties and responsibilities which is not generally available to the membership or the public. See Chapter A14, Conflict of Interest Provisions.

## **CPC**

Canadian Pony Club

## **DISMOUNTING**

The deliberate departure of a person from the horse/carriage or the accidental leaving (falling off) of the horse/carriage .

## **DISQUALIFICATION**

Disciplinary action, prohibiting a competitor and/or entry from any further participation for the duration of a competition, and usually requiring the forfeiture of all winnings and the loss of entry fees.

## **DIVISION**

A grouping of entry based on competition criteria. Example: Training, Preliminary, Intermediate, Intermediate II, Advanced.

Blocks of FEI tests written by FEI and used by EC. Always prefaced by the abbreviation "FEI ...".

**DRP**

Dispute Resolution Path/Process

**DRR**

Dispute Resolution Request

**EC DRESSAGE COMMITTEE**

The National Committee responsible for the development of Dressage in Canada.

**EC DRIVING COMMITTEE**

The National Committee responsible for the development of driving in Canada.

**EC EVENTING COMMITTEE**

The National Committee responsible for the development of Eventing in Canada.

**EC JUMPING COMMITTEE**

The National Committee responsible for the development of the hunter, jumper and equitation divisions of equestrian sport in Canada.

**EC NATIONAL PASSPORT**

The EC national passport is for use in FEI CIM-level competitions within Canada by Canadian owned horses. Please note that Canadian owned horses competing outside of Canada will require an FEI Passport or FEI Recognition Card. Horses competing with the EC National Passport in FEI competitions must also have an annual FEI Registration. Horses competing in CI-level competitions or FEI competitions outside of Canada, must upgrade to an FEI Recognition Card.

**EC PARA-EQUESTRIAN COMMITTEE**

The National Committee responsible for the development of Para-Equestrian in Canada.

**EC**

Equestrian Canada

**EC/USEF RECIPROCAL AGREEMENT**

An agreement between EC and USEF on the recognition and suspension of officials, amateur certification and jointly recognized competitions.

**ELIMINATION**

Exclusion from any further participation in the class in which the elimination occurs.

**ENTRY**

Horse or pony entered in competition, or, in equitation, horsemanship or reinsmanship classes, the rider or driver respectively.

**ENTRIES**

1. Applications to compete in an EC-sanctioned competition, which must be signed by an individual who holds a valid EC Sport License or member

of the national federation of another country, excepting parents or guardians signing an entry for a junior. See Chapter A9, Entries.

2. Late entry. An entry made and accepted after the closing date of entries and before the commencement date of the competition.
3. Post-entry. An entry made after the commencement of the competition or after the closing of entries, depending upon the rules of each competition.
4. Regular entry. An entry made before the closing date for regular entries.

### **EQUESTRIAN CANADA (EC)**

Equestrian Canada is the national governing body for all equine and equestrian sporting and recreational activities and interest (except racing) in Canada. If the name of EC changes at any time, any reference to EC will refer to its replacement name or organization.

### **EVENT**

The entirety of activities, classes, competitions or combinations thereof, commencing and concluding as defined by the Organizer in the Prize List and which is covered by these rules. Also see “Competition”.

### **EVENT LOCATION**

All lands used by the competitions comprising the event. The competition rings, arenas, warm-up areas, stabling, parking and all grounds available or used for an event or competition owned, leased or rented by the Organizing Committee for the purposes of holding an EC-sanctioned event.

### **EVENTING**

EC rules for the discipline of Eventing, formerly called Combined Training, cover Horse Trials, Two-Day Events and Three-Day Events.

### **FALLS**

Competitors are considered to have fallen when, either voluntarily or involuntarily, they are separated from their horse, which has not fallen, in such a way that they touch the ground or find it necessary, in order to get back into the saddle, to use some form of support or outside assistance.

1. A horse is considered to have fallen when at the same time both its shoulder and quarters have touched either the ground or the obstacle and the ground.
2. See also discipline/breed sport rules.

### **FEDERATION**

For the purposes of these rules, the “Federation” means Equestrian Canada or the replacement organization should its name change.

### **FÉDÉRATION EQUESTRE INTERNATIONALE (FEI)**

The Fédération Equestre Internationale is the international equestrian sport governing body, of which EC is a member.

### **FEES, NOMINATION AND START**

1. **Nomination Fee.** A fee, usually non-refundable, which is levied by the competitions and, in some cases, organizations sponsoring special competitions such as futurities, to establish eligibility and intent to enter classes or divisions or special events. The fee constitutes a part of the total entry fee and allows the competitor the option to compete, usually upon payment of an additional fee, in the classes or divisions or special events for which the nomination fee was paid.
2. **Start Fee.** An additional fee levied by the competition applied to previously nominated entries and paid before commencement of a class. Payment of the fee allows the entries to compete in the class for which they have been nominated.

## **FEI**

See Fédération Equestre Internationale

## **FEI SCHEDULE**

An official document approved by the FEI outlining relevant information of an Event, including but not limited to the dates and location of the Event, the dates by which entries must be received, the Disciplines in which Competitions will be held, the programme of Competitions, the categories, nationalities and other relevant details of invited Athletes and Horses, the stabling and accommodation available, the value of the prizes and their distribution, and any other relevant details.

## **FEI 1\*2\*3\* 4\* 5\***

Categories of FEI sanctioned competition and certification classification of FEI Officials.

## **GATE**

*In driving:* A pair of lettered or unlettered markers used in an obstacle to define the route.

## **GENERAL PERFORMANCE DIVISION**

A multi-performance division open to all horses, with classes conducted according to the General Performance rules. See Section F, General Performance.

## **GOOD STANDING**

Participants in good standing are individuals who hold sport licenses with Equestrian Canada who have paid their current license dues, are not currently suspended and/or are not subject to any form of disciplinary action as described in these rules.

## **GP**

Grand Prix

## **GPS**

*In dressage;* Grand Prix Special

## **GPF**

*In dressage;* Grand Prix Freestyle

## **GROOM, ATTENDANT OR ASSISTANT**

A person who assists a competitor.

## **GUEST CARD**

A guest card is a temporary license issued by EC for officials not listed in the current EC Officials Roster or not listed in the capacity or with the qualifications which the competition requires.

## **HAND**

A hand is a unit of measurement that may be used to determine the height of a horse or pony. A hand measures four inches. Equines may also be measured in centimetres.

## **HANDLER**

See “Competitor”.

## **HEADER**

*In driving*; A groom or passenger, who “heads” a horse in a lineup in a driving class.

## **HEADGEAR STANDARDS**

Protective headgear must be certified under one of the following standards: ASTM (American Society for Testing Materials), or SEI (Safety Equipment Institute, Inc.); BSI/BS EN (British Standards Institution); EN (European Union Standards; AS/NZS (Australian/New Zealand Standards; or CE VG1 01.040 2014-12.

## **HORS CONCOURS**

Non-competitive entry, entered in a competition with the permission of the organizing committee. Not eligible for any winnings at that competition from the time it performs hors concours. See discipline/breed sport rules.

## **HORSE**

The term “horse” in this Rule Book, unless otherwise stated, denotes a horse, pony, mule, donkey, zebra or Very Small Equine (VSE). For competition purposes, a horse is over 14.2 hands high. For exceptions, see discipline/breed sport rules.

## **HORSE RECORDING**

A Horse Recording is a digital identification document for horses competing at EC Silver, Gold and Platinum competitions. The purpose of a Horse Recording is to enable EC to create a database profile for every horse competing at EC-sanctioned competitions. This allows EC to:

- Track the number of competitions, and classes per competition, that a horse is entered in to protect horse welfare.
- Record competition results to aid owners in the marketing and sale of horses, and to identify successful bloodlines.
- Assist in horse identification and safeguard against horse misrepresentation.

- Track eligibility of all horses and ponies, and record official pony measurements, to ensure fair play.
- Accurately track horses throughout their lifetime, regardless of ownership and/or horse name changes.

## **I1**

*In dressage*; abbreviation for the Intermediate 1 test

## **I2**

*In dressage*; abbreviation for the Intermediate 2 test

## **IMMEDIATE FAMILY / FAMILY**

The words “immediate family” and “family” include the following: husband, wife, spouse, common law, same- or opposite-gender partner, parent, child, step-child, brother, sister, half-brother and sister, step-brother and sister, in-laws of the same relation stated above, grand-parents and grand-children, unless otherwise stipulated in discipline/breed sport rules.

## **JR**

Junior

## **JUDGING PANEL**

Two or more judges on the ring at the same time

## **JUNIOR/YOUTH**

1. Except as modified by discipline/breed sport rules, individuals are juniors until the end of the calendar year in which they reach the age of 18.
2. Junior “A”. Riders/drivers are classified as Junior “A” from the beginning of the calendar year in which they turn 16 until the end of the calendar year in which they turn 18.
3. Junior “B”. Riders/drivers are classified as Junior “B” from the beginning of the calendar year in which they turn 13 until the end of the calendar year in which they turn 15.
4. Junior “C”. Riders/drivers are classified as Junior “C” such until the end of the calendar year in which they turn 12.

In Western classes, individuals are youths until the end of the calendar year in which they turn 19. See also discipline/breed sport rules.

## **JURY**

For the purposes of these rules, a jury is deemed to be one judge or any number of judges as required by the class or event rules.

## **LAMENESS CATEGORIES**

**Grade I:** is defined as lameness difficult to observe. Not consistently apparent regardless of whether the horse is circling, going up or down a hill, trotting on a hard surface, etc.

**Grade II:** is defined as lameness difficult to observe at a walk or trot on a straight line.

**Grade III:** is defined as a consistently observable lameness at a trot.

**Grade IV:** is defined as an obvious lameness with marked nodding.

**Grade V:** is defined as minimal weight bearing on one leg, or inability to move.

*In endurance;* Grades III to V are automatically excused from BC judging; Grades I and II usually are not. The "soundness" score should reflect the significance of the gait impairment as well as the degree of impairment at that moment. A horse that merely has a peculiar way of going may appear slightly "off" so it is very important for the vet to have made notes, whether mental or otherwise, about how each horse moved at the pre-ride exam.

### **LESSEE**

An individual or group of individuals leasing a horse; to be official the lease must be registered with EC..

### **LEVEL**

Blocks of EC national dressage tests written by the USEF and used by EC. Refers to Training through Fourth Level and all Freestyles.

### **OFFICIALS**

Officials, including judges, stewards, course designers and technical delegates, who are recognized and certified by Equestrian Canada to officiate at EC-sanctioned competitions.

### **"M"**

Medium (Judge or Steward)

### **MEMBER**

Members of Equestrian Canada, including Category A, Category B and Category C members; see Equestrian Canada Bylaws, Article 3 – Membership. The term "member" may also be used in these rules to refer to a member of an organization such as FEI / USEF. See also Registered Participant

### **NATIONAL CHAMPIONSHIPS**

Any national competition may apply for National Championships through the EC National Office and pay the required fees.

### **NATIONAL FEDERATION (NF)**

The national sport governing body of a country, which is a member of the FEI.

### **NATIONAL OFFICE (EC)**

The administrative office of EC.

### **NATIONAL ORGANIZATION**



A Canadian equine or equestrian society or organization, which has objectives and aims with Canadian scope, is registered in Canada, has a Canadian head office and a Canadian Board of Directors.

**NF**

See National Federation

**O**

Open

**OFFICIALS**

Officials, including judges, stewards, course designers and technical delegates, who are recognized and certified by Equestrian Canada to officiate at EC-sanctioned competitions.

**REGISTERED LEASE**

A lease registered with EC or the FEI. See Article A818, Registered Leases.

**PARTICIPANT**

Any person involved with, competing in, taking part in, in any capacity with regards to the said event. Said “event” is not restricted to competition and could include but is not limited to clinics, shows, competitions, demonstrations and training sessions. See also Registered Participant.

**PARTICIPATING PTSO**

A Provincial or Territorial Sport Organization that has a current Affiliation Agreement with Equestrian Canada to provide various services and products and represents the aims and objectives of the national federation in its region.

**PERSON RESPONSIBLE**

The Person Responsible (PR) for a horse must be an adult who has, or shares responsibility for the care, training, custody, and performance of the horse and who has official responsibility for that horse under EC Rules. The PR is liable under the penalty provisions of the applicable EC Rules for any rule violations.

Every entry form for an EC sanctioned competition must identify the PR and be signed by the PR.

The Person Responsible is ultimately responsible for the condition, fitness and management of the horse and is alone responsible for any act performed by himself/herself or by any other person with authorized access to the horse in the stables, elsewhere on the grounds, or while the horse is being ridden, driven or exercised.

**A:** For adult entries into EC sanctioned competitions the PR shall be either the trainer, the owner of the horse of the competitor who rides or drives the horse during the EC sanctioned competition.

**B:** For Junior entries into EC sanctioned competitions the Junior competitor cannot be the PR. For Junior entries the PR may be either the trainer, the owner of the horse, or a parent/guardian of the Junior competitor.

### **PONY**

1. Ponies are animals that do not exceed 14.2 hands, unless otherwise specified in discipline/breed sport rules.
2. “A” ponies exceed 13.2 hands but do not exceed 14.2 hands
3. “B” ponies exceed 12.2 hands but do not exceed 13.2 hands
4. “C” ponies do not exceed 12.2 hands

### **PRIZE LIST**

Required for all EC-sanctioned competitions. A publication which serves as an invitation to compete and provides all information required by the officials and the competitors in the competition. See Chapter A6, Prize Lists and Entry Forms.

### **PROTECTIVE HEADGEAR**

1. Protective headgear must be:
  - a) approved by an accredited certification organization (HEADGEAR STANDARDS).
  - b) properly fitted; and
  - c) securely fastened by a permanently affixed safety harness.
2. Any competitor may wear approved protective headgear in any division or class without penalty from the judge.
3. Equestrian Canada makes no representation or warranty, expressed or implied, about any approved protective headgear. Equestrian Canada cautions riders and Athletes that serious injury or death may result despite wearing such headgear, as all equestrian sports involve inherent risk, and no protective headgear can protect against all foreseeable injury.

### **PROTECTIVE VEST (BACK PROTECTORS)**

1. Protective vest must be:
  - a) properly fitted; and
  - b) securely fastened.
2. Any competitor may wear a protective vest in any division or class without penalty from the judge.
3. Equestrian Canada makes no representation or warranty, expressed or implied, about any protective vest and does not imply protective vests may protect against all foreseeable injury.

### **PROTEST**

A formal process, expressed in writing, to the Competition Organizing Committee (OC) to lodge a dispute, disagreement or grievance regarding the conduct of the EC-sanctioned competition or an alleged rule or policy violation on the part of the OC or official(s) at an EC-sanctioned competition. See Article A1204 – Filing a Protest.

**PROVINCE (PARTICIPATING PTSO)**

For the purposes of these rules, the term “Province” refers to the Provincial or Territorial Equestrian Sport Organization,

**PSG**

*In dressage; Prix St. Georges*

**PTSO**

Provincial/Territorial Sports Organization (provincial or territorial organization overseeing equestrian activities)

**“R”**

Recorded (Judge)

**RAPPING**

The term “rapping” is construed to include all of the artificial techniques intended to induce a horse to jump higher or more carefully in competition. It is not practical to list every possible means of rapping, but in general it consists of the competitor — and/or dismounted assistants, for whose behavior the competitor is responsible — either hitting the horse’s legs manually with something (no matter with what or by whom) or deliberately causing the horse to hit something itself, whether by building fences too large and/or too wide, setting false ground lines, placing trot poles or elements of a combination at a false distance, intentionally pushing the horse into a fence or otherwise making it difficult or impossible for the horse to negotiate the practice obstacle without hitting it.

**REGISTERED PARTICIPANT**

Any Person registered with Equestrian Canada, including Sport License Holders, and paying dues to obtain some benefit from Equestrian Canada.

**REMUNERATION**

For the purposes of these rules, remuneration is defined as any payment, either in cash or in kind, with the exception of gifts of token value.

1. Remuneration does NOT include:
  - a) payment made to any competition official
  - b) reimbursement for expenses without profit
  - c) winnings paid to a horse’s owner

**RULE BOOK/RULES**

“Rule Book” refers to the Rules of Equestrian Canada and all its parts. “Rules” refer to the rules and regulations of EC contained in the Rule Book.

**“S”**

Senior (Judge or Steward)

**SENIOR**

Individuals are adults or seniors from the beginning of the calendar year in which they reach the age of nineteen. For FEI rules visit [www.fei.org](http://www.fei.org)

**SHOWN AND JUDGED**

To be “shown and judged” in a class, an animal must perform the prescribed routine and must remain in the ring until excused by the judge.

### **SOUNDNESS**

Must be serviceably sound. See also Unsoundness.

### **SPORT LICENSE**

EC Sport Licenses are required by competitors, owners or lessees, and individuals/corporations accepting responsibility for entries in EC-sanctioned competitions.

### **START OF A COMPETITION**

A competition is considered to have started by the time and date indicated in the prize list for the arrival of entries (horses) to the competition venue. Exception: Combined Driving – See Section C.

### **SUSPENSION**

Disciplinary action resulting in the suspension of a horse and/or owner, lessee, rider, driver, handler or any other responsible party from further participation in EC-sanctioned competition until the term of the suspension has expired.

### **TRAINER**

An adult who has the responsibility for the care, training, custody and performance of the horse.

### **TROPHY**

1. Challenge Trophy - A challenge trophy has to be won a specified number of times for outright possession.
2. Perpetual Trophy - A perpetual trophy remains in the possession of the winner for a period of 11 months, at the end of which time it is to be returned to the competition organizing committee. A replica may be given instead of a perpetual trophy.

### **TURNOUT**

*In driving*; The assemblage including the Athlete (Athlete), required groom(s), horse(s) with harness and carriage appropriate to the competition. Description includes configuration – single, pair, tandem, unicorn or four-in-hand. Examples: Horse single; pony pair; VSE unicorn; Small pony tandem

### **UNSOUNDNESS**

Unsoundness is:

- a) consistently observable at any gait under all circumstances;
- b) marked nodding, hitching or shortened stride; or
- c) minimal weight-bearing in motion and/or rest and inability to move.
- d) Any manifestation of pain, inability, disability or deformity in the act of motion is considered an unsoundness.

### **UNITED STATES EQUESTRIAN FEDERATION (USEF)**

The equestrian sport governing body of the United States.

**USDF**

United States Dressage Federation

**USEF**

United States Equestrian Federation

**VALID SPORT LICENSE**

A Sport License is considered valid when it is current and the holder is in good standing.

**VETERINARIAN**

Veterinarian: the veterinarian must be licensed to practice in the province/territory in which the competition is being held or in the home province/territory of the horse that is in competition and owner of or employed by a practice that is approved by its province/territory to participate in equine practice.

**VIOLATION**

For the purpose of these rules, a violation is deemed to be any act prejudicial to the interests of EC. See Article A1207 – Violations.

**WINNINGS**

All ribbons, prizes, prize money, trophies and points won by a horse.

**YELLOW WARNING CARD**

An alternative to other options in the EC legal system, (eg. fines or disqualification) and is for cases of violations deemed to be minor in nature.

**YR**

Young Rider

**YOUNG RIDER/DRIVER**

Young riders/drivers are such from the beginning of the calendar year in which they reach the age of sixteen until the end of the calendar year in which they reach the age of 21.

## METRIC CONVERSION TABLE

<u>WHEN YOU KNOW .....</u>		<u>MULTIPLY BY .....</u>		<u>TO FIND</u>	
Hands .....	4 .....				Inches
Inches .....	2.54 .....				Centimeters
Centimeters .....	0.3937 .....				Inches
Yards .....	0.9 .....				Meters
Meters.....	3.281 .....				Feet
Feet.....	0.3048 .....				Meters
Miles.....	1.609 .....				Kilometers
Kilometers .....	0.6214 .....				Miles
Pounds.....	0.4536 .....				Kilograms
Kilograms .....	2.205 .....				Pounds

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