



SUNSHINE COAST EQUESTRIAN CLUB

Operations Manual and Rulebook



EFFECTIVE 2016

Contents

General Club Information	4
1.0 General Rules	4
Part 1 Membership	4
2.0 How to become a Member	4
3.0 Members not in good standing.....	5
4.0 Termination of a member not in good standing.....	5
5.0 Privileges of Members	6
Part 2 Elections and Executive	6
6.0 Nominations and Elections	6
7.0 Officers of the Executive	7
7.1 President	7
7.2 Vice Presidents.....	7
7.3 Secretary	8
7.4 Treasurer	8
7.5 Directors.....	8
7.6 Quartermaster	9
7.7 To the Executive.....	9
8.0 Committees.....	9
8.11 Descriptions of Permanent Committees.....	10
a) Show committee	10
b) Ways and Means Committee.....	11
c) Grounds & Maintenance Committee.....	11
d) Concession Committee	11
e) Advertising committee.....	11
f) Youth Committee.....	12
Part 3 Points and Awards	12
9.0 Disciplines	12
9.1 High Points Purpose	12
9.2 High Points Calculations and Rules	12
9.3 Calculating Points.....	13

Sunshine Coast Equestrian Club Operations Manual and Rule Rulebook 2016

9.4	Divisions	13
9.5	Novice Rider Criteria	13
9.6	Lead line	13
10.0	Year End Awards	14
10.1	Year End Awards Combined Categories.....	14
10.2	Eligibility for year-end Awards	14
10.3	Rules for Calculating Year End Points	14
10.4	Year End Awards-High Points.....	15
10.5	Definitions of All Around year end High Points	16
	a) All Around High Point Horse of the Year.....	16
	b) All Around High Point Pony of the Year	16
	c) All Around High Point Rider of the Year	17
	d) Champion Horse and Rider	17
10.6	Definitions of non-point Awards and Voting Process	17
	a) Sportsmanship	17
	b) Very Important Person (VIP).....	18
	c) Most Improved Rider	18
	d) Soft Hands English & Western	18
Part 4	Show Rules and Operations	19
11.0	Grounds Rules	19
12.0	Show Rules General	19
13.0	Hunter/Jumper, English Hack Attire and Rules.....	20
14.0	Western Performance and Western Games Rules	21
15.0	Dressage Show Rules	21
16.0	Arena Rules	22
17.0	Class Descriptions	22
18.0	Definition of Classes.....	22
19.0	Liability	23
20.0	Entries	23
21.0	Youth.....	23
22.0	First Aid/Emergency Plan.....	23
	22.1 Human.....	23
	22.2 Equine	23

Sunshine Coast Equestrian Club Operations Manual and Rule Rulebook 2016

23.0	Officials.....	24
24.0	Unsportsmanlike Conduct.....	24
25.0	Cruelty.....	24
26.0	Lameness.....	24
27.0	Entry Forms and Prize lists.....	24
Part 5 Responsibilities & Operations for Organising and Running a Show or Clinic.....		25
28.0	Advertising.....	25
29.0	Show Official.....	25
30.0	Show manager, or Co-ordinator.....	25
31.0	Note to Show Managers and Show Committee.....	26
32.0	Points Tabulator.....	27
33.0	Entry Secretaries.....	27
34.0	Timers.....	28
35.0	Arena Steward.....	28
36.0	Whipper In and Tack Official.....	28
37.0	Warm up Arena Steward.....	29
38.0	Ribbon Person.....	29
39.0	Announcer.....	29
40.0	Ring Crew.....	29
41.0	Grounds Preparation.....	30
42.0	Concession Committee.....	30
43.0	Clean Up Crew.....	30
44.0	Course Designer.....	31
45.0	Pattern Design for English Hack and Western Performance.....	31
46.0	First Aid Attendant.....	31
47.0	Clinics: General.....	31
47.1	Clinic Entry Forms Shall contain the following:.....	31
47.2	Clinic Manager or Coordinator.....	32
47.3	Clinic Secretary.....	32
48.0	Operations of Miscellaneous Activities.....	32
49.0	Cancelling Horse Shows or Other Activities.....	32
49.1	Steps to cancel an event.....	33

Sunshine Coast Equestrian Club

Operations Manual and Rule book for Horse Shows and Clinics etc.

General Club Information

The Sunshine Coast Equestrian Club was originally founded in the 1970's and called Timber Trails Riding Club. In the Early 1980's a name change to the current name was made; this new name encompassed all things Equestrian. Originally the Club grounds were in Wilson Creek on the power lines above the Airport. In the early 1990's the Club moved to land behind the Gibson's Swimming Pool. In 1999 we moved to our current location in Roberts Creek.

A member funded non-profit society we hold at least three shows a year for each of the four disciplines. There are many schooling days for jumping and dressage, and an annual Barrel Race and other fun events for riders and horse lovers of all ages. Funds generated from these events go back into the Club to maintain grounds, year-end awards and keep the club running.

1.0 General Rules

- 1.1 All rules set forth in the constitution and bylaws of this club are amendable, as new rules are adopted they should be made available in writing via email or website, either immediately, or annually, to each member in good standing.
- 1.2 All permitted/recognised horse shows etc. held by the SCEC will follow the Horse Council BC Rulebook.
- 1.3 SCEC rules shall supersede all other rules only in the case where the event is NOT recognised/permitted.

Part 1 Membership

2.0 How to become a Member

- 2.1 An individual/family may apply to the Board for membership in the Society, and the person becomes a member on the board's acceptance of the application.
- 2.2 On application, all members must possess a current Horse Council British Columbia membership.
- 2.3 Failure to submit a complete membership form will result in not being accepted as a member until membership application is completed in its entirety.
- 2.4 Every member must uphold the constitution of the society and must comply with the Bylaws and Rules.
- 2.5 All dues are non-refundable.
- 2.6 New memberships may be paid at any time throughout the year. All memberships expire December 31st. All renewing memberships are due January 1st.
- 2.7 There are Individual and Family memberships.

- 2.8 Family membership is defined as two or more people of the same family residing in the same household.
- 2.9 Membership is either as a family or as an individual.
- 2.10 Memberships are to be paid by cash, cheque, e-transfer, or money order to the Treasurer responsible for the collection of dues. Membership forms are to be kept with the Secretary or Entry Secretary.
- 2.11 All members must pay dues/fees when they become due. Failure to pay will result in a member's status being designated as not in good standing until debts are paid.
- 2.12 Membership dues are assessed annually and subject to change annually, at the discretion of the executive.

3.0 Members not in good standing

- 3.1 A member is not in good standing if the member fails to pay the member's annual membership dues, the member is not in good standing for so long as those dues remain unpaid.
- 3.2 Members not in good standing may not vote.
- 3.3 Members not in good standing are determined in the following ways;
 - a) By NSF cheques, until the condition is corrected.
 - b) By money owed to the club, until debts are paid.
 - c) By stealing from the club, the decision as to when or if to reinstate the member(s) in question is determined by the executive.
 - d) Vandalism, the executive shall decide on length of dismissal, or other appropriate actions.
 - e) By consistent failure to uphold the constitution and bylaws of the club. Executive will decide on length of dismissal.
 - f) By consistent improper conduct and/or animal abuse, appropriate actions shall be taken by executive. Executive members may be advised of misconduct by a general member who may have witnessed, or has information regarding the incident, or by witnesses in the community. An executive meeting may be necessary to discuss the problem. (See Bylaws for instructions)

4.0 Termination of a member not in good standing

- 4.1 A person's membership in the Society is terminated if the person is not in good standing for six consecutive months.
- 4.2 A person shall cease to be a member of the SCEC by
 - a) Delivering his/her resignation in writing to the secretary of the Society by mail or email
 - b) On his/her death
 - c) On being expelled

5.0 Privileges of Members

- 5.1 All members are entitled to a copy of the club's bylaws, rulebook and operations manual by request; which will also be available on the website or electronically.
- 5.2 Youth members may use the clubs facilities at any time when supervised by an adult, or senior member.
- 5.3 Members have the right to attend any and all meetings. All members have the right to receive proper notice of all meetings. Which are decided in January of the same year.
- 5.4 Members in good standing have the right to receive any publications.
- 5.5 Members in good standing have the right to serve as director, committee member, or board member.
- 5.6 All Members in good standing; ten years and older, have the right to vote.
- 5.7 Members in good standing have the right to compete in shows or functions sponsored/offered by the club at a reduced rate where applicable. (Second Family member rate/multiple entries)
- 5.8 Members have the right to liaison with other clubs and organizations dealt with by this club.
- 5.9 Members have a duty to uphold, respect, and abide by the constitution, bylaws and operations of this club.
- 5.10 Members in good standing will be eligible for year-end awards, upon completing all applicable requirements for said awards. See awards section.

Part 2 Elections and Executive

6.0 Nominations and Elections

- 6.1 First call for Nominations are called for annually, in the month of October.
- 6.2 The nominees may accept or decline immediately, but may take up to two weeks prior to the annual general meeting to decide.
- 6.3 Should the nominee decline, new nominees are sought, and may be elected at the election meeting, if they have agreed to run. The new nominee has the right to consider the opportunity for the allowed time period.
- 6.4 Nominees do not have to be current members of SCEC.
- 6.5 The bulk of elections are to be held in the month of November, with the possibility of remaining positions being filled in December, or even into the New Year. A special meeting may have to be called in January.
- 6.6 There is no time limit as to the length of term served by an executive or committee member.
- 6.7 Officials are elected or re-elected annually.
- 6.8 The general assembly has the power, by special resolution, to remove any official for his/her position, before the end of term.
- 6.9 Voting for the next years executive will occur by secret ballot at the AGM, votes shall be counted by two people not nominated or appointed for any positions.

7.0 Officers of the Executive

These board members are responsible for upholding and enforcing the Constitution, Bylaws and Rulebook, acting on all financial matters, and all other matters, and performing in the best interest of the club.

7.1 President

- a) Acts as chairperson at general meetings, or may delegate another to do so.
- b) Must remain neutral, and be able to maintain order within the meeting.
- c) Keeps on track, and discussion running smoothly and progressively, keeps meetings within the time limit set.
- d) Outside of meetings the president should oversee the club in all activities, keep communication between the committees, executive, and the general membership open and to generally keep the club running as efficiently as possible.
- e) Is responsible to oversee all motions, special resolutions, and financial matters.
- f) Is responsible for signing cheques and money orders.
- g) Is responsible for notifying the bank of change of presidency, if applicable, after elections.
- h) Must uphold the Constitution, bylaws and rulebook of the club.
- i) Is responsible for delegating, or doing themselves, any and all correspondence with the Registrar, concerning annual reports, changes or additions to the Constitution or Bylaws.
- j) Must remain neutral and objective while developing club growth in all areas of horsemanship, and whatever other matters are relevant to the club.
- k) Is responsible for seeing that the insurance is renewed and the insurance policy is correct and ample. Will ask the proper expertise for advisement on this issue.

7.2 Vice Presidents

- a) There are two Vice Presidents;
 - i) *Western Vice President*: Person who can provide input and support for the Western Disciplines within the club.
 - ii) *English Vice President*: person who can provide input and support for the English Disciplines within the club.
- b) Generally assist the president, or act as a substitute, for public appearances, meetings, financial decisions, etc., in the case of the president's absence
- c) Are required to fill the presidential seat, should the president be unable to do so, a majority vote for the general membership may decide against this, in which case, nominations and elections must be called for to elect a new president.
- d) Are to remain neutral and objective while developing club growth in all areas of horsemanship.

7.3 Secretary

- a) Is responsible for recording the minutes of the general meetings.
- b) Is responsible for maintaining an up-to-date record of all members by checking with the treasurer on a monthly basis.
- c) Is the custodian of all club records. Should have records and information as to how to run and organize all club functions and activities, unless the president has decided to hold these records themselves.
- d) Is responsible for all correspondence at the request of the president, unless otherwise specified including picking up mail at least bi-weekly.
- e) Is responsible for attending any and all meetings as requested by the president.
- f) Is responsible for all incoming and outgoing mail, unless otherwise specified.
- g) May be required to chair a meeting in the absence of the president and vice presidents.
- h) Should remain neutral and objective.

7.4 Treasurer

- a) Has the official up to date roster of paid members.
- b) Is responsible for co-signing cheques with the president.
- c) Is responsible for the upkeep of financial records, expenses, bills, and income of the club.
- d) Must keep all receipts collected from all committees, individuals etc.
- e) Is required to furnish annual financial reports to the president.
- f) Should be able to provide financial reports upon a reasonable request from the Executive or a club member.
- g) Shall furnish a monthly statement at the executive and General Meetings.
- h) Shall act as club banker.

7.5 Directors

- a) As extension of the Executive responsible for filling in or providing leadership in areas of the responsibilities of the Executive as required.
- b) Shall act as a liaison between the general membership and the Executive.
- c) Shall be responsible for assisting the Executive in decisions concerning complaints, members not in good standing etc.
- d) Shall be responsible with the Executive, for actively insuring that the club and its purposes remain true to its name, Constitution, Bylaws, and Rulebook, except where a change has been warranted by the majority of the club.
- e) Directors are to assist the Executive in decisions pertaining to financial matters, expenditures.
- f) Directors are to remain neutral and objective, allowing the body of the club to indicate its direction of interest. It is the duty of all Directors and Executive to assist with this direction, providing this it is in the best interest of the clubs constitution, bylaws and rulebook.

7.6 Quartermaster

- a) Is responsible for keeping track of all the equipment. Keeps a file with a list of all the items in the equipment sheds.
- b) Is responsible for keeping track of who has possession of the perpetual trophies, and ensuring that they are returned in enough time to have them ready for the next awards banquet

7.7 To the Executive

Because of our common horse interest, and subsequent lack of legal technical skills desperately needed in order to keep this club legally organized and solvent, present and future executive have an obligation to themselves, the club and future executive to either know the procedures necessary for running and maintaining this club in its legal capacities, or to seek assistance from legal counsel.

This has nothing to do with horses, rules governing shows, or anything else. The formalities, technicalities, and procedure needed to organize and run a club successfully are the same, no matter what type of club it is.

Therefore, if organizing and running a club appeals to you, welcome aboard. If horses are your end of it, feel free to join any of the committees needed to make this riding club work.

8.0 Committees

Committees are an organized body of volunteers, functioning together to perform a specific long or short-term task or duty. Committees are groups of people working together within the boundaries and definitions of their particular committees. They have nothing to do with the procedures for running the club, although they do have tremendous effect on decisions made, which over the years will shape the club, and give it direction. The head of each committee shall be on the board.

Should you decide to become involved in a committee, please know that you will be involved in your own decisions, but will also work closely with the Executive in terms of money and or a budget for your particular committee. Please feel free to make decisions among yourselves and approach the club or the executive at general meetings or at extraordinary meetings with your ideas. Without committees the club would cease to be a growing, developing organization within this community.

8.1 Permanent Committees:

- a) Ways and Means committee
- b) Show committee
- c) Grounds maintenance committee
- d) Advertising committee
- e) Concession committee
- f) Youth Committee

8.2 Short Term Committees may be created or discontinued as needed, at any general or executive meeting.

8.3 A committee has the right to form sub-committees as needed.

- 8.4 The forming of a committee may be done in one of several ways:
- a) By appointment, through the executive or general assembly;
 - b) By volunteering;
 - c) By nominations and a majority vote, with a quorum being present;
 - d) Acclamation.
- 8.5 A permanent committee shall be recorded in the bylaws, and a temporary committee needn't be.
- 8.6 Committee members will be reinstated annually.
- 8.7 Maximum number of people in a committee is seven.
- 8.8 There is no time limit as to the length of term served by a committee member.
- 8.9 It is the responsibility of the outgoing officers and committee members to brief and to make familiar to the new officers and committee members all the particulars of their new roles. Past officers will hopefully keep themselves available, should there be any questions from the new officers or committee members
- 8.10 Please note all Committees must:
- a) Keep track of their meetings by taking minutes, so that they may prepare a report for the next general meeting;
 - b) Keep and up to date list of members, so that they know who to call for volunteers and assistance;
 - c) Keep a record of sponsors, donators, and non-members who help businesses that give us a break, etc., so that the club may formally thank them at the end of the year: an appropriate good gesture.

8.11 Descriptions of Permanent Committees

a) Show committee

- i) Is responsible for all of the organization involved with putting on a horseshow, clinic, play day etc.
- ii) Supplies the club with all the managers for all of the horse shows, clinics, gymkhanas, play days, etc.
- iii) Supplies these people with all of the information, or at least tells them where to find such information, as well as all the equipment needed to do these jobs
- iv) Creates the year's calendar of events, in conjunction with the fundraising committee and the executive. Pays close attention to the other events which may help or hinder the calendar of events such as community fairs, school exams, out of town shows etc.
- v) Shall decide upon clinicians, and managers for all events on the calendar of events.
- vi) Shall photocopy the seasons prize lists, entry forms and release forms and send to HCBC for approval.
- vii) Shall create a prize list for each show. (See section 13) for contents of Prize list.
- viii) Shall provide entry secretary for the day with anything he/she may need (ribbons, numbers, judges' cards etc.)
- ix) Shall be responsible for setting fees for all events.
- x) Shall be responsible or bearing all complaints made to the show manager or committee and deciding appropriate action for them.

- xi) Shall be responsible for helping the show manager find suitable people for jobs such as judges and course designers.
- xii) Shall be responsible for the application of permits and shall know the procedure for cancelling a show, and discussing with HCBC the possibility of reusing the permit, rather than forfeiting it, and the money it cost.

b) Ways and Means Committee

- i) Shall plan and organize other fund raising events, such as sales, demonstrations, lectures and videos.
- ii) Shall coincide these events to agree with the calendar of events.
- iii) Shall approach the Executive for confirmation of money needed.
- iv) All fundraising must be cleared by the ways and means committee.

c) Grounds & Maintenance Committee

- i) Is responsible for the maintenance and improvement of the clubs facilities.
- ii) Checks to make sure that litter and pop cans are taken care of and that the equipment shed is locked after everything is put away.
- iii) Maintains an up to date list of who has keys to any of the club's facilities.
- iv) Instigates necessary repairs and maintenance to the grounds by calling work parties.
- v) Specifically, before the first event.
 - a) Arranges for grading and dragging of the ring.
 - b) Calls work parties to get the facilities ready for the year.
- vi) Specifically after the last event of the year.
- vii) Arranges for a work party to clean up the equipment shed and make sure everything is put away for the winter.

d) Concession Committee

- i) Shall be responsible for maintenance, inventory, and management of concession during all club events.
- ii) Shall wait to hear from show manager of each particular event if a concession will be needed for that event.
- iii) Shall be responsible for purchasing all supplies needed, such as food, cookware, appliances etc., as well as supplies for clean-up, such as garbage bags, pending approval from the executive.
- iv) Shall turn in all money made throughout the day to the Treasurer.
- v) Shall supply the concession stand with pop can flats or boxes and shall cash in pop cans and bottles as they accumulate.

e) Advertising committee

- i) Responsible for informing the press of all events prior to the event.
- ii) Responsible for advertising shows, clinics, meetings etc.
- iii) May use as many venues as possible (newspapers, televisions, radio etc.)

- iv) Responsible for getting advertisers for the club's newsletters.
- v) Responsible for turning income from advertisers over to the treasurer.

f) Youth Committee

- i) Meets with the Youth for the first 15 minutes of each General Meeting.
- ii) Discusses the Agenda with the Youth.
- iii) Helps to present the minutes of the Youth Committee to the General Meeting.
- iv) Ensures the minutes are typed and sent out to the membership.

Part 3 Points and Awards

9.0 Disciplines

There will be the following four disciplines in which riders may compete for points:

- a) Western Performance; sub category Halter
- b) Western Games
- c) Over Fences (Hunter/Jumper)
- d) English Hack

9.1 High Points Purpose

Points are accumulated by individuals at the shows and then tabulated for the purpose of deciding:

- a) Day (Discipline) End High Points and Reserve High Points
- b) Year End High Points and Reserve High Points
- c) All Around High Point Awards

9.2 High Points Calculations and Rules

Show High Points, Reserve High Points and Best Turned Out Awards

- a) There will be High Point and Reserve High Point presented at the end of the day to all Divisions shown that day.
- b) There shall be a Best Turned out Award at every show for every discipline, picked by the Judge, or picked by the Show Manager when no Judge is present.
- c) Riders must have shown in at least two classes to be eligible for High Point and Reserve High Point. If only showing two classes, the rider must not have been eliminated in either class.
- d) A maximum of five classes will be used to calculate day end and year-end high points.
- e) In the case where a horse and rider collected points in more than five classes in one discipline; i.e. English Hack, the best five points (highest point value) will be used to calculate the day end high points. In turn those same points will be used to calculate all year-end awards.
- f) If there is a tie in points; the most first places wins the High Point or the Reserve High Point respectively.

- g) There shall be a minimum of three competitors in each class. The class may be cancelled or combined at the discretion of the Show Committee or Judge.
- h) Other class awards i.e. trophies, gifts, donations, money etc. may be recommended by the show committee and approved by the executive. This must be done prior to the start of the Point earning shows. If they are to be for points. Other fun Awards may be added at any time throughout the year.
- i) The Executive may omit or change a division or a class if enough interest is not demonstrated during the show season.

9.3 Calculating Points

Place	7+ riders	6 riders	5 riders	4 riders	3 riders	2 riders	1 rider
1 st	7	6	5	4	3	2	1
2 nd	6	5	4	3	2	1	
3 rd	5	4	3	2	1		
4 th	4	3	2	1			
5 th	3	2	1				
6 th	2	1					
7 th +	1						

9.4 Divisions

- a) Senior: 19 and over as of January 1st
- b) Intermediate: 14-18 as of January 1st
- c) Junior: 13 and under as of January 1st
- d) Novice: First years showing, any age
- e) Walk/Trot (Jog) 18 and under as of January 1st
- f) Walk/Trot (Jog) 19 and over, Green Horse; as of January 1st

9.5 Novice Rider Criteria

- a) Novice Riders may jump, they will also be required to canter/lope in classes. Therefore the Novice division may be used after walk/trot or as a first division.
- b) If there is no more than one Novice rider per flat class, they must ride in their age group and be judged as a Novice.
- c) Novice Riders will remain in the Novice Division for the duration of the Show year and advance as their Coach sees fit.
- d) In the case of no coach presence; the Executive, show committee and if applicable rider's parents and the rider may discuss the rider advancing to their age group the next year.

9.6 Lead line

Classes may be offered at the discretion of the Executive.

- a) Lead line handlers must lead a horse with a lead attached to a Halter, worn under the bridle.
- b) No age limit on Lead line, however they will not be eligible for year-end awards.

- c) Leader must be at least an Intermediate and suitably attired for the discipline being shown. This includes the wearing of a helmet for handlers 18 and under.

10.0 Year End Awards

There shall be an Awards Banquet annually for the purpose of recognising and awarding the outstanding achievers in the club.

10.1 Year End Awards Combined Categories

There is also for the purpose of year-end awards, mixed point categories which includes all four disciplines.

- a) All Around High Point Horse
- b) All Around High Point Pony
- c) All Around High Point Rider

10.2 Eligibility for year-end Awards

- a) Riders must also show in at least two shows of the same discipline to be eligible for that year-end award; for example, two over fences shows with a minimum of two classes without being eliminated.
- b) In order to qualify for a trophy the competitor must have entered and placed in enough classes in the category to earn more points than any other competitor in the same category.
- c) The competitor must attend at least two meetings, (general or executive) in that calendar year, and complete a minimum of ten Volunteer hours at a club function, before October 15th. Family members may complete Volunteer hours and meeting attendance for the rider, even if the parent/spouse/sibling is not a member.
 - i) The names of all attending each meeting is kept by the secretary of that meeting and will be forwarded to the person keeping track of the points for the year.
 - ii) The names of all persons Volunteering and how many hours volunteered is also forwarded to the point's tabulator.
- d) These requirements must be met by the last function of the year, excluding the year-end banquet; where these hours will count for the following year.
- e) Must be members in good standing.

10.3 Rules for Calculating Year End Points

- a) Points stay with the horse and rider as an individual unit. Except in the case of Halter, where the points stay with the Horse.
- b) There shall be a High Point and Reserve High Point for every category as outlined in the Year End High Point Award section of this document.
- d) The Executive and the Show Committee reserve the right to omit or change and trophy or award that has demonstrated little or no interest to potential competitors during the show season.

c) If criteria is not met (missing a meeting etc.) or highest point winner is a non-member the award may be passed one placing to the next eligible winner or not handed out for that year. To be at the discretion of the Executive and Show Committee.

d) If there is a tie for an award; the most first places throughout the year for the discipline, shall win the award.

10.4 Year End Awards-High Points

Western Performance High Point Senior	Perpetual Trophy and keeper
Western Performance Reserve High Point Senior	Plaque
Western Performance High Point Intermediate	Perpetual Trophy and keeper
Western Performance Reserve High Point Intermediate	Plaque
Western Performance High Point Junior	Perpetual Trophy and keeper
Western Performance Reserve High Point Junior	Plaque
Western Performance High Point Novice	Perpetual Trophy and keeper
Western Performance Reserve High Point Novice	Plaque
Western Performance High Point Walk/Jog 18 & under	Perpetual Trophy and keeper
Western Performance Reserve High Point Walk/Jog 18 & under	Plaque
Western Performance High Point Walk/Jog 19 & over, Green Horse	Keeper
Western Performance Reserve High Point Walk/Jog 19 & over, Green Horse	Plaque
Western Games High Point Senior	Perpetual Trophy and keeper
Western Games Reserve High Point Senior	Plaque
Western Games High Point Intermediate	Perpetual Trophy and keeper
Western Games Reserve High Point Intermediate	Plaque
Western Games High Point Junior	Perpetual Trophy and keeper
Western Games Reserve High Point Junior	Plaque
Western Games High Point Novice	Perpetual Trophy and keeper
Western Games Reserve High Point Novice	Plaque
Western Games High Point Walk/Jog 18 & under	Perpetual Trophy and keeper
Western Games Reserve High Point Walk/Jog 18 & under	Plaque
Western Games High Point Walk/Jog 19 & over, Green Horse	Keeper
English Hack High Point Senior	Perpetual Trophy and keeper
English Hack Reserve High Point Senior	Plaque
English Hack High Point Intermediate	Perpetual Trophy and keeper
English Hack Reserve High Point Intermediate	Plaque
English Hack High Point Junior	Perpetual Trophy and keeper
English Hack Reserve High Point Junior	Plaque
English Hack High Point Novice	Perpetual Trophy and keeper
English Hack Reserve High Point Novice	Plaque
English Hack High Point Walk/Jog 18 & under	Perpetual Trophy and keeper
English Hack Reserve High Point Walk/Jog 18 & under	Plaque
English Hack High Point Walk/Jog 19 & over, Green Horse	Keeper
English Hack Reserve High Point Walk/Jog 19 & over, Green Horse	Plaque
Over Fences High Point Senior	Perpetual Trophy and keeper
Over Fences Reserve High Point Senior	Plaque
Over Fences High Point Intermediate	Perpetual Trophy and keeper

Sunshine Coast Equestrian Club Operations Manual and Rule Rulebook 2016

Over Fences Reserve High Point Intermediate	Plaque
Over Fences High Point Junior	Perpetual Trophy and keeper
Over Fences Hack Reserve High Point Junior	Plaque
Over Fences High Point Novice	Perpetual Trophy and keeper
Over Fences Reserve High Point Novice	Plaque
Halter High Point	Perpetual Trophy and plaque
All Around High Point Horse	Perpetual Trophy and prize
All Around High Point Pony	Perpetual Trophy and prize
All Around High Point Rider	Perpetual Trophy and prize
Champion Horse and Rider	Perpetual and plaque
Most Improved Rider	Perpetual Trophy and prize
English Good Hands Award	Certificate and prize
Western Good Hands Award	Certificate and prize
Sportsmanship	Perpetual Trophy and plaque
Very Important Person (VIP)	Perpetual Trophy and plaque

10.5 Definitions of All Around year end High Points

a) All Around High Point Horse of the Year

- i) This award is decided by the highest amount of points accumulated in at least 3 of the 4 disciplines by one horse.
- ii) Open to the Novice, Junior, Intermediate and Senior Division Riders that are Members in Good Standing and have completed their Ten Volunteer Hours and attended Two Meetings.
- iii) The horse may use points accumulated by up to two riders throughout the year.
- iv) Only the points from one horse and rider may be used per show/discipline. For example; if two riders jump the same horse at the same show the highest points will be used. If two riders ride the same horse at different shows then both sets of points may be used.
- v) A horse shall be defined as standing over 14.2 ½ hh at the withers.

b) All Around High Point Pony of the Year

- i) This award is decided by the highest amount of points accumulated in at least 3 of the 4 disciplines by one pony.
- ii) Open to the Novice, Junior, Intermediate and Senior Division Riders that are Members in Good Standing and have completed their Ten Volunteer Hours and attended Two Meetings.
- iii) The pony may use points accumulated by up to two riders throughout the year.
- iv) Only the points from one pony and rider may be used per show/discipline. For example, if two riders jump the same pony at the same show the highest points will be used. If two riders ride the same pony at different shows then both sets of points may be used.

- v) A pony shall be defined as standing under 14.2hh at wither. Or 14.2 ½ hh if wearing shoes.
- vi) When the height of a pony is in question, two independent members must measure the pony on level ground using a proper measuring stick, to determine if the height of the pony is in fact 14.2hh or less.

c) All Around High Point Rider of the Year

- i) This award is decided by the amount of points accumulated by a rider in any or all of the four disciplines.
- ii) Open to Novice, Junior, Intermediate, Senior Divisions Riders that are Members in Good Standing and have completed their Ten Volunteer Hours and attended Two Meetings.
- iii) In the event that a rider rides more than one horse in the same show. (I.e. Two horse at the same jumping show) it is decided that the points accumulated from the horse/pony with the highest points will be used.

d) Champion Horse and Rider

- i) This trophy is awarded to the Horse and Rider who accumulate the highest number of points in one discipline regardless of division.
- ii) Open to Senior, Intermediate, Junior and Novice division Riders that are Members in Good Standing and have completed their Ten Volunteer Hours and attended Two Meetings.
- iii) If this Trophy is redundant in the winner, it may be withheld for that year. I.e. if the winner is also winning High Point Horse/Pony and/or Rider of the Year.

10.6 Definitions of non-point Awards and Voting Process

a) Sportsmanship

- i) This award is decided by a vote of the members at the AGM. Nominations will be taken by ballot at the October GM.
- ii) Nominations shall include the name of the nomination, reason for nomination.
- iii) The Executive will then make a short list via secret ballot to be presented at the AGM to be voted on by all members in good standing that are in attendance at the meeting.
- iv) This award is to recognise a member that who shows exceptional qualities in good sportsmanship, fair play, helpfulness, fellow competitor support and humane treatment of horses.
- v) This award does not take into account the points standing of the nominee.
- vi) Nominees do not have to be a rider in the shows, but must be a Member in Good Standing.

b) Very Important Person (VIP)

- i) This award is decided by a vote of the members at the AGM.
- ii) Nominations are taken via ballot at the October GM.
- iii) Nominations shall include the name of the nominee and reason for nomination.
- iv) The Nominee must be a Member in Good Standing, but does not have to be a rider.
- v) The Executive will then have one vote each, via secret ballot, to create a short list. The short list is the presented at the AGM.
- vi) Members in good standing then vote via secret ballot for the recipient of the award.
- vii) This award is to recognise an outstanding member in the area of Volunteer work and overall support for the SCEC.

c) Most Improved Rider

- i) This is awarded to a rider who has shown significant improvement in their riding.
- ii) Open to riders in the novice, junior, intermediate and senior divisions that are in Members in Good Standing.
- iii) Riders must have ridden in at least two shows, dressage percent/shows, Ted Bowe etc. in the competition year.
- iv) Play days are excluded.
- v) Nominations are submitted at the October GM via secret ballot, stating the nominee and reason for nomination.
- vi) A list of the ballots is created and the coaches and experienced horse people (not recognised coach/instructor) pick their nominee from this list, to make a short list.
- vii) The short list is then presented at the AGM and members in good standing that are present at the AGM vote for the Most Improved Rider via secret ballot.

d) Soft Hands English & Western

- i) This is awarded to an English rider and a Western rider, who has shown a good understanding and demonstration of good and soft hands.
- ii) Riders must have ridden in at least one Hunter/Jumper, English Hack, Clear Rounds, Dressage Percent/Show, Western Performance, Western Games, or Ted Bowe Barrel Race respectively to meet the ridden requirement for the award.
- iii) Open to riders in the novice, junior, intermediate and senior divisions.
- iv) Riders must be members in Good Standing
- v) Nominations are submitted at the October General Meeting via secret ballot, stating the nominee and reason for nomination.
- vi) A list of the ballots is created and the coaches and experienced horse people (not recognised coach/instructor) pick their nominee from this list.

- vii) The short list is then presented at the AGM and members in good standing that are present at the AGM vote for the Most Improved Rider via secret ballot.

Part 4 Show Rules and Operations

11.0 Grounds Rules

- 11.1 Horses must not be left unattended in the tie area.
- 11.2 All dogs must be leashed, but not tied to any fences. Please clean up after your dog.
- 11.3 Clean up after yourselves; including any garbage, recycling, hay and manure.
- 11.4 No horses to be on the Ocean side of the Arena, no excuses.
- 11.5 No spectators to walk between arenas, into warm up arena or competition arena, tie area or stabling.
- 11.6 Only coaches, grooms, volunteers to be in the warm up arena.
- 11.5 There will be no doubling or bare backing except in the event that it is a class offered.
- 11.6 No leaning through or on the rails of the arenas.
- 11.7 Only Volunteers, Executive, Show Committee, and Judge to be in the Show Arena if applicable.
- 11.8 Coaches may enter at Judge's discretion when permission is granted via the Whipper In.

12.0 Show Rules General

- 12.1 Dates are set in January by the Executive.
- 12.2 English Vice President finds English Judges unless other arrangements have been made with the VP. The same applies for the Western Vice President securing Judges for the Western Events.
- 12.3 The Vice Presidents are each responsible for arranging the Judge's transportation from the ferry and return to ferry as well as any overnight accommodations, if needed.
- 12.4 The Club's current rulebook shall be available at all riding club functions.
- 12.5 It will be determined as to the status of the show (i.e. Schooling, permit, recognized) prior to the show, and any necessary paperwork, if any, completed by the show manager, or the delegated individual and submitted to Horse Council BC if necessary.
- 12.6 Every effort will be made to have the Club's regular shows be permitted shows.
- 12.7 In the event that a veterinarian is not present at a club function, the decision of the Judge or Show manager is final.
- 12.8 Gate holds are permitted, for Over Fences, English Hack, Western Performance and Western Games. The hold shall be no more than 5 minutes; the competitor shall make every effort to be as quick as possible.
- 12.9 No gate holds will be allowed for Dressage Shows or Percent Days as there are set times for rides.
- 12.10 Recognised Judges are strongly recommended for the Club's regular, but need not be hired for the Club's schooling shows
- 12.11 Judges, Show Manager or if neither is present, the Technical Delegate, have the right to refuse entry to those horses and riders not suitably attired, fit, turned out etc. (a Technical Delegate for our purposes is someone appointed by the show committee to make sure the rules and safety practices are being followed in accordance with the Club's bylaws/operations)

- 12.12 Classes offered at regular shows (Hunter/Jumper, English Hack, Western Performance and Western Games) will count toward end of the high point and reserve high point ribbons and will also count toward year end awards.
- 12.13 If trophies and prizes are donated to the show or club, it will be between the executive and the donor, as well as the show committee if applicable, as to the purpose(s) of the prize(s). An appropriate gesture of appreciation shall be decided at that point.
- 12.14 Juniors may not handle or exhibit stallions.
- 12.15 Protective ASTM and or SEI approved head gear with a proper chin strap is mandatory for English flat and Jumping and for all members 18 years of age and under regardless of discipline.
- 12.16 The SCEC recommends that the approved headgear be worn by all members regardless of discipline.
- 12.17 Boots with a low heel are mandatory.
- 12.18 Every rider/handler/owner/coach/volunteer/executive shall be bound by the rules of the show (see also SCEC bylaws) or if a recognised show; rules set forth by the governing body.
- 12.19 A horse may not be ridden in more than six over fences rounds per day, or ten under saddle classes (whether English Hack or Western Performance and Games or combination thereof) per day.
- 12.20 Riders may share a horse as long as the horse is not ridden more than the above class maximums.
- 12.21 A maximum of four dressage tests per day per horse. With the exception of extreme and exceptional events i.e. Cross country and endurance limiting the horse to one rider per day. First and foremost taking into consideration the wellbeing of the horse.
- 12.22 All applicable and additional rulebooks shall be kept with the Entry Secretary.
- 12.23 In the case where the show is not recognised but remains a point earning show, schooling show or clinic; SCEC rules will supersede all other rules.
- 12.24 In the case of an unrecognised western performance show, riders may ride two handed in a snaffle bit with split reins, regardless of the age of the horse.
- 12.25 All riders and horses must wear appropriate attire and tack for the discipline being shown.
- 12.26 All riders must enter the arena with a number. Bridle numbers only for jumpers or dressage.
- 12.27 Any help from outside the arena, or striking a horse in front of the girth is cause for elimination.

13.0 Hunter/Jumper, English Hack Attire and Rules

- 13.1 For over fences classes there will be two flagged schooling fences in the warm up arena.
- 13.2 Schooling in the main arena will only be permitted at times designated by the Show committee/management.
- 13.3 For Hunters and Hack Classes; attire must be suitable for hunting, dark conservative colour jacket, breaches of light shades, gloves, ASTM approved helmet, tall boots or paddock boots and half chaps, spurs if being used no longer than 2" and not clip on.
- 13.4 Polo shirts or sweaters without a hood are permissible in Jumper classes.
- 13.5 English type saddle; all purpose or close contact. Dressage saddles may be used for dressage suitability or show hack.
- 13.6 Bridles shall be of hunter type with plain uncoloured leather including the brow band and nose band. No drop, figure 8 or flash nose bands except in Jumper classes.

- 13.7 Bits for Hunters and Hacks may be O ring, D ring, full cheek, egg butt snaffle with single or double joints. Pelham and kimberwicks are also permissible. Twisted wire bits, hackamores and bitless bridles are not permissible.
- 13.8 Saddle Pads should be white or natural and fitted to the saddle. Square pads are permitted for Jumpers.
- 13.9 Whips if used in over fences classes cannot be any longer than 30" in total length. And are not permitted in hack classes.
- 13.10 Breastplates and martingales are permitted over fences but not in Hack Classes.
- 13.11 Boots or bandages on horse's legs are only allowed in Jumper Classes, unless permitted by the Judge.
- 13.12 Hunters shall be judged on way of going, manners, and jumping style. Hunt Seat and Hands and Hunt Seat Equitation shall be judged on the rider.
- 13.13 Jumpers shall be judged on time and number of faults incurred over the course or the jump off.
- 13.14 Riding off course will deem Elimination as well as two refusals/run outs or fall of rider of horse.

14.0 Western Performance and Western Games Rules

- 14.1 Western Saddle and Western Bridle; with split reins for performance classes.
- 14.2 Western style shirt with long sleeves and collar. Long pants/jeans, western boots with 1" heel.
- 14.3 Youth 18 and under must wear an ASTM approved helmet. Senior riders are also encouraged to wear an approved helmet. Failing this a shaped cowboy hat.
- 14.4 For Performance classes; all horses regardless of age may ridden in a snaffle type bit with two hands, if riding in a curb/shank bit only one hand must be used. Bosals may also be used in performance.
- 14.5 Martingales or tie downs and boots on horse's legs are only permitted in games classes.
- 14.6 Riding off course will deem elimination. Knock downs will incur a 5 second penalty.
- 14.7 Fall of rider or horse will deem elimination.
- 14.8 No money to be paid in a stake/jackpot class if a knock down occurs.

15.0 Dressage Show Rules

- 15.1 Western Dressage and Western Dressage Suitability
 - a) May ride two handed in a snaffle type bit or one or two handed in a shank bit. However riders must not switch between the two during the test or the class.
 - b) No twisted wire bits, tie downs, draw reins or mechanical hackamores.
 - c) Western Attire shall be the same as for performance classes.
 - d) All riders English or Western Dressage must wear an ASTM approved helmet.
 - e) Whips may be carried.
- 15.2 Dressage
 - a) Attire shall be of light coloured breeches, blouse/shirt with collar and stock/tie and stock pin, vest or conservative coloured jacket, gloves, approved helmet and tall riding boots or half chaps with paddock boots. Spurs must be shorter than 2" if used.
 - b) Dressage saddle, close contact, all purpose or side saddles are permissible.
 - c) Appropriate snaffle bits of O ring, D ring, Full Cheek etc. or double bridles appropriate to the level of test. No Pelham, twisted wire, cork screw, slow twists, kimberwicks etc.

16.0 Arena Rules

- 16.1 Horse pass on the inside of the riding ring
- 16.2 Riders must walk off the rail
- 16.3 Riders must stand off the rail
- 16.4 A rider must keep to the right when approaching another rider (Left keeps the rail, left rein to left rein).
- 16.5 Trot has precedence on the rail, and canter must pass on the inside.
- 16.6 Do not approach the Judge to discuss your personal performance.
- 16.7 Help create an atmosphere of good sportsmanship (keep your criticisms to yourself).
- 16.8 Do not discipline your horse in a highly visible manner, as it disrupts and upsets other riders and horses and appears destructive to spectators.
- 16.9 If for some reason you feel you must leave the ring part way through a class, go to the center of the ring and ask the Judge for permission to be excused.
- 16.10 When using warm up Jumps, jump with red flag on right side.

17.0 Class Descriptions

- 17.1 It is up to the Show Committee and the Executive to recognise the interests of the community, and the bulk of the SCEC's membership, and to offer appropriate classes that reflect the present needs of all.
- 17.2 Classes that may be chosen for English Hack; Showmanship, English Pleasure, Hunter Under Saddle, Hunt Seat Equitation, Road Hack, Show Hack, Dressage Suitability, Hunter Hack, Handy Horse, Command Class.
- 17.3 Classes that may be chosen for Western Performance; Halter, Showmanship, Western Dressage Suitability, Command Class, Western Pleasure, Horsemanship, Trail, Reining, Western Riding.
- 17.4 Classes that may be chosen for Western Games; Barrels, Pole Bending, Stake, Flag, Keyhole.
- 17.5 Classes that may be chosen for Hunter/Jumper Shows; Working Hunter, Hunt Seat Equitation, Handy Hunter, Timed First Round Jumpers, Immediate Jump off Classes, Gambler's Choice.
- 17.6 There shall always be a minimum number of classes offered for each discipline (5). It is up to the show committee to recognise the interests of the community and the majority of the club members to offer appropriate classes that reflect the same.

18.0 Definition of Classes

- 18.1 Ponies shall be defined as 14.2hh and under or 14.2 1/2hh if wearing shoes.
- 18.2 Open class-open to horses, ponies and all riders except Novice, Walk/trot and Lead Line
- 18.3 Pleasure Class-judged on the horse's manners and way of going.
- 18.4 Equitation class-judged on the riders position, ability etc.
- 18.5 Command Class- a type of equitation class.
- 18.6 Stake or Jack Pot Class- a class offering prize money. A percentage of the entries may be used at the discretion of the show committee. Generally not open to Novice, Walk/trot or Lead Line.
- 18.7 Novice competitor-anyone in their first year(s) of competing regardless, of age. Advancing to the Rider's age category will be at the discretion of the Rider's Coach. If Rider does not have a Coach, advancing to next division will be up to the Executive.

19.0 Liability

- 19.1 SCEC Executive and HCBC will not be held responsible for any accident, injury or loss that may be caused by any horse at an SCEC show.
- 19.2 All federal, provincial and city laws will be adhered to and shall supersede these rules.
- 19.3 SCEC must maintain blanket liability insurance.

20.0 Entries

- 20.1 It is mandatory that all riders/handlers, members, executive hold current HCBC membership when participating in HCBC events.
- 20.2 Signing the entry form deems acceptance of these rules.
- 20.3 Failure to sign the form, the first ride into the arena will deem acceptance of these rules.

21.0 Youth

- 21.1 All entry forms for riders/handlers 18 and under must be signed by a parent or legal guardian.
- 21.2 Youth must wear a BSI or ASTM approved helmet while mounted or in any in hand classes.
- 21.3 Youth may not handle or show a stallion.

22.0 First Aid/Emergency Plan

22.1 Human

- a) First aid kits and blankets are stored in the small white trailer.
- b) During an event they must reside in the concession stand or the whipper in booth
- c) There shall be a designated and qualified First Aid Attendant for every event involving horses.
- d) The address of the facility is posted in the concession booth as well as the entrance to the grounds and on the highway.
- e) In the event of a rider fall, the rider must be assessed by the designated First Aid person before remounting and continuing to ride.
- f) If the First Aid person believes there is any possible need for a higher level of care or assessment, they shall call 911 or make arrangements for transport to Sechelt Hospital.
- g) If necessary the Show may be put on hold or cancelled until the rider is clear of the warm up arena and show arena.

22.2 Equine

- a) First aid kits are stored in the small white trailer.
- b) During an event they must reside in the concession stand or whipper in booth.
- c) In the Large storage trailer there are two blue tarps stored in a tub for screens; during an event these must be in the concession or whipper in booth.
- d) In the event that a horse collapses, the designated team will obtain the tarps to make a screen from the audience and any young children.
- e) If the horse must be destroyed on site, the show must be cancelled immediately; spectators asked to leave and grounds cleared.
- f) If a vet is not available, suitable method of euthanasia will be sought.

23.0 Officials

- 23.1 Officials used will be HCBC or higher approved officials or other knowledgeable person i.e. EC coaches, current professional in the industry etc.
- 23.2 A Judge shall not have a member of his/her immediate family take part in any classes that he/she may be the Judge of.
- 23.3 A show official may have a member of his/her family take part in the same show.
- 23.4 Judge's decision is considered final in all classes.

24.0 Unsportsmanlike Conduct

- 24.1 Any Owner, Agent, Rider, Handler, Coach, Member or spectator will be warned first.
- 24.2 Failure to comply will result in disqualification from any further competition that day. This applies to Riders associated with person in question.
- 24.3 No points or awards will be given to the disqualified person.
- 24.4 May be reviewed by the disciplinary committee of HCBC and possibly the applicable breed or discipline association.
- 24.5 Protests may be made either to the show manager or the show committee, but not to the Judge.
 - a) An accompanying fee of \$50 is required.
 - b) Fee will be refunded should the complaint be deemed valid.

25.0 Cruelty

- 25.1 The Judge, Show Committee or Show manager have the right to disqualify from the class or event any person for cruelty or abuse of a horse. This includes but is not limited to; riders, coaches, agents, owners, grooms and family of the rider.
- 25.2 The Welfare of the Horse is foremost.
- 25.3 Shall be defined as failing to act or committing an act of abuse that is not an accepted training technique, or within veterinary standards and show procedures. Causing the horse physical pain, suffering, neglect or death.

26.0 Lameness

- 26.1 Obvious lameness is cause for elimination in all classes. Judge, Show Manager or Show Committee may make this decision with no chance to appeal or protest.

27.0 Entry Forms and Prize lists

- 27.1 Must be signed by a parent or a guardian should the child be 18 or younger.
- 27.2 Entries may be via e-mail or via website to the Entry Secretary prior to the closing date.
- 27.3 Late entries may or may not be accepted on the day of the show with the appropriate increase in fee as decided by the show committee.
- 27.4 Entry fees shall be refunded to a competitor at the discretion of the show committee should the situation warrant it, (i.e. cancellation of the show, vet certificate, visible proof of sickness or injury of horse or rider)

- 27.5 Must contain the following
- a) Name of the Club
 - b) List of Classes and Fees
 - c) Entry Secretary's Name and e-mail address
 - d) Name of Show Manager
 - e) Name of the Judge
 - f) Entry closing date
 - g) Start time
 - h) All applicable release forms
 - i) Horse(s) name
 - j) Competitors name, birthdate, division and emergency contact number
 - k) Competitors choice of classes
 - l) Directions for Payment
 - m) Policy for late entries and post entries
 - n) Closing date for pre-registration
 - o) Table of fees
 - p) Rules governing the Show
 - q) Signature of the Rider
 - r) Current HCBC number and copy of membership
 - s) Any applicable rules to follow
 - t) Any other information pertaining to the event

Part 5 Responsibilities & Operations for Organising and Running a Show or Clinic

28.0 Advertising

- 28.1 Regular Facebook and email reminders to begin 2-3 weeks prior to show date.
- 28.2 Website show dates, entry forms, waivers etc. to be posted.
- 28.3 Posters to be made and distributed by the Advertising committee two weeks prior to event.
- 28.4 Prize list if applicable to be approved by HCBC no less than one month prior to show.
- 28.5 Next show date sign on highway to be posted two weeks prior to show date.
- 28.6 Yellow Horse Show sign to be posted on highway on morning of show.
- 28.7 Newspaper ads if applicable.

29.0 Show Official

- 29.1 Refers to any person involved in running a show, clinic, gymkhana etc. (judge, entry secretary, manager, & announcer etc.)

30.0 Show manager, or Co-ordinator

- 30.1 Organises the Show.
- 30.2 Ensures that all needed equipment is present and in good working order. Tells Show Committee, Quarter Master or grounds committee if there is a problem.

- 30.3 Delegates person to prepare jump courses or patterns if needed and that they are posted prior to show.
- 30.4 Arranges for the following Volunteers if not already assigned (whipper in, ring steward, ring crew, announcer, point's tabulator, first aid etc.)
- 30.5 Ensures Concession committee has arranged their own Volunteers for the day. Do they have all needed supplies and food etc.?
- 30.6 Propane, gas as well if need to use generator or water arena.
- 30.7 Assist Entry Secretary as needed.
- 30.8 Ensures that a Judge is arranged and their ride to and from ferry if applicable.
- 30.9 Fees for Judge, meals, accommodation.
- 30.10 Guest Judge Card application to HCBC, if needed.
- 30.11 Ensures the Advertising Committee has made and posted posters, Facebook, website or newspaper if applicable.
- 30.12 Ensures Prize list has been distributed by Show Committee to various barns, business, Facebook, website.
- 30.13 Ensures that appropriate permits have been obtained from HCBC/EC via Show Committee.
- 30.14 Ensures that Show date sign on Highway is posted at least two weeks in advance.
- 30.15 Ensures that yellow Show sign is on Highway on day of show.
- 30.16 Ensures that stopwatches, timers and walkie-talkies are charged or have replacement batteries available.
- 30.17 Ensure Sound system present and set up, if applicable.
- 30.18 Ensure Concession Committee has checked barbeque propane.
- 30.19 Ensure grounds committee has gas for water pump if arena needs sprinkling.
- 30.20 Check Well is working in coordination with the grounds committee.
- 30.21 Help Entry Secretary where needed.
- 30.22 In case of show cancellation, posts notice on arena gate, posts on Facebook, email tree, and website.
- 30.23 Notifies Judge of cancellation as soon as possible.
- 30.24 Ensures cash boxes are returned to treasurer or appropriate executive.
- 30.25 Ensures grounds have been cleaned up at end of day (Everyone's responsibility).
- 30.26 Ensures gate is locked at end of day (Last person to Leave).
- 30.27 Ensures that gate is unlocked at appropriate time on show date.

31.0 Note to Show Managers and Show Committee

- 31.1 Show managers with the help of the show committee ensure there are people for these jobs. If you have volunteered for something and are then unable to volunteer, it is your responsibility to find a replacement and notify the Show manager. Show managers must delegate as many jobs as possible; it's impossible to do this all yourself.
- 31.2 Note the Whipper in, Announcer, Judge and Entry Secretary all share the same information. It is critical that this information remains in the order it was originally put in by the entry secretary. If the information is changed by one person and the others are not advised of the change, a mix up will be unavoidable. I.e. someone in the holding area says to the whipper in that he wants to

go last, not in the order the entry secretary placed him in. If the whipper in says sure, then he goes in, without the Judge or announcer being aware, the judge may score the wrong competitor and the announcer will announce the wrong person. PLEASE DO NOT CHANGE ANYTHING UNOFFICIALLY WHIPPER IN HAS THE RIGHT TO REFUSE COMPETITOR REQUESTS FOR SUDDEN CHANGES IN THE HOLDING AREA.

32.0 Points Tabulator

- 32.1 See 9.3 for the table to calculate points
- 32.2 Uses Judges results to tabulate points for each horse and rider combination.
- 32.3 Ensure judge writes the number of entrants in each class on the judge's card.
- 32.4 Follows points table adopted by SCEC.
- 32.5 Uses five best point accumulations towards high points.
- 32.6 Helps ribbon person to organise and hand out ribbons and high points.
- 32.7 Use info sheet on point tabulation to calculate points.
- 32.8 Ensures that all Judge's cards are kept so that point calculation may be reviewed.
- 32.9 Obtains Point Tabulation book and necessary utensils from Entry Secretary and return at the end of the day.

33.0 Entry Secretaries

- 33.1 Pre-registration Entry Secretary
 - a) Obtain list of members in good standing and not in good standing.
 - b) Set up the Banking Sheet (Rider Name, Horse Name, Division, Classes, Fees owed and any outstanding fees, assign competition numbers).
 - c) Set up Points Sheet by Division.
 - d) Set up Announcer and Whip In List.
 - e) Set up Announcer booklet, Judges book (score sheets and judge's cards and patterns), Point Tabulator and Whipper in books.
- 33.2 Entry Secretary Day of Show
 - a) Obtain cash box from Treasurer.
 - b) Take fees from entrants (cash or cheque).
 - c) Mark off on banking sheet when fees are paid and initial next to payment.
 - d) Ensure waivers are signed.
 - e) Ensure Entry form is signed and filled out in entirety, sign paid cash or chq on entry form.
 - f) Ensure HCBC membership is current.
 - g) Ensure Banking Sheet is filled out correctly.
 - h) Hands out competition numbers as waivers and entries are signed and paid
 - i) Assign any post/late entries a competition number. Add late entries info to the four appropriate lists and banking sheet.
 - j) Check that the points Sheet and whip/Announcers list is correct.
 - k) Ensures Judge, Announcer, Point tabulator, and Whipper in receive appropriate paperwork and walkie-talkies.

34.0 Timers

- 34.1 Should contact the show manager to make sure the timers and stop watches will be at the event.
- 34.2 Time the rounds of the individual jump rounds or games.
- 34.3 The Timers shall report the times to the Judge or the announcer's booth; whichever is applicable.
- 34.4 Timers-Jumping (2)
 - a) Time rounds of individual horse and rider over the jump course or jump off.
 - b) Report the time to the announcer via walkie-talkie.
 - c) Uses the hand timers.
 - d) Return walkie-talkie to Entry Secretary at end of day.
- 34.5 Timers-Games
 - a) Reports the time of the run for each horse and rider after their run to the announcer.
 - b) Uses the electronic timer.
 - c) Helps to set up timers (stored in small white trailer).
 - d) Puts away timers at end of day (into case and small white trailer).
 - e) Please note that the games timer may also be the Announcer or Point Tabulator.

35.0 Arena Steward

- 35.1 Is the Judge's assistant.
- 35.2 Stands with Judge to tell announcer what to request.
- 35.3 Obtains walkie-talkie from Entry Secretary and returns at end of day.
- 35.4 Runs results to announcer.
- 35.5 Helps set any equipment needed for class (cones, poles, jumps etc.).
- 35.6 Helps put away any equipment at end of day.

36.0 Whipper In and Tack Official

- 36.1 With the help of the Whipper In book, the Whipper In knows which competitor is in which class and the order of go if applicable.
- 36.2 Obtain from the Entry Secretary clip-board containing:
 - a) Whipper in list (names of classes with riders numbers written in under each division),
 - b) Announcer list (list of Rider, Horse, competition number listed in divisions),
 - c) Walkie-Talkie, Pen/Pencil.
- 36.3 Duties
 - a) Calls the appropriate entrant into the arena at the correct time.
 - b) Calls the next competitor to the holding area so he/she is ready to go.
 - c) Keeps riders ready at the in gate.
 - d) Has riders enter in safe and timely manner at a walk.
 - e) Marks off rider/horse on Whipper List as they enter the arena.
 - f) Ensures gate is closed while a competitor is in the arena.
 - g) Ensures that horse and rider exit the arena at a walk.
 - h) Keeps in contact with announcer in case of change of order of go, scratches etc.
 - i) Return all paperwork etc. received to the Entry Secretary at the end of the day.

37.0 Warm up Arena Steward

- 37.1 Watches over the Warm up Arena.
- 37.2 Ensures safe riding in the warm arena. (Correct direction of travel, riding rail or off etc.)
- 37.3 Notifies rider or coach if illegal equipment is in use.

38.0 Ribbon Person

- 38.1 Sets up Ribbons in appropriate place (table by concession or out gate booth).
- 38.2 Hands ribbons to riders as their placings are announced.
- 38.3 Allow horse and rider to approach ribbon person (for safety do not approach horse).
- 38.4 Returns unused ribbons to small white trailer at end of day.

39.0 Announcer

- 39.1 Obtain from the Entry Secretary:
 - a) Walkie-talkie, Pen/pencil;
 - b) Prize list with Sponsor names and class names;
 - c) Whipper list (names of classes with riders numbers written in under each division);
 - d) Announcers list (list of Rider, Horse, and competition number listed in divisions);
 - e) Return all paperwork at end of day to Entry Secretary;
 - f) Judge's Book from Entry Secretary & applicable rulebooks;
 - g) Score sheets;
 - h) Patterns/jump courses;
 - i) Applicable Entry Form;
 - j) Judge's Cards;
 - k) Bell/whistle if applicable.
- 39.2 Duties
 - a) Announce Horse and Rider's names as they enter the arena.
 - b) Announce time or faults if applicable.
 - c) Announce Ribbon Placings at end of Class.
 - d) Announce High Points and Reserves, best turned out at end of day.
 - e) Keeps the arena running at all times in conjunction with the whipper in
 - f) Announce class/show sponsors throughout day as each class enters the arena.
 - g) Announces Gaits/commands requested by Judge.
 - h) Announce Class Description where applicable.

40.0 Ring Crew

- 40.1 Is responsible for setting up and taking down of courses and obstacles under the guidance of the course designer.
- 40.2 Jump Crew
 - a) Set Jumps night before Jumping event.
 - b) Raises heights of jumps at shows.
 - c) Adjust courses as needed, ground lines, appropriate fill, and numbers.
 - d) Replaces knocked over rails and jumps.

- e) Helps put away Jumps at end of day.
- 40.3 Games Set Up Crew
 - a) Sets barrels, poles, stakes etc. needed for each game.
 - b) Rakes around obstacles as needed or as directed.
 - c) Helps put equipment away at the end of the day.

41.0 Grounds Preparation

- 41.1 Directed by Show Committee
- 41.2 Organises
 - a) Dragging of arena;
 - b) Weed eating;
 - c) Arena watering;
 - d) Sound system;
 - e) Unlocks gates and storage containers;
 - f) Repairs of fencing/bleachers/benches etc. that need fixing.

42.0 Concession Committee

- 42.1 Consists of:
 - a) Shopper
 - b) Cash person
 - c) Cook
 - d) Prep person
- 42.2 Duties (Duties may overlap as needed but ensure that all duties are tended to)
 - a) Shopper is informed of approximate number of entries for show day from Entry Secretary.
 - b) Shopper buys needed groceries on account at IGA/SuperValu or if other arrangement has been made.
 - c) Obtain cash box from treasurer.
 - d) BBQ person cooks food.
 - e) Prep person, usually shopper, preps veggies.
 - f) Cash person, collects money, credits (preferably no tabs).
 - g) Sets up tables, barbeque, coolers etc.
 - h) Return all equipment or unused food to appropriate areas/person at end of day.

43.0 Clean Up Crew

- 43.1 Is responsible for obtaining garbage bags from the concession.
- 43.2 Sets garbage cans out, places the containers for pop cans at each garbage can.
- 43.3 Picks up litter and garbage throughout the day, and at the end of the day removes the garbage, puts the cans away, returns empty pop cans to recyclable container.

44.0 Course Designer

- 44.1 Designs courses for hunters and jumpers.
- 44.2 Makes appropriate number of copies for posting and Judge.
- 44.3 With the help of the Jump crew; ensures height/width of jumps, ground lines, fill, start/finish lines, numbers etc. are in proper position before start of next class.
- 44.4 Ensures that the warm up fences in warm up arena are of appropriate height/width and direction for height running in arena.
- 44.5 Designs courses appropriate for both Hunters and Jumpers.

45.0 Pattern Design for English Hack and Western Performance

- 45.1 There shall be posted patterns for English and Western Showmanship, Hunt Seat Equitation, Handy Horse, Horsemanship, Trail or where the show committee sees fit.
- 45.2 EVP will ask Hack Judge if they want to use their own patterns or have SCEC supply; the same applies for the Western Judge.
- 45.3 If Judges want SCEC to supply patterns; an appropriate person i.e. An approved coach or experienced horse person (those that are coaching students or selecting riders for most improved rider) is selected to make or find appropriate patterns for level of riders within the class description and rules.

46.0 First Aid Attendant

- 46.1 Assesses Riders after a fall; determine the need for medical attention/safe to resume riding.
- 46.2 May be a certified coach, RN, or any person with valid first aid certificate.
- 46.3 Fills out accident reports to send to HCBC where applicable.
- 46.4 Ultimately responsible for having first aid kits in concession booth.

47.0 Clinics: General

- 47.1 There shall be a clinic manager or co-ordinator.
- 47.2 The clinic manager shall choose someone to be secretary, and who will be responsible for taking the student's names and relevant information via e-mail or website. This person shall also be present on the day of the clinic to collect signed release forms and appropriate fees.
- 47.3 Clinic manager has the right to refuse entry due to improper attire or turnout, poor health or fitness. Clinician has the right to do the same.
- 47.4 Juniors must not handle stallions
- 47.5 Protective ASTM or SEI approved headgear with a proper chinstrap is mandatory for English Flat and Jumping and for all members Eighteen years of age and under, regardless of discipline. The SCEC recommends that all members regardless of discipline wear approved headgear.
- 47.6 Boots with a low heel are mandatory.
- 47.7 Entry forms must be signed by parent or guardian should the child be under 18 years of age.

47.1 Clinic Entry Forms Shall contain the following:

- a) List of lessons, demonstrations, etc. and fees.
- b) Names of the clinic manager, secretary, and clinician.
- c) E-mail of clinic manager and secretary.

- d) All applicable release forms.
- e) Horses name and participants name and number.
- f) Closing date for entries.
- g) Signature of owner, rider, parent/guardian whichever applies.
- h) Current HCBC number.
- i) Entry fees shall be refunded to participants shall the reason be valid as decided by the show committee.

47.2 Clinic Manager or Coordinator

- a) The duties are similar to those of the Show Manager.
- b) May act as secretary for the Clinic.
- c) The Clinic Manager or Coordinator is responsible for paying the Clinician by cheque or money order at the end of the day. Do not pay cash unless advised by an executive member.

47.3 Clinic Secretary

- a) Is responsible for receiving entries via e-mail or website. Takes riders name, phone number and name of the horse.
- b) Is responsible for receiving riders fees on the day of the Clinic.
- c) Is responsible for making sure that all release forms are signed and handed in to the Entry Secretary. These forms must be kept for two years.
- d) Is responsible for turning over the money to the executive or Clinic Manager at the end of the day.

48.0 Operations of Miscellaneous Activities

- 48.1 These include; Gymkhanas, Clear Rounds, Play Days etc.
- 48.2 There will be a coordinator.
- 48.3 There will be a technical Delegate and/or Show Committee member present, if there is no Judge or Clinician.
- 48.4 In the case of Play Days, English Tack may be worn. In the case of a show or schooling day, tack and attire specific to the discipline must be used and worn. I.e. no English saddles for western games show or Ted Bowe.

49.0 Cancelling Horse Shows or Other Activities

- a) The Show Manager must make an effort to contact the other members of the Show Committee as well as the President and/or Vice Presidents and Entry Secretary before making any decision to cancel the event.
- b) If the Show Committee and the above mentioned Executive members agree that the event be cancelled then the proper channels must be followed to cancel.
- c) Reasons for considering cancelling and event are:
 - i) The footing at the arena or facility where the event is to take place is unsafe.
 - ii) If as of closing day, there are fewer than twelve entries pre-registered.

iii) Extreme weather conditions i.e. intense heat, high humidity, high winds etc.

49.1 Steps to cancel an event

- a) The Judge (if one has been hired) must be notified immediately after the decision is made.
- b) All competitors that have pre-registered must be notified that the event has been cancelled.
- c) A sign must be posted on the arena fence stating that the event has been cancelled.
- d) The concession committee must be notified immediately.
- e) Anyone who has confirmed they will be Volunteering for the event should be notified.
- f) Rescheduling of the Event is to be discussed at the next Show Committee meeting or if time is a factor, the Show Manager of the cancelled event could make telephone contact with the rest of the Show Committee to decide on a new date.