

Contact Competitions Department at Equine Canada
competitions@equinecanada.ca, 1-866-282-8395 ext. 140 and ext. 141

This package is designed to support and assist those planning to produce an Equine Canada licensed competition. In addition to this, the following documents will be needed:

- ✓ Equine Canada General Regulations (GR)– Section A
- ✓ The discipline specific Equine Canada Rule Book – B (Breeds), C (Driving), D (Eventing), E (Dressage), F (General Performance, Western/Equitation), G (Hunter/Jumper), H (Combined Driving), J (Endurance), K (Reining), L (Vaulting)
- ✓ Equine Canada Competitions Administration Policy (CAP)
- ✓ Equine Canada Competition Application Form
- ✓ Equine Canada Guidelines for Competition Application Form
- ✓ Eventing Competition Organisers must complete the 2011 Equine Canada Competition Application Form for Eventing Competitions
- ✓ Eventing Competition Organisers—please refer to Canadian Eventing Checklist for the administration of Eventing Competitions 2011 Canadian Eventing Omnibus Organisers Package

Section I

COMPETITION CLASSIFICATION CHART ----QUICK REFERENCE BY DISCIPLINE

for full discipline charts visit: <http://tiny.cc/eccompetitioncharts>

Please refer to Discipline/Breed Sport rules regarding permission for dual licensing (e.g. Bronze & Silver) and appropriate sanctioning fees below.

Competition Level ->	Bronze	Silver	Gold			Platinum
			C	B	A	
Maximum Prize Money	Bronze – Maximum Prize Money \$2,500	Silver – Maximum Prize Money - \$10,000 or \$15,000 for Championships	Gold C – Maximum Prize Money - \$35,000	Gold B – Maximum Prize Money - \$100,000	Gold A – Maximum Prize Money – No Limit	Platinum – Maximum Prize Money – No Limit
Hunter/Jumper – competition level is determined by the following criteria :						
Permitted Classes	Maximum Prize Money \$2,500 Local, Provincial or any non-point miscellaneous classes	Max \$10,000 OR \$15,000 for Provincial Championship Provincial or any non-point miscellaneous classes	Max. \$35,000 EC National Classes, National Medal Classes, any non-point miscellaneous classes.	Min \$35,001 to \$100,000 National Classes, National Medal Classes, Jump Canada Series, Talent Squad, Medal Finals, any non-point miscellaneous classes.	Min \$100,001 No limit	Min \$100,001 No Limit All National Classes, FEI Classes, any non-point miscellaneous classes
Dressage – competition level is determined by the following criteria:						
Permitted Classes	All EC tests, as well as FEI.	All EC tests, FEI tests up to and including Intermediaire II. NOTE: Grand Prix classes are not permitted at Silver shows. Qualifying scores from these competitions may be used for Silver Championships as stated by criteria posted by Dressage Canada.	All EC tests as well as FEI tests. Qualifying scores from these competitions may be used for Provincial, Regional and national Championships and stated criteria as posted by Dressage Canada.			FEI
Eventing – competition level is determined by the following criteria :						
Permitted Classes Note : the competition hosting divisions which cover more than one sanctioning level will apply for one licence and will pay one licencing fee.	Local, Entry & Pre-Training Horse Trials Combined Tests—all EC divisions **Local division definition see EC Eventing Rules D301.2.8 **	Training Horse Trials Combined Tests—all EC divisions	Preliminary, Intermediate & Advanced Three Day Events & Horse Trials Combined Tests- all EC divisions			FEI Divisions – CICs & CCI's FEI sanctioning mandatory
Breed – competition level is determined by the following criteria :						
Permitted Classes	All Regular Classes	All Regular Classes, Provincial/National Championships, EC Medal Classes Determined by Prize Money				
General Performance – competition level is determined by the following criteria :						
Permitted Classes						

- Dressage : max of 4 classes	Up to First Level	Up to First Level			
- Hunter	2'3"; 2'6"; 2'9"; 3'0"	2'3"; 2'6"; 2'9"; 3'0"; 3'3"			
- Jumper – only with a Course Designer	2'3"; 2'6"; 2'9"; 3'0"	2'3"; 2'6"; 2'9"; 3'0"; 3'3"			
Miscellaneous					
Championships	PSO : Ch for each class in Sections and by Section				
Points awarded	PSO : Accumulated : 1st-6 pts to 6th=1 pt				
Vaulting					
Permitted Classes	Bronze Provincial Championship Level Canter	Silver National Division A	Gold National Division AA		
Para Dressage					
Permitted Classes	All tests	All tests	All tests Provincial, Regional and National Championships		
Reining					
Permitted Classes	NAJYRC Qualifying Classes				
Endurance					
Permitted Classes	<25 Novice Mileage 26-35 Novice mileage 25-35 Novice ranked 50-100 Open		50-100 mile 1* 50-74 miles 2*75-87 miles	75-100 miles 3* 88-100 miles 4* 100 Miles Sr 4* 75 mile J/YR	
Driving					
Permitted Classes	TREC Driving, Country Heritage, Combined Arena Trial, Driven Dressage/Cones (T/P), Combined 2+ day CDE (T/P), Pleasure (ring classes only), obstacles-games, marathon, cross country	Driven Dressage/Cones (T/P/I), Combined 2+ day CDE (T/P//Provincial Championship), Pleasure Provincial Championship	Driven Dressage/Cones (all), Combined 2+ day CDE (all/National Championship), Pleasure Driving (National Championship)		FEI Classes

Section II

COMPETITION LICENSING FEES

Competition Licensing fee are determined by the schedule of fees below:

The following schedule of fees for 2011 is based on prize money offered.

See article [General Regulations A 309](#) and Equine Canada Schedule of Fees

Dual Licensing Rules: General Regulations A310. Note: in the absence of discipline specific rules on concurrent competitions this rule will apply.

For information on discipline specific rules see below for rule reference:

- Breed Sports: **See A 309**
- Dressage: **Section E. 7.3**
- Driving: **Section C 122**
- Eventing: **Section D 301 2.6**
- Endurance: **Section J Competition Chart**
- Hunter/Jumper: **Section G 106.4 and G 106.5**

Competition Level ->	Bronze	Silver	Gold			Platinum
			C	B	A	
Prize Money						
No Prize Money, Ribbons Only	\$50	\$50	\$50	\$50	\$50	\$50
Up to \$1,000	\$100	\$100	\$100	\$100	\$100	\$100
\$1,001 - \$2,500	\$150	\$150	\$150	\$150	\$150	\$150
\$2,501 - \$7,000	N/A	\$250	\$250	\$250	\$250	\$250
\$7,001 - \$12,000	N/A	\$350	\$350	\$350	\$350	\$350
\$12,001 - \$15,000	N/A	\$450	\$450	\$450	\$450	\$450
\$15,001 - \$25,000	N/A	NA	\$600	\$600	\$600	\$600
\$25,001 - \$35,000	N/A	NA	\$900	\$900	\$900	\$900
\$35 001 - \$100 000	N/A	NA	N/A	\$1400	\$1,400	\$1,400
\$100,000 - \$250,000	N/A	N/A	N/A	N/A	\$1,700	\$1,700
Over \$250,000	N/A	N/A	N/A	N/A	\$2,200	\$2,200

Section III

DISCIPLINE AND BREED DIVISION OPTIONS AVAILABLE

Hunter/ Jumper	Dressage & Para Dressage	Non Olympic, Breed Sport and Western	
Hack	Dressage	Welsh	General Performance
Hunt Seat Equitation	Para Dressage	Arabian	Reining
Hunter	Dressage Seat Equitation	Morgan	Western
Jumper		Hackney	Endurance
Jump Canada Medal	Eventing	Sport Horse	Vaulting
CET Medal	Horse Trials (CNC)	Canadian Warmblood	Combined Driving
CET Mini Medal	Combined Test	Thoroughbred	Pleasure Driving
	Three Day Event (CCN)	Saddlebred/Fine Harness	Arena Driving Trials
Other: Please Specify			

Section IV

PLANNING THE COMPETITION AND DEADLINES FOR LICENSING

60 Days Before Start		30 Days Before Start		14 Days After Competition		30 Days After Competition	
Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:
Application Form Due	Approved Prize List due **	Results Submitted	Competition Master Report Due	Drug Fees Due			
Draft Prize List to Steward **							
Officials Approval Request Due							
Certificate of Insurance Due							

Use this chart to help plan by filling your dates in above.

Eventing Competition Organizers—see EC Rules for Eventing Art D103

Section V

PAPERWORK REQUIRED FOR LICENSING

	Item	Minimum Requirements to be met by Organizing Committee
1	Competition Application Form Gold & Platinum	See discipline schedule
2	Competition Application Form Bronze & Silver	60 days prior to Competition Start Date
3	Draft Prize List to Steward/TD (Eventing organisers see EC Eventing Rules D103)	60 days prior to Closing Date. If NO entries accepted in advance, 60 days before Competition Start Date.
4	Prize List Approval from Steward/TD (Eventing organisers see EC Eventing Rules D103) Note: publishing Prize List prior to approval will result in \$100 fine	Min. 30 days prior to closing date. If NO entries accepted in advance 30 days before Competition Start Date
5	Change/Additional Information that involves Officials/Guest Cards/Dates/Level of Competition/Divisions included	60 days prior to Competition Start date
6	Equine Canada Certificate of Insurance	60 days prior to Competition start date
7	Copy of Final Approved Prize List – sent in electronic format. If hard copy available, only then 2 copies (Eventing organisers see EC Eventing Rules D103)	30 days prior to Competition Closing Date . If entries are NOT accepted in advance 30 days before start of competition
8	Competition Master Report	Within 14 days following competition

See Section XIV for details on where to submit competition licensing paperwork.

Section VI

EQUINE CANADA RULES AND PRIZELISTS

Equine Canada Rules:

All Equine Canada rulebooks are amended annually. The rulebook for any given year will be published on the EC website no later than January 1 of that year. The website version of every rulebook is the official version. All other rule amendments will come into effect with the website publication of the rulebooks by January 1 of the following year. Please read all cross-references carefully and retain all issues of the EC newsletter or reference the EC website for rule changes or clarifications. In the case where the English and French versions differ, the English version shall prevail. In the case of conflict between the General Regulations and the regulations of disciplines/breed sports, the discipline/breed sport rules will prevail.

General Regulations ARTICLE A502 RULE BOOK

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

Online Entries

The requirements for entry forms and signatures are the same whether the entry is delivered to the competition by hand in hard copy or by electronic means. In the case of an electronic equivalent of an entry form, it must meet the standards outlined in the rule book, which includes the stipulation of A802.4. Entry forms which do not meet the standards outlined in the rule book are not acceptable. Since the entry form is part of the prize list (A802.2), and prize lists must be approved by a Steward, a Steward would not approve a prize list with an entry form, electronic or otherwise, that did not meet the rule book standards. An element which must be included in an electronic entry form is the requirement that an action such as touching or clicking an icon or place on a computer screen attesting to the validation of the submitted entry must occur.

Section VII

COMPETITION RESOURCES AVAILABLE

www.equinecanada.ca

- Competitions Coordinators at Equine Canada – 1-866-282-8395 ext. 140 and ext. 141 competitions@equinecanada.ca
- PSO Competitions Coordinator:
 - Horse Council British Columbia: Alistair Buchanan competition@hcbc.ca
 - Ontario Equestrian Federation: competition@horse.on.ca
 - Manitoba Horse Council: Danica Loewen mhc.admin@sportmanitoba.ca
 - New Brunswick Equestrian Association: (506) 454-2353
 - General Regulations – Especially chapters 3, 5, 6 and 8 -- available for free download at www.equinecanada.ca
 - Competition Administration Policy (CAP) or <http://tiny.cc/competitionforms>
 - ECRIT FAQ can be found at <http://competitions.equinecanada.ca> (login name and password required—SEE FAQ #12)
 - A searchable database of EC Licensed Officials and their contact information is available at <http://officials.equinecanada.ca> .
 - Templates available for Entry Forms at <http://tiny.cc/ECcompetitionorganizers> (**exception:** Eventing competitions must use Canadian Eventing National Entry Forms).
 - Checklist for Prize List Requirements available in Chapter 6 in General Regulations
 - Equine Canada LOGO available for downloading at <http://tiny.cc/ECcompetitionorganizers>.
 - General Waivers, Code of Conduct and Statement of Principles available for downloading at: <http://tiny.cc/ECcompetitionorganizers> .
 - Eventing competitions: 2010 Canadian Eventing Omnibus Organizers Package—Schedule Page Checklist
 - Eventing competitions: Canadian Eventing Checklist for the administration of Eventing Competitions 2010

Section VIII

BUILDING PRIZELISTS AND ENTRY FORMS

The following documents are available to Competition Organizers and Show Secretaries:

- The Steward Guide to Prize List Requirements <http://tiny.cc/ECcompetitionorganizers>
- The Steward Guide to Entry Form Requirements <http://tiny.cc/ECcompetitionorganizers>
- Competition Checklist <http://tiny.cc/ECcompetitionorganizers>
- Entry Form – Sample Template <http://tiny.cc/ECcompetitionorganizers> (exception: Eventing competitions must use Canadian Eventing National Entry Form)
- General Waivers, Code of Conduct and Statement of Principles available for downloading at: <http://tiny.cc/ECcompetitionorganizers>
- Equine Canada Logo – Required on All Prize Lists for Equine Canada licensed competitions <http://tiny.cc/ECcompetitionorganizers>
- Eventing: 2010 Canadian Eventing Omnibus draft schedule page Checklist

Section IX

AVAILABLE TO COMPETITION ORGANIZERS TO SELL ON BEHALF OF EQUINE CANADA

- EC Temporary Horse Registration \$45.– Sold at Competition (\$10 to competition & \$35 payable to EC)
- EC Temporary Sport License (\$65)– Sold at Competition (\$10 to competition & \$55 payable to EC)
- Single Event Upgrades (\$20 Bronze-Silver or Silver-Gold) (\$40 Bronze –Gold)– Sold at Competition (\$10 to competition & balance payable to EC)
- Discipline Affiliate Memberships where applicable. See discipline rules.
- Horse Council British Columbia, Manitoba Horse Council, Ontario Equestrian Federation and New Brunswick Equestrian Association memberships

Section X

MISCELLANEOUS FEES & POLICIES

Equine Canada competitions are required to collect fees on behalf of Equine Canada and to submit these as required by its policies and rules with the Competition Master Report.

The EC Schedule of Fees and Fines is available at: www.equinecanada.ca

Affiliate Fees

Dressage	Only the Competitors at Gold Dressage competitions must pay a Dressage Canada affiliate fee (see Section E 3.0). All competitors must pay a \$7 per horse/pony Dressage Canada levy (E 3.0). Competitions must pay Dressage Canada Test User fees in accordance with E 3.0.
Eventing	Competitors must be members of Canadian Eventing and their applicable Provincial Horse Trials Association (see Section D102 1.2). All competitors must pay a \$10 Canadian Eventing Starter Levy.
Hunter/Jumper	All competitors in Gold and Platinum competitions must pay a Jump Canada levy of \$10 per horse/pony (see Section G 106.2).

Equine Medication Control Fees

Equine Medication Control Fees (Drug Fees) are due within 30 days of the completion of a competition. An invoice for Equine Medication Control Fees will accompany licensing certificates.

Equine Medication Control fees no longer vary by province. For 2011, Equine Medication Control Fees have been set as follows:

- \$3.50 per horse competing at Bronze competitions, or Bronze divisions at multi-level competitions (i.e. those with both Bronze & Silver licenses, Bronze & Gold licenses, or divisions at multiple levels such as eventing or driving)
- \$7.00 per horse competing at Silver competitions, or Silver divisions at multi-level competitions (i.e. those with both Bronze & Silver licenses, Silver & Gold licenses, or divisions at multiple levels such as eventing or driving)
- \$7.00 per horse competing at Gold competitions, or Gold divisions at multi-level competitions (i.e. those with both Bronze & Gold licenses, Silver & Gold licenses, or divisions at multiple levels such as eventing or driving)
- \$45.00 per horse competing in FEI sanctioned competitions or divisions (i.e. CCI, CSI, CDI, CEI, CRI, CPEDI, CVI or CAI classes or divisions)

Section XI

FORMS TO HAVE IN THE SHOW OFFICE

General Regulations – Section A	Emergency Medications Report Form	Protesting Measurement Form
Discipline Rule Book as applicable – Sections B – L	Exhibitor Report	Permanent Pony Measurement Form
A copy of the Competition Prize List/Schedule	EC Accident & Injury Report **NEW**	Temporary Measurement Form
Affidavit for Foreign Owned Horses	Passport Infraction Form	Judge's Report Form
Temporary Sport License	Stewards Alleged Abuse Form	Competition Master Report Form
Temporary Horse Registration	Eventing Fall Report	Eyewitness Report of Abuse
TD Competition Report	Eventing Red Card Warning Report	

Section XII

CHECKLIST FOR POST COMPETITION REPORTING & FEE REMITTANCE REQUIREMENTS

- 1 - Results through ECRIT within 14 days for Silver, Gold & Platinum Hunter Jumper/Dressage/Eventing
- 2 – Results in PDF or EXCEL for Silver, Gold & Platinum non-Olympic disciplines within 14 days
- 3 – Competition Master Report within 14 days
- 4 – Drug Fees Submitted with Master List of Entries within 30 days (**SEE: [General Regulations A1008](#)**)
- 5 – Discipline/Breed Starter Levies to remit with Competition Master Report
- 6 – Temporary Sport Licenses sold – Remit with Competition Master Report
- 7 – Temporary Horse Registrations Sold – Remit with Competition Master Report
- 8 – Single Event Upgrades sold – Remit with Competition Master Report
- 9 – Dressage Competitions: Dressage Test User Fee – Remit with Competition Master Report
- 10 – Dressage Seat Equitation Medal Fees – Remit with Competition Master Report
- 11 -- Horse Council BC, Manitoba Horse Council, Ontario Equestrian Federation New Brunswick Equestrian Association or Equine Association of Yukon Memberships—Remit with fees to HCBC, MHC, OEF, NBEA or YEA.

Section XIII

FREQUENTLY ASKED QUESTIONS

1. Do all members of the Show Committee need to have an Equine Canada license? **No. See CAP 5.1.2**
2. Who do I send my application to for a Bronze competition? **Bronze, Silver and Bronze/Silver competitions in Ontario, British Columbia, Manitoba and New Brunswick submit applications to their Provincial Sport Organization: Ontario Equestrian Federation, Horse Council BC, Manitoba Horse Council or New Brunswick Equestrian Association. All other competitions submit their applications to Equine Canada. ALL LEVELS of eventing and driving competitions submit their applications to Equine Canada.**
3. Who do I send my application to for a Silver Show? **Silver competitions in Ontario, British Columbia, Manitoba and New Brunswick submit applications to their Provincial Sport Organization: Ontario Equestrian Federation, Horse Council BC, Manitoba Horse Council or New Brunswick Equestrian Association. All other competitions submit their applications to Equine Canada. ALL LEVELS of eventing and driving competitions submit their applications to Equine Canada.**
4. Who do I send my application to for a Gold competition? **Contact Equine Canada 1-866-282-8395 or fax to 1-888-713-3315**
5. Who do I send my application to for a Platinum competition? **Contact Equine Canada 1-866-282-8395 or fax to 1-888-713-3315.**
6. I am running a multi or dual licensed competition at the same time (e.g. Dressage), where do I send my application? **If the highest level offered is Gold or Platinum the application form will be submitted to Equine Canada. If the competition will take place in British Columbia, Manitoba, Ontario or New Brunswick, the application will be sent to the PSO. All other applications will be sent to Equine Canada. ALL LEVELS of eventing and driving competitions submit their applications to Equine Canada.**
7. I am running two shows that are basically identical can I combine the paperwork? **One application form must be submitted for each competition.**
8. Where do I find help? **You can contact the competitions department at Equine Canada by Email: competitions@equinecanada.ca or Telephone: 1-866-282-8395 ext 140 or ext 141.**
9. How do I find officials? **Equine Canada publishes an online officials directory, available at <http://officials.equinecanada.ca>**
10. I live in Quebec, Saskatchewan, Nova Scotia, Newfoundland, Prince Edward Island or Alberta – who do I contact for information on competitions? **Contact Equine Canada – Telephone: 1-866-282-8395 ext 140 or ext 141 or Email: competitions@equinecanada.ca**
11. Where will I find a list of Equine Canada fees and fines? **The EC Schedule of Fees and Fines is available at: www.equinecanada.ca.**
12. How do I get a log in and password? **The competition contact identified on the Application Form will be sent the login number and password with the acknowledgement of a completed application.**

Section XIV

PAPERWORK SUBMISSION

The chart below details where Competition Organizers should submit paperwork and fees 2010 Equine Canada licensed competitions:

Single Level Competitions taking place in British Columbia, Manitoba, Ontario or New Brunswick

	Bronze	Silver	Gold	Platinum	All Eventing Competitions	All Driving Competitions
Application Form	PSO	PSO	Equine Canada	Equine Canada	Equine Canada	Equine Canada
Prize List Approval	PSO	PSO	Equine Canada	Equine Canada	Equine Canada	Equine Canada
Certificate of Insurance	PSO	PSO	Equine Canada	Equine Canada	Equine Canada	Equine Canada
Modification Form	PSO	PSO	Equine Canada	Equine Canada	Equine Canada	Equine Canada
Fees Payable to	PSO	PSO	Equine Canada	Equine Canada	Equine Canada	Equine Canada

Multi Level Competitions taking place in British Columbia, Manitoba, Ontario or New Brunswick

	Bronze/Silver	Bronze/Gold	Silver/Gold
Application Form	PSO	Equine Canada	Equine Canada
Prize List Approval	PSO	Equine Canada	Equine Canada
Certificate of Insurance	PSO	Equine Canada	Equine Canada
Modification Form	PSO	Equine Canada	Equine Canada
Fees Payable to	PSO	Equine Canada	Equine Canada

All competitions (Single Level and Multi Level) taking place in Alberta, Saskatchewan, Quebec, Nova Scotia, Newfoundland and Prince Edward Island

	All Competitions
Application Form	Equine Canada
Prize List Approval	Equine Canada
Certificate of Insurance	Equine Canada
Modification Form	Equine Canada
Fees Payable to	Equine Canada