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POLICIES OF THE CENTRAL  
WEST ZONE TRILLIUM  
HUNTER JUMPER  
ASSOCIATION INC.

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*(Revised March 8, 2020)*

*For more information on the Central West Trillium Circuit, please visit  
[www.centralwestzone.com](http://www.centralwestzone.com)*

## POLICIES OF THE CENTRAL WEST TRILLIUM ZONE

### ABOUT THE CENTRAL WEST ZONE OF THE TRILLIUM HUNTER JUMPER CIRCUIT

The Trillium Hunter Jumper Circuit is a “Silver” level Provincial Show Circuit.

The Central West Trillium Association, also known as Central West Zone or The Zone, is incorporated as a not for profit organization and is governed by the rules of Equestrian Canada (EC). The bylaws of the Central West 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 West Zone By-Laws.

The Zone is comprised of a maximum of eleven horse shows that follow a number of principles:

- 1) Shows run over a number of days to a limit of 72 hours, with the majority incorporating weekends.
- 2) As a general rule and when possible, Central West horse shows are not held on long weekends.
- 3) Each Division of the show must be completed on one day.

## POLICIES OF THE CENTRAL WEST TRILLIUM ZONE

### ROLE OF THE CENTRAL WEST BOARD OF DIRECTORS (The Board)

1. 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).
2. To uphold the policies of the Zone.
3. To ensure the financial viability of the Zone in keeping with pertinent not for profit legislation
4. To promote safety in equestrian sport by ensuring that all competition venues in the Zone comply with minimum requirements.
5. To represent the Central West Zone on the THJA Board of Directors.

The Board of the Central West Trillium Association is comprised of a President, Vice President, two (2) Directors at Large and a Secretary/Treasurer.

The terms and rotation for these roles are governed by the bylaws for the Association.

### *Committees of the Board:*

#### 1) Show managers committee

This committee is comprised of the show managers from each of the Central West Trillium shows. Meetings are held at least twice per year. The committee will advise the Board on the following annual decisions:

- a) The annual Central West show program – format and dates for shows
- b) Officials
- c) Medics
- d) Entry/point tabulation systems
- e) Standardized entry fees
- f) Standardized prize money
- g) Addressing comments and concerns from the members.

The Board has final approval on the above annual decisions.

#### 2) Banquet Committee

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

## POLICIES OF THE CENTRAL WEST TRILLIUM ZONE

### POLICY: ELIGIBILITY TO COMPETE AT A CENTRAL WEST TRILLIUM SHOW

In order to compete at a Central West Trillium Show, all riders and owners must have the following :

- (a) Equestrian Canada sport licence– silver or higher
- (b) Ontario Equestrian membership

All Horses and Ponies must have a valid EC horse recording or passport for the current competition year (with the exception of the Hack division).

To accumulate points, riders and owners must have a Trillium Hunter Jumper Association (THJA) membership declared in the Central West Zone.

## POLICIES OF THE CENTRAL WEST TRILLIUM ZONE

### POLICY: ELIGIBILITY FOR TRILLIUM CHAMPIONSHIPS & CENTRAL WEST ZONE YEAR-END AWARDS

#### *General Rules*

- (a) 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 fax, mail or 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.***
- (b) A horse/pony may only qualify for two (2) divisions over fences plus equitation/medal classes and Hack Division for the Championship Show.
- (c) 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 7<sup>th</sup> place, all tied competitors are eligible for the Championships and year-end awards.
- (d) 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 qualify for year-end awards or to be eligible to compete at the Trillium Championships.
- (e) All fees from Trillium Championships must be paid in full in order to receive Zone year-end awards.

#### *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.

## POLICIES OF THE CENTRAL WEST TRILLIUM ZONE

### POLICY: INITIAL APPLICATION TO HOST A CENTRAL WEST HORSE SHOW

1. In order to be accepted as a show at which the **Central West Trillium** points can be awarded towards the THJA Championships, an application must be submitted directly to the **Central West Zone Board**.
  
2. 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:
  - (a) Two (2) large show rings for outdoor shows with safe footing that can reasonably withstand inclement weather
  - (b) One (1) large show ring for indoor shows with safe footing
  - (c) Appropriate and complete Hunter and Jumper courses
  - (d) A separate warm-up area for each show ring
  - (e) Sufficient staff and/or volunteers
  - (f) 8 jump poles and 8 jump standards for each warm-up area with FEI approved break away cups and track systems.
  - (g) Sufficient parking with access for persons with disabilities
  - (h) Washroom facilities with access for persons with disabilities
  - (i) Arrangements for food and amenities for all competitors, support staff and spectators for the duration of the horse show
  - (j) Ample supply of water for horses
  - (k) Ring maintenance i.e.: dust control, harrow
  - (l) Sound system
  - (m) Show management communication system. i.e. in-gate, officials, announcer, office.
  - (n) Equestrian Canada requirements for Silver Sanctioning
  
1. All individuals of the proposed management team must be members of Central West and in good standing with the THJA for the year the application is submitted.

## POLICIES OF THE CENTRAL WEST TRILLIUM ZONE

### *Process*

All applications received by the Central West Board of Directors will be held for review until a show date becomes available.

At such time, the Board will contact the applicants to allow them to update their proposals in accordance with the Central West Policies. Updated proposals are due to the Board by June 1<sup>st</sup> of the year prior to the open show date. All applications will be reviewed based on the following criteria:

- (a) History of support for the Central West Zone
- (b) Ability to meet or exceed minimum requirements as set out in this policy.
- (c) Level of experience of the proposed management team

Based on the review of applications, on-site reviews of the top three facilities will be conducted by a minimum of two Board members.

All applicants will be informed in writing of the outcome of the Board's review by October 1<sup>st</sup>

- (a) Once a facility has been approved, the applicant will be notified of the competition date. Should the applicant decide not to accept the awarded show, the date will be given to the next successful applicant.
- (b) 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 1<sup>st</sup> that the show will lose their dates for the next year. The show has the option to re-apply through the entire application process.

## POLICIES OF THE CENTRAL WEST TRILLIUM ZONE

### POLICY: PROCESS FOR EVALUATION OF CURRENT HORSE SHOWS

*To be eligible to maintain a show date, show managers must:*

- 1) Be actively affiliated and in good standing with the THJA, OE and EC.
- 2) Attend all show manager meetings; the annual general meeting and the town hall 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 West Horse Show.
- 4) Address recurring themes from member and Board of Directors feedback. Central West members can provide feedback on horse shows through the following methods:
  - (a) Horse show report forms
  - (b) Email communication to the show manager or to a member liaison of the board
  - (c) Online member survey
  - (d) Steward reports
- 5) Submit an annual quality improvement initiative.
- 6) Submit completed show applications for the following year at the Fall Show Managers meeting.

#### *Failure To Comply*

- 1) Violations of the above requirements will result in the Horse Show being placed on probation for a period of one 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 West Horse Show.

## POLICIES OF THE CENTRAL WEST TRILLIUM ZONE

### POLICY: APPLICATION FOR A CHANGE OF SHOW LOCATION

All new locations will be subject to a two-year probation period. If criteria are 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 West Horse Show)

Should a show change locations during this two year period, the initial probation still applies.

The Show Manager must provide the following for the Board's approval by June 1<sup>st</sup> 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:

- (a) Two (2) large show rings for outdoor shows with safe footing that can reasonably withstand inclement weather
- (b) One (1) large show ring for indoor shows with safe footing
- (c) Appropriate and complete Hunter and Jumper courses
- (d) A separate warm-up area for each show ring
- (e) Sufficient staff and/or volunteers
- (f) 8 jump poles and 8 jump standards for each warm-up area with FEI approved break away cups and track systems.
- (g) Sufficient parking with access for persons with disability
- (h) Washroom facilities with access for persons with disabilities
- (i) Arrangements for food and amenities for all competitors, support staff and spectators for the duration of the horse show
- (j) Ample supply of water for horses
- (k) Ring maintenance i.e.: dust control, harrow
- (l) Sound system
- (m) Show management communication system. i.e. in-gate, officials, announcer, office.
- (n) Equestrian Canada requirements for Silver Sanctioning

## POLICIES OF THE CENTRAL WEST TRILLIUM ZONE

### POLICY FOR HOSTING A CENTRAL WEST SHOW

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

#### *Show Programs (Prize List)*

- (a) All core divisions/classes MUST run before non-core classes. Non-core classes can be added to the end of the day's schedule in a core ring or run in a separate ring throughout the day as long as the addition of that class does not delay the running of core classes.
- (b) It is imperative that show secretaries send their Horse Show Schedule to the show guide coordinator by January 15<sup>th</sup> for their schedule to be approved and placed into the show guide. A Steward approved by the Central West Board will review and approve all schedules.
- (c) No prize list may be published until the competition officials and the prize list have been approved. SEE ARTICLE A601.2
- (d) The show will use standardized entry fees, prize money and an entry/point tabulation system as decided on at the Fall show managers meeting.

#### *Entries*

- (a) No entry is eligible to compete until the person responsible has signed the entry form.
- (b) 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 EC, a member of the OEF and the THJA except in the case of parents or guardians of Junior Competitors.
- (c) Entries will not be allowed to show until previous horse show debts are paid.

#### *Show Office*

- (a) A provincial circuit competition is required to have copies of the EC Rule book that they may purchase from EC.
- (b) The Secretary of each Trillium Competition shall have a copy of the current EC Rules, which must be available for reference at all times during the competition.
- (c) The show manager and secretary must be a current Central West THJA member.
- (d) The Secretary of each Trillium Competition shall send to EC within 14 days of the last day of the show, a Master List of all competitors together with a list of all award winners and their placings.

## POLICIES OF THE CENTRAL WEST TRILLIUM ZONE

- (e) Drug Fees must be submitted to EC and Trillium Development fees must be submitted to the Zone Treasurer respectively within 14 days of the last day of the show. Failure to submit Trillium Development fees within this time frame will incur a fine of \$250.00.

### *Officials*

- (a) The competition must furnish the judges with a scorecard for each class.
- (b) Judges are limited to two shows per season on the Central West Circuit.

### *Liability*

- (a) All competitions must have liability insurance – minimum limit \$2 million – and must provide proof of such to the OE.
- (b) Provisions should be adopted prior to the competition for the proper handling of emergencies such as fire, accident and horse mortality. For the protection of the audience and exhibitors, medical assistance must be available on the grounds and an ambulance must be at least on call during the competition.
- (c) Each Trillium Competition must have a qualified veterinarian present or on call.

### *Schooling*

- (a) When a competition has two over fences rings going at the same time, two separate sets of schooling jumps must be available to exhibitors including 8 jump poles and 8 jump standards with FEI approved break away cups and tracks for each warm-up area.