

POLICIES, PROCEDURES & BEST PRACTICES OF THE CENTRAL EAST HUNTER JUMPER TRILLIUM ZONE

(Revised : April 1st, 2021)

For more information on the Central EAST Trillium Circuit, please visit www.centraleasttzone.com

The Trillium Hunter Jumper Circuit is a “Silver” and “Bronze” level Provincial Show Circuit, with Silver divisions attending Championships.

The Central East Trillium Association, also known as Central East Zone or The Zone or CE, is incorporated as a not-for-profit organization and is governed by the rules of Equestrian Canada (EC). The bylaws of the Central East Trillium Association govern the conduct of its governing body and all members in the Zone. The policies contained in this document are an addendum to the Central East Zone By-Laws.

The Trillium Hunter Jumper Association exists to provide an affordable, high quality, provincial hunter jumper circuit allowing equestrians to compete, grow and develop their horsemanship and sportsmanship skills.

The Objectives of the Association are:

To teach, foster, encourage and promote Hunter/Jumper competitions in Ontario;

To promote the development, improvement, encouragement and upgrade of exhibitors, trainers, officials and show management; and

To create, develop and foster standardization of shows.

Central East Zone Code of Conduct

All members, coaches, parents, and visitors should conduct themselves in a manner which reflects the values and ethics of Equestrian Canada. Anyone who engages in or is party to conduct inappropriate to a show manager, official, staff, volunteer, competitor, or any person on the show grounds will be reported to the Show Steward. The Show Steward has the authority to uphold the code of ethics and may ask the offending party to leave if necessary and will include the violation in their show report to Equestrian Canada.

**The Code of Conduct is also available in the Prize List, and at
www.centraleastzone.com**

The board of the Central East believes that the equestrian sport is based on a partnership between horse and human athlete; and that it is the right and responsibility of Equestrian Canada to set standards in matters of ethics, sportsmanship, and the welfare of the horse and in all matters under its jurisdiction.

Role of the Central East Board

To ensure that the Zone remains in good standing with the governing bodies of EC, Ontario Equestrian (OE), and the Trillium Hunter Jumper Association (THJA).

To uphold the policies and best practices of the Zone.

To ensure the financial viability of the Zone in keeping with pertinent not-for-profit legislation in the province of Ontario.

To promote safety in equestrian sport by, ensuring that all competition venues in the Zone comply with minimum requirements.

To represent the Central East Zone on the THJA Board of Directors.

The Board of the Central East Trillium Association is comprised of a President, Vice President,

Secretary, Treasurer and a minimum of three to maximum of five (3-5) Directors at Large. The terms and rotation for these roles are governed by the bylaws for the Association.

Committees of the Board:

Standing committees: Show managers committee, Banquet Committee.

The Show Managers committee is comprised of the managers who host Central East Horse shows. Meetings are held at a minimum twice per year. The ideal time to host these meetings would be shortly after the competition of the show season (Fall Season) to discuss the season wrapping up, any suggestions, thoughts, or motions to be brought forward to the board and/or members as well as the dates for the following year. It is suggested that a second meeting take place 1-2 months prior to the show season beginning to discuss any changes, specialty classes, zone marketing for the current year.

In addition to above but not limited to the committee will advise the CE Board on the following:

a) The annual Central East Show Dates, which requires the CE Board to Vote prior to finalizing for the following competition season.

The zone will utilize the weekly number schedule to identify dates, ie, Zone Classic will run on Week 34. Show managers will be required to submit their show dates for approval by September 30 of each year for the following year.

Consideration will be given to shows traditionally held around March Break and Easter, in order to work around those events, and also in the instance of certain years when the shows would fall on too many consecutive weekends.

b) Addressing comments and concerns from the members pertaining to shows;

c) Addressing comments and concerns to be brought forward to the governing body: Trillium Hunter Jumper Association.

d) Annual quality improvement initiative.

Banquet Committee:

This committee is responsible for the planning, organization, and execution of the year-end awards banquet to raise funds for the Zone, as outlined in the Banquet Manual.

Ad Hoc Committees: Marketing Committee

The marketing committee is responsible for planning, organizing and delivery content and events to promote the Central East Brand.

Horse Show Policy

Central East Trillium shows must operate in compliance with the rules of Equestrian Canada (EC) and the policies of the Trillium Hunter Jumper Association.

The Zone is comprised of a *maximum* of 13 horse shows that follow a number of principles.

1. Shows run over a number of days to a limit of 72 (seventy-two) hours, with the majority incorporating weekends.

Entries

1. No entry is eligible to compete until the person responsible has signed the entry form.
2. Any person signing an entry form is responsible for all statements contained on the form. The person signing must be a minimum of a Silver member of Equestrian Canada, a member of the Ontario Equestrian except in the case of parents or guardians of Junior Competitors.
3. Entries will not be allowed to show until previous horse show debts are paid in full. Changing prize money distribution or eliminating prize money based on entry numbers is not permitted.

With the specifications for appropriate and approved venues in place, any time that objections are raised it can be brought to the THJA board to be reviewed and addressed.

Responsibilities and Policies for Horse Show Managers

Horse Show Managers are a representative of the THJA Brand, specifically representing the Central East and are to present themselves in the following manner:

1. All show managers must be a member in good standing of the THJA, Ontario Equestrian (OE) and Equestrian Canada (EC).
2. Central East Show managers are **expected** to embody and uphold the mission and values of the governing body of Central East and Trillium Hunter Jumper Association (THJA).
3. Fair play, safety, and clean sport must be paramount in all decisions made by a show manager.
4. The horse show manager must be present at all time for the entire horse show they are managing.
5. Show managers (or their delegate) are required to attend the Zone Show Managers Meeting(s).

Prior to being considered to host a CE Show Date

1. All existing CE show managers declaring their intention to host a Trillium Show must have no outstanding THJA development fees or Drug Fees.
2. All existing CE show managers must declare their intention to host a Trillium Show in writing to the CE Board by September 30.
3. Application for new trillium shows must be submitted in writing to the CE Board by July 1.
4. Before final approval can be granted, show managers must hold a valid THJA zone membership in the Central East, an OE Membership and appropriate EC Sport License.
5. The yearly Schedule of show dates is to be voted and approved by the Central East board by October 15. It is encouraged that CE Show managers attend meetings when said vote is taking place.

Hosting CE Shows Criteria

To be considered and accepted to host a show at which the Central East Trillium points can be awarded towards the THJA Championships an application must be submitted directly to the Central East Zone Board by July 1. All applications received by the Central East Board of Directors will be held for review until a show date becomes available or the board feels the need to add another date. At such time, the Board will contact the applicants to allow them to update their proposals in accordance with the Central East Policies. Any changes to proposals are due to the board no later than June 1st of the year prior to the open show date.

All competition managers must abide by current Safe Sport rules and regulations as per Equestrian Canada

1. History and current support for the Central East Zone.
2. Ability to meet or exceed minimum requirements as set out in this policy.
3. Level of experience of the proposed management team.
4. Based on the review of applications, on-site reviews of the facilities will be conducted by a minimum of two Board members with no conflict of interest.
5. All applicants will be informed in writing of the outcome of the Board's review no later than 1st of September.
6. Once a facility has been approved to host a Central East Show, a meeting will be schedule with current show managers to discuss dates before the CE Board Votes on the yearly show dates.
7. All new shows will be subject to a two-year probation period. If criteria are not met and reported concerns are not addressed the Board will advise the applicant by October 1st, that the show will lose their dates for the next year. The show has the option to re-apply through the entire application process.
8. All materials required to host the competition must be in good repair and maintained.

9. All competition rings must be appropriately fenced including safe proper in-gate closures.

Minimum Facility Requirements

Applications must include a description of the facility, equipment, and names of the management team (Show Manager and Secretary), with an explanation of how the following minimum requirements will be met or exceeded:

1. Two (2) large show rings for outdoor shows with safe, well maintained footing that can reasonably withstand inclement weather.
2. One (1) Large show ring for indoor shows with safe, well maintained footing with an indoor schooling ring available.
3. A separate warm-up area for each show ring with safe, well maintained footing.
4. Sufficient staff and/or volunteers for the duration of the show.
5. Convenient and ample water supply for horses and footing.
6. Appropriate arrangements for food (must meet Local Health Department Standards) and amenities for all competitors, support staff and spectators for the duration of the show.
7. Adequate and properly maintained rest room facilities with access for persons with disabilities and sanitization stations.
8. Competition office with adequate space and staff to process in a timely manner.

9. Communication system/technologies must be in place between office, officials, in-gates, announcer, stabling and exhibitors and trainers.
10. If no cell service, a land line must be available.
11. Safe accessible and sufficient parking for horse trailers and spectators.
12. Footing must be safe, consistent, appropriate and maintained through out the duration of the competition i.e. dust control and harrow to industry standards.
13. Appropriate and complete hunter and jumper courses.
14. All competitions must operate in accordance with their local Public Health directives and Safety Standards. Policy must be accessible for officials, in-gates, announcer, exhibitors, trainers and spectators and food service providers.
15. When a competition has two over fences rings going at the same time, two separate warm up rings must be available to competitors with the necessary equipment.
16. All materials required to host the competition must be in good repair and maintained.
17. All competition rings must be appropriately fenced including safe proper in-gate closures.

Process for Evaluation of Current Horse Shows

To be eligible to receive/maintain a show date, show managers and facility owners must:

1. Be actively affiliated and in good standing with the THJA, OE and appropriate membership level at EC.
2. Attend all show manager meetings and the annual general meeting. If a circumstance arises that the show manager is unable to attend, notice of a delegate must be provided to the Board no later than two hours before the meeting. The delegate must be a current THJA member in good standing and associated with that horse show.
3. Continue to comply with minimum requirements as outlined in the Policy: Initial Application to Host a Central East Horse Show.
4. Address recurring themes from members and Board of Directors feedback. Central East members can provide feedback on horse shows through the following methods:
 - (a) Horse show report forms – EC or other competition reports as applicable, as made available.
 - (b) Email communication to the show manager or to a member liaison of the board
 - (c) Online member survey
 - (d) Steward reports
 - (e) Submit completed show applications for the following year at the fall show managers meeting.
5. Minimum jump equipment requirements including FEI approved breakaway tracks/cups according to EC rules and regulations.
6. Current Safety standards and public health mandates must be accessible for officials, in- gates, announcer, exhibitors, trainers and spectators.

Failure To Comply

1. Violations of the above requirements may result in the Horse Show being placed on probation for the next calendar year. The show manager must submit an improvement plan for approval by the Board within one month of the notice of probation.
2. During the probation period failing to meet the above requirements or to execute the improvement plan will result in the removal of the show's date.
3. The show may reapply for a horse show at any time, following the application process set out in the Policy: Initial Application to Host a Central East Horse Show.

Application to host a show

All new locations will be subject to one-year probation period. If criteria is not met and reported concerns are not addressed, the show will lose their dates for the next year and will need to re-apply through the entire application process (refer to Policy: Initial Application to Host a Central East Horse Show).

Should a show change location during this one-year period, the initial probation still applies.

The Show Manager must provide the following for the Board's approval by July 1st to change location in the subsequent year;

1. A description of the facility, equipment, and names of the management team, with an explanation of how the following minimum requirements will be met or exceeded: (refer to Policy: Horse Show Facility Requirements) and will require an in person inspection by 2 members of the board.

Horse Show Office

1. Show office is required to have copies of the current THJA Championship Show Division/Class Specifications and relevant EC Rulebooks onsite.
2. The Secretary of each Competition shall, within 14 days of the last day of the show, send to EC and Zone President or Vice-President (or person designated to do the Zone points) a Master List of all competitors together with a list of all award winners and their placings.
3. Drug Fees must be submitted to EC within 14 days of the end of the show.
4. The secretary/person(s) responsible for recording points must be a member of the THJA in order to have access to the THJA database to confirm memberships.
5. Trillium Development fees and a report listing the fees collected must be submitted to the Zone Treasurer. Trillium fees must be submitted within 30

days of the last day of the show or in the case of a manager hosting multiple shows, 30 days from the last show. Failure to submit Trillium Development Fees to the zone in that time will incur a fine determined by the zone.

Minimum Entries & Prize Money Payouts

No class can be cancelled if it has five (5) or more entries on the entry closing date. A competition may at its discretion hold a class with fewer than five (5) entries. (Reference Equestrian Canada A505)

Format of Horse Show

With the exception of the annual Trillium Championship Show, and indoor shows scheduled over two weekends, a horse show may only extend over 72 hours.

Trillium shows must offer all Championship Show qualifying divisions and classes.

Medic Requirements

1. Medic services must be contracted and on site as per EC rules. Cancelling a Trillium Show
2. Requirements as per EC rules.

It is strongly recommended that divisions/classes not be cancelled if the show manager can avoid doing so. Jr & Am divisions at corresponding heights may be combined.

Trillium competitions must use officials as per current EC rules (judges, stewards, course designers).

Exhibitors - Eligibility to Compete on the CE Zone

1. Equestrian Canada sport licence and Ontario Equestrian membership
All Horses and Ponies must have a valid EC horse recording or for the current competition year (with the exception of the Hack division) to compete in a Silver class.
2. To accumulate points for Championship qualification and/or banquet awards, riders and owners must have a Trillium Hunter Jumper Association (THJA) membership declared in the Central East Zone.

Eligibility for Trillium Championships at Central East Zone Awards

General Rules

1. The Zone in which points are being accumulated by a horse/pony/rider shall be designated on the individual THJA membership card for the current year. Any change made during the year must be registered with THJA membership secretary, prior to competing in the new Zone by email. Confirmation of the change is required from the THJA membership secretary and must be presented at the first horse show attended in the new zone to accumulate points
2. A horse/pony may only qualify for two (2) divisions over fences plus equitation/medal classes and Hack Division for the Championship Show.
3. The top seven- (7) horses/ponies/riders in each Division will be eligible to compete at the Trillium Championships. In the event of a tie for 7th place, all tied competitors are eligible for the Championships and year-end awards.
4. The horse/pony/rider accumulating points for that class or division must compete in at least 50% of Trillium Competitions in the Zone in their respective division. If the Zone is hosting fewer than 8 Trillium Competitions, a horse/ pony/ rider must compete in at least four (4) Trillium

competitions in their respective division, in order to be eligible to compete at the Trillium Championships.

5. All fees from Trillium Championships must be paid in full in order to receive Zone year- end awards.
6. Points Accumulation
 - (a) To be eligible to accumulate points at any Trillium Competition, competitors and competition horse owners must be current members in good standing of EC, OE and THJA. Points accumulation is the basis on which eligibility for year-end zone awards and participation in the Trillium Championships are determined.
 - (b) The individual is considered to be a THJA member on the date the membership payment has been received for the current year. A THJA membership must be valid for points to be accumulated at each show. Points are not retroactive.
7. In order to participate and attend at CE Trillium Shows all attendees accept and agree to abide by the published THJA social media policy and code of conduct, and all riders and owners must be members in good standing at the appropriate level or higher
8. Year end banquet awards, owners and riders must have a membership in Central East Trillium zone in good standing. Awards will be given to the top ten in each division with no minimum show count required.

Horse Show Liability

As per current THJA, Ontario Equestrian and Equestrian Canada rules and regulations.