



# EQUESTRIAN CANADA ÉQUESTRE

## COMPETITION ADMINISTRATION POLICY

2024

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# INTRODUCTION

Equestrian Canada (EC) is responsible for sanctioning equestrian events in Canada for all Fédération Equestre Internationale (FEI) disciplines, as well as other disciplines and breed sports which agree to abide by [EC Rules](#).

EC has delegated responsibilities to its partner Provincial/Territorial Sport Organizations (PTSO) for the administration of EC sanctioned competitions at the levels specified in Appendix 1. PTSOs act as agents of EC and of the Competition Administration Policy (CAP).

This policy:

- Outlines the process for granting an EC competition sanctioning;
- Describes responsibilities of the Competition and EC; and,
- Outlines the responsibility of the discipline/breed groups as described in individual policies.

# TERMINOLOGY

Provincial/Territorial Sport Organization	PTSO
Equestrian Canada	EC
Competition Administration Policy	CAP
Organizing Committee	OC
Competition Application Form	CAF

**EC:** Equestrian Canada (EC) is to be understood to mean the national federation with all its subsidiary groups, including discipline committees.

**PTSO:** A Provincial/Territorial Sport Organization (PTSO) that has a current agreement with EC to provide various services and represents the aims and objectives of the national federation in its region.

**Competition Manager/Organizer:** A person designated to manage a competition (see CAP 5.1.2). This person must hold a valid EC Sport Licence at or above the level of the competition and must be an EC and PTSO member in good standing.

**Competition Contact:** The individual who will be listed on the EC website and in the EC database as the primary contact for the EC sanctioned competition.

**Competition:** Includes all shows, events, horse trials and any other form of equestrian competition that is covered by the EC Rules. Bronze, Silver, Gold and Platinum level competitions are all sanctioned by EC and subject to the rules set out in the EC Rules.

**ISO Calendar:** EC uses the International Organization for Standardization (ISO) leap week calendar system to allocate sanctioning dates. Weeks start with Monday.

**Management/Ownership Group:** Group of persons with ownership of the competition and responsibility for selection of the management and operations staff, including the Competition Manager (above)



# COMPETITION SANCTIONING PROCEDURE

Applicants for Competition sanctioning should be aware that the below principles form the basis of awarding dates and approvals for competitions, but that EC retains discretion to award or not award sanctioning approval for any Competition where necessary to achieve the overall objectives of EC and the development of a robust and progressive Competition structure aligned to the [athlete pathway](#).

EC has the responsibility to grant a date within the CAP guidelines. Competition applicants will be provided a rationale if the requested date is not granted. Competition Managers/Organizers have the right to appeal any such decision pursuant to the conditions of the [EC Discipline, Complaints and Appeals Policy](#).

## 1. Date Reservation Procedure

### 1.1 Date Reservation Requirements by Competition Type:

Eventing Competitions*	Platinum & FEI <input checked="" type="checkbox"/>	Gold <input checked="" type="checkbox"/>	Silver <input checked="" type="checkbox"/>	Bronze <input checked="" type="checkbox"/>
Hunter/Jumper Competitions*	Platinum & FEI <input checked="" type="checkbox"/>	Gold <input checked="" type="checkbox"/>	Silver <input type="checkbox"/>	Bronze <input type="checkbox"/>
Dressage Competitions*	Platinum & FEI <input checked="" type="checkbox"/>	Gold <input checked="" type="checkbox"/>	Silver <input type="checkbox"/>	Bronze <input type="checkbox"/>
All other Competitions**	No date approval required (proceed to Competition Application) <input type="checkbox"/>			

**\*See discipline-specific appendices: Appendix 3: Gold Hunter/Jumper Date Reservation; Appendix 4: Gold Dressage Date Reservation; Appendix 5: Eventing Competition Calendar Date Reservation & Administration**

**\*\*All other Competition categories do not require date reservation and pre-approval by EC.** In the absence of any outstanding financial, safety or policy violations regarding EC sanctioned Competitions run in the previous year and provided that the Competition has completed the Competition Application Form (CAF) by the specified deadline, the competition date will be approved.

### 1.2 Gold, Platinum & FEI Competitions

The Gold & Platinum Date Request Form will be available at all times on the [EC website](#). The Gold & Platinum Date Request Form must be completed in full including venue information for each Competition. Facility agreements must be in place before an application for date approval is submitted to EC. The facility agreement must be available for review upon request by EC. Gold & Platinum Date Request Forms must be submitted to EC no later than July 31 in the year prior to the date requested. Exception: Date requests for CSI 5\* and CSIO 5\* competitions must be submitted to EC by April 1 of the preceding year.

1.2.1 Platinum and FEI Competitions require approval from EC and the FEI to be sanctioned.



- 1.2.2 EC approved dates for EC Platinum and FEI Competitions will be forwarded to the FEI by October 1 of each year for FEI approval. Note that all communication regarding proposed EC Platinum Competitions must be between EC and the FEI. No Organizing Committee (OC) is permitted to communicate directly with the FEI. **Exception:** CSI 5\* and CSIO 5\* approved dates will be forwarded to the FEI by May 1 of the preceding year for FEI approval.

### 1.3 Late Date Reservations

- 1.3.1 Date applications for existing competitions received after the deadline will be considered late and charged a late fee as determined by the [EC Schedule of Fees](#). Late applications will only be considered after all properly submitted applications have been processed. Late applications for new Competitions may have this late fee waived at the discretion of EC.
- 1.3.2 Platinum and FEI date applications received after the FEI deadlines will be subject to FEI late fees without exception.
- 1.3.3 Late requests for dates already allocated to another competition within the same province/territory will be assessed by EC on a case-by-case basis, with preference only given to events submitted prior to the deadline.

## 2. Competition Application Procedure

- 2.1 Competition Managers/Organizers or OCs applying to hold an EC sanctioned Competition must submit the CAF pursuant to Appendix 1. **A CAF must be submitted for every Competition being held.**
- 2.2 The CAF must be signed by the Competition Manager/Organizer taking responsibility for the conduct of the Competition and shall contain the following statement:

*In applying for the above dates, the competition agrees to abide by the Equestrian Canada Rules and understands that failure to do so constitutes a violation of Equestrian Canada Rules and may subject the competition to fines and penalties under the provisions of the Competition Administration Policy and the Schedule of Fines and Penalties.*

*The Competition Manager/Organizer has the authority to bind the corporation and any violations/penalties will be considered as those of the corporation.*

- 2.3 Each Competition Application must list only one discipline covered by the Rules of Equestrian Canada. For example, a competition may host multiple breed discipline classes as covered by Section B: Breeds, however, they may not host classes covered by Section G: Hunter, Jumper, Equitation and Hack under the same licence)

## 3. Competition Fees

- 3.1 Competition sanctioning fees are set on an annual basis and outlined in the Schedule of Fees.
- 3.2 Upon application, fees are payable to EC or the administering PTSO at least 30 days prior to



the first day of competition. Competitions that are denied an accepted date will be refunded the sanctioning fee. Competitions failing to meet sanctioning requirements and therefore not approved will not receive a refund of sanctioning fees, late fees or guest card fees. Applications received after the deadline must include the full sanctioning fee and may receive a late administration fee at the discretion of EC or the administering PTSO.

- 3.3 A Competition will pay a single sanctioning fee for the highest level of competition offered.
- 3.4 All Competitions with an outstanding balance in excess of 30 days from the payment due date will be charged an administrative past due fee at an interest rate of 1.5% per month on the total balance on the account, in addition to all accumulated late fees. A balance in excess of 60 days will result in the Competition Manager being placed Not in Good Standing until all outstanding payments are resolved. .
- 3.5 At their discretion, EC may require the advance payment of any fees in order to proceed with date approval, sanctioning, or submission of dates to the FEI.
- 3.6 EC no longer accepts payments by cheque. All submissions direct to EC must be made via credit card, EFT/wire transfer, or Interac Online.

## 4. Competition Sanctioning Requirements

- 4.1 The Competition Application Form and all other required forms will be maintained and accessible on the [Equestrian Canada Website](#).
- 4.2 A Competition will be sanctioned by EC or the administering PTSO only upon submission of all the required forms and fees, including but not limited to:
  - a) CAF, completed in full with signed declaration;
  - b) EC Certificate of Insurance;
  - c) Copy of the Prize List or Omnibus (eventing);
  - d) Prize List Approval Form submitted by a current EC Steward or TD; ,
  - e) Completion of the biosecurity self-assessment by the Competition Manager,
  - f) Changes submitted on a modification form in a timely manner, and.
  - g) Payment of fees.
- 4.3 All Competition sanctions are valid solely for the Competition for which it is granted. OCs and/or Competition Managers/Organizers are required to apply for any future Competitions using the procedures as outlined.
- 4.4 See CAP 1.1 for types of Competitions requiring date reservation in the year preceding the event.
- 4.5 Sanctioning will be withheld from any Competition that has been identified by EC or a PTSO as having matters outstanding. Such matters may be financial, safety or failure to comply with the EC Results Input (CAP 6.4) or any other issues that may be deemed prejudicial to the best interest of the sport.
- 4.6 EC sanctioning (or date exclusivity – see discipline appendices) will be lost or withheld from a Competition for breaches committed by the same or similar management/ownership group or a competition manager designated by the



ownership/management group, including for any of the following reasons::

- a) Competition or Competition Manager/Organizer considered by EC or a PTSO to be “not in good standing” due to outstanding payments, fines or violations of any EC rule or policy;
- b) Failure to respond to warnings issued by EC;
- c) Failure of a Competition to follow through on undertakings to improve issues that have been brought to their attention by EC or raised by EC Officials;
- d) Failure to abide by the rules and policies of EC including tardy payments of fees, any outstanding accounts to suppliers, outstanding document submissions, etc.;
- e) Lack of willingness to provide timely and accurate results to EC;
- f) Failing to ensure the safety of all competitors and their equines;
- g) Inappropriate behavior as determined by EC that does not promote the best interests of the sport;
- h) Activities of any kind that are considered criminal or against normal acceptable behavior in a reasonable society; or,
- i) Any outstanding issues from any previous year.

4.7 If a Competition has two or more non-sufficient funds (NSF) payments, EC has the ability to remove future sanctioning.

4.8 EC or the administering PTSO will inform Competition Managers/Organizers of these or any other outstanding issues in order that the Competition may have the opportunity to correct the matter.

#### **4.9 FEI & Platinum Competitions**

4.9.1 Any FEI competitions taking place in Canada without a national-level component (non-FEI classes) are responsible for submitting the following pieces in order to proceed with FEI sanctioning:

- a) Competition Application Form signed by Competition Manager holding a Platinum Sport Licence
- b) Completed EC Certificate of Insurance
- c) Sanctioning Fees as outlined in the Schedule of Fees
- d) Draft Schedule submitted (per FEI’s format and deadlines)
- e) Payment of any FEI invoices as administered by EC

4.9.2 The above pieces must be submitted in adherence with the deadlines outlined in section 6.2.3 of this Policy and any FEI deadlines

4.9.3 Upon the completion of the FEI event, the Competition Manager is responsible for remitting the following to EC within the deadlines outlined in section 6.4.1 of this Policy:

- a) Competition Master Report with applicable Equine Medication Control and Platinum Levy fees collected
- b) Payment of any FEI invoices as administered by EC

4.10 Equestrian Canada reserves the right to assign steward(s) to any Platinum/Gold competition or any competition designated as a Championship. Stewards fees/expenses are the responsibility of the competition.

## **5. Fairs**

5.1 In order for fairs to be eligible for a single sanction for a multi-level, multi-discipline competition, they must meet the following criteria:



- a) They must be run by an agricultural association or society, as defined provincially/territorially; and,
- b) The fair must be a member of the Canadian Association of Fairs & Exhibitions and/or a member of their provincial/territorial fair board.

## 6. Roles and Responsibilities

EC sanctioned Competitions are granted approval on the condition that sanctioned Competitions will follow the EC Rules, the CAP and any other procedures or timelines set forth by EC. This section outlines the respective responsibilities of the parties involved in the running of EC sanctioned Competitions.

### 6.1 Responsibilities – Competition Organizing Committee and/or Competition Manager/Organizer

- 6.1.1 The OC and/or Competition Manager/Organizer of an EC sanctioned Competition is responsible for the operation of the Competition, which includes meeting all required deadlines for submission of paperwork and payment of fees. If the required pre or post-competition paperwork is late, late fees may be applied. See [EC Schedule of Fines and Penalties](#) for late fees.
- 6.1.2 An individual must be identified to act in the capacity of Competition Manager/Organizer accepting responsibility for the overall conduct of the Competition. This person must hold an EC Sport Licence at or above the level of the Competition and must be an EC/PTSO member in good standing. This person must have the authority to bind the corporation in cases where the OC is a business entity
- 6.1.3 It is the duty of the OC and Competition Manager/Organizer to ensure that the EC Rules are enforced from the time entries are accepted and admitted to the grounds until competition participants leave the Competition site (unless otherwise specified by discipline rules).
- 6.1.4 The identified Competition Manager/Organizer must be present at all times during the Competition and shall be responsible for the operation in and around the Competition with particular reference to enforcement of the EC Rules in consultation with the EC Steward and/or EC Technical Delegate (unless otherwise specified by discipline rules).
- 6.1.5 Competition Managers/Organizers or EC Officials shall report to EC in writing any act on the part of any competitor(s) or other person(s) that are deemed prejudicial to the best interest of equestrian sport.
- 6.1.6 The OC and/or Competition Manager/Organizer accepts all responsibility for the financial welfare of the Competition and agrees to honour all commitments to prize money, awards and contracted officials.
- 6.1.7 The OC and/or Competition Manager/Organizer accepts responsibility for adhering to the rules, policies and procedures as set out by the EC Equine Medication Control Committee with regard to the collection and submission of drug fees and any associated drug testing procedures (See EC Rules, Section A: General Regulations, Chapter 10).
- 6.1.8 The OC and/or Competition Manager/Organizer accepts responsibility for providing sharps





container(s) in usable condition onsite available for the safe and proper disposal of medical sharps. “Useable condition” means there is available room for sharps to be fully confined within the container and not overflowing. Once full, the container is to be replaced and proper disposal of the container arranged.

- 6.1.9 The OC and/or Competition Manager/Organizer accepts responsibility for adhering to the rules, policies and procedures as set out by EC with regard to the handling of protests and disputes at its event (See EC Rules, Section A: General Regulations, Chapter 12).
- 6.1.10 The OC and/or Competition Manager/Organizer must retain all documentation (including but is not limited to copies of entry forms, release forms, etc.) for five (5) years and provide them to EC upon request.
- 6.1.11 The Competition Manager/Organizer will be responsible for payment of all financial responsibilities to EC and/or the FEI for the Competition.
- 6.1.12 The competition must accommodate shadow/learner officials.

## 6.2 General Responsibilities: Pre-Competition

- 6.2.1 The OC and/or Competition Manager/Organizer must follow the EC Competition Sanctioning Procedure as listed above and as per Appendix 1.
- 6.2.2 **At least 60 days prior** to the Competition, the OC and/or Competition Manager/Organizer must:
  - a) Submit a draft copy of the prize list and entry form to an EC Steward/Technical Delegate for approval. Prize lists contained within a prizebook for multiple events is an acceptable format and may be approved together (exception: EC Rules, Section D: Eventing, Article D 103); and,
  - b) Submit the CAF to EC or the administering PTSO.
- 6.2.3 **At least 30 days prior** to the Competition, the Competition Contact/Manager/Organizer must send the following to EC or the administering PTSO:
  - a) Horse Show/Event Certificate of Insurance with all extensions applied;
  - b) Prize List Approval Form signed by a current and certified EC Steward or Technical Delegate eligible to officiate at the event (exception: EC Rules, Section D: Eventing, Article D 103);
  - c) Copy of the final prize list and entry form;
  - d) Competition sanctioning and any guest card fees paid in full; and,
  - e) All Competition officials and the Competition Manager/Organizer must be approved per the EC Rules by EC or the administering PTSO.

**No competition will receive EC sanctioning without meeting the above conditions.**

- 6.2.4 All changes to Competition venue must be approved by EC or the administering PTSO. Changes to Competition venue made less than 30 days in advance of the Competition start date will not be approved, except in extraordinary circumstances. Changes to Competition venue must be made in writing using the Modification Form by an authorized member of the OC and/or Competition Manager/Organizer to EC or the administering PTSO.
- 6.2.5 The OC must verify all competitors, owners, horses, coaches, and Person Responsible as



listed on the entry forms against the EC database.

6.2.6 In the event that a Competition neglects to acquire approval prior to the Competition taking place, refer to the Schedule of Fines and Penalties.

### **6.3 General Responsibilities: During the Competition**

6.3.1 It is the responsibility of the OC, Competition Manager/Organizer and Officials to ensure that all competitors and/or their representatives comply with the EC Rules regarding entry forms, Horse Recordings, Sport Licences, coach status, and other requirements.

6.3.2 An OC and/or Competition Manager/Organizer that permits individuals who do not meet the criteria to compete as outlined in the EC Rules will be subject to penalties as determined by the Schedule of Fines and Penalties.

### **6.4 General Responsibilities: Post-Competition**

6.4.1 Forward all fees, completed forms and required reports collected on behalf of EC within 14 days of the last date of the competition. Late fees will be applied to any fees, forms and reports not submitted within this timeline. See Schedule of Fines and Penalties.

This includes but is not limited to:

- a) Online Competition Master Report;
- b) Temporary Horse Recording forms or a list of the horses for whom these items were purchased via consent on entry forms;
- c) List of foreign riders/horses;
- d) List of coaches who attended the event and their sport licence numbers, and,
- e) Remittance of all required fees and levies.

6.4.2 Distribute all prize money per current EC Rules, Section A: General Regulations, Chapter 7.

6.4.3 Submit results to EC as outlined in CAP 6.7.

6.4.4 Results and prize money breakdown from FEI sanctioned Competitions must be submitted to the FEI using approved FEI format. Any fines levied by the FEI due to late results will be the responsibility of the OC.

6.4.5 The competition is responsible for submitting final, accurate information in a timely fashion. Upon submission of the Competition Master Report to EC, the competition will have fourteen (14) days to submit any revisions or corrections; after this time the submission is deemed final.

6.4.6 Any errors made by the Competition that result in incorrectly charged OR uncharged fees for Temporary Horse Recordings are the sole responsibility of the Competition. Where a refund must be issued to a competitor, the Competition must refund the competitor directly and in a timely fashion. EC will refund the OC – where appropriate - after proof of competitor refund has been provided. Where the Competition fails to charge a competitor for one or more of the aforementioned fees, the Competition shall remit the balance owing for all such fees to EC; the Competition must then seek reimbursement for these fees directly from the competitor(s).



## 6.5 Officials Approval

- 6.5.1 EC or the administering PTSO is responsible for the approval of EC Officials and the granting of guest cards as per the EC Rules.
- 6.5.2 An EC sanctioned Competition that uses officials not approved by EC or the administering PTSO will receive a fine or penalty as per the Schedule of Fines and Penalties.
- 6.5.3 An OC and/or Competition Manager/Organizer that must replace an official due to a last-minute emergency less than 24 hours before the Competition start date may do so without penalty, provided that the replacement official is eligible, and that the OC and/or Competition Manager/Organizer submits a completed Modification Form to EC or the administering PTSO as applicable no later than five (5) days following the completion of the Competition.

## 6.6 Forms

- 6.6.1 EC will provide and keep current all required forms and reports within the Competition Support Portal found at <http://competition.equestrian.ca> and on the website [www.equestrian.ca](http://www.equestrian.ca) as appropriate.
- 6.6.2 The competition must comply with the requested submission methods of EC and the administering PTSO. Digital Portals must be used if available.

## 6.7 Results Input

- 6.7.1 It is the responsibility of the Competition Manager/Organizer to ensure results are submitted from EC sanctioned Gold and Silver Competitions in the following disciplines: hunter/jumper, eventing and dressage. Results must be complete and include all EC-sanctioned classes offered at the event. Competitions must submit results using an electronic file format pre-approved by EC.
- 6.7.2 The EC Sport Licence Holder and horse database will be accessible to Competition Managers/Organizers and PTSOs.
- 6.7.3 In the event of greater than ten (10) errors/issues with a submitted results file, an automated notice of results rejection will be emailed to the person listed as the Competition Contact. It is the responsibility of the Competition Manager to ensure all errors/issues are resolved and results are resubmitted within the published timeframes for results submission (see 6.7.4).
- 6.7.4 Results from EC-sanctioned competitions noted in CAP 6.7.1 must be submitted within seven (7) days of the competition end date. Late submissions may be imposed with a penalty as per the Schedule of Fines and Penalties.
- 6.7.5 Failure to comply with EC results reporting will result in the removal of future EC dates and withholding of sanctioning for the OC and Competition Manager/Organizer.
- 6.7.6 Results that do not comply with the EC submission format will be deemed invalid. The Competition will be then subject to penalties and/or withholding of sanctioning of future date/sanctioning applications.

## 7. Penalties/Violations



7.1 Refer to the Schedule of Fees and Schedule of Fines and Penalties.

7.2 Competitor Fees: Within 60 days of the last day of the Competition, the Competition Manager/Organizer shall report in writing to the EC the name of any competitor whose payment of fees was not negotiable.

- a) EC shall not be held responsible for the collection of any fees other than non-negotiable cheques or declined credit cards. Any Competition accepting entries without the prepayment of the requisite entry fees, etc., does so at its own risk.
- b) In the case of non-negotiable payment for entries and/or any other Competition fees, the Competition Manager/Organizer shall report to EC within seven (7) days following notification by the bank, enclosing photocopies of the signed entry form, both sides of the cheque and the bank slip that accompanied the returned cheque. A copy of the pertinent invoice must be enclosed.
- c) On receipt of notice of such unpaid fees, EC shall send notice in writing to such persons of the report of arrears stating that unless payment is made within two (2) weeks, they will be listed as a registered participant not in good standing.

The registered participant shall remain not in good standing until the outstanding fees are paid.

7.3 In the event that EC rules are breached during the administration or course of the Competition and the rule breach is not outlined in the Schedule of Fines and Penalties, the following penalties may be applied at the discretion of EC:

#### **Competition Administration Fines**

First offense	Fine up to \$1,000 paid by the Competition Manager/Organizer or OC. Fine payable within 30 days of notice of the infraction.
Second offense within three (3) years	Fine up to \$5,000 and the Competition Manager/Organizer and/or OC members being placed “not in good standing” for up to 30 days. Fine payable within 30 days of notice of the infraction.
Third offense within three (3) years	Fine up to \$10,000, the Competition Manager/Organizer and/or OC members being placed “not in good standing” for up to 90 days, and the removal of future EC dates and withholding of any sanctioning for the OC and Competition Manager/Organizer. Fine payable within 30 days of notice of the infraction.

## **8. Procedure For Unsanctioned EC Competitions**

8.1 If a Competition is held without prior sanctioning and so that competitors are not affected, a decision may be made to retroactively sanction the Competition under the following conditions:

- a) This is a first offence;
- b) That the Competition Manager/Organizer or Contact provides EC or the administering PTSO



the following within 48 hours of the competition:

- i. CAF listing all officials and competition licensing fee
  - ii. Certificate of Insurance
  - iii. Prize List
  - iv. Master List of Entries
- c) That the OC and/or Competition Manager/Organizer pay a fine as per the Schedule of Fines and Penalties, payable to EC;
- d) That the OC or Competition Manager/Organizer's future Competitions be considered probationary through the completion of the current year and throughout the year following. All rules, deadlines etc., as stipulated by EC and its policies must be adhered to;
- e) In the event that the Competition Steward is the same Steward/Technical Delegate identified in the prize list and responsible for the prize list approval, sanctions may be imposed on the individual Steward; and,
- f) All Officials will be notified that they have officiated at a non-sanctioned event and that this is on record. If this is the first offence for the Official(s), it will not be counted against the Official.

8.2 In the event of a second offence:

- a) EC will file a protest under the Dispute Resolutions for EC Sanctioned Competitions with the Organizing Committee as the Respondent (see EC Rules, Section A: General Regulations, Chapter 12);
- b) All Officials will be notified that they have officiated at a non-sanctioned event and this will be on record. If this is the first offence for the Official, it will not be counted against the Official;
- c) A fine will be imposed, payable to EC as per the Schedule of Fines and Penalties;
- d) The Competition Manager/Organizer will be declared not in good standing;
- e) A Committee of Inquiry will be called as per the policy; and,
- f) There may be additional penalties as outlined in the EC Rules, Section A: General Regulations, Chapter 12 and determined by the Hearing Panel.

## 9. EC Competition Cancellation Policies

9.1 Cancellation of the entire Competition as per EC Rules, Section A: General Regulations, Article A308. All entries and fees paid must be refunded entirely within 30 days. Cancellations made due to extraordinary circumstances (e.g. natural disasters, air quality, storms, accidents or emergencies) will be addressed on a case-by-case basis with EC.

9.2 In the event that a class or the remainder of a class is cancelled and cannot be rescheduled within the duration of the Competition, the competitor will be reimbursed the class fee.



- 9.3 Classes can only be rescheduled within the duration of the competition. Any classes rescheduled outside of the given licence duration must be sanctioned as a new event.
- 9.4 A Competition receiving written confirmation from a competitor of cancellation of their entry before the closing date will refund the competitor 100% of class fees paid, except the administration fee set by the Competition and applicable stall reservations as identified in the prize list, which may be retained by the Competition Manager/Organizer. Fees collected on behalf of other organizations or entities (including but not limited to: drug fees, discipline levies and temporary fees) must be returned to competitors.
- 9.5 Each prize list must contain the cancellation and refund policy of the organizers. Fees collected on behalf of other organizations or entities (including but not limited to: drug fees, discipline levies and temporary fees) must be returned to competitors in the case of Competition cancellation.
- 9.6 Competition Managers/Organizers must refund any entry fees, stabling and administration fees exempted, paid in advance by a competitor for any horse(s) that is subsequently named to the official Canadian Equestrian Team (CET), as CET participation will prevent the horse for competing in that Competition.
- 9.7 Refunds may be offered in the form of a credit towards entry at a future Competition operated by the same OC on a dollar-for-dollar basis, if acceptable to the competitor.



# APPENDIX 1: SUBMISSION OF SANCTIONING PAPERWORK

The following outlines which organization administers the Competition sanctioning process per Competition type. The administering organization will receive all sanctioning related paperwork. Please note that EC cannot accept physical paperwork submissions. All submissions must be made via email or applicable online process.

Competitions administered by the PTSO may be able to accommodate alternate submission formats.

## EC Administered Competitions Categories:

- Platinum and FEI Competitions
- Gold Competitions
- Silver endurance Competitions
- All eventing Competitions (exception: eventing tests as per EC Rules, Section D: Eventing, Chapter 2, if not run in conjunction with a horse trial)
- All competitions in New Brunswick, the Yukon, and Newfoundland and Labrador
- Vaulting Competitions (exception: Bronze Competitions in British Columbia (BC) administered by Horse Council British Columbia)
- Bronze and Silver Competitions when they are to run concurrently to a Gold/Platinum event

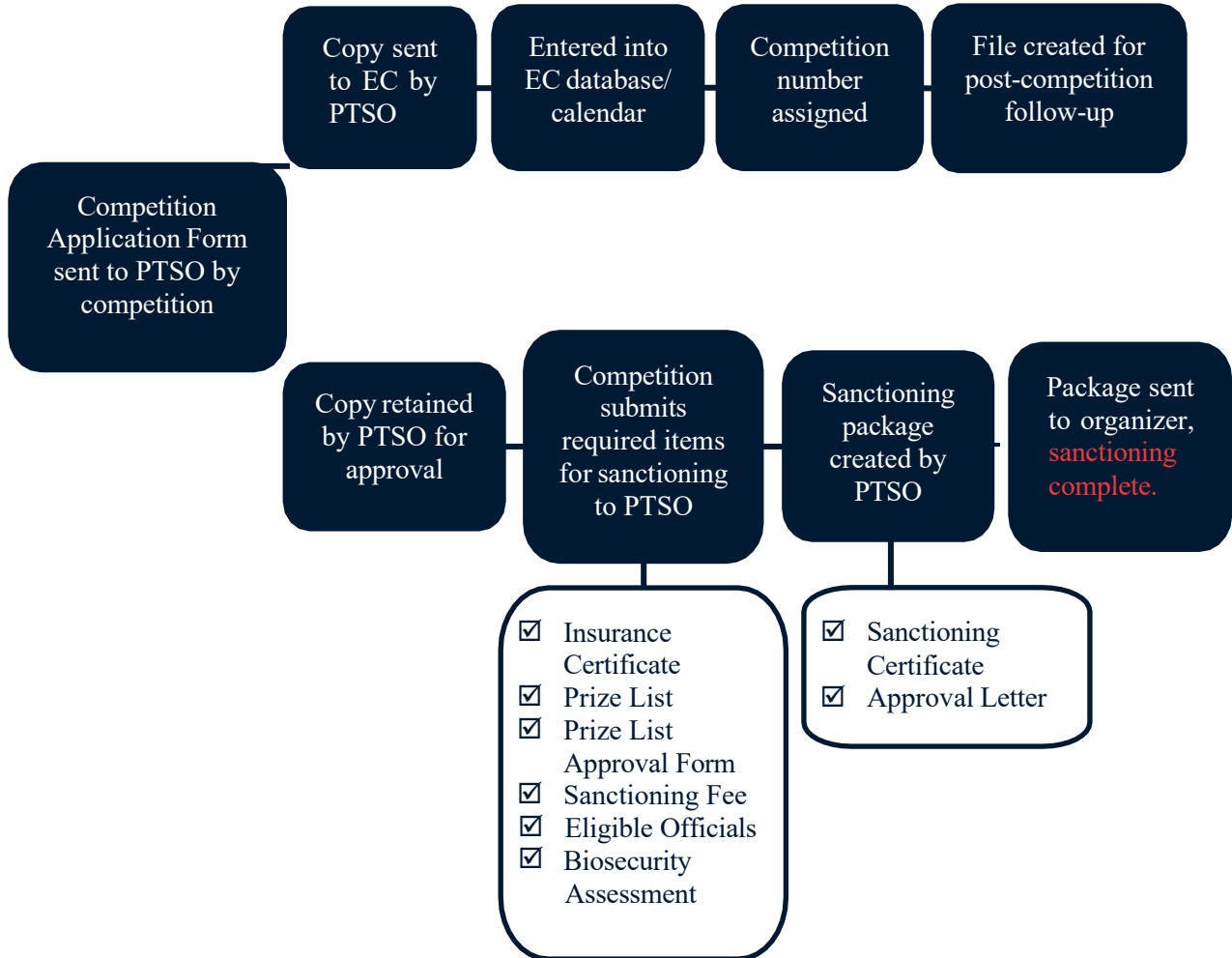
## PTSO Administered Competition Categories:

- Bronze Competitions
- Silver Competitions (exception: endurance)
- Bronze vaulting Competitions (BC only)
- Eventing tests (per EC Rules, Section D: Eventing, Chapter 2, if not run in conjunction with a horse trial)



## Bronze & Silver Competition Sanctioning Process

Process map for EC Bronze/Silver sanctioning administered by a PTSO.

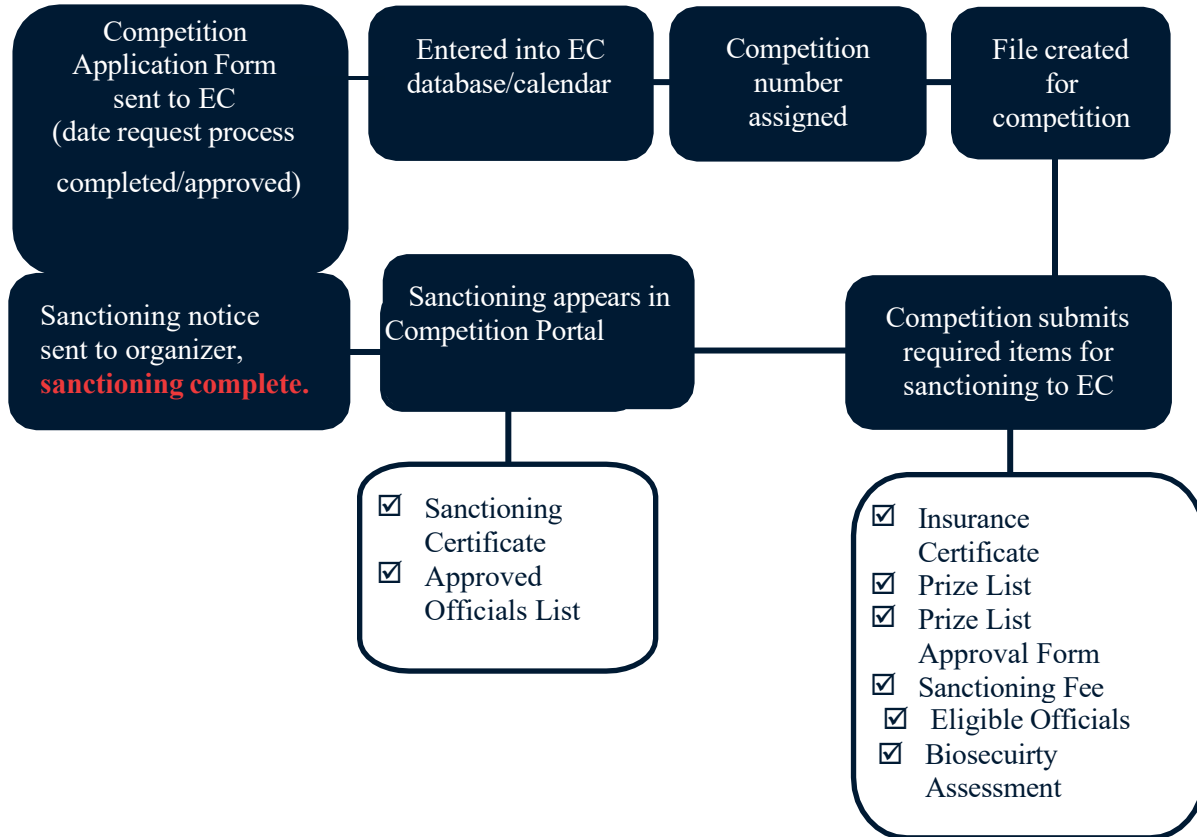






## Gold & Platinum Competition Sanctioning Process

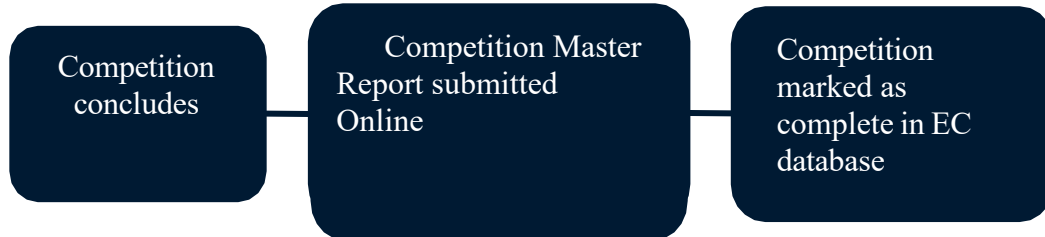
Process map for EC Gold/Platinum sanctioning administered by EC.





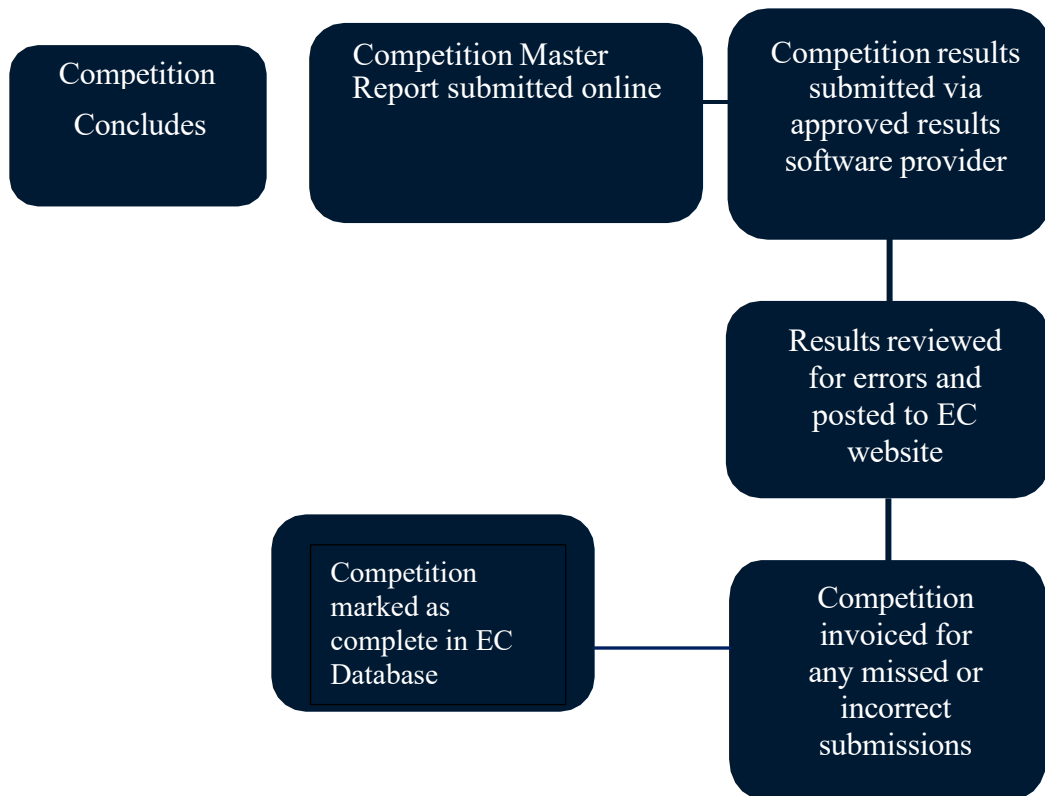
## Bronze\* Post-Competition Process

\*for all disciplines not required to submit results





## Silver, Gold & Platinum Post-Competition Process





# APPENDIX 2: NATIONAL SAFETY STANDARDS

## General

1. Proof of commercial general liability insurance to be in full force and effect to a minimum of \$2M. The policy must contain clauses providing \$2M limit of liability coverage for bodily injury and property damage to spectators and participants, cross-liability coverage and non-owned automobile coverage. The policy must contain a clause adding PTSO, Officials, Judges, Course Designers, EC and Volunteers as “additional insured” with respect to the operations of the Competition.
2. The abuse or inhumane treatment of a horse by a competitor, trainer or other person at the Competition shall not be tolerated under any circumstances. The OC has the right to disqualify such violators from further participation in the competition if necessary. See EC’s [HORSE WELFARE CODE OF CONDUCT](#)
3. Warm-up areas must be available for all divisions at the competition.
4. For rules surrounding protective headgear, see the EC Rules, Section A: General Regulations, Article A905.
5. All Competition Managers/Organizers must have an emergency action plan (EAP) in place.
6. For rules surrounding required medical personnel, see the EC Rules, Section A: General Regulations, Article A508.
7. All Competition Managers/Organizers must follow the EC Rules. Please refer to these rules for both general, discipline- and breed sport-specific details.
8. Effective 2022, ARTICLE A102 SAFE SPORT ENVIRONMENTS requires safe sport training for sport license holders and requires Coach Status for individuals coaching at EC sanctioned events.

## Extreme Conditions

### Heat/Cold

For recommendations on how to proceed under extreme temperature conditions, please see EC’s Guidelines for Equine Competition and Training During Extreme Environmental Conditions.

### Humidity

EC uses the Wet Bulb Globe Temperature (WBGT) index to assess the risk of heat stress.

Organizers are required to cancel or reschedule when the relative humidity is high, and the WBGT index is >33. EC sanctioning will be revoked for events that run during conditions of WBGT index of >33.

For information on understanding WBGT and humidity please see EC’s Guidelines for Equine Competition and Training During Extreme Environmental Conditions.

### Storms

Organizers must pause or cancel in the event of dangerous weather such as, but not limited to, thunderstorms or tornadoes.



## Poor Air Quality

EC uses the Air Quality Health Index (AQHI) provided by [Environment and Climate Change Canada's Air Quality](#) Index for human activity to assess the risk to participating in EC events for horses and athletes.

Organizers are required to cancel or reschedule when the AQHI is at Very High (>10). EC sanctioning will be revoked for events that run during conditions of Very High AQHI.

For information on understanding Air Quality Health please see EC's Guidelines for Equine Competition and Training During Extreme Environmental Conditions.



## APPENDIX 3: GOLD HUNTER/JUMPERDATE RESERVATION

*Competitions that offer the Gold rating with prize money of \$0 to \$3,000 are exempt from the Gold date approval process.*

A Gold hunter/jumper Competition is limited to seven (7) competition days. If a Competition would like to extend past the allotted seven (7) days, an exemption can be applied for and will only be considered providing each division is only offered once during the duration of the Competition.

Conflicting FEI events within the country will be reviewed on a case by case basis. An FEI only event running on the same date as a Gold competition will not be considered to be in conflict. Priority will be given to the event with significance to athlete qualification or the higher star level.

**ISO Calendar Weeks:** EC uses the International Organization for Standardization (ISO) leap week calendar system to allocate sanctioning dates. Weeks start with Monday.

### Exclusivity Policy

A limited number of Competitions in each province/territory will be approved to run on exclusive dates at the discretion of EC.

Events that will be considered for exclusivity include:

- Canadian National Championships
- Canadian Regional Championships
- Events with significance to athlete development/qualification as determined by the Jumping Department
- Platinum events with a 4\* or 5\* rating

The request for consideration of exclusivity must be noted on the date request form at the time of submission. Late requests will not be accepted.



## APPENDIX 4: GOLDDRESSAGEDATE RESERVATION

**ISO Calendar Weeks:** EC uses the International Organization for Standardization (ISO) leap week calendar system to allocate sanctioning dates and determine exclusivity. Weeks start with Monday.

### Exclusivity Policy

A limited number of Competitions in each province/territory will be approved to run on exclusive dates at the discretion of EC. An organizing committee may not hold more than 2 exclusive dates per year. The exclusive date must be on the same week in order to retain exclusive rights.

The following criteria will be used by EC to determine whether a Competition qualifies for exclusivity:

- One (1) day Competitions are not eligible for exclusive dates in any province/territory;
- Competitions may qualify for exclusivity if they reach the required Tier 1 minimum number of horses in the preceding year on the same date;
- The quota requirements and criteria for Tier 1 status will be reconsidered when necessary in order to remain current and relevant; and,
- Exclusivity of a Tier 1 Competition is province/territory specific.

#### Tier 1:

##### Tier 1 Number of Horses:

In order to be eligible for Tier 1 exclusivity, a Competition must meet or exceed the following minimum number of horses, as demonstrated by their prior year Dressage Levy payments:

<i>British Columbia</i>	<i>50 horses</i>
<i>Alberta</i>	<i>50 horses</i>
<i>Ontario</i>	<i>70 horses,</i>
<i>Quebec</i>	<i>50 horses,</i>

The number of horses entered will be considered the total entries from the Competition.

It is considered that the other provinces/territories in Canada would not currently benefit from an exclusivity threshold and therefore none will apply.

During a Major Games year, if a Competition has a blackout period and an exclusive date falls within that period, the Competition will be granted their exclusive date the following year.

### Date Resolution Process (for Tier 1 Competitions)

If there are date conflicts or other issues related to sanctioning, meetings may be called between OCs and applicants may be asked to participate in conflict resolution efforts.

The following general policies are currently in place and will be used by EC to render judgment:



With the understanding that there are no outstanding issues or non-compliance from any previous year, a Competition will be granted its exclusive date in the subsequent year.

- Gold Competitions having the same exclusive date but in different provinces will not be in conflict.
- Platinum Competitions having the same exclusive date but in different regions will not be in conflict.
- Two (2) Competitions may operate on the same date, provided both Competitions have no outstanding issues and that the parties having exclusive dates agree to this arrangement.

In the event that a Competition Manager/Organizer or member of an OC is found to be subject to any reason for losing or withholding sanctioning, EC retains the right to either remove the exclusivity of the application or, depending on the severity, withhold sanctioning completely or impose conditions on the approval. A Competition having lost its right to exclusivity in one year may regain the right in subsequent years.

## New Competitions

New Competitions may apply for any vacant date or any date not held under the exclusivity policy.

## EC Gold Dressage Championships (Provincial/Territorial, Regional)

To apply for a Gold Dressage Championship (Provincial/Territorial, Regional), the OC and/or the Competition Manager/Organizer must have recent experience (within two (2) years of application date) with running a successful Gold dressage competition.

EC Gold Dressage Championships (Provincial/Territorial, Regional) should be held on separate weekends and should not be held on consecutive days or on the same days as another EC Gold Dressage Championship; however, an EC Gold Dressage Championship (Provincial/Territorial, Regional) may be held in conjunction with an EC Platinum or Gold Competition. Where possible, EC Gold Dressage Championships (Provincial/Territorial, Regional) should be standalone competitions.

The panels for EC Gold Dressage Championships (Provincial/Territorial, Regional), should not be identical. Panels from year to year should not be identical.

EC designates the use of the term National Championship.

## Platinum Competitions

EC Platinum dressage Competitions should be at minimum 10 days (from the final day of competition) apart when in the same region, as defined below. For the definition of regions see the EC Rules, Section E: Dressage, Article E 7.23, also defined below. If they are less than 10 days apart, both OCs should sign off before date approvals are granted.

## Regions

Pacific: British Columbia and the Yukon

West: Alberta, Manitoba, Saskatchewan, the Northwest Territories and Nunavut

East: Ontario and Quebec





Atlantic: New Brunswick, Nova Scotia, Prince Edward Island and Newfoundland and Labrador

Any calendar conflicts for EC Platinum dressage Competitions will be addressed by the committee using the guidelines outlined in the Date Resolution Process (for Tier 1 Competitions) above.

First time Platinum Competition Managers/Organizers will be approved for the CDI 1\* level with future applications being approved at the CDI 2\* and then CDI 3\* level.



# APPENDIX 5: EVENTING COMPETITION CALENDAR DATE RESERVATION & ADMINISTRATION

## EC Sanctioned Eventing Competitions

For information on the process for calendar date approval for all EC sanctioned eventing Competitions, please refer to the EC Rules, Section D: Eventing, Article D101.1: Administration of Competitions.

The information and process for prize lists/schedules is in accordance with the EC Rules, Section D: Eventing, Article D103.3.

Competition Managers/Organizers wishing to hold eventing tests (two-phase competitions) can refer to the EC Rules, Section D: Eventing, Chapter 2 for definition, calendar scheduling, approval, administration and schedule page/prize list approval, officials technical specifications and other information.

## FEI Sanctioned Eventing Competitions

For information on the process for calendar date approval for all FEI sanctioned Eventing Competitions, please refer to the Guidelines and Procedure for the Approval of a FEI Eventing Competition Date Request.

An application may be filed using the appropriate application form:

*Gold & Platinum Date Request Form*

*FEI Organiser Event Questionnaire – New FEI venue/OCs*



**Canada**