



**Newfoundland & Labrador**  
Equestrian Association

2020

Terra Nova Series

NLEA Guidelines for Competition Host Organizers

Updated September 2020

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## 1.0 OVERVIEW

Planning a horse show can be time consuming and stressful, but this package is designed to help you throughout the planning process. This package contains information, guidelines, checklists, and sample forms that you will need to make your show a success. If you are interested in hosting a show, or have any questions, please contact the Vice President of the NLEA by email, [vicepresident@equestriannl.ca](mailto:vicepresident@equestriannl.ca), for more information.

When planning a show, there are many important factors to consider, such as: Organization; Preparation; Insurance/ Liability, Delegation; and most importantly safety!

**Organization:** The more organized you are, the less stressed out you will be during the show. Having checklists and a timeline will help your show run smoothly.

**Preparation:** Planning your show in advance will cut down the amount of work required during the weeks leading up to your show. The checklists and timelines provided will give you more details on how to successfully prepare for your show.

**Insurance/ Liability:** Accidents happen and you want to make sure that you are covered! Ensure that you have proper insurance for your show.

**Delegation:** To ensure your day runs smoothly, create a show team (paid or volunteers) that will help you during your show. Assign duties before the day of the show, and make sure everyone knows their job.

**Safety:** Safety is the most important factor when hosting a horse show. You want all horses and riders to have fun and be safe! Post/Announce safety rules and delegate someone to be your safety officer for the day.

### **Other factors to consider when planning a show:**

- Logistics: Size of arena; warm-up ring; stabling horses overnight; spectator parking; trailer parking; bathroom facilities; Will weather be an issue?
- Class List: What discipline/divisions; what level show (schooling, fun show or recognized/rated); what prizes/ribbons will you offer?
- Equipment: Jumping equipment (that meets standards- see the rule book, ); trail class equipment; sound system; measuring tape; timer/stopwatch; etc.
- Establish your show rules and regulations. Have a copy of the rulebook. Post your rules and make sure all competitors are aware of the rules.
- Establish your budget and consider your expenses: hiring a judge/official; cost of prizes; secretarial supplies; show numbers; rentals; first aid team (consider St. John ambulance volunteers)
- Concessions- will you have food and drink available for purchase?

## **2.0 TYPES OF SHOWS**

### **Recognized or rated (NLEA or EC sanctioned):**

These shows must follow the Terra Nova Series NLEA rulebook if it is an NLEA sanctioned show or Equine Canada rules, if holding an Equine Canada sanctioned show. All NLEA and EC shows must have on hand during the entire event, a person(s) who is trained and knowledgeable in First Aid/Emergency Medical Treatment who is clearly identified. Ambulance/MD: If they are not present at the event, know how to reach an ambulance and doctor on short notice. Alert them ahead of your event so they are aware it is being held. Keep the telephone number of both ambulance and doctor readily available on a moment's notice.

Terra Nova Series Competitions require the use of approved officials. Approved officials include NLEA Provincial Officials or other provinces certified officials, Equestrian Canada Officials (some restrictions apply), and Discipline Specific and Breed officials - Officials must be approved by NLEA board.

A steward or designated official is required for all sanctioned shows. Insurance is required to host an NEA or EC sanctioned show.

### **Non-sanctioned Shows**

Nonsanctioned shows such as schooling or fun shows are great opportunities for riders outside the mainstream competition series. In these shows, the NLEA rulebook should

be used as a guideline, but can be modified at the discretion of show organizers (for example, use of martingales, snaffle bits in western classes, and casual attire as deemed appropriate). Judges presiding over these shows are not required to be approved officials, however it is suggested that show organizers select judges and show officials based on their level of experience and any relevant qualifications they may have.

### 3.0 PREPARATION

Create your show committee. You should assign roles and responsibilities. It is important to assign the show Competition Contact and Safety Manager early in the planning stages. The Competition Contact will handle all paperwork in relation to the show, class list and handle entries. Once your date and judge are confirmed you should advertise your show immediately. The NLEA will advertise your show, but you should post advertisements in local tack shops and other facilities, advertise on social media and spread the word to all your friends. Order all your supplies, ribbons, and equipment well in advance.

The following documentation must be completed and submitted according to the schedule below:

Document	Date Due
<b>Submission Requirements Prior to Competition</b>	
Recognized Competition/Event Application Form	May 1 <sup>st</sup>
Competition Package	4 weeks prior to the competition
Show Form	4 weeks prior to the competition
Certificate of Insurance	4 weeks prior to the competition
Competitor List	7 Days prior to competition
<b>Submission Requirements Post Competition</b>	
Remittance Form with Fees	10 days post competition
Competition Results	10 days post competition

#### SUBMISSION REQUIREMENTS PRIOR TO COMPETITION

##### RECOGNIZED COMPETITION/EVENT APPLICATION

- Completed application Form, which includes payment of \$25.00 fee, payable by either cheque, money order, cash or e-transfer.
- A refundable deposit of \$100.00 will also be required, as an assurance for post-competition fees and results submission. This deposit will be returned/destroyed when competition results have been received by the provincial office. Competition organizers must indicate which method they would prefer (either returned or destroy) when submitting an application.

#### COMPETITION PACKAGE:

- Competition Organizers are required to submit a copy of the competition package to the NLEA. It is recommended that your officials review the competition package prior to submission.
- Include the information competitors and competition organizers will be required to know i.e. refusal of entries for Not in Good Standing, refund information, location, officials, etc.
- Liability Waiver.

*All Terra Nova Series competitors are required to sign and submit an Acknowledgement of Risk and Release of Liability form as part of the competition entry (included in this document). Parents/ legal guardians of competitors under the age of 19 years must sign and submit the Acknowledgement of Release form on said competitor's behalf.*

#### SHOW FORM:

- Outlines all Competition details and details for competitors.
- Provides details on divisions and classes offered.
- Provides all necessary payment and form submittal requirements.

#### CERTIFICATION OF INSURANCE:

Enclosed Proof of event coverage, with a minimum of \$2 million Commercial General Liability **Insurance coverage**

- NLEA must be named as an additional insured (full name) on the competition's Certificate of Insurance – to be submitted to NLEA with application form.
- NLEA is pleased to partner with our insurance provider, Capri CMW, to offer competitions a single day Liability Insurance program to purchase at a preferred rate (application form found on the NLEA website – [www.equestriannl.ca](http://www.equestriannl.ca)).

#### COMPETITOR LIST:

- Competitor list must be submitted to the NLEA at least seven days before competition in order to verify that competitors are current NLEA members.
- Competitors must be NLEA Members to accumulate points towards Terra Nova Series Awards.
- The “Person Responsible” as indicated on the competition application form **MUST** be a current NLEA member.

## SUBMISSION REQUIREMENTS POST COMPETITION

### REMITTANCES:

Submit the NLEA Remittance Form and fees as required:

- Remittance fee of \$3.00 per Terra Nova Series competitor entry.
- Competitions hosting Dressage Classes must submit Dressage Royalty Fees to Equestrian Canada within 10 days of competitions. More information can be found on the Terra Nova Series Remittance Form.

### COMPETITION RESULTS:

- Terra Nova Series Class Results must be received within ten days of the competition. Accuracy assists and ensures Terra Nova Series Provincial Points and Eligibility for Year-end Awards is calculated correctly.
- There are two options for Results Submission. The enclosed Results Template, located in APPENDIX C, will further explain these options.
- Results can be submitted to NLEA by email or mail (email is preferred).
- Contact NLEA for assistance.

Competitions must have an Emergency Action Plan and show organizers must be aware of the plan. It is required that show organizers post an Emergency Action Plan (EAP) in a high traffic area that is visible to all competitors.

Biosecurity measures should also be considered. Biosecurity procedures include rules, regulations, and procedures to protect the health and wellbeing of humans and animals participating in the show. Biosecurity procedures should also include consideration of others that may be impacted from exposure to show animals and participants before, during or after the show. You should ensure all animals are up to date on vaccines, as this can help protect your own animals. Show participants are expected to practice proper health management practices for all animals and refrain from showing an animal that could pose a health risk to other animals or humans. A biosecurity policy should be established by the host facility including all biosecurity protocols and expectations should be distributed to all exhibitors and families prior to the show.

Finally, days prior to the show, the grounds should be inspected for health and safety concerns. Develop a plan that will allow ample room for horses at the in-gate and avoid crowding that can lead to a hazardous situation (ex. Keeping spectators away from the in-gate and posting the class list away from the in-gate). Prepare exhibitor packets containing: back numbers and attachments, show program and schedule, garbage bag,

welcome letter, safety and emergency procedures/information, and any special instructions or announcements.

<b>Horse Show Checklist</b>	
<b>Items</b>	
<input type="checkbox"/>	Ribbons and Prizes
<input type="checkbox"/>	Competition Number
<input type="checkbox"/>	Port-A-Potties
<input type="checkbox"/>	Timers
<input type="checkbox"/>	Walkie-Talkies
<input type="checkbox"/>	Speaker System
<input type="checkbox"/>	Extension Cords
<input type="checkbox"/>	Rule Book
<input type="checkbox"/>	Bell/Whistle
<input type="checkbox"/>	Clipboards
<input type="checkbox"/>	First Aid Kits (horse and human)
<input type="checkbox"/>	Scratch Paper
<input type="checkbox"/>	Tarp
<input type="checkbox"/>	Cash box/Change
<input type="checkbox"/>	Jump Cones with plastic pins
<input type="checkbox"/>	Obstacles required for the competition (standards, Dressage letters, cones, gate, bridge, poles, etc.)
<b>Personnel Established</b>	
<input type="checkbox"/>	Competition Contact
<input type="checkbox"/>	Safety Manager
<input type="checkbox"/>	Judge – Judges Contract must be established
<input type="checkbox"/>	Steward
<input type="checkbox"/>	Announcer
<input type="checkbox"/>	Judges Assistant
<input type="checkbox"/>	Point Tracker
<input type="checkbox"/>	Ring Crew
<input type="checkbox"/>	Gate Attendant
<input type="checkbox"/>	First Aid Personnel
<input type="checkbox"/>	Warm up Arena Supervisor
<input type="checkbox"/>	Ribbon Runners
<input type="checkbox"/>	Concession Stand Attendants, if applicable

<b>Items for the Judge</b>	
<input type="checkbox"/>	Chair
<input type="checkbox"/>	Beverages
<input type="checkbox"/>	Competition Schedule
<input type="checkbox"/>	Competition Rule Book
<input type="checkbox"/>	Class List
<input type="checkbox"/>	Judging sheets and cards
<b>Policies/Plans Established</b>	
<input type="checkbox"/>	Emergency Action Plan
<input type="checkbox"/>	Biosecurity Policy
<input type="checkbox"/>	Specific Lunging Rules your Competition
<b>Items to be Posted</b>	
<input type="checkbox"/>	No Parking Zones
<input type="checkbox"/>	Entry and exit locations
<input type="checkbox"/>	Designated Warm up Arena
<input type="checkbox"/>	Emergency Procedure Poster
<input type="checkbox"/>	Emergency Action Plan Posted
<input type="checkbox"/>	Designated Spectator area
<input type="checkbox"/>	Emergency Exits clearly Identified

At least 3 months in advance:

- Start getting your show committee together. As soon as possible after determining the date, etc.
- Start getting the word out.
- Determine your class list and submit to NLEA to share on Website.

6 to 8 weeks in advance:

- Order the ribbons and other prizes (you might need more time depending on where you order from).
- Start getting your show materials together – both secretarial and ring.

3 to 4 weeks in advance:

- Finalize your volunteers – make sure you have a few in reserve.
- Ensure you have enough attendance to make it financially viable (low numbers may cause you to lose money).

1 to 2 weeks in advance:

- Have a meeting of the show committee to make sure you have everything organized.
- Inspect the show facility to inspect the grounds and make sure there is nothing else you need to provide for the show.



#### The day before the show:

- Do a final safety inspection of the show grounds.
- Make sure you have all your show forms and show supplies.

#### The day of the show:

- Show up and have fun.
- Adhere to safety and biosecurity standards.
- Communicate with show organizing personnel.
- Record results.

#### After the show:

- Make sure the grounds are cleaned up.
- Submit remittance and competition results to the NLEA.

## **4.0 COMPETITION/EVENT APPROVAL PROCESS**

### EVENT DATE APPROVAL

- First-choice date will be approved if there is no competition on that date.
- If there is an existing competition on the first-choice date, it will be evaluated using the distance consideration, as follow:
  - i. Competitions that are more than 100km driving distance apart (Google Maps) will be approved.
  - ii. Competitions 100km or less driving distance apart (Google Maps) will be given approval if no other same discipline-specific competition is held on that date. Some exceptions may apply.
- If the first-choice date is not approved, the second-choice date and third-choice date will be considered using the same process;
- An opportunity to choose another date will be given using the process as above if the dates chosen aren't satisfactory.
- Upon approval, the date will be confirmed and posted on the NLEA's Calendar of Events.

### APPROVAL OF OFFICIALS

- Terra Nova Series Competitions require the use of approved officials. Approved officials include NLEA Provincial Officials or other provinces certified officials, Equestrian Canada Officials (some restrictions apply), and Discipline Specific and Breed officials - Officials must be approved by NLEA board.

- Other approvals may be considered for extraordinary circumstances, as determined by NLEA
- Contact NLEA for assistance if considering an Equestrian Canada Licensed Official
- Officials should be aware of and have a working knowledge of the Terra Nova Series competition rules. Rules can be downloaded from the NLEA website: [www.equestriannl.ca](http://www.equestriannl.ca)
- All effort should be made to ensure there is no conflict or perceived conflict of interest when hiring officials
- Officials must be a current member of the NLEA (or out of province P/TSO)