

Reminder: Competition Prize List and Entry Forms are not to be publicly distributed until approval has been granted by the steward upon completion of this form.

1. COMPETITION INFORMATION

Competition Name: _____

Competition #: _____ Date: _____

Location: _____

Organizer: _____ Email: _____

Judge(s):	Steward(s):	Course Designer(s):

Competition Managers: Please complete above and send the form as well as a draft copy of your prize list and entry form to your steward to complete the below section for approval. **Prize List and Entry Form may only be publicly distributed once approval has been granted by the steward and this form submitted back to AEF.**

2. APPROVAL CHECKLIST

Steward: Please verify the following are included in the Prize list

Required statements included in Prize list.

	Yes	No		Yes	No
"The _____ competition is sanctioned as a Wild Rose Provincial Circuit competition of Alberta Equestrian Federation and will be run in accordance to the AEF Wild Rose Competition Rulebook."	<input type="checkbox"/>	<input type="checkbox"/>	"Every participant at the AEF Wild Rose Competition shall agree that the owner, lessee, trainer, manager, agent, coach, driver or rider, and horse shall be subject to the constitution and rules of the competition."	<input type="checkbox"/>	<input type="checkbox"/>
"Every class offered herein is covered by the rules and specifications of the current Wild Rose Competition Rulebook and will be held and judged in accordance with the Rulebook."	<input type="checkbox"/>	<input type="checkbox"/>	"Any horse entered in any class at a competition may be selected for equine medication control testing while at the event location."	<input type="checkbox"/>	<input type="checkbox"/>
"When registering for Wild Rose sanctioned competitions, athletes must indicate the name of their coach on the entry form or specify that they are selfcoached."	<input type="checkbox"/>	<input type="checkbox"/>	"All horses participating in the Wild Rose provincial circuit competition must have received Equine Influenza and Equine Herpes Virus (1&4) vaccinations within the last 6 months, with a 21-day grace period before the event."	<input type="checkbox"/>	<input type="checkbox"/>
"The competition is required to ensure all competitors, owners, leasser, and person(s) responsible for an entry hold a current AEF membership to ensure each entry is protected by their own individual liability coverage. Exceptions: Out-of-Province competitors are not required to hold AEF membership provided they are members of their respective P/TSO and are in good standing. A parent or guardian are not required to have an AEF membership if signing as the person(s) responsible for an entry that is a minor/junior competitor."	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

2. APPROVAL CHECKLIST (continued)

General information provided

	Yes	No		Yes	No
Contact information for whom inquiries should be addressed. i.e. Competition Manager, Show Secretary.	<input type="checkbox"/>	<input type="checkbox"/>	Show Office contact information, hours, and location on competition grounds.	<input type="checkbox"/>	<input type="checkbox"/>
Tentative schedule of events	<input type="checkbox"/>	<input type="checkbox"/>	Reminder that competition numbers must be worn and visible at all times.	<input type="checkbox"/>	<input type="checkbox"/>
Directions to submit entry forms and payment	<input type="checkbox"/>	<input type="checkbox"/>	Conditions attached to any trophies that may be awarded	<input type="checkbox"/>	<input type="checkbox"/>
Hors concours - permitted or not	<input type="checkbox"/>	<input type="checkbox"/>	Policy and fees, if any, and permissibility of substitution of horse	<input type="checkbox"/>	<input type="checkbox"/>
Information pertaining to sweepstake classes, grand championship and high-point awards	<input type="checkbox"/>	<input type="checkbox"/>	Information on parking and if applicable, reserved seating and boxes	<input type="checkbox"/>	<input type="checkbox"/>
Policy regarding forfeiture of entry fees, if any, for withdrawal from competition or cancellation of entry	<input type="checkbox"/>	<input type="checkbox"/>	Policy regarding right to refuse entries (subject to 1.15.5)	<input type="checkbox"/>	<input type="checkbox"/>
Arrangements for payment of prize monies				<input type="checkbox"/>	<input type="checkbox"/>

Information pertaining to list of classes offered by division

	Yes	No		Yes	No
Entry fees	<input type="checkbox"/>	<input type="checkbox"/>	Distribution of total prizes and prize monies	<input type="checkbox"/>	<input type="checkbox"/>
Late entry and post entry fees and conditions	<input type="checkbox"/>	<input type="checkbox"/>	Identify provincial circuit eligible classes	<input type="checkbox"/>	<input type="checkbox"/>

Required statements and information on entry form

	Yes	No		Yes	No
"I hereby certify that every horse, rider and/or driver is eligible as entered and agree for myself and my representatives to be bound by the Constitution and rules of AEF Wild Rose Competitions at this competition. It is hereby recognized that all equestrian sports involve inherent risk and that no headgear or protective equipment can protect against all foreseeable injury. I hereby accept this risk and hold harmless AEF Wild Rose Competitions, their officials, organizers, agents, employees and their representatives. The person(s) responsible (PR) agrees to the release of any information on the entry form to AEF Wild Rose Competitions."	<input type="checkbox"/>	<input type="checkbox"/>	"In the event that _____ participates in an AEF Wild Rose Competition where protective headgear is required for juniors, he/she will wear properly fitted and fastened approved headgear at all times while riding or driving at the event location. It is understood that juniors not meeting this requirement will not be allowed to compete at these competitions."	<input type="checkbox"/>	<input type="checkbox"/>
Area for person(s) responsible to be identified, their AEF number and signature.	<input type="checkbox"/>	<input type="checkbox"/>	Area for coach to be identified.	<input type="checkbox"/>	<input type="checkbox"/>

3. STEWARD INFORMATION

	Yes	No		Yes	No
Has the competition manager shared it's Emergency Action Plan and Biosecurity Protocol measures with you?	<input type="checkbox"/>	<input type="checkbox"/>	Draft Prize list provided to you on time?	<input type="checkbox"/>	<input type="checkbox"/>
\$5 AEF Levy on Entry Form	<input type="checkbox"/>	<input type="checkbox"/>	Competition has arranged for a Paramedic to be on site of competitions grounds?	<input type="checkbox"/>	<input type="checkbox"/>

Name of Steward: _____ AEF #: _____

**I have verified the contents and confirm the attached prize list and entry form are in accordance of the AEF
Wild Rose Competition Rulebook and approve for public distribution.**

Signature: _____ Date report completed: _____

Completed Approval form with attached Prize List and Entry Form can be submitted to AEF at competitions@albertaequestrian.com
 Prize List/Entry Form Approval can also be completed online.