

## Procedures and Guidelines

120, 251 Midpark Blvd SE, Calgary, AB T2X 1S3  
Phone: 403.253.4411 ext. 4 • Toll Free: 1.877.463.6233  
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These Procedures and Guidelines are to aid Competition Managers who would like to sanction their upcoming competition as an AEF Wild Rose competition. These guidelines are intended to guide managers through the different sanctioning levels and their respective requirements and timelines to follow.

### Wild Rose Competition Application Procedure

#### 1. Application Submission:

- a. Competition Managers applying to host a Wild Rose sanctioned competition must submit the applicable Wild Rose Competition Application (WRCA). Each competition requires a separate WRCA submission.
- b. The WRCA must bear the signature of the Competition Manager, affirming responsibility for the event's conduct.
- c. At the time of submission of the WRCA, the following information is required:
  - i. Competition Manager information (Must have valid AEF Membership)
  - ii. Show Secretary information (if applicable)
  - iii. Officials
  - iv. Competition Name, Date, and Location
  - v. Certificate of Insurance?
  - vi. Payment of applicable sanctioning fees (see table 1)

#### 2. Competition Fees:

- a. Competition sanctioning fees are determined annually by the AEF and detailed in the Schedule of Fees.
- b. Fees are due at least 30 days before the competition's commencement and are payable to the AEF. Refunds/credit are granted if sufficient cancellation notice is provided; however, non-approved competitions forfeit all fees.
- c. Late applications may incur additional administrative charges at the discretion of AEF.
- d. A single sanctioning fee applies to the highest level of competition offered.
- e. Past due accounts (>30 days) accrue a 2% monthly interest rate fee. Accounts exceeding 60 days result in the Competition Manager being placed in Not in Good Standing status until resolved.
- f. Advance payment of fees may be requested by the AEF for date approval or submission to external bodies.
- g. Payment methods include credit card, EFT/wire transfer, cheque or Interac Online;

Table 1 – 2024 Sanctioning and Associated fees

Item	Fee
<b>Wild Rose Competition Sanctioning (All Disciplines)</b>	\$35.00
<b>Wild Rose Schooling Show Competition Sanctioning (Hunter/Jumper)</b>	\$35.00
<b>Wild Rose Provincial Circuit Tier 1 Competition Sanctioning (Hunter/Jumper)</b>	\$250.00
<b>Wild Rose Provincial Circuit Tier 2 Competition Sanctioning (Hunter/Jumper)</b>	\$750.00
<b>Late fee for all levels</b>	\$200.00
<b>Guest Card fee</b>	\$15.00

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### 3. Competition Sanctioning Requirements:

- a. All Wild Rose competitions are required to;
  - i. Submit a corresponding sanctioning application and fee
  - ii. Utilize a recognized judge or submit a guest card application
  - iii. Submit a Certificate of Insurance that includes a minimum \$2,000,000 liability insurance covering the competition and adding additional insured AEF, officials, etc.
  - iv. Submit an annual Emergency Action Plan form (EAPs are valid for one year)
  - v. Payment of applicable sanctioning fees
  - vi. Prize list shows
    1. Heights do not surpass 1.10m (3'6)
    2. Total Prize Money does not surpass \$5,000
  - vii. Entry form shows
    1. List the individual who is presiding as that entry's coach (does not require certification)
- b. Provincial Circuit Tier 1 competitions must submit;
  - i. Submit a corresponding sanctioning application and fee
  - ii. Utilize a recognized judge, steward and course designer or submit a guest card application
  - iii. Submit a Certificate of Insurance that includes a minimum \$2,000,000 liability insurance covering the competition and adding additional insured AEF, officials, etc.
  - iv. Submit an annual Emergency Action Plan form (EAPs are valid for one year)
  - v. Payment of applicable sanctioning fees
  - vi. Biosecurity Protocol Form
  - vii. If a class offers a prize money of \$15,000 - \$50,000, two(2) recognized judges must officiate the class. One of the judges must be a senior judge.
  - viii. Have the prize list and entry form approved by the Steward
  - ix. Prize list shows
    1. Heights do not surpass 1.40m
    2. Total prize money does not surpass \$50,000
  - x. Entry form shows
    1. Collection of a \$5 Provincial Awards Contribution Fee from each entry
- c. Provincial Circuit Tier 2 competitions must, in addition to 17. b;
  - i. Utilize two (2) recognized Stewards
  - ii. Prize list does not surpass \$175,000
  - iii. Classes offering prize money over \$25,000 two (2) recognized judges must officiate the class. One of the judges must be a senior judge.
  - iv. Classes offering prize money over \$50,000, two (2) recognized senior judges must officiate the class.
- d. Sanctioning is granted upon completion of all required forms, fees, and compliance with regulations.
- e. Sanctioning is specific to the competition applied for and does not extend to future events.
- f. Sanctioning may be withheld for outstanding matters, including financial, safety, or non-compliance issues.

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#### 4. **Sanctioning Withdrawal or Loss:**

- a. Sanctioning may be withdrawn or withheld for various reasons, including financial delinquency, failure to address issues raised by the AEF, safety concerns, inappropriate behaviour, etc.
- b. Multiple non-sufficient funds payments may result in the removal of future sanctioning.
- c. Competition Managers/Organizers will be notified of any outstanding issues so they can be rectified.

#### 5. **Roles and Responsibilities**

##### **The Competition Organizing Committee and/or Competition Manager/Organizer must:**

- a. Be responsible for the overall operation of the Wild Rose competition, ensuring compliance with all deadlines and fees stipulated by the administration.
- b. Designate a Competition Manager/Organizer with an active AEF membership, who holds authority to bind the organizing entity and ensures adherence to Wild Rose competition rules.
- c. Enforce Wild Rose competition rules from entry acceptance to the departure of competition participants, consulting the Steward and/or Technical Delegate as necessary.
- d. Report any prejudicial acts by competitors or others to the AEF.
- e. Ensure financial obligations, including prize money, awards, and officials' payments, are met.
- f. Adhere to AEF Equine Medication Control rules regarding testing procedures and provide sharps containers for medical waste disposal.
- g. Follow AEF guidelines for handling protests and disputes.
- h. Maintain documentation for five years and provide upon request by AEF.
- i. Be responsible for all financial transactions related to the competition.
- j. Accommodate shadow/learner officials.

#### 6. **General Responsibilities: Pre-Competition:**

- a. Follow the Wild Rose competition sanctioning procedure.
- b. Submit prize list and entry form for approval before the competition submission deadlines.
- c. Submit the applicable Wild Rose Competition Application Form and required documents before the competition submission deadlines.
- d. Verify competitor eligibility against the AEF database.
- e. Notify of any venue changes in writing.

#### 7. **General Responsibilities: During the Competition:**

- a. Ensure all participants comply with Wild Rose Rulebook.
- b. Face penalties for allowing ineligible individuals to compete.

#### 8. **General Responsibilities: Post-Competition:**

- a. Submit all fees, forms, and reports to the AEF within 10 days of the competition's end.
- b. Distribute prize money according to Wild Rose competition rules.
- c. Submit results to the AEF within 10 days, using the approved format.
- d. Face penalties for late submissions or non-compliance with results reporting.

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### 9. Officials Approval:

- a. List all officials and their certification
- b. A competition may utilize an uncertified official by completing a guest card application.
- c. Guest card applications need to be accompanied by two (2) letters of reference.
- d. Submission of a guest card application does not automatically approve the official. AEF reserves the right to approve an official under a guest card.

### 10. Forms:

- a. All forms and applications can be found at [www.albertaequestrian-events.com/competitions](http://www.albertaequestrian-events.com/competitions)
- b. Forms can be submitted online or downloaded, mailed, or emailed back to the AEF.

### 11. Emergency Action Plans

- a. All Wild Rose competitions are required to complete an Emergency Action Plan (EAP) form; a template is provided.
- b. The EAP covers the following information:
  - i. Facility information (address, telephone, legal land description)
  - ii. Clear directions to the facility for emergency personnel
  - iii. Map of facility, and muster point(s)
  - iv. Person in charge information
  - v. Alternate call person
  - vi. Emergency phone numbers (hospital, vet, after hours vet)
  - vii. Clear directions to hospital/vet hospital
  - viii. Fire/flood/tornado Plan and location
  - ix. First aid kits – human and horse
  - x. Fire extinguishers
  - xi. Rider, staff, horse profiles/phone #s and security measures for privacy and security (Where stored/located if needed to access, list not required to be included with EAP submission to AEF)
- c. EAP forms are valid for the calendar year (venues that host multiple competitions in the year will only be required to submit for the first competition of the year)

### 12. Coaches

- a. Variations of Coach and Coaching certification requirements are being implemented at Wild Rose Competitions;
- b. **Wild Rose Competition (All Disciplines)/ Wild Rose Schooling Show Sanctioning**
  - i. The entry form must have a space for the coaches name and AEF number (if applicable) to be recorded
  - ii. Entry can also declare self-coached
  - iii. Coach does not require coaching certification
  - iv. A list of all coaches must be submitted to with Post Competition forms
- c. **Wild Rose Provincial Circuit Tier 1 & 2**
  - i. The entry form must have a space for the coaches name and AEF number to be recorded
  - ii. Entry can also declare self-coached
  - iii. Coach is required to have NCCP Coaching Certification
  - iv. Non-NCCP coaches may be eligible to coach at the Wild Rose Provincial Circuit if they:
    - Hold an active EC Licensed Coach Status

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- Hold an active International Group of Equestrian Qualifications (IGE) Passport
- Hold a Temporary Coaching Badge for the specific competition
- v. Temporary Coach Certification can be purchased, valid for one (1) competition.
- vi. Coaches must wear their Coaching Certification Badge and ensure it is visible while on competition grounds
- vii. A list of all coaches must be submitted to AEF with Post Competition forms

### 13. Results Input:

- a. Submit results within ten (10) days of the competition's end using the approved format.
- b. Resolve any errors promptly to avoid penalties or future date withholding.

### 14. Penalties/Violations

#### Referencing Fees and Penalties:

- a. Consult the Schedule of Fees and Schedule of Fines and Penalties for details on penalties and fines.

### 15. Competitor Fees:

- a. The Competition Manager may report any non-negotiable payments from competitors to the AEF within 60 days of the competition's conclusion.
- b. The AEF is not responsible for collecting fees other than non-negotiable cheques or declined credit cards.
- c. Non-payment results in the competitor being listed as not in good standing until fees are settled.

### 16. Breach of Wild Rose Competition Rules:

- a. In cases of rule breaches not covered in the Schedule of Fines and Penalties, the following penalties may be imposed:
- b. First offense: Fine up to \$500.
- c. Second offense within three years: Fine up to \$1,000 and not in good standing status for up to 30 days.
- d. Third offense within three years: Fine up to \$2,500, not in good standing status for up to 90 days, and future date and sanctioning withholding.

### 17. Procedure For Unsanctioned Competitions:

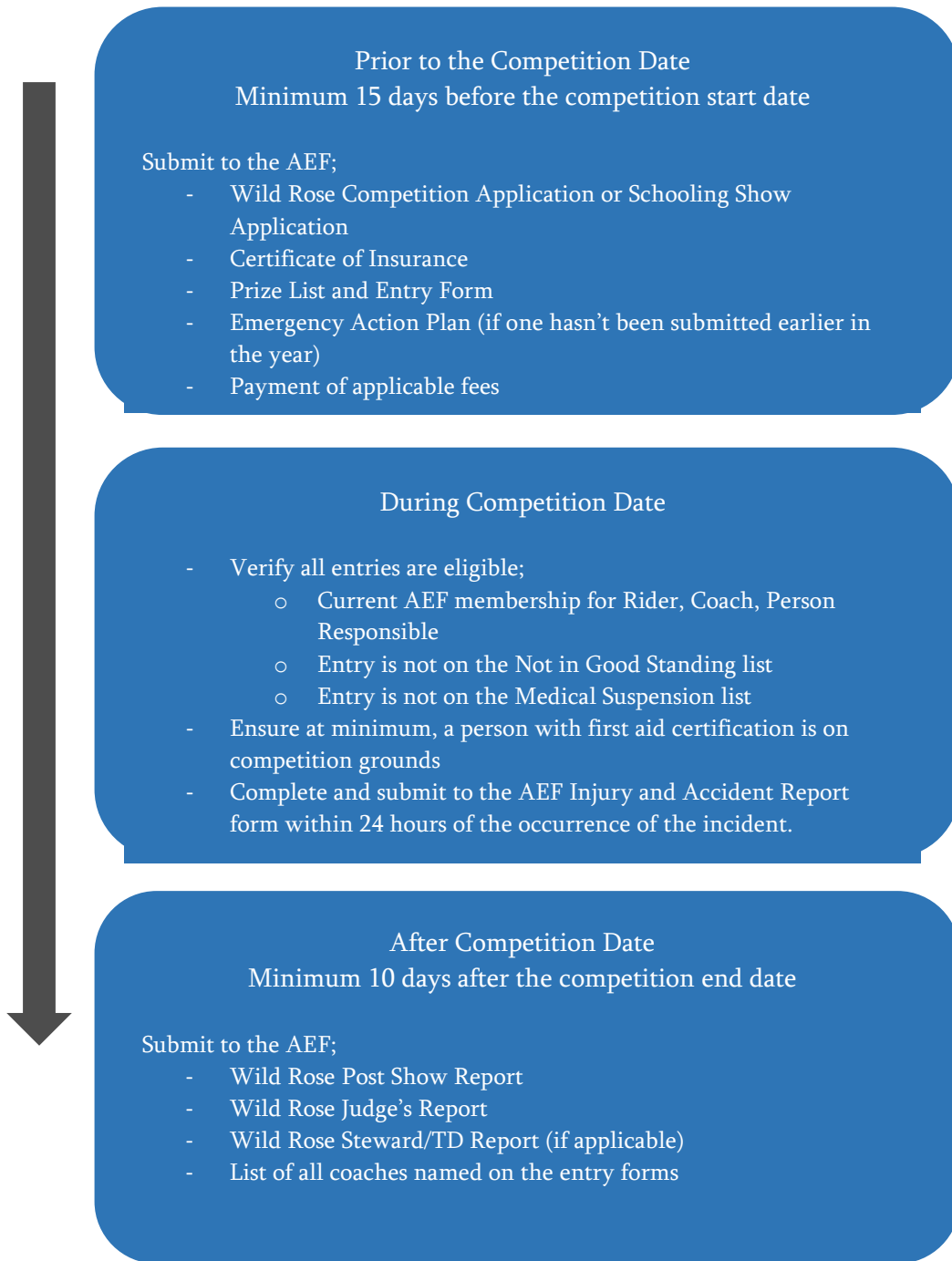
- a. Retroactive sanctioning may be considered under certain conditions, including payment of fines as outlined in the Schedule of Fines and Penalties.

### 18. Wild Rose Competition Cancellation Policies:

- a. The cancellation of any Wild Rose competition shall be in compliance with all applicable Wild Rose Competition Rules.
- b. Refunds for cancelled classes and competitions are provided as per the competition's cancellation policy.
- c. Fees collected for other entities must be returned to competitors upon cancellation.
- d. Refunds may be offered as credits for future competitions operated by the same competition manager.

## Sanctioning Timeline

Wild Rose Competition (All Disciplines) and Schooling Show (Hunter/Jumper) Sanctioning



## Sanctioning Timeline

Wild Rose Provincial Circuit Tier 1 & 2 (Hunter/Jumper)

