

DRIVING EVENT PLANNING CHECKLIST

To be completed by the Competition Organizer, Course Designer and Technical Delegate approximately 6 weeks prior to the event. Each shall retain a copy with a working list of responsibilities to ensure everything is in place for a well-run event.

Competition Name:	Competition Date:
Organizer:	Contact:
Course Designer:	Contact:
Technical Delegate:	Contact:

Type of Competition (Check all that apply):

Pleasure Driving Combined Driving Training Prelim. Intermediate Advanced

A. Planning Documents

	Yes	No
Does the Organizer know where they can access the current EC Section C rulebook?		
Did the TD approve the Prize list prior to printing?		
Has the previous year's TD report been reviewed and recommendations considered?		
Have the correct event permit levels been applied for?		
Have the emergency planning and action plans been completed and made available?		

B. Personnel

List the individuals responsible for the following roles.

	Name		Name
Head Judge		Scorer	
Event Secretary		Announcer	
Stable Manager		Communications	
Veterinarian		Awards	
EMT		Farrier	
Steward		Volunteer coordinator	
Clerk of Dressage		Obstacle Judge briefing	
Clerk of Marathon		Section Timer briefing	
Clerk of Cones		Course walk	
Presentation Judge		Competitor briefing	
Wheel Measurements		Score Runners	
Safety Inspector		Clocks and stop watches	
Other (explain)		Other (explain)	

DRIVING EVENT PLANNING CHECKLIST

C. Organizing Factors

Are there practical, workable plans in place for:

	Yes	No
Competitor & trailer parking		
Stabling for horses (including stallions and equine medication control stall)		
Water supply for horses		
Manure handling and disposal		
Enough toilet facilities for officials, competitors and spectators including servicing		
Restaurant or snack bar facilities		
Spectator parking/ safe viewing areas		
Evacuation for injured personnel		
Horse ambulance and removal of animals		
Fire protection in stabling & spectator areas		
Traffic control during event		
Water facility at compulsory rest stops		
Water facility at end of marathon		
Trash barrels and pickup		

D. Equipment

Is the following equipment on hand & in good working order?

	Yes	No
Section timer clocks (# required)		
Stop Watches (# required)		
Hold-up & traffic flags		
Clipboards (#required)		
Official Notice Board		
Communications Equipment (#required)		
Compulsory Turning Flags (#required)		
Yellow direction markers (# required)		
Section "Start/Finish" signs (# required)		
Obstacle "IN/OUT" signs (#required)		
Obstacle gate letters (# required)		
Cones (# required)		
Cones numbers/holders (#required)		
Multiple elements (# required)		
Cones measuring sticks (# required)		
Wheel measuring setup (Stick, cones, etc)		
Horse bridle numbers (# required)		
Carriage (Entry) Numbers (# required)		
Pinnies (# required)		
Stall cards (# required)		
Ribbons (# required)		
First Aid Kit (# required)		
ID Badges for officials (#required)		

DRIVING EVENT PLANNING CHECKLIST

E. Physical & Terrain Factors

	Yes	No
Area and surface available for first horse inspection?		
Suitable measurement area for ponies?		
Warm-up & schooling areas – suitable?		
Dressage field - level, good footing?		
Suitable access between stables & dressage arena?		

F. Schedule

	Yes	No
Is the time for first inspection reasonable?		
Is the course walk schedule adequate & appropriate?		
Dressage – reasonable time between tests?		
Dressage – breaks for officials each 2 hours?		
Dressage – maximum of 8 hours judging per day?		
Dressage – time allowed for arena size change?		
Marathon – expanded schedule checked for overlaps?		
Marathon – does start time allow for adequate volunteer briefings and time to take positions?		
Cones – time allowed for course walk?		
Awards – scheduling: end of class? end of division?		
Awards – who determines the winners and prepares ribbons and trophies?		

G. Other Comments

Please make any additional comments or clarify any answers above. (additional pages can be attached to this report for reference).

Date: _____ Completed by: _____

DRIVING PRE-EVENT CHECKLIST

To be completed by the Technical Delegate to determine the facilities are in proper order before the Official Course Walk and the Ground Jury assumes responsibility for the event.

Competition Name:	Competition Date:
Organizer:	Contact:
Course Designer:	Contact:
Technical Delegate:	Contact:

A. Presentation and Dressage

Complete at least one hour prior to start

	Yes	No
Is the presentation area ready?		
Is Wheel Measurer equipped and briefed?		
Is the dressage arena of the proper size?		
Are the letters properly placed? (0.5m)		
Are the booths in correct position & distance?		
Has the centerline been mowed?		
Have "X" and "G" been marked?		
Is "A" marked so the letter can be moved?		
Can the ring be open & closed easily?		
Can competitors drive around the ring?		
Have provisions been made to keep crowd back?		
Will warm-up area be distracting to those on test?		
Are the scheduled times adequate?		
Have scribes been assigned and briefed?		
Has gate opener been assigned and briefed?		
Has warm-up Steward been assigned and briefed?		
Have score runners been assigned and briefed?		
Have enough tests/pencils/clipboards been provided?		
Has a whistle or bell been provided?		
Are the judging shelters adequate for the weather?		
Completed at:	By:	

B. Marathon

Complete at least one hour prior to start

	Yes	No
Is Safety Inspection area ready?		
Are all obstacles numbered and flagged correctly?		
Are compulsory turning flags in the proper sequence?		

DRIVING PRE-EVENT CHECKLIST

Has the course been swept this morning?		
Are there adequate directional arrows?		
Are “Start” and “Finish” in place & correct?		
Have the Section Timer clocks been double checked?		
Are weigh scales available and manned?		
Has water been checked at rest stops and end of E?		
Has emergency plan been prepared and distributed?		
Has emergency plan been discussed?		
Are communications in place?		
Have provisions been made for ice?		
Volunteer briefings:		
• Safety Inspection completed at:	By:	
• Section Timer completed at:	By:	
• Obstacle Judges completed at:	By:	
• Vet box timers completed at:	By:	
• Observers completed at:	By:	
• Traffic control completed at:	By:	
• Communications completed at:	By:	
• Score runners completed at:	By:	
Alternate plan for track detours due to conditions?		
Ground Jury briefed on the plan?		
Scorer facilities – clean, dry, quiet, accessible?		
EMT / Ambulance available and in position?		
Have the time allowed/Green Cards been checked?		
Have any schedule changes been communicated?		
Completed at:	By:	

C. Cones

Complete at least one hour and a half prior to start

	Yes	No
Is the arena of the correct size and layout?		
Is next obstacle number visible from previous cone?		
Is “Start/Finish” in line with Judge’s stand?		
Are first and last obstacles between 20-40m from “Start/Finish” line?		
Are obstacle correctly spaced?		
Number of multiples confirmed for class being driven		
Are timers available and briefed		
Has it been determined how wheel measurements/settings are communicated?		
Have cone setters been briefed?		
Has course been measured and time calculated?		
Are warm-up area and access to arena adequate?		
Completed at:	By:	

DRIVING PRE-EVENT CHECKLIST

D. Other Comments

Please make any additional comments or clarify any answers above.

Date: _____ Completed by: _____

DRIVING INFORMATION PACKAGE CHECKLIST

The following contents are suggested for preparing information packages for the notice board, volunteers, officials, and competitors. This will help prepare for a smoothly run event and ensure all information is distributed as needed.

Office Notice Board – Can include event rules, important notices, schedule, emergency contact numbers, Orders of Go.

Competitors (welcome pack) – Can include where to park, where to stable, where to exercise, closed areas, restrictions on vehicle use, what time inspections begin, office hours, etc.

Competitors (technical pack) – required 24 hours before marathon start or by official course walk/inspection.

Jury – Information on what competitors have been issued, the event schedule, location and times of briefings and meetings, and copies of the tests, required maps and diagrams.

Volunteers – Information on where to report, deadlines, site layout and responsibilities.

		<input type="checkbox"/>	Comments
Jury TD CD	Event site map		
	Prize List		
	Test # ___		
	Test # ___		
	Test # ___		
	Special notes		
	Competitor List (numeric)		
	Competition Schedule		
	Meal/party tickets		
	Name badge / bracelets		
		<input type="checkbox"/>	Comments
Official Notice Board* * (as available)	Event site map		
	Emergency contacts		
	Restricted areas map		
	Important notices		
	Location of exercise areas		
	List of Competitors (alpha)		
	Stabling assignments		
	Event schedule		
	Briefing time/location		
	Order of Go (Presentation)*		
	Order of Go (Dressage)*		
	Order of Go (Marathon)*		
	Marathon distance/speeds*		
		<input type="checkbox"/>	Comments
Competitor Welcome Package	Liability Waiver / bracelets		
	Vehicle numbers		
	Bridle numbers		
	Event site map		
	Parking directions		
	Safety Inspection checklist		
	VIP passes – party tickets		
	Social event information		
	Membership applications		
	Competitor's Comment Form		

DRIVING INFORMATION PACKAGE CHECKLIST

		<input type="checkbox"/>	Comments
Competitor Technical Package	Obstacle diagrams	<input type="checkbox"/>	
	Course maps	<input type="checkbox"/>	
	Distance/speeds/times	<input type="checkbox"/>	
		<input type="checkbox"/>	Comments
Volunteers	Event site map	<input type="checkbox"/>	
	Event schedule	<input type="checkbox"/>	
	Reporting time & locations	<input type="checkbox"/>	
	Basic rules & important restrictions	<input type="checkbox"/>	
	Notices (important & relevant)	<input type="checkbox"/>	
	Meal vouchers	<input type="checkbox"/>	

OTHER COMMENTS

Please make any additional comments or clarify any answers above.

Date: _____ Completed by: _____

DRIVING CLIPBOARD CONTENT CHECKLIST

Competition Name:	Competition Date:
Organizer:	Contact:
Course Designer:	Contact:
Technical Delegate:	Contact:

A. Horse Inspection

When electronic scoring is available the competitor list and Horse Lists are computer generated.

Board #	Clipboard	Contents	<input checked="" type="checkbox"/>	Assigned To:	Returned
H-1	Scribe	*Competitor list	<input type="checkbox"/>		<input type="checkbox"/>
		*Horse list	<input type="checkbox"/>		
		Horse Passports	<input type="checkbox"/>		
		Pens (2) / Plastic bag	<input type="checkbox"/>		
H-2	Steward	*Competitor list	<input type="checkbox"/>		<input type="checkbox"/>
		*Horse list	<input type="checkbox"/>		
		Horse Passports	<input type="checkbox"/>		
		Pens (2) / Plastic bag	<input type="checkbox"/>		
H-3	TD	*Competitor list	<input type="checkbox"/>		<input type="checkbox"/>
		*Horse list	<input type="checkbox"/>		
		Pens (2) / Plastic bag	<input type="checkbox"/>		
H-4	President of Jury	*Competitor list	<input type="checkbox"/>		<input type="checkbox"/>
		*Horse list	<input type="checkbox"/>		
		Voting Slips (___)	<input type="checkbox"/>		
		Pens (2) / Plastic bag	<input type="checkbox"/>		
H-5	Jury	*Competitor list	<input type="checkbox"/>		<input type="checkbox"/>
		*Horse list	<input type="checkbox"/>		
		Pens (2) / Plastic bag	<input type="checkbox"/>		
H-6	Veterinarian	*Competitor list	<input type="checkbox"/>		<input type="checkbox"/>
		*Horse list	<input type="checkbox"/>		
H-7	Announcer	*Competitor list	<input type="checkbox"/>		<input type="checkbox"/>
		*Horse list	<input type="checkbox"/>		

DRIVING CLIPBOARD CONTENT CHECKLIST

B. Presentation at the halt

Note: When electronic scoring is available the order of go is computer generated

Board #	Clipboard	Contents	<input checked="" type="checkbox"/>	Assigned To:	Returned
P-1	Judge	*Order of GO			<input type="checkbox"/>
		Presentation Report			
		Pens (3) / Plastic bag			

C. Wheel Measurement

Note: When electronic scoring is available the order of go is computer generated

Board #	Clipboard	Contents	<input checked="" type="checkbox"/>	Assigned To:	Returned
W-1	Wheel Measurer	*Order of GO			<input type="checkbox"/>
		Wheel Measurement Record			
		Pens (3) / Plastic bag			
		Tape Measure			

D. Driven Dressage

Note: When electronic scoring is available the order of go is computer generated

Board #	Clipboard	Contents	<input checked="" type="checkbox"/>	Assigned To:	Returned
D-1	Warm-up Steward	*Order of GO detailed			<input type="checkbox"/>
		Pens (2) / Plastic bag			
D-2	A-Gate	*Order of GO detailed			<input type="checkbox"/>
		Pens (2) / Plastic bag			
D-3 legal	President of Jury	*Order of GO detailed			<input type="checkbox"/>
		Dressage Test # ____ (____ copies)			
		Dressage Test # ____ (____ copies)			
		Dressage Test # ____ (____ copies)			
D-3 legal	President of Jury	Dressage Test # ____ (____ copies)			
		Bell or whistle			
		Red dots			
		Pens (2) / Plastic bag			
D-4 legal	Judge B	*Order of GO detailed			<input type="checkbox"/>
		Dressage Test # ____ (____ copies)			
		Dressage Test # ____ (____ copies)			
		Dressage Test # ____ (____ copies)			
		Dressage Test # ____ (____ copies)			
		Pens (2) / Plastic bag			

DRIVING CLIPBOARD CONTENT CHECKLIST

Board #	Clipboard	Contents	<input checked="" type="checkbox"/>	Assigned To:	Returned
D-5 legal	Judge E	*Order of GO detailed			<input type="checkbox"/>
		Dressage Test # ____ (____ copies)			
		Dressage Test # ____ (____ copies)			
		Dressage Test # ____ (____ copies)			
		Dressage Test # ____ (____ copies)			
		Pens (2) / Plastic bag			

E. Marathon

Note: When electronic scoring is available:

- Order of GO is the “Passing Times Report”
- Order of Go / Backup sheet is computer generated
- Start of B Interval Sheet is computer generated.
- Green Cards are computer generated
- Announcer Tracking Record is computer generated

Board #	Clipboard	Contents	<input checked="" type="checkbox"/>	Assigned To:	Returned
M-1	Safety	*Order of GO start time only			<input type="checkbox"/>
		Safety Checklist 10 spares			
		Green Cards pre-labeled			
		Pens (3) / Plastic bag			
		Safety Vest			
M-2	Traffic	*Order of GO start time only			<input type="checkbox"/>
		Hold up report (on course only)			
		Whistle and Red Flags			
		Pens (3) / Plastic bag			
M-3	Start A	*Order of GO detailed			<input type="checkbox"/>
		*Order of GO back up			
		Instructions laminated sheets			
		Clock (synchronized)			
		Pens (3) / Plastic bag			
		Safety Vest			
M-4	End A	*Order of GO back up			
		Instructions laminated sheets			
		Blank Green Cards 6 spares			
		Clock (synchronized)			
		Pens (3) / Plastic bag			
M-5	Start Walk	*Order of GO back up			<input type="checkbox"/>
		Instructions laminated sheets			
		Clock (synchronized)			
		Pens (3) / Plastic bag			

DRIVING CLIPBOARD CONTENT CHECKLIST

Board #	Clipboard	Contents	<input checked="" type="checkbox"/>	Assigned To:	Returned
M-6	End Walk	*Order of GO back up			<input type="checkbox"/>
		Instructions laminated sheets			
		Clock (synchronized)			
		Pens (3) / Plastic bag			
M-7	Start B	*Interval start list back up			<input type="checkbox"/>
		Instructions laminated sheets			
		Clock (synchronized)			
		Pens (3) / Plastic bag			
M-8	End B	*Order of GO back up			<input type="checkbox"/>
		Instructions laminated sheets			
		Red Dots			
		Clock (synchronized)			
		Pens (3) / Plastic bag			
		Safety Vest			
M-9-15	Obstacles (7)	*Order of GO back up			<input type="checkbox"/>
		Observer Report (each entry)			
		Red dots			
		Stopwatches (3)			
		Whistle & Flag			
		Pens (3) / Plastic bag			
		Safety Vest			
M-16	Rest Area TIMER (Vet Box)	*Order of GO detailed			<input type="checkbox"/>
		Vet Box Timer Record ()			
		Clock (synchronized)			
		Pens (3) / Plastic bag			
		Safety Vest			
M-17	Rest Area RECORDS (Vet Box)	*Order of GO detailed			<input type="checkbox"/>
		Veterinarian Report ()			
		Rec. for Withdrawal ()			
		Pens (3) / Plastic bag			
		Safety Vest			
M-18	SCRIBE (End B Examination)	*Order of GO detailed			
		Vet Box Timer Records ()			
		Veterinarian Report ()			
		Rec. for Withdrawal ()			
		Pens (3) / Plastic bag			
M-19	CONTROL	*Announcer Tracking Record			

DRIVING CLIPBOARD CONTENT CHECKLIST

		*Order of GO detailed			
		Horses			
		Clock (synchronized)			
		Pens (3)			

F. Cones

Notes: When electronic scoring is available:

- Order of Go,
- Wheel Measurement list,
- Announcer Tracking Record,

are computer generated.

Board #	Clipboard	Contents	<input checked="" type="checkbox"/>	Assigned To:	Returned
C-1	veterinarian (In harness inspection)	*Order of GO			<input type="checkbox"/>
		Rec. for Withdrawal ()			
		Pens (2) / Plastic bag			
		Safety Vest			
C-2	Judge (In harness inspection)	*Order of GO			<input type="checkbox"/>
		Rec. for Withdrawal ()			
		Pens (2) / Plastic bag			
		Safety Vest			
C-3	Warm up Steward	*Order of GO			<input type="checkbox"/>
		Whistle			
		Pens (2) / Plastic bag			
		Safety Vest			
C-4	Clerk of cones	*Order of GO			<input type="checkbox"/>
		Wheel Measurements			
		Cones setting information			
		Course diagram			
		Pens (2) / Plastic bag			
C-5	In Gate	*Order of GO			<input type="checkbox"/>
		Pens (2) / Plastic bag			
C-6	Judge	*Order of GO			<input type="checkbox"/>
		Whistle or Bell			
C-7 legal	Scribe	*Order of Go			<input type="checkbox"/>
		Score Sheets ()			
C-8	Announcer	*Order of Go			<input type="checkbox"/>
		*Wheel Measurements			
		Awards List			
		Program / Sponsor/ Diqnitary list			

DRIVING CLIPBOARD CONTENT CHECKLIST

G. Scoring/Administration

Note: When electronic scoring is available order of go is computer generated

Board #	Clipboard	Contents	<input checked="" type="checkbox"/>	Assigned To:	Returned
A-1	AWARDS	*Order of GO			<input type="checkbox"/>
		Program / Sponsor/ Dignitary list			
A-2	MASTERS	Official Bulletin Board notices			<input type="checkbox"/>
		Course Maps			
		Obstacle Diagrams			
A-3	ACCIDENTS	Accident/Incident Report			<input type="checkbox"/>
		Report of Alleged Abuse			
		Eyewitness Report			
		Emergency Medication Rep			
A-4	REPORTS	Completed reports for			<input type="checkbox"/>
		Event Management			
A-5	RESULTS	Official Results			<input type="checkbox"/>

OTHER COMMENTS

Please make any additional comments or clarify any answers above.

Date: _____ Completed by: _____

STEWARD / SCRIBE

(H-1: Horse Inspection)

STEWARD

(H2: Horse Inspection)

TD

(H3: Horse Inspection)

PRESIDENT OF JURY

(H4: Horse Inspection)

JURY

(HS: Horse Inspection)

JURY

(H6: Horse Inspection)

VETERINARIAN

(H7: Horse Inspection)

ANNOUNCER

(H8: Horse Inspection)

PRESENTATION

(P-1)

WHEEL MEASURER

(W-1)

Dressage Warmup

(D1: Dressage Ring 1)

AGATE

(D2: Dressage)

JUDGE C

(D3: Dressage)

JUDGE B

(D4: Dressage)

JUDGE E

(D5: Dressage)

LEARNER Judge

LEARNER TD

**SAFETY
INSPECTOR**

(M1: Marathon)

TRAFFIC

(M2: Marathon)

TRAFFIC

(M2: Marathon)

START A

(M3: Marathon)

ENDA

(M4: Marathon)

START WALK

(M5: Marathon)

END WALK

(M6: Marathon)

START B

(M7: Marathon)

END B

(M8: Marathon)

OBSTACLE #1

(M9: Marathon)

OBSTACLE #2

(M10: Marathon)

OBSTACLE #3

(M11: Marathon)

OBSTACLE #4

(M12: Marathon)

OBSTACLE #5

(M13: Marathon)

OBSTACLE #6

(M14: Marathon)

OBSTACLE #7

(M15: Marathon)

OBSERVER#1

(Marathon)

OBSERVER#2

(Marathon)

**REST AREA
TIMER**

(M16: Marathon)

**REST AREA
RECORDS**

(M17: Marathon)

**SCRIBE END B
EXAMINATION**

(M18: Marathon)

CONTROL

(M19: Marathon)

VETERINARIAN

(C1: In Harness Inspection)

JUDGE

(C2: In Harness Inspection)

**WARMUP
STEWARD**

(C3: Cones)

CLERK

(C4: Cones)

IN GATE

(CS: Cones)

JUDGE

(C6: Cones)

SCRIBE

(C7: Cones)

ANNOUNCER

(C8: Cones)

AWARDS

(A1)

MASTERS

(A-2: Original Copies)

**ACCIDENTS/
INCIDENTS**

(A3: Reports)

REPORTS

(A4)

RESULTS

(A5)

NOTICE BOARD

(Original Copies)

SCORING

(Issues)

START A

(Clock)

ENDA

(Clock)

START WALK

(Clock)

END WALK

(Clock)

START B

(Clock)

END B

(Clock)

ANNOUNCER

(Clock)

SPARE #1

(Clock)

VET BOX#1

(Clock)

VET BOX#2

(Clock)

OBSTACLE #1

(Stop Watch)

OBSTACLE #1

(Stop Watch)

OBSTACLE #2

(Stop Watch)

OBSTACLE #2

(Stop Watch)

OBSTACLE #3

(Stop Watch)

OBSTACLE #3

(Stop Watch)

OBSTACLE #4

(Stop Watch)

OBSTACLE #4

(Stop Watch)

OBSTACLE #5

(Stop Watch)

OBSTACLE #5

(Stop Watch)

OBSTACLE #6

(Stop Watch)

OBSTACLE #6

(Stop Watch)

OBSTACLE #7

(Stop Watch)

OBSTACLE #7

(Stop Watch)

HOLD UP #1

(Stop Watch)

HOLD UP #2

(Stop Watch)

HOLD UP #3

(Stop Watch)

HOLD UP #4

(Stop Watch)

HOLD UP #5

(Stop Watch)

HOLD UP #6

(Stop Watch)

HOLD UP #7

(Stop Watch)

OBSERVER#1

(Stop Watch)

OBSERVER#2

(Stop Watch)

Control

(Radio)

Repair Crew

(Radio)

**Volunteer
Coordinator**

(Radio)

START A

(Radio)

ENDA

(Radio)

START WALK

(Radio)

END WALK

(Radio)

START B

(Radio)

END B

(Radio)

OBSTACLE #1

(Radio)

OBSTACLE #2

(Radio)

OBSTACLE #3

(Radio)

OBSTACLE #4

(Radio)

OBSTACLE #5

(Radio)

OBSTACLE #6

(Radio)

OBSTACLE #7

(Radio)

OBSERVER#1

(Radio)

OBSERVER#2

(Radio)

Vet Box #1

(Radio)

Vet Box #2

(Radio)

Head Judge

(Radio)

Judge

(Radio)

Judge

(Radio)

TD

(Radio)

CD

(Radio)

Scoring

(Radio)

Office

(Radio)



SAFETY CHECKLIST

* NOTE: Spares Kit - (See Article C938 Equipment and Appendix 1-B Safety Checklist)

Name _____ Entry # _____ Date: _____

Inspection	Yes	No	N/A
VEHICLE:			
Wheels – checked in good condition			
Axles and 5 th wheel – inspected and properly lubricated			
King & singletree bolts – secure & condition in good condition			
Shafts / pole / singletrees – checked for soundness			
Shaft couples / pole housing – checked secure			
HORSE:			
Has entry received regular training in driving?			
Does your entry stand quietly until directed to move off?			
Have teeth been checked to assure comfort & acceptance of bit?			
Are shoes secure and suitable to maintain footing?			
Will entry be content to remain a safe distance from others?			
Is your entry controllable in traffic and around others?			
HARNESS & BITTING:			
Checked for excessive wear			
Checked for correct fit			
Does harness qualify under Articles C119, C120, C121; and C940, C942 (Combined Driving) or 119, C120, C120 C207 (Pleasure Driving)			
ATHLETE:			
Size/weight of vehicle & passenger load appropriate to prevailing conditions/competition			
Can you manage your turnout in the presence of unfamiliar horses?			
Have you inspected your turnout thoroughly before driving off ?			
Are you confident in your driving skills to participate in this event ?			
Are you aware the bridle must NEVER be removed while put to or putting to a vehicle ?			
Protective headgear – approved – proper fit and securely fastened ?			
Protective vests – properly fitted and fastened - required for juniors			
Medical Armband – properly completed and displayed ?			
Means of calling for or signalling for emergency assistance?			
SPARES KIT:			
Rein splice or spare rein			
Trace splice or spare trace			
Leather punch			
Halter and lead shank for each horse			
Spare hames strap if using full collars			
Pairs only: Spare whipple tree (if used)			
Teams only: Spare lead bar or main bar			

Responsibility accepted and completed/signed by athlete: _____

Signature of Groom(s): _____

Signature of Navigator: _____

Received by Safety Inspector: Date: _____ Time: _____ Signed: _____

SAFETY CHECKLIST

Inspection	Yes	No	N/A
SPARES KIT: <i>Recommended – suggested items – no Presentation penalties for omission</i>			
Wheel wrench to fit axle nuts			
Knife suitable to cut harness			
Length of rawhide, string or wire or duct tape			
Basic tools (pliers – screw drivers – small hammer)			
Hoof pick			
First Aid supplies – human and equine			
Means of signalling for help – (whistle, 2-way radio, cell phone, flares)			

TEMPLATE ACCIDENT PREPAREDNESS PLAN

EVENT _____ DATE _____

EMERGENCIES - report to the nearest official or show office immediately. When officials are not available, call 911 and report the following location. Arrange to meet the emergency responders and guide them to the accident location.

Directions for Emergency responders: _____

Responsibility	Name	Radio	Cell
Emergency Coordinator			
Technical Delegate			
President of Jury			
Show Manager			
Show office			
Security			
EMT-1			
EMT-2			
Veterinarian			
Site Manager			
Repair crew chief			
Announcer			

The Emergency Coordinator will be the prime contact for all activity associated with the accident and direct communications and activity for the above team.

The _____ will determine if the event is to be interrupted or discontinued, and when it may resume.

If an ambulance is needed, _____ will lead it to the scene.
If the incident requires off-site transportation. Ambulance lights and sirens should not be used on competition grounds.

Management will be responsible to advise emergency contacts for anyone injured (if unable themselves) and ensure horses, vehicle and harness are cared for.

_____ will gather details of the accident/injury, including witness statement and information for required reports.

Management must be informed each time medical personnel respond to an incident, regardless of the seriousness of the incident.

Only the Organizer may make statements to the general public or news media.

DRIVING COMPETITION ACCIDENT GUIDELINES

Pre-Competition Safety Meeting

- Prior to the competition, Organizers and the Driving Officials should have a Driving Safety Meeting with announcers, ringmasters, gate keepers, stewards, paid staff, volunteers, trainers and competitors to discuss and review this Protocol.
- It should be noted that caution should be used in scheduling riding and driving horses/classes whenever possible.
- The meeting should:
 - Review the EC Emergency Planning and Action Plans, Safety Rules and Procedures
 - Identify all personnel involved in event management and discuss their roles in the Protocol.
 - Organize a team, directed by a designated official and/or management (with driving experience) with the responsibility for directing the conduct of all participants in the competition area (show rings, obstacle courses, dressage rings, marathon courses, etc.).
 - Grant responsibility to stewards, technical delegates and organizers for directing the conduct of all people and animals outside the primary event areas, including warm-up areas, stabling areas, parking areas, etc.
 - Designate the announcer(s), who has the best overview of the event area, to deliver information with a calm, yet authoritative demeanor.
 - Assure safety equipment including a suitable halter and lead is present at the primary event area in a location known by all event personnel.

During the Accident

- All individuals need to understand every incident is unique and has a life of its own.
- The announcer shall ask for everyone's attention, and:
 - Direct inexperienced persons, including spectators, to step back for safety and not enter the area.
 - Inform everyone to avoid stepping in front of the running animal.
 - Notify willing assistants to wait for direction from the official in charge.
 - Direct the closure of all perimeter exits.
 - In an enclosed arena, ask all entries to walk and move to the center of the ring.
 - In an open area, notify other drivers of the direction of the loose animal(s) and direct that they calmly move away from the accident area.
 - Direct all Drivers to remain in the vehicle and in control of their animal(s).
 - Suggest grooms or driver's assistant head the animal(s).
 - Encourage only experienced horsemen enter the area carefully.
 - Direct juniors, accompanied by an adult horseman on the vehicle, to hand over the reins as soon as it is safe. Juniors should not exit the carriage unless instructed by an official in charge.

During the Accident (continued)

- Immediately notify officials, the event office, announcers, medical and veterinary personnel of the incident even if there are no obvious sign of injuries.
- Provide immediate attention and protection to any person down on the ground or obviously injured.
- When in an enclosed area, Ringmasters and other experienced horsemen should assist in keeping the loose animal (s) out by the rail and away from other animals or down personnel until they obviously tire.
- Avoid approaching the animal (s) in front to avoid personal injury.
- Do not force or move the animal (s) too close to the rail as that could cause the vehicle to hit the rail and overturn.
- As the animal (s) tires, they may attempt to join the other entries in the center. They may often come down to a walk or a halt and can be caught at that point.
- Keep in mind driving animal(s), may not take the width of their vehicle into account when judging where they can travel. Many situations are made worse when animal(s) try to 'escape' through perceived openings that are narrower than their vehicles. That includes the area between people trying to catch them and a fence.
- Nothing should be done that would unnecessarily scare the animal (s) more.
- Unless directed by an official, do not open event area gates to let animal (s) out.
- Once the animal (s) is captured, the person at the head of the animal (s) is in command of the animal (s) and all the persons assisting.
- Establish reliable control of the animal (s)'s head before any harness parts are undone.
- If unharnessing is necessary, coordinate to unhitch as quickly, orderly and quietly as possible.
- If there is more than one animal, do not remove any animal from the immediate area until all are free.
- Often the driver may be in shock and it should not be assumed he or she is capable of making good decisions.
- Turnouts in the vicinity, or in the arena, should move to a safe location before the ambulance is allowed in the area.

After the Accident

- Evaluate the accident for future reference.
- Prepare the required paperwork and documentation.
- Check back with involved persons to assure they have received proper care and assistance.

The information contained in this document is for general information purposes only and is provided in order to supply suggested guidelines in the event of an accident. Equestrian Canada ("EC") makes no representations or warranties of any kind, express or implied, about the completeness, reliability, or suitability of this plan. Any reliance placed on such information is therefore strictly at your own risk. In no event will EC be liable for any loss or damage including without limitation, indirect or consequential loss or damage, or any loss or damage whatsoever arising from the use of, or in connection with, the use of this plan.



PRESENTATION REPORT

Competition Name: _____

Competitor's Number

INSTRUCTIONS

Judge: Judged at the halt. Mark areas 1 through 5 with a score of 1-10 and add comments as appropriate. Check the spares kit and indicate a check (✓) where the item is included. Use "X" for an omission.

Scorer: Compute penalties for spares omissions. Items not included incur 2 penalty point each to a maximum of 10 penalty points for complete omission of spares. Total Presentation marks and complete scoring. Enter as A 1 for Competition A.

	Marks	Comments
1) Appearance of Driver, Groom and passengers: Attire, hat, gloves, apron Holding of whip Handling of horses		
2) Horses: Condition, cleanliness Foot care / shoeing (if shod) Fitness and suitability Matching / Condition		
3) Harness: Cleanliness Condition Fit and suitability Bitting		
4) Vehicle: Cleanliness Condition Fit and suitability Reflectors / Lamps on brackets		
5) General Impression: Entire turnout		

SPARES KIT

- 1. Spare rein or rein splice & punch (2) _
 - 2. Spare trace or trace splice & punch (2) _
 - 3. Halter and lead shank per horse (2) _
 - 4. Hame strap (if applicable) (2) _
 - 5. Spares only: Spare Wiffle/Single Tree (2) _
 - 6. Teams only: Spare Lead/Main Bar (2) _
- or -
- Total omission of spares kit (10) _

Total Presentation Marks _____

Divide by 5 _____

Subtract from 10 = penalties _____

Add total Spares Penalties _____

Total Penalties:

- 10 excellent 5 sufficient
- 9 very good 4 insufficient
- 8 good 3 fairly bad
- 7 fairly good 2 bad
- 6 satisfactory 1 very bad

Judges Signature: _____

Date: _____



EQUESTRIAN
CANADA
ÉQUESTRE

DECLARATION OF STARTING HORSES

Date: _____ Time: _____

Entry Number : _____ Driver : _____

Declarations must be made not less than one hour prior to the start of the class.

Pair & Four-In-Hands

Dressage:

#	Name

Cones:

#	Name

Marathon:

#	Name



ARENA TRIALS MARATHON

EQUESTRIAN CANADA ÉQUESTRE

Event: _____ Level: _____ Judge's Signature: _____

Date: _____ Class: _____ Turnout: _____ Time: _____

No.	Name Horse	Course Time		Obstacles				Total time	Other Penalty	TOTAL Penalties	PI
		Round #1	Round #2	Round# 1 Obstacle 1 / Obstacle 2	Round# 2 Obstacle 3 / Obstacle 4	Time Penalties	Penalty				
21	John Doe	52.61	63.13	#1 A, B, C	#3 A, B, (8), C, (A)			115.74	0	33.94	1
	Thunder	--	5	#2 A, B, (A), C	#4 A, B, (A), C			28.94	5		
				#1	#3			.			
				#2	#4						
				#1	#3			.			
				#2	#4						
				#1	#3			.			
				#2	#4						
				#1	#3			.			
				#2	#4						
				#1	#3			.			
				#2	#4						
				#1	#3			.			
				#2	#4						
				#1	#3			.			
				#2	#4						

Note: Top line is actual time (use decimal seconds) on course. Times are added together and multiplied by 0.25 for time penalties. Additional penalties (ie. Knockdowns, course corrections, etc.) are recorded under the course or obstacle times on the lower line. Other penalty is used for additional penalty points (Appendix 9-B-5.2 and Article 965.2). Record all gates using parenthesis for wrong direction. "Other" is used to record non-course penalties. "Total" is sum of time, course and other penalties. "PL" is class placing.



HOLD-UP TIMER REPORT

Event: _____ Date: _____ Timer: _____

Hold in whole minutes only & advise competitor

Note: Complete this entry before recording on the Obstacle Observer's Report.

Entry Number	Description	Location	Time Held	Remarks	Recorded	End of B advised
100	<i>Pinto with 4-wheel yellow vehicle; driver wearing green</i>	<i>Obst. 3</i>	<i>3min.</i>	<i>Obstacle being repaired</i>	<i>(initial)</i>	<i>(initial)</i>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>

Additional notes if required:



SAFETY CHECKLIST

Each Competitor must complete this checklist and hand to the Safety Inspector at the time of the Safety Inspection, at least fifteen minutes prior to the start of the Marathon, Competitive Drive or organized Recreational Drive. Failure to surrender the completed form, having unsafe: harness, carriage or hitching will disallow the entry to participate.

It is the driver's responsibility to continually evaluate the safety of his/her turnout. This self-evaluation questionnaire forms the basis of the inspection, and should be referred to periodically and whenever preparing for driving. Signature of the Safety Inspector acknowledges receipt only, and does not necessarily agree with the answers contained herein.

* **NOTE:** Spares Kit - (Article 938.3) mandatory equipment is optional for Intermediate and FEI classes. Competitors may carry other items they may deem necessary (Article 938.4-5).

Name _____ Entry# _____ Date: _____

Inspection	Yes	No	N/A
VEHICLE:			
Wheels - checked to be in good condition			
Axles and 5 th wheel - inspected and properly lubricated			
King bolts and Singletree bolts - checked to be in good condition			
Shafts / pole / singletrees - checked for soundness			
Shaft couples / pole housings - checked to be secure			
HORSE:			
Has your horse/pony/donkey/mule/zebra received regular training in driving			
Does your entry stand quietly until directed to move off			
Have teeth been checked to ensure comfortable acceptance of the bit			
Are shoes secure and suitable to maintain footing			
Will your entry be content to remain at a safe distance behind others			
Is your entry controllable in traffic and around other horses			
HARNESS and BITTING:			
Checked for excessive wear and proper fit			
Bit fitted correctly, not of prohibited style reins properly connected			
Does your harness qualify under Article 919			
DRIVER:			
Size/ weight of vehicle and passenger/groom load appropriate for conditions/competition			
Can you manage your turnout in the presence of unfamiliar horses			
Do you inspected your turnout / equipment thoroughly before driving off			
Are you confident in your driving skills to participate in this even / recreational drive			
Are you aware the bridle or reins must NEVER be removed while put to or putting to a vehicle			
Protective headgear - with ASTM or SEI tag - proper fit and worn throughout the marathon			
Medical armband - properly completed and displayed - strongly recommended			
SPARES KIT: Mandatory* - items must be in good repair and carried throughout the event			
Spare rein or rein splice and leather punch			
Spare trace or trace splice and leather punch			
Halter and lead shank for each horse			
Hame strap (if using collars)			
Pairs: spare Whipple tree (if used)			
Teams: spare Lead bar or Main bar			
SPARES KIT: Recommended - suggested items - no Presentation penalties for omission			
Wheel wrench to fit axle nuts			
Knife suitable to cut harness			
Length of Rawhide (String or Wire or Ductape)			
Basic Tools (Pliers, screw drivers, small hammer)			
Hoof pick			
First Aid supplies - human and equine			
Means of signaling for help - (whistle, 2-wav radio, cell phone, flares)			

Signature of Driver: _____ Signature of Groom(s): _____

Signature of Navigator: _____

Received by Safety Inspector: Date: _____ Time: _____ Signature: _____



MARATHON TIME CARD

SECTION A	Hrs.	Min.	Sec.	Timer/Judge
Finish time				
Start time			00	
Elapsed time				
(less holds)				
Total time				
Time allowed / (min. time).				
Time: over/under				

WALK SECTION

Finish time				
Start time			00	
Elapsed time				
Time allowed				
Time: over				

SECTION B

Finish				
Start time			00	
Elapsed time				
(less holds)				
Total time				
Time allowed/ (min. time).				
Time: over/under				



MARATHON TIME CARD

SECTION A	Hrs.	Min.	Sec.	Timer/Judge
Finish time				
Start time			00	
Elapsed time				
(less holds)				
Total time				
Time allowed/ (min. time).				
Time: over/under				

WALK SECTION

Finish time				
Start time			00	
Elapsed time				
Time allowed				
Time: over				

SECTION B

Finish time				
Start time			00	
Elapsed time				
(less holds)				
Total time				
Time allowed/ (min. time).				
Time: over/under				

SECTION A

	Hrs.	Min.	Sec.	Timer/Judge
Finish time	1	10	38	1 2
Start time	1	10	10	00
Elapsed time <i>(less holds)</i>		28	12	1 2
Total time				
Time allowed/ (min. time, .)		28	51	
Time: over/under			0	

WALK SECTION

Finish time	1	10	52	13
Start time	1	10	40	00
Elapsed time		11	12	13
Time allowed/ (min. time, .)		11	32	
Time: over/under		0	41	

SECTION B

Finish time	1	11	30	41
Start time	1	11	02	00
Elapsed time		28	28	41
<i>(less holds)</i>		2	00	At Obs. #6
Total time		26	26	41
Time allowed/ (min. time)		27	31	(24:31)
Time: over/under		1	0	

Other course penalties Explanation 

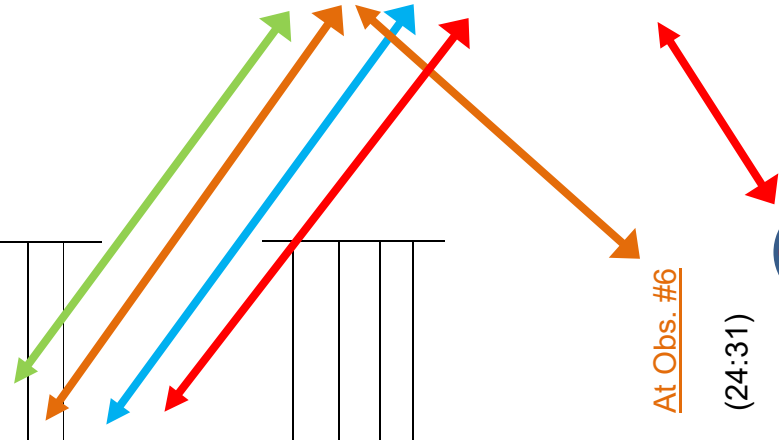
Competitor:

Judge:

GROUND JURY

Debriefing

1. Check with Driver for unusual circumstances and record on the back of the Marathon Time Card.
2. Determine Elapsed Time for each Section.
3. Indicate any **Holds** (time and location).
4. Calculate the **Total Time** for each Section.
5. Circle **Over** or **Under** or write "O" as required.
6. Put "red dot" on the top for anything unusual.
7. Have Competitor sign.
8. Use **red dot** for holds and penalties.
9. Sign.



START A TIMER

SECTION A

Finish time

Start time 1.0 10 1.00

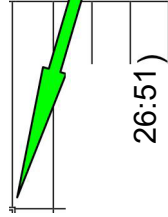
Elapsed time

less holds,

Total time

Time allowed/(min.time) .. 28 151

Time: **over/under**



Hrs. Min. Sec. Timer/Judge

26:51

EXAMPLE

1. Check time from order of GO
2. Write time on the Timer Record
3. Enter time here and sign
4. Hand Marathon Time Card to the Navigator
5. Stand at start line and call the following:
 6. 2 minute warning
 7. 1 minute warning
 8. 30 second warning
9. 10 - 9 - 8 - 7 - 6 - 5 - 4 - 3 - 2 - 1 - GO.

WALK SECTION

Finish time	
Start time	00
Elapsed time	
Time allowed	11 32
Time: over	

SECTION B

Finish time		
Start time		00
Elapsed time		
(less holds)		
Total time		
Time allowed/ (min. time).	27	31 (24:31)
Time: over/under		

Explanation

Other course penalties

Competitor:

Judge:

Notes:

- Drivers must start from the halt - they may choose where to stand - the point is - no running starts.
- Call the time on the radio: listen first, then when clear say:

"Start of A: Competitor# . Time - - "

- Response will be just the time, when received **OK** or as directed by Controller.

START WALK TIMER

EXAMPLE

1. Start Competitor at next whole 2 minutes
2. Write time on the Timer Record
3. Enter time here and sign
4. Hand Marathon Time Card to the Navigator
5. Stand at start line and call the following:
6. 2 minute warning
7. 1 minute warning
8. 30 second warning
9. 10 - 9 - 8 - 7 - 6 - 5 - 4 - 3 - 2 - 1 - GO.

Notes:

- Drivers must start from the halt - they may choose where to stand - the point is - no running starts.
- Call the time on the radio: listen first, then when clear say:
"Start walk; Competitor#; Time _ - _ -"
- Response will be just the time, when received OK or as directed by controller.

Finish time	10	38	12
Start time	10	10	00
Elapsed time			
(less holds)			
Total time			
Time allowed/ (min. time) ..	28	51	(26:51)
Time: over/under			

WALK SECTION

Finish time			
Start time	10	40	00
Elapsed time			
Time allowed	11	32	
Time: over			

SECTION B

Finish time			
Start time			00
Elapsed time			
(less holds)			
Total time			
Time allowed/ (min. time).	27	31	(24:31)
Time: over/under			

Explanation

Other course penalties
Competitor:

Judge:

START B TIMER

SECTION A Hrs. Min. Sec. Timer/Judge

Finish time | 1 0 3 8 | 12

Start time | 1 0 10 | 00

Elapsed time

.less holds,

Total time

Time allowed/(min.time) .. | **28** | **51** 26:51
{20:011}

J"ime: **over**under

WALK SECTION

Finish time	1 0	52	13
Start time	1 0	40	00
Elapsed time			
Time allowed	11	32	
Time: over			

SECTION B

Finish time			
Start time	1 1	02	00
Elapsed time			
(less holds)			
Total time			
Time allowed/ (min. time).	27	31	(24:31)
Time: over\ under			

Explanation

Other course penalties

Competitor:

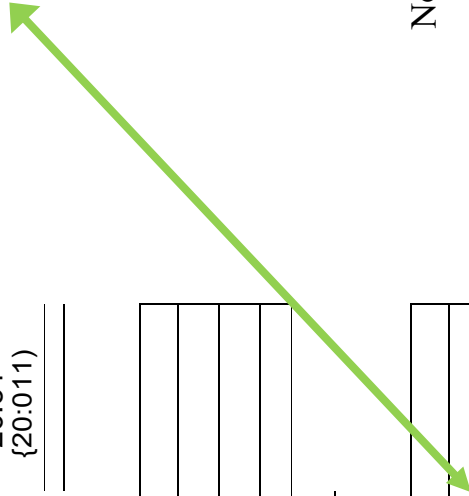
Judge:

EXAMPLE

1. Start Competitor at next required *interval* or later
2. Write time on the Timer Record
3. Enter time here and sign
4. Hand Marathon Time Card to the Navigator
5. Stand at start line and call the following:
 6. 2 minute warning
 7. 1 minute warning
 8. 30 second warning
 9. 10 - 9 - 8 - 7 - 6 - 5 - 4 - 3 - 2 - 1 - GO.

Notes:

- Drivers must start from the halt - they may choose where to stand - the point is - no running starts.
- Call the time on the radio: listen first, then when clear say:
"Start of B· Competitor# · Time - - -"
- Response will be just the time, when received OK or as directed by controller.



END A TIMER

SECTION A Hrs. Min. Sec. Timer/Judge
 Finish time | **1 0** **3 8** | **1 2**
Start time | 1 0 1 0 | 00
 Elapsed time
 (less holds,
 Total time
 Time allowed/(min. time) .. | **2 8** | **1 5 1** 26:51
 Time: **over/under**

WALK SECTION

Finish time | |
Start time | | **0 0**
 Elapsed time
 Time allowed | **1 1** | **3 2**
 Time: **over**

SECTION B

Finish time			
Start time			0 0
Elapsed time			
(less holds)			
Total time			
Time allowed/ (min. time).	2 7	3 1	(24:31)
Time: over/under			

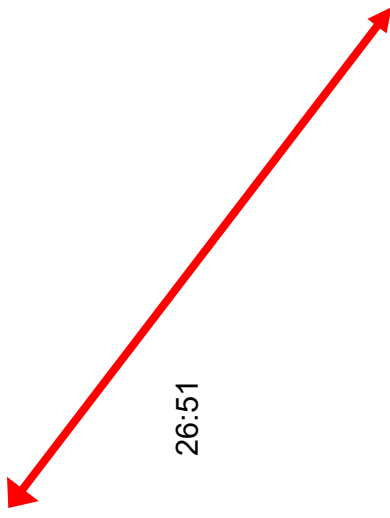
Explanation

Other course penalties

Competitor: _____ Judge: _____

EXAMPLE

1. Stop clock when nose of horse crosses finish line
2. Write time on the Timer Record
3. The Navigator will hand you the Marathon Time Card.
4. Enter time here and sign.
5. Hand Marathon Time Card back to the Navigator.
6. Call the time on the radio: listen first, then when clear say:
 "End of A · Competitor# · Time - - "
 , - , ---
7. Response will be just the time, when received OK or as directed by Controller.



/Jud

Finish time	10	38	12
Start time	10	10	00
Elapsed time			
(less holds)			
Total time			
Time allowed/ (min. time) ..	28	51	(26:51)
Time: over/under			

WALK SECTION

Finish time	10	52	13
Start time	10	40	00
Elapsed time			
Time allowed	1	1	32
Time: over			

SECTION B

Finish time			
Start time			00
Elapsed time			
(less holds)			
Total time			
Time allowed/ (min. time) ..	27	31	(24:31)
Time: over/under			

Explanation

Other course penalties

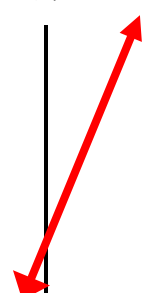
Competitor:

Judge:

END WALK TIMER

EXAMPLE

1. Stop clock when nose of horse crosses finish line
2. Write time on the Timer Record
3. The Navigator will hand you the Marathon Time Card
4. Enter time here and sign
5. Hand Marathon Time Card back to the Navigator.
6. Call the time on the radio: listen first, then when clear say:
"End Walk Competitor # . Time - - "
7. Response will be just the time, when received OK or as directed by Controller.
8. Direct the driver to proceed to Rest Area



END B TIMER

EXAMPLE

1. Stop clock when nose of horse crosses finish line
2. Write time on the Timer Record
3. The Navigator will hand you the Marathon Time Card
4. Enter time here and sign
5. Hand Marathon Time Card back to the Navigator to take to the Judge, or directly to the Judge.
6. Call the time on the radio: listen first, then when clear say:

"End of B · Competitor # · Time - - -"

 7. Response will be just the time, when received OK or as directed by Controller.

Finish time	1 0	38	12	
Start time	1 0	10	00	
Elapsed time				
(less holds)				
Total time				
Time allowed/ (min.time) ..	28	51		(26:51)
Time: over\under				

WALK SECTION

Finish time	1 0	52	13	
Start time	1 0	40	00	
Elapsed time				
Time allowed	11	32		
Time: over				

SECTION B

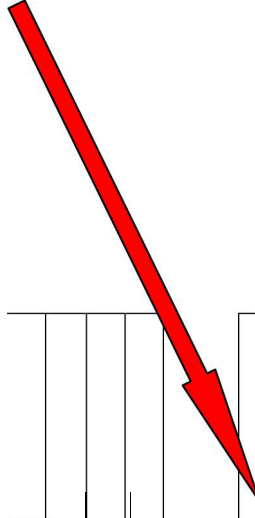
Finish time	1 1	30	41	
Start time	1 1	02	00	
Elapsed time				
less holds,				
Total time				
Time allowed/ {min. time}.	1 27	31		{24:31
Time: over\under				

Other course penalties

Competitor:

Judge:

Explanation



Veterinarian			Date			Event:		
Distance		Section A:		Walk Section:		Section B		
Weather: Temperature		Humidity	Precipitation		at	Sky condition		
Terrain, average road surface & condition of course:								

Bridle #	Before Marathon			End of Walk Section			After 7 minutes			End of Section B		
	Pulse	Resp.	Temp.	Pulse	Resp.	Temp.	Pulse	Resp.	Temp.	Pulse	Resp.	Temp.

Notes:

--	--	--	--	--	--	--	--	--	--	--	--	--

Notes:

--	--	--	--	--	--	--	--	--	--	--	--	--

Notes:

--	--	--	--	--	--	--	--	--	--	--	--	--

Notes:

--	--	--	--	--	--	--	--	--	--	--	--	--

Notes:

--	--	--	--	--	--	--	--	--	--	--	--	--

Notes:

--	--	--	--	--	--	--	--	--	--	--	--	--

Notes:



RECOMMENDATION FOR WITHDRAWAL FROM COMPETITION

Based upon my examination of a:
Breed:
Color:
Sex:
Age:
Name:
Entry #:

In my best clinical judgment, I recommend that this entry not continue this competition, as in my opinion, to do so may be detrimental to the health of the animal.

Initial observations:	Observations after 7 minutes:
<ul style="list-style-type: none">• Pulse:	<ul style="list-style-type: none">• Pulse:
<ul style="list-style-type: none">• Respiration:	<ul style="list-style-type: none">• Respiration:
<ul style="list-style-type: none">• Temperature:	<ul style="list-style-type: none">• Temperature:

Other significant clinical observations and/or injuries consisted of:

Competitor advised by: _____

Veterinarian: _____

President of Jury: _____



**EQUESTRIAN
CANADA
ÉQUESTRE**

ARENA TRIALS MARATHON SCORING

Competition Name:	Turnout:
Date:	Judges Signature:
Level:	Time Signed:
Class:	

Entry Number	NAME HORSE	Obstacles				Course Time Course Penalties		Total time	Other Penalties	TOTAL Penalties	PLACE
		Round 1	Round 2	Round 3 / Obstacle 4	Round 1	Round 2					
		Obstacle 1 / Obstacle 2		Obstacle 3 / Obstacle 4	Round 1	Round 2	Time Penalties	Penalties			
21	John Doe	#1 A,B,C	#3 A,B,(B),C,(A)		52.61	63.13	115.74	0	33.94	1	
	Thunder	#2 A,B,(A), C	#4 A,B,(A), C		---	5	28.94	5			
		#1	#3								
		#2	#4								
		#1	#3								
		#2	#4								
		#1	#3								
		#2	#4								
		#1	#3								
		#2	#4								
		#1	#3								
		#2	#4								
		#1	#3								
		#2	#4								
		#1	#3								
		#2	#4								
		#1	#3								
		#2	#4								
		#1	#3								
		#2	#4								
		#1	#3								
		#2	#4								
		#1	#3								
		#2	#4								
		#1	#3								
		#2	#4								
		#1	#3								
		#2	#4								
		#1	#3								
		#2	#4								
		#1	#3								
		#2	#4								

Note: Top line is actual time (use decimal seconds) on course. Times are added together and multiplied by 0.25 for time penalties. Additional penalties (eg. Knockdowns, course corrections, etc.) are recorded under the course or obstacle times on the lower line. Other penalty is used for additional penalty points (Appendix 9-B-5.2 and Article C-964). Record all gates using parenthesis for wrong direction. "Other" is used to record non-course penalties. "Total" is sum of time, course and other penalties. "PL" is class placing.

Equestrian Canada Équestre – Driving – Presentation and Dressage Scoring v2020.01



COMPETITIONS

COMBINED DRIVING – TECHNICAL DELEGATE REPORT

COMPETITION NAME:	COMPETITION NUMBER:
DATES:	SANCTIONING TYPE(S):
LOCATION:	BRONZE <input type="checkbox"/> SILVER <input type="checkbox"/> GOLD <input type="checkbox"/> PLATINUM <input type="checkbox"/>
Does this report require immediate follow-up from Equestrian Canada?	YES <input type="checkbox"/>
	NO <input type="checkbox"/>

Part I: Compliance with Rules

Was competition conducted in accordance with FEI / Equestrian Canada Rules? YES NO
If not, indicate violation and Article number and attach documentation.

Any charges, complaints or protests? *If yes, please attach documents including the results of Show Committee hearings.* YES NO

Any instances of abuse of official warnings issued? *If yes, please explain and attach documentation* YES NO

Were all waivers of liability completed? YES NO

Other event permits held:

FEI	ADS	Discovery
-----	-----	-----------

Divisions offered:

FEI	Advanced	Intermediate	Preliminary	Training
-----	----------	--------------	-------------	----------

Number of PTSO Members:

Number of USEF Members:

Number of ADS Members:

Number of Horses entered at each level:

FEI	Advanced	Intermediate	Preliminary	Training
-----	----------	--------------	-------------	----------

Were schooling areas supervised? YES NO

Were warm-up areas adequate? YES NO

Was stabling provided? YES NO

Horse injury or fatality? YES NO

Did the scoring desk function properly? YES NO

Was the master scoreboard in a convenient location and kept up to date? YES NO

What was the time lapse between that last horse on the marathon course and the posting of scores?

Did the competition comply with all time schedule requirements? State starting and finishing times for each competition:

- Presentation
- Dressage
- Marathon
- Obstacles

START	END

Was the marathon course fully and correctly marked before the official course inspection? YES NO

Did the marathon course(s) comply with the current Rulebook? YES NO

Were competitors competing in the appropriate levels for their abilities? YES NO

Part II: Officials

Were qualified medical personnel on site? YES NO

Was veterinarian present for the marathon throughout the competition? YES NO

Was a veterinarian present (or on call) for dressage & cones? YES NO

Were the veterinary inspections and examinations performed efficiently? YES NO

Was a qualified farrier present? YES NO

Were all judges and technical delegate(s) eligible to officiate in the divisions in which they were listed in the FEI Schedule, Prize list or ADS omnibus? YES NO

Part III: Competition

- Did you make a pre-event site visit? YES NO
- Did you make suggestions or comments and at the inspection immediately prior to the event? YES NO
- Were the suggestions utilized? YES NO

Did any of the following items need improvement?.

Management		Communication		Scoring	
Venue Staff		Food Service		Safety Inspection	
Competition Office Personnel		Stabling		Competition Rings	

Part IV: Personnel

- Were sufficient competent personnel provided to manage the entire competition? YES NO
- Were all personnel properly briefed? YES NO

Part V: Dressage

- Were there any issues at Presentation? YES NO
- Was the dressage arena the correct size, properly constructed and with good footing? YES NO
- Were scribes properly attired? YES NO
- Was there any attempt to influence your decisions? YES NO

Part VI: Marathon

- Was the required course map available to the participants per Article C962.2.3? YES NO
- Did the course comply with rules? YES NO
- Was obstacle judging adequate? YES NO
- Was section timing performed properly? YES NO
- Was the vet box conducted in an efficient manner? YES NO

Part VII: Obstacles

- Was course posted and participants given sufficient time to walk the course per Article 962.3.1? YES NO
- Were both the starting time and order of go made clear to all parties concerned? YES NO
- Did the course comply with current rules? YES NO
- Were there enough cone setters present? YES NO

Please provide any additional comments or recommendations:

E.g. competition administration, communications equipment, stabling facilities, schooling areas, competition rings, medication control areas, maintenance, timing equipment, fencing, lettering, lighting, ring crew, decorations, facilities for judges, tack check area parking, signage, spectator seating, toilets .



COMPETITIONS COMBINED DRIVING – TECHNICAL DELEGATE REPORT

Date report completed:	Name of Technical Delegate:
EC Sport Licence #:	Signature of Technical Delegate:

Part VIII: Forms

Please indicate all accompanying forms / documentation by checking the box(es) below. Attach a copy or duplicate of form(s) herewith:

- Additional Comments
- Accident & Injury Report
- Yellow Warning Card
- Report of Alleged Abuse
- Emergency Medication Form
- Protest forms
- Information regarding fines levied;
- Copy of FEI report (if applicable)
- Details and recommendations for problems in schooling or warm up areas
- Pony Measurement – Must include forms from every pony measured**

This form must be submitted to EC within fourteen days of the competition.

Please submit to:

Equestrian Canada Competitions

Email: competitions@equestrian.ca

Fax: 1-888-713-3315

**Equestrian Canada
c/o House of Sport
2451 Riverside Drive
Ottawa, ON Canada
K1H 7X7**

Phone: 1-613-287-1515, cue 4

www.equestrian.ca



GUIDELINES FOR DRIVING COMPETITIONS IN CANADA

This summary and checklist is intended to assist Driving Competition Organizers, Officials and Competition Managers with the applications and approval process for Driving Events. Applicable rules are indicated for reference and shall take precedence. Please refer to the Event Summary table below, (Section C, Appendix 1 -A) for competition classification.

Should there be a difference in the content of this guide and the EC Rule Book, the Rule Book shall be taken as correct.

LEVEL OF PERMIT REQUIRED FOR DRIVING COMPETITION/EVENTS

Appendix 1-A – Event Summary Table

EC DRIVING	Competition	Classes	Event License* (Organizer)	Sport License* (Competitor)	Judge*	Technical Delegate*	Course Designer*	Vet	
Recreation	TREC Driving	All	N/A	N/A	Knowledgeable Horseman				
	Country Heritage	All							
Draft	Ring and Obstacles	All							
Pleasure	Ring Classes	All	BRONZE	BRONZE	1-r or PTSO			On Call	
	Obstacle Classes	All							
	Cross Country	All							
	Continuous Driving	All							
	Regional Championships	All							
	National Championships	All	GOLD	GOLD	1-r	1-r	1-r		
Combined Driving	Arena Trials	T/P	N/A	N/A	1-r or PTSO or Coach	Not Required	Not Required	On grounds during inspections and Marathon	
	Arena Trials	I/A	BRONZE	BRONZE	1-r				
	Carriage/Sleigh Derby	T/P/I			1-r or PTSO	≤15 entries Not Required			
		A			1-S	>15 entries 1-r			
	Driving Trials	T/P			1-r or PTSO	1-r			
	Driving Trails	I			1-S and 1-r or 1 PTSO	1-r			
	Driving Trials	A	GOLD	GOLD	1-S and 1-r or 1 PTSO	1-r			
	CDE – 2 days	T/P	BRONZE	BRONZE	1-r or PTSO	1-r			
	CDE – 2 days	I			1-S and 1-r or 1 PTSO	1-r			
	CDE – 2 days	I/2/A	GOLD	GOLD	1-S and 1-r or 1 PTSO	1-S			1-r
	CDE – 3 days	T/P/I	BRONZE	BRONZE	1-S and 1-r or PTSO	1-r			Not Required
	CDE – 3 days	I/2/A	GOLD	GOLD	1-S and 1-r	1-S			1-r
Regional & National Championships	T/P/I/A								
FEI	All	PLATINUM							

*Note: the requirements noted in this table are minimum requirements. Licensed Technical Delegates and/or Course Designers are always recommended even when not required. Requirements exceeding the minimum requirements are also acceptable.

Abbreviations:

CDE = Combined Driving Event	r = recorded official	S = Senior (or Registered) official	T = Training Division	P = Preliminary Division	I = Intermediate Division	A = Advanced Division
------------------------------	-----------------------	-------------------------------------	-----------------------	--------------------------	---------------------------	-----------------------

Organizer Checklist

- Determine Event License required from the table above. One license per event is required, based on the highest competition classes level offered. Example: A CDE with Intermediate requires a Silver Event license, or Gold if a championship.
- Rules for individual classes will be based on the level of Sport License required, thus Preliminary division competitors at a Silver or Gold level event only require a Bronze Sport License for Preliminary division classes.
- Competitions shown N/A do not require a permit and are not EC-sanctioned competitions.
- Determine officials required and level. 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. All EC Driving Officials are allowed to officiate additionally at PTSO-sanctioned events, in accordance with A1302.8 – (Article C601)
- Contact proposed license officials; submit Guest Card application to EC for any non-EC licensed driving official.
- Article C610 - Guest Cards: review criteria and application process for officials not listed in the EC Driving Directory.
 - Note: Only Equestrian Canada licenced Driving Officials in good standing or officials in possession of a valid Guest Card may officiate at EC-sanctioned driving competitions.
- Send draft Prize list and Entry form to TD for approval. For non-EC TDs, the senior EC jury member must also sign. If a

- TD is not required for the competition, the Head/senior Judge must approve and sign the Prize List and Entry form. (Article C613.5).
- Send the TD-approved Prize list / Entry form copy to Equestrian Canada prior to publication (see Articles C613.6, C901.1.5).
- Complete the Competition Application Form, attach payment (payable to Equestrian Canada), TD-approved Prize List and Entry Form and mail to EC at least 60 days prior to the planned Event.
- Event license will be received from Equestrian Canada. Contact EC Competitions department directly for tracking purposes
- Prize List/Entry forms may be published and distributed following written confirmation of approval from EC.

Requirements

- Article C101.2 ...Sanctioning: Provincial and EC sanctioning is required according to the Event Summary Table. Appendix 1-A.
- Article C101.3, C101.5, A301.1 ...All Driving Competitions must use current EC Rule Books and Licensed Driving Officials.
- Article A301.3, C101.1 ...A sanctioned competition in good standing is authorized to operate under the copyrighted rules of Equestrian Canada and, with the permission of EC, the rules of the FEI.

Guest Cards

Article C610.1 [required for any official not on the current Equestrian Canada driving roster]

1. At the request of the competition management and under extraordinary circumstances, or by reciprocal agreements with USE and/or ADS, applications for guest cards may be considered by Equestrian Canada.
2. All requests for guest cards must be sent to Equestrian Canada on the prescribed form, and a letter explaining why a Guest Card is required, the qualifications of the person for whom a Guest Card is being requested, and his or her knowledge and possession of a copy of Equestrian Canada Driving Rules.
3. Applicable fees must accompany the application. The fee will be refunded should the Guest Card be denied. Licensed officials holding current FEI, USE or ADS card in the category requested are exempt from paying Guest Card fees.
4. The majority of officials for any event must be from the EC roster of current driving officials (Article C610.2(g)).

Prize List

- Article A601.2 No Prize List may be published until the competition officials and the Prize List have been approved by EC or a PTSO.
- Article C613.6 [Organizer's responsibility] Ensure the Prize List meets Rule requirements and is approved by the Technical Delegate/Head Judge and submitted with the request for event or competition permit within the allotted time.
- Articles C603.2(c) [Technical Delegate's responsibility] The Technical Delegate must review and approve the Prize List/Entry form for conforming to these rules before signing and the application is submitted to EC. A senior EC Jury member has this responsibility where the TD is not licensed by EC or Head/senior Judge for events where a TD is not required.

Prize List Contents

The following is not a comprehensive list of requirements. Please refer to The Rules Of Equestrian Canada, Section A: General Regulations Chapter 6 & Chapter 8 for the complete rules regarding prize list and entry form contents.

1) Mandatory Statements

- A602.1 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.”
- A602.2 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.”
- A602.5 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 while at the event location.”*
- A602.7 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(s) 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.”*
- A602.8 The following statement must be included in the prize list of any EC-sanctioned competition: *“All horses attending Equestrian Canada sanctioned competitions must have met the requirements of Article A519, Vaccinations. See Rules of Equestrian Canada, Section A, General Regulations, Article A519, Vaccinations.”*

2) Required Information

Article A602.3

- The prize list must contain:
- address, telephone number, fax number (if available) and e-mail address (if available) of the competition office;
 - name of person to whom inquiries should be addressed;
 - exact location of the competition;
 - list of organizing committee members and name of competition manager or other person accepting responsibility for the conduct of the competition;
 - names of competition officials;
 - a copy of the “EC Statement of Principles”; and
 - the applicable equine medication control fee.

3) Event Information

Article A603.1 The Prize List must contain:

- a list of classes offered by division with entry fees, Sport Licence 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”;
- a tentative schedule of events;
- directions as to payment of entry fees and stabling charges;
- directions for arrival and departure of horses;
- directions regarding time and place for measurement of horses, if applicable;
- a statement regarding the number of admission badges to be issued to competitors in attendance and where obtained, if applicable;
- exercise schedule including rings and times for all horses;
- 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;
- transportation information as required;
- 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. 1033 – Horse Inspections.

4) Event Specific Regulations

Article A603.2. In addition, the Prize List must state any local [regulations] 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 for compliance.
- c) Arrangements for payment of prize monies
- d) Policy and fees, if any, for substitution of horse
- 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.

Entry Forms

Article A802

- A802.1 All entry forms must be submitted with the prize list for approval as per the EC Competition Administration Policy
- A802.2 Each prize list must contain an entry form.
- A802.3 Entry forms must include, on an individual line, an equine medication control testing fee for each horse entered.
- A802.4 All entry forms must contain the following statements which must be signed by the person(s) responsible (See Glossary – Person(s) 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 headgear 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(s) responsible (PR) agrees to the release of any information on the entry form to EC.”*

Entry form must contain information as outlined in Article A802.5 (a) - (c); and (g) – (j).

- A802.6 Mandatory statement; *“In the event that [junior's name] participates in an Equestrian Canada sanctioned competition where approved headgear is required for juniors, he/she will wear a properly fitted and fastened, approved protective headgear 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.”*

Classification Of EC Sanctioned Competitions

Article A302

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

Competition Licensing Fees Summary

ARTICLE A309 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	\$51	\$51	\$51	\$51	\$51	\$51
Up to \$1,000	\$102	\$102	\$102	\$102	\$102	\$102
\$1,001 - \$2,500	\$153	\$153	\$153	\$153	\$153	\$153
\$2,501 - \$5,000	\$204	\$255	\$255	\$255	\$255	\$255
\$5,001 - \$7,000	N/A	\$357	\$357	\$357	\$357	\$357
\$7,001 - \$12,000		\$459	\$459	\$459	\$459	\$459
\$12,001 - \$15,000		N/A	\$612	\$612	\$612	\$612
\$15,001 - 25,000			\$918	\$918	\$918	\$918
\$25,001 - \$35,000			N/A	\$1,428	\$1,428	\$1,428
\$35,001 - \$100,000		N/A		\$1,734	\$1,734	
\$100,001 - \$250,000			\$2,244	\$2,244		
Over \$250,000						

Permit Application Forms

Application Forms may be found on the Equestrian Canada Website under Programs & Services > Competition Organizers, along with all other required forms. The Competition Application form must be submitted at least 60 days prior to the start of the event.

Please refer to page 3 of the Competition Application Form to determine whether your event is to be submitted to your PTSO or EC.