

## COMPETITION APPLICATION FORM

### Guidelines for filling out the Application

- *If you need an additional application, forms are available at: [www.equinecanada.ca](http://www.equinecanada.ca)*
  - *Necessary documents to be available before you start: Equine Canada General Regulations Section A (GR), Equine Canada Discipline Rule Book (Sections B to L), Equine Canada Competition Administration Policy (CAP). See Equine Canada Competitions Information Package – Section J and/or the Opening Preamble of the Information Package for where to find these.*
  - *The numbers in the Guidelines (1 – 22) correspond with the numbered sections on the Application Form and references to Sections I – XIV correspond with the Information Package sections.*
- ① Choosing your level or type of competition can be determined by checking the Information Package - Section I. *Competition Classification Chart: the Quick Reference by Disciplines*. For more information see General Regulations (GR) Chapter 3.
  - ② The Competition Number will be supplied by Equine Canada. Refer to this number when communicating with Equine Canada and its representatives.
  - ③ The Competition Name is the choice of the Organizing Committee. For those organizers running a series it is strongly suggested that each one in the series also contains a number e.g. Sunshine Dressage #3.
  - ④ To determine the maximum amount of prize money permitted for the level of your competition see Information Package - Section I. To determine the licensing fee for that competition see Information Package -Section II. For more information on prize money see GR Article A701.
  - ⑤ Length or Number of Days of the Competition. Some disciplines have a limit on the number of days. For information on this please check the Discipline Specific Rule Book (Sections B through L) which can be found at <http://tiny.cc/ECrules>.
  - ⑥ Competition Website. This is not mandatory, but if there is a competition website the information will be included on the Equine Canada Competitions Calendar found at <http://calendar.equinecanada.ca>.
  - ⑦ Online Entries. All entries and/or their electronic equivalent must be kept by the Competition Organizer for seven (7) years. For further information on Online Entries see Section VI of the Information Package.
  - ⑧ Competition Venue Confirmation. Equine Canada Competition License will not be issued until the venue is confirmed to Equine Canada or its representatives in writing no less than 30 days prior to the start of competition.
  - ⑨ Discipline/Breed and Divisions Available. See Information Package - Section III for a comprehensive list of options. For further information on any specific discipline or breed please see the applicable Rule Book. Example: Hunter Jumper – CET Medal – see Rule Book Section G, Chapter 12.
  - ⑩ Excerpts from the Equine Canada Competition Administration Policy (CAP). All Competition Organizers are bound by CAP and the full document can be found at <http://tiny.cc/ECcompetitionorganizers> .
  - ⑪ The obligations of the Organizing Committee are outlined in CAP Article 5. Additional specific information for competition management can be found in GR Chapter 5. The individuals listed on the Competition Application form as License Holder, Manager and Secretary will be the only authorized contacts in any business transactions with Equine Canada and/or its representatives pertaining to this competition.

- ⑫ The sections of this application marked with an \* MUST be completed for Equine Canada to process your application. It is understood that there may be some information that is not yet confirmed (example: officials with contracts not yet signed). This additional information is to be supplied to Equine Canada on the CHANGE/Additional Information form which is found at <http://tiny.cc/ECcompetitionorganizers>. The deadlines for submission of documents are found in Section IV of the Information Package.
- ⑬ For further information see Information Package – Section IV.
- ⑭ Judges. All officials MUST be approved by Equine Canada. (CAP Article 6.2) A complete list of Equine Canada Officials can be found at <http://officials.equinecanada.ca>.
- ⑮ Course Designers. All officials MUST be approved by Equine Canada. (CAP Article 6.2) Additional information on Course Designers and their specific limitations can be found in the discipline specific Rule Books (Examples: Combined Driving – Section H Chapter 9; Eventing – Section D Article 506 plus Annex 9; Hunter, Jumper and Equitation – Section G, Chapter 10) *Note: Course Designers for Breed competitions will be approved by the Discipline Chair.*
- ⑯ Guest Cards. The rules surrounding Guest Cards can be found in GR Chapter 13, as well as the discipline specific rule book. Payment of \$30 per guest card request must accompany the application.
- ⑰ Steward/Technical Delegate. (Stewards - GR Chapter 13, Technical Delegate – Rule Book Section D Article 505) In addition to other duties, the Chief Steward is responsible for approval of the competition's Prize List and Entry form. For information on building a Prize List and creating an Entry Form please see Section XIII of the Information Package or visit <http://tiny.cc/ECcompetitionorganizers>. Note that some disciplines/ breed sports have rules specifying the level of steward/technical delegate required for competitions Please see the Discipline Specific rule book and the list of Stewards/Technical Delegates can be found at: <http://tiny.cc/ECcompetitionorganizers>.
- ⑱ Ground Jury (Eventing ONLY). See Eventing Section D Article 5.1.1 for composition of the ground jury.
- ⑲ Officials (other than those noted). Example: Farrier –may be required at Breed Competition, Ringmaster, Official Timer. These will not be checked against EC officials list. This is for information only.
- ⑳ Veterinarian and Emergency Medical Services: See GR A302. and GR A508
- ㉑ DECLARATION. Mandatory, and to be signed by the EC Sport License holder taking responsibility for the competition. Unsigned applications will not be processed. Information on License requirements for competition organizers. (CAP 5.1.2.)
- ㉒ Method of Payment by Credit Card. The CSV on a credit card can be found on the back of the card and it is the three digits printed on the signature line.

**These guidelines and the Equine Canada Competitions Information Packages do not replace the Rules of Equine Canada. In accordance with GR Article 502.2 and 502.3 “The secretary of the competition shall have a copy of the relevant EC Rule Books, which must be available for reference at all times during the competition. 3. In case of a conflict between the General Regulations and discipline/breed sport rules, the discipline/breed sport rules will take precedence.**