

General Rules

THE HORSE SOCIETY OF BOTSWANA

**GENERAL REGULATIONS**

**2002**

**PREAMBLE**

These General Regulations have been drawn up in the broadest possible terms so as to allow Organising Committees as much freedom as possible in the management of their shows and in the preparation of their schedules.

*These General Regulations govern all aspects, which are common to all disciplines.*

*Additions and deviations from these General Regulations, which are particular for one discipline only, shall be found in the appropriate discipline rules.*

*It is quite obvious that however complete the rules may be they can never cover every eventuality. If the matter cannot be resolved by interpreting the rules to the letter, the solution to be adopted should lie in the principle, which follows as nearly as possible to the spirit of the official text, with particular emphasis being placed on the spirit of sportsmanship providing a sense of fair play to all.*

*Although these rules may differ in several respects with those of the FEI, should any relevant point or matter not be covered in these rules then the relevant FEI rule will apply.*

*Any International Event must be run strictly under the relevant FEI Rules.*

*Finally we quote from the Federation Equestrian International:*

**Welfare of the Horses - Code of Conduct**

- In all Equestrian sports the horse must be considered paramount.
- The well being of the horse shall be above the demands of breeders, trainers, riders, owners, dealers, organizers, sponsors or officials.
- All handling and veterinary treatment must ensure the health and welfare of the horse.
- The highest standards of nutrition, health, sanitation, and safety shall be encouraged and maintained at all times.
- Adequate provision must be made for ventilation, feeding, watering, and maintaining a healthy environment during transportation.
- Emphasis should be placed on increasing education in training and equestrian practices and on promoting scientific studies in Equine health.

- In the interests of the horse, the fitness and competence of the rider shall be regarded as essential.
- All training methods must take into account the horse as a living entity and must not include any techniques considered by the FEI to be abusive.
- National Federations should establish adequate controls in order that all persons and bodies under their jurisdiction respect the welfare of the horse.
- The National and International Rules & Regulations in equestrian sport regarding the health and welfare of the horse must be adhered to not only during National & International events, but also in training. Competition Rules & Regulations shall be continually reviewed to ensure such welfare.

## **SECTION 00**

### **GENERAL RULES**

#### **00.0.0 REGULATIONS AND RULES**

00.0.1 The General Regulations are established so that individual competitors and teams of competitors may compete against each other under fair and equal conditions. If there is any doubt about the meaning of any of the HSB Rules, they should be interpreted in a sense of ensuring fair conditions for all competitors.

00.0.2 The General Regulations, together with the Veterinary Regulations, govern the conduct of all equestrian events organised by Organising Committees. The General Regulations are published under the authority of Executive Committee meetings of the HSB.

00.0.3 The General Regulations have been drawn up in the broadest possible spirit so as to allow Organising Committees the fullest freedom in the management of their events and in the preparation of their programmes.

00.0.4 Separate Discipline Rules are published for each discipline, authorised by the HSB.

00.0.5 Veterinary Regulations are published under the authority of the HSB to protect the health and well-being of horses and to enable them to participate in events under fair and equal conditions.

00.0.6 The General Regulations, Veterinary Regulations and Discipline Rules apply to all recognised events and/or competitions.

00.0.7 The Discipline Rules shall be read in conjunction with the General Regulations and Veterinary Regulations. In case of conflict of interpretation between the provisions of any of the Veterinary Regulations or Discipline Rules, the principles of the General Regulations shall take precedence.

00.0.8 Organising Committees are responsible for the implementation of all the HSB Rules.

00.0.9 Organising Committees shall abide by the HSB Rules when organising events and/or competitions.

00.0.10 In cases of doubt about the interpretation of the HSB Rules or their application to particular circumstances, Organising Committees should obtain a ruling from the HSB.

00.0.11 The Judicial Committee is the final authority on the interpretation of the HSB Rules. The Judicial Committee may only be approached by the Secretary General for a ruling on such an interpretation. The ruling by the Judicial Committee on such an

interpretation is final and binding.

00.0.12 These General Regulations shall be interpreted in accordance with the legal principles for the interpretation of contracts.

00.0.13 It is the responsibility of Organising Committees to take such measures as may be necessary to cover their financial and legal liabilities.

### **00.1.0 DEFINITIONS AND INTERPRETATION**

Throughout these regulations:

00.1.1 ADJUDICATING BODY shall mean the Ground Jury, Appeal Committee or Judicial/Disciplinary Committee which adjudicates a contravention.

00.1.2 ADULT COMPETITOR shall mean an adult as defined in 01.9.3.

00.1.3 ADULT HORSE shall mean a horse, which is registered with the appropriate body to be ridden in competitions by an adult competitor.

00.1.4 CHILD COMPETITOR shall mean a child as defined in 01.9.1.

00.1.5 CHILD'S HORSE shall mean a horse which is a pony and which is registered with the appropriate body to be ridden in competitions by a child competitor.

00.1.6 CN STATUS shall mean National status.

00.1.7 CN STATUS EVENTS shall mean those events, which have been accorded CN status.

• COMPETITION shall mean each individual class in which competitors are placed in an order of merit and for which prizes may be awarded.

00.1.9 COMPETITOR shall mean a person who rides or drives a horse during an event.

00.1.10 COMPETITOR CLASSIFICATION shall mean the classification of a competitor as an adult competitor, junior competitor or child competitor.

00.1.11 COMPLAINT shall mean a complaint of a contravention.

00.1.12 CONTRAVENTION shall mean a contravention of the HSB Rules.

00.1.13 DISCIPLINE shall mean different equestrian disciplines determined by the HSB for which separate types of events or competitions are established with separate rules.

00.1.14 DISCIPLINE RULES shall mean the rules established for each discipline.

00.1.15 DISQUALIFICATION shall mean that a competitor (including the horse or horses entered by him in the event concerned) may take no further part in the event concerned.

00.1.16 ELIMINATION shall mean that a competitor (including the horse or horses entered by him in the competition concerned) may not continue in the competition concerned.

00.1.17 EVENT shall mean the complete show or meeting under the control of an Organising Committee. The period of an event extends from either 30 minutes before the first Horse Inspection or the first competition or the course inspection, (whichever is earlier), until 15 minutes after the announcement of the final results, unless the schedule provides otherwise.

00.1.18 EXPULSION shall mean expulsion as a member of the HSB.

00.1.19 FEI shall mean the Federation Equestre Internationale.

00.1.20 FEI RULES shall mean the statutes, rules and regulations from time to time of the FEI.

00.1.21 GENERAL REGULATIONS shall mean the General Regulations of the HSB.

00.1.22 HORSE, wherever applicable, shall include pony.

00.1.23 HORSE CLASSIFICATION shall mean the classification of a horse as either an adult horse, a junior horse or a child's horse.

00.1.24 CI STATUS shall mean CI status (either Concours International or Concours International Official).

00.1.25 CI STATUS EVENTS shall mean those events, which have been accorded CI status.

00.1.26 JUDICIAL COMMITTEE shall mean the person or persons appointed as the judicial committee of the HSB from time to time.

00.1.27 JUNIOR COMPETITOR shall mean a junior as defined in 01.9.2.

00.1.28 JUNIOR HORSE shall mean a horse, which is registered with the appropriate body to be ridden in competitions by a junior competitor.

00.1.29 JURISDICTION AREA shall mean the defined territory of Botswana.

00.1.30 LOCAL RULES shall mean rules introduced by the Organising Committee of any recognised event. Local rules shall be supplementary to, and not in conflict with National Rules. All local rules introduced by Organising Committee's shall be submitted to the Secretary General of the HSB.

00.1.31 NATIONAL RULES shall mean national rules and regulations of the HSB.

00.1.32 ORGANISING COMMITTEE shall mean any organisation, group, society or body which is recognised by the HSB and is held to be responsible for the management of any event.

00.1.33 OWNER shall mean the person who is registered as the owner of a horse with the HSB regardless of who the true legal owner may be.

00.1.34 PERSON RESPONSIBLE shall mean the following persons:

00.1.34.1 A competitor who is at least 18 years of age.

00.1.34.2 The legal guardian of a competitor who is under 18 years of age.

00.1.34.3 The Chef d'Equipe in respect of official teams at events.

00.1.34.4 In respect of an Organising Committee, the person nominated by that body and accepted by the HSB as such.

00.1.35 PROHIBITED SUBSTANCE shall mean:

00.1.35.1 Substances used by Competitors which are prohibited from time to time under the International Olympic Committee sampling rules and those substances listed from time to time as prohibited substances in the Olympic Medical Code;

00.1.35.2 Substances administered to horses and defined as such in the Veterinary Regulations of the HSB and/or the FEI from time to time.

00.1.36 RECOGNISED EVENT shall mean an event staged by an Organising Committee that has been accepted by the HSB in accordance with the HSB Rules, and in respect of which the schedule has been considered and approved by the HSB as being of

a sufficiently high standard for the results to be recognised for grading purposes.

00.1.37 The HSB shall mean The Horse Society of Botswana.

00.1.38 The HSB MANAGEMENT COMMITTEE shall mean the HSB Executive committee defined as such in the HSB CONSTITUTION.

00.1.39 The HSB CONSTITUTION shall mean the constitution of the HSB.

00.1.40 The HSB RULES shall mean the HSB constitution, the National Rules, the General Regulations, the Veterinary Regulations and all other rules and regulations made under or pursuant to the HSB constitution.

00.1.41 SCHEDULE shall mean notice of the event sent out to advertise it.

00.1.42 SECRETARY GENERAL shall mean the chairman defined as defined in the HSB constitution.

00.1.43 SENIOR PANEL OFFICIALS shall mean those officials who are members of the FEI or HSB International or National Panels of Judges, Course Designers, Stewards, Technical Delegates and/or Veterinarians.

00.1.44 SUSPENSION shall mean, in respect of offenders who are members of the HSB, suspension as a member of the HSB.

00.1.45 VETERINARY REGULATIONS shall mean the Veterinary Regulations of the HSB.

## **00.2.0 ORGANISING COMMITTEES AND AFFILIATE BODIES**

00.2.1 The Organising Committee and Affiliate Bodies shall ensure that the FEI Rules and the HSB Rules are observed in their jurisdiction areas.

00.2.2 The Affiliate Bodies shall ensure that contravention by their members of the FEI Rules and/or the HSB Rules are contravention by those members of the constitutions, rules and regulations of the HSB.

00.2.3 Affiliate Bodies shall conduct their organisations in accordance with the HSB Rules.

00.2.4 The constitution of all Affiliate Bodies will be as approved by the HSB (which approval will not be unreasonably withheld). To the extent that these constitutions (including their rules and regulations) are in conflict with the FEI Rules or the HSB Rules, the FEI Rules and the HSB Rules take precedence to the extent that they are applicable .

00.2.5 Organising Committees and Affiliate Bodies shall be responsible to the HSB for taking adequate steps to ensure that all recognised events conducted by them, and that all events described and advertised, conform strictly to the requirements of the HSB Rules. The only exception may be in case of small local or training events classified and advertised as being informal or unofficial; the results of such events shall not be taken into account for grading purposes.

00.2.6 The HSB shall have the right, at a mutually agreed time, to inspect all Membership, Horse Registration and Grading records kept by Affiliate Bodies.

00.2.7 The HSB shall have the right to be represented at the checking of entries for any CN status event or CI status event.

## **00.3.0 REGISTRATION OF COMPETITORS, OWNERS AND HORSES**

00.3.1 All competitors, officials, owners, horses shall be registered with the HSB, and shall be re-registered at the beginning of each financial year.

00.3.2 When a horse is registered or re-registered the owner shall declare in writing whether it shall compete in adult, junior or child classes. Such declaration remains in force until the horse is re-registered the following year; provided that the classification of the horse may be changed by the owner in writing once in any year; provided further that the classification of a horse is automatically changed if the competitor who regularly rides the horse changes his/her age classification.

00.3.3 A child's horse may not be reclassified as an adult horse, nor may an adult horse be reclassified as a child's horse unless it has first been reclassified as a junior horse. (See also National Discipline Grading Rules of the individual disciplines).

00.3.4 The first registered name of a horse entered in a HSB or Group IX Passport shall be the name under which the horse is registered, and this name shall remain permanently in the passport.

00.3.5 If a new name is to be used and entered in the passport, then (without derogating from the requirements and procedures for registering horses) the horse shall carry the new name for the next twelve months as follows: new name ex previous name.

00.3.6 In order to enable names to be recorded on computers and electronic scoreboards, they must be limited to not more than 25 letters (including spaces, sponsors and stud names).

00.3.7 All HSB and Group IX passports shall be issued without any amendments and HSB or Group IX passports may only be amended as sanctioned by a National Federation.

00.3.8 Passports will be revalidated every Olympic year (2004, 2008, 2012, etc.) regardless of date of issue.

00.3.9 Horses registered with the HSB may carry breed passports, but for competition purposes only HSB or Group IX passports can be used.

#### **00.4.0 DUAL REGISTRATION OF HORSES**

00.4.1 Subject to 00.3.2 hereof, a horse may be registered in separate disciplines either as an adult horse, as a junior horse, or as a child's horse, but not in more than one horse classification in any one discipline.

00.4.2 Once a horse is registered and classified under a particular horse classification in a particular discipline, it may then only compete at recognised events for that discipline when ridden by a competitor with the corresponding competitor classification (i.e. an adult competitor may only ride an adult horse, a junior competitor may only ride a junior horse and a child competitor may only ride a child's horse).

00.4.3 Competitors competing in competitions for the equitation discipline may only do so with a horse registered in the showjumping discipline under the horse classification which corresponds with the competitor classification (i.e. junior competitors may only compete on junior horses and child competitors may only compete on child's horses).

00.4.4 It is recorded that the upgrading and downgrading of horses is dictated by the disciplinary rules of each discipline.

00.4.5 The HSB shall determine the registration fee for dual registration of a horse.

#### **00.5.0 SELECTION COMMITTEE**

This section to be read in conjunction with "The Horse Society of Botswana Selection Sub-Committee Policy Document".

00.5.1 A person who is a national selector shall excuse himself where any decision is

being made to which he would be party where his judgement would be impaired by reason that he is:

00.5.1.1 Related to that person

00.5.1.2 The coach or trainer of that person

00.5.1.3 The owner of any horses ridden or driven by that person.

00.5.2 A relationship envisaged in 00.5.1.1, 00.5.1.2 and/or 00.5.1.3 does not result in automatic excusal but only results in excusal where the judgement of the national selector is impaired by such relationship. The onus is on the national selector concerned to excuse himself in such circumstances.

• **BOTSWANA COLOURS ( Refer to Appendix GR/D)**

## **00.7.0 LOCAL RULES GOVERNING SAFETY OF COMPETITORS AND HORSES**

Organising Committees may introduce local rules imposing additional requirements governing safety of horses and competitors, provided that they are additional to any such HSB requirements, and do not derogate from the HSB Rules, and also provided that such local rules shall only apply:

00.7.0.1 to events below CN status.

## **00.8.0 RULE CHANGING**

00.8.1 The discipline rules of each discipline may be added to, repealed, or amended by a resolution, of which not less than 28 days written notice has been duly given by The Executive Committee, provided that no such resolution shall be deemed to have been passed unless it has been carried by the votes of more than 60% of the members present at the meeting and who are entitled to vote. The quorum at such meetings shall be 50% of the members of the committee who are entitled to vote.

• The General Regulations and Discipline Rules of each discipline may only be changed once every four years. The years in which each discipline may change its rules are set out in Appendix GR/A. The Executive Committee of the HSB may add to and/or change this appendix as it sees fit.

• Notwithstanding 00.8.2 hereof, the Executive Committee may change any rule during the 4 year period between rule changes, should it feel that it is urgent and in the national interests to do so.

00.8.4 The General Regulations and Veterinary Regulations may be changed at any time on the recommendation of the Executive Committee

## **SECTION 01**

### **INTERNATIONAL, NATIONAL AND RECOGNISED EVENTS**

#### **01.1.0 APPLICATION FOR CI STATUS OR CN STATUS**

01.1.1 Organising Committees seeking to obtain CI status or CN status for their events are required to submit an application to the HSB. Such application shall be in writing, giving full details of the event.

01.1.2 It is the responsibility of the HSB to investigate each application, to assess the standard of the proposed event and to ascertain full details of the competitions proposed.

01.1.3 In order to meet the requirements of the FEI, applications for CI status must be in

the hands of the HSB by not later than the 31 August of the year prior to the year in which the event is to be held. Such applications shall state the Grades/Classes for which CI status is requested.

01.1.4 Applications for CN status shall be in the hands of the HSB by not later than ninety days prior to the first day of the event . Such application shall state the Grades/Classes for which CN status is requested.

### **01.2.0 AWARD OF STATUS**

01.2.1 The HSB may require additional information regarding the proposed event such as details of facilities for spectators, competitors, grooms, stabling accommodation, prize money and sponsors requirements.

01.2.2 An event accorded CI status or CN status shall not be ad-vertised as such until the Organising Committee has received written authority from the HSB.

01.2.3 The Schedule, Programme and/or Catalogue for CN status events shall state clearly that CN status has been accorded by the HSB.

01.2.4 The complete schedule for any CN status event shall be submitted by the Organising Committee concerned to the HSB for approval at least two months before the date of the event, and two full weeks before it is required to be printed.

01.2.5 The complete schedule for any CI status event shall be submitted by the Organising Committee concerned to the HSB for approval at least eighteen weeks before the start-ing date of the event, and two full weeks before it is required to be printed.

01.2.6 Should CI status and/or CN status be awarded to a discipline at an event, it shall apply only to those grades for which application has been made.

01.2.7 The decision of the HSB as to whether or not CI status or CN status shall be awarded is final.

### **01.3.0 FEI FEES**

The granting of CI status to an event shall be con-ditional on the Organising Committee undertaking to refund to the HSB all such fees that may be levied by the FEI in respect of the event.

### **01.4.0 APPLICATION FOR AN EVENT TO BE RECOGNISED OTHER THAN THOSE OF CI STATUS OR CN STATUS.**

01.4.1 An Organising Committee wishing to stage a Recognised Event shall submit its application to the HSB.

01.4.2 It is the responsibility of the HSB to investigate each application to assess the standard of the proposed event, to ascertain full details of the competitions proposed and to ensure that the proposed event shall strictly con-form within national rules.

01.4.3 Having satisfied itself as to the overall standard of the event as contained in the national rules for the appropriate discipline, the HSB shall grant permission to the Organising Committee to describe and/or advertise the event as a Recognised Event.

01.4.4 The Organising Committee concerned shall ensure that its schedule and programme shall state clearly that the status as a Recognised Event, has been granted by the HSB.

### **01.5.0 INTERNATIONAL LICENCES**

(See FEI General Regulations)

### **01.6.0 COMPETITIONS IN FOREIGN COUNTRIES OR INVITATIONS TO**

## **FOREIGN COMPETITORS.**

In the event of Botswana competitors participating in competitions in foreign countries, or foreign competitors invited to ride in competitions in the Botswana, the relevant FEI General Regulations and Rules have to be strictly observed. In case of participation in CI status events, the HSB and the other National Federations involved have to be notified at the earliest possible time.

### **01.7.0 OFFICIAL REPRESENTATIVES**

01.7.1 The HSB shall appoint a representative to be present during all events or competitions holding CI status or CN status, and during all National Championships (see Appendix GR/F). Such representative shall be at least a member of any National Panel of Judges, Course Designers or Technical Delegates. In case of Showjumping the representative shall be the President of the Ground Jury and in the case of eventing shall be the Technical Delegate. In the absence of the HSB Representative the most senior Judge, Course Designer or Technical Delegate officiating shall act in his place.

01.7.2 The HSB shall appoint a suitably qualified representative to be present during all recognised events. In the absence of the HSB representative the most senior Judge, Course Designer or Technical Delegate officiating shall act in his place.

01.7.3 Representatives shall be responsible to the HSB by whom they were appointed. It is their duty to call to the attention of the Organising Committee any breaches of the rules and to insist that they be rectified.

01.7.4 In unforeseen circumstances it shall be the responsibility of the representative appointed under 01.7.1 or 01.7.2 hereof, after consulting the Chairman of the Organising Committee or his nominee, the Course Designer (if applicable) and the President of the Ground Jury or Technical Delegate, to decide whether or not an event or a competition shall be cancelled or postponed.

01.7.5 The HSB Representative shall report in writing on CI status events and CN status events to the HSB upon the general conduct of the event, and such report shall include details of any irregularities, rectified or not.

### **01.8.0 REGULATIONS - CI STATUS EVENTS**

All events accorded CI status shall be run strictly under FEI rules and regulations.

### **01.9.0 AGE CLASSIFICATION**

#### **01.9.1 Children**

Persons are Children from date of birth until the end of the calendar year during which they reach the age of 14.

#### **01.9.2 Juniors**

Persons are Juniors from the beginning of the calendar year during which they reach the age of 13 until the end of the calendar year during which they reach the age of 18.

#### **01.9.3 Adults**

Persons are Adults from the beginning of the calendar year during which they reach the age of 17.

#### **01.9.4 Dual Classification**

Those persons who fall into two age classifications simultaneously may only ride :

- Horses registered as Child's horses in Children's events
- Horses registered as Junior horses in Junior's events
- Horses registered as Adult horses in Adult's events

#### 01.9.5 Restriction by Discipline

Each discipline may, at its own discretion, restrict entries to CN status events dependent on the age of the competitor.

### **01.10.0 ENTRIES FOR RECOGNISED EVENTS**

- All competitors shall be members of, and shall be registered with, the HSB.
- All owners shall be members of, and shall be registered with, the HSB.
- All horses shall be registered with the HSB.

01.10.4 The HSB shall check against their records all entries in competitions that are received by the Organising Committees. Organising Committees must submit final entries of riders and horses to the grading secretary a minimum of five days prior to the first day of the event for ratification. Those entries, which are incorrect, shall not be accepted until they have been rectified.

01.10.5 Organising Committees shall make it a condition of entry that entry forms received from competitors who are registered with other National Federations outside of the jurisdiction area of the HSB in which the event shall be held must be countersigned as correct by the National Federation of the competitor concerned.

#### 01.10.6 Cross Entries

01.10.6.1 Competitions shall not include both Adult and Junior competitors, unless a discipline determines otherwise in respect of its competitions.

01.10.6.2 A horse may not be entered in a class of a lower grade than its own, unless it is entered as a Hors concours entry under 01.16.0 hereof.

#### 01.10.7 Number of Entries

Unless otherwise provided for in individual discipline rules or in the schedule there shall be no restrictions to the number of entries permitted in individual competitions.

#### 01.10.8 Schedule

All schedules issued by a Organising Committee shall conform to current HSB Rules and Regulations. Such schedules shall be approved before publication by the HSB.

The schedule shall contain the following minimum information:

01.10.8.1 Date and venue of the event.

01.10.8.2 The closing day of entries, the addresses to which entries are to be sent, and how payment is to be made.

01.10.8.3 Details of the competitions to be conducted.

01.10.8.4 Details of entry fees per class, HSB Levies, and any obligatory government or other official taxes.

01.10.8.5 Details of the prize money either as a lump sum, or as a percentage of the entry fees, or as a combination of both. If the percentage of the entry fees is used the schedule shall state whether the prize money is to be paid as a percentage of the entry fees received for each separate competition, or whether the percentage of the total entry fees

for the event shall be spread among all the competitions at the discretion of the Organising Committee.

01.10.8.6 The rules under which the event and competitions are being conducted.

01.10.8.7 The telephone number of the Show Secretary or Show Director or both.

01.10.8.8 The schedule shall state that the event is a recognised event.

01.10.8.9 A provisional timetable of all classes of the event and, where required, the starting time of at least the first competition on each day of the event.

01.10.8.10 Any deductions from the prize money.

01.10.8.11 The method to be used to draw the starting order of the competitions (see 01.14.1.3).

- Programme

The official programme shall contain the following information unless published separately on daily running order sheets:

01.10.9.1 The order in which competitors shall compete.

01.10.9.2 The prize money shall be detailed for each competition i.e. there shall be a specific amount shown for 1st Prize, 2nd Prize, etc.

01.10.9.3 The rules under which the competitions are to be judged.

In addition at all events holding CN status or CI status the following information shall be given in respect of each horse entered:

01.10.9.4 Sex

01.10.9.5 Breed

01.10.9.6 Country of birth

01.10.9.7 Year of birth

#### **01.11.0 Transferred to Section 04**

#### **01.12.0 PRIZE MONEY**

01.12.1 It is compulsory that prize money is paid at all recognised events and the minimum amount paid shall never be less than stated in these regulations.

01.12.2 At all recognised events the prize money to be awarded shall be shown in the schedule either as a lump sum and/or a percentage of the entry fees per competition or overall.

Entry fees in this context exclude any levy imposed by the HSB or an Organising Committee. They also exclude any entry fees paid in respect of Hors concours entries.

01.12.3 At events holding CN status the total prize money awarded shall be stated for each individual competition.

01.12.4 At events holding CN status and above the minimum prize money shall never be less than 60% of the entry fees. At events below CN status the minimum prize money shall never be less than 40% of the entry fees.

01.12.5 At all recognised events (including events holding CI status) the exact allocation of prize money for each competition shall be clearly stated in the official programme and shall be paid strictly as advertised with-in two weeks of the last day of the event. In

addition, all monies payable to competitors in terms of the schedule, together with all levies, shall also be paid within two weeks of the last day of the event

01.12.6 At all recognised events (including events holding CI status) a minimum of one prize shall be paid for every four, or part thereof, horses entered. The prize money for any place may not exceed twice that awarded to the next lower place. The number of horses entered shall, for prize money purposes, not include any Hors concours entries.

01.12.7 Irrespective of the amount of prize money stated in the schedule, the first prize shall never be in excess of 1/3 of the total prize money paid for that competition unless there are less than four prizes awarded when the amount of the first prize shall not be more than twice that awarded to second place which in turn shall not be more than twice that awarded to third place.

On prior written application by an Organising Committee, the HSB may grant permission for this regulation to be varied. Such variation may only be granted for major CN status events or CI status events.

01.12.8 In respect of events below CN status prize money made up of a percentage of the entry fees only, shall never be less than 40% of entry fees per class or overall, and the schedule shall specify how the 40% of entry fees is to be allocated i.e. per competition, per group of competitions or per entire event with the distribution per competition at the discretion of the Organising Committee. Where the distribution is specified in the schedule as being at the entire discretion of the Organising Committee, under no circumstances shall the prize money for any one competition be less than 30% of the total entry fees for that competition.

01.12.9 The last prize may not be less than twice the entry fee, except that where the prize money is made up as a percentage of the entry fees only, it shall be left to the discretion of the Organising Committee.

01.12.10 An amount, as set out in Appendix GR/B, shall be deducted from all prize monies paid in respect of competitions holding CI status and/or CN status, by the Organising Committee, and shall be paid by them to the HSB within two weeks of the last day of the event.

01.12.11 Where the event or class is sponsored this shall be stated in the programme, and if possible, in the schedule.

01.12.12 Where sponsorship takes only the form of material gifts, then a minimum of 60% (CN status and above) or 40% (below CN status) of entry fees shall still be awarded as prize money in addition to the material gifts.

### **01.13.0 RESULTS**

01.13.1 In order that correct records can be maintained, the Organising Committees of recognised events shall, within fourteen days of the last day of the event, send a copy of the official result sheet of each competition, and any payments due, to the HSB (see 01.12.5 and 01.12.10 hereof).

01.13.2 Where this is not done, or where any money due to competitors, or the HSB has not been paid out as envisaged in 01.12.5, the Organising Committee of the event shall pay to the HSB an amount specified in Appendix GR/B, as a penalty in respect of each recognised competition held at such event.

01.13.3 Failure to make payment of the prize money and/or levies referred to in 01.12.5 or of

the penalty refer to in 01.13.2, in both cases, within thirty days from a written demand by the HSB shall automatically terminate the affiliation of that organisation to the HSB.

All amounts due shall, notwithstanding this termination, remain due and payable.

01.13.4 The results of CN status events and CI status events shall be sent to the HSB by the Organising Committee on the prescribed HSB official result sheet within 7 days.

01.13.5 Default of notification of results shall not deprive competitors of the award of grading points.

#### **01.14.0 ORDER OF STARTING**

##### **01.14.1 INDIVIDUAL COMPETITIONS**

01.14.1.1 The Organising Committee of the event shall draw the order of starting for the first competition of each grade of horse in the event.

01.14.1.2 Thereafter, the horses in all subsequent competitions in the same grade shall be displaced proportionately in relation to the number of competitions in that grade.

01.14.1.3 Unless otherwise stated in the relevant discipline rules, the Organising Committee shall have the option of drawing the order of starting for all competitions. The system to be used for drawing the starting order of the competitions shall be stated in the schedule.

01.14.1.4 Should a competitor have more than one horse in a competition, the order of starting shall be adjusted by the Organising Committee to ensure that, whenever possible, these horses shall have a gap between them according to the national rules of the discipline concerned. The order of starting can only be adjusted upwards (i.e. a horse may only be moved back towards the beginning of the order of starting). At CN status or CI status events the HSB representative shall approve any adjustment to the starting order.

01.14.1.5 Should the number of entries in a competition make the provision of 01.14.1.4 hereof impracticable then, if the competitor wishes, he shall be allowed a rest period as determined in the national rules of the discipline concerned between completing one ride/drive and commencing the next.

01.14.2 TEAM COMPETITIONS (see 01.11.0 hereof [transferred to section 04]).

##### **01.14.3 COMBINED INDIVIDUAL/TEAM COMPETITIONS**

01.14.3.1 In competitions in which the competitors individual score in the individual competition also counts for his team score in the team competition, the provisions of 01.11.0 (section 04) shall apply.

01.14.3.2 The provisions of 01.14.1 shall be complied with for the individual competitors who may be interspersed between the team entries; provided that a competitor shall always ride his team entry horse before his individual entry horse or horses.

#### **01.15.0 SUBSTITUTIONS**

##### **01.15.1 INDIVIDUAL COMPETITIONS**

###### **01.15.1.1 Events other than CN status events**

At all recognised events, other than CN status events, applications for substitution shall be made to the Organising Committee or the judge of the class before the commencement of the competition concerned.

###### **01.15.1.2 CN status events and CI status events**

At all CN status events and CI status events application for substitution shall be made to the Organising Committee of the event not later than 30 minutes before the

commencement of the competition concerned. However the Organising Committee may increase the 30 minutes or stipulate a definite time, provided it is detailed in the schedule of that event.

#### 01.15.1.3 Qualifying Competitions

When a competition consists of more than one qualifying competition, and the marks scored in each are added together to arrive at the qualification for the competition, then the time period referred to in 01.15.1.2 hereof shall be prior to the commencement of the first qualifying competition concerned.

Substitutions are not permitted in competitions in which entry is restricted by qualification in previous competitions at the same event.

#### 01.15.2 SUBSTITUTION OF HORSE

A competitor, or person authorised by him, may substitute any horse in a competition provided that it is eligible in terms of the rules for entry in the competition concerned as at the closing date of entries for such competition. This substitution shall be done in writing by the competitor on the prescribed HSB form and handed in before the competition concerned, in accordance with the time limit laid down in 01.15.1.1 and 01.15.1.2 hereof.

#### 01.15.3 SUBSTITUTION OF COMPETITOR

A competitor, or person authorised by him, may be substituted providing he/she is eligible in terms of the rules for entry in the competition concerned as at the closing date of entries for such competition. The substitution shall be in writing on the prescribed HSB form and signed by the new competitor concerned confirming current and handed in before the competition in accordance with the time limit laid down in 01.15.1.1 and 01.15.1.2 hereof.

01.15.4 A horse and/or competitor may be substituted unless otherwise determined in respect of a discipline by its National Discipline Rules

01.15.5 A member who breaches these rules in applying for substitution of horse and/or competitor may be suspended for a period of not less than three months, and/or fined.

01.15.6 The substitution of a horse or competitor may not alter the original order of starting in the programme, other than stated in 01.15.7.

01.15.7 In case of a substitution resulting in a competitor competing on two horses within five horses of each other, the Ground Jury or Organising Committee is permitted to adjust the order of starting upwards.

#### 01.15.8 COMBINED INDIVIDUAL/TEAM COMPETITIONS

01.15.8.1 Substitutions are permitted in competitions in which the competitor's individual score in the individual competition also counts for his team score in the team competition, providing the provisions of these rules relating to substitutions are satisfied in all respects.

01.15.8.2 When a substituted competitor is involved then he shall always ride the team horse first, irrespective of the position in the original draw of any other horse/s he may be riding in the individual competition, with due regard to the provisions of 01.14.1.4 and 01.14.1.5 hereof.

#### 01.15.9 PARTICIPATION AFTER SUBSTITUTION

Horses and competitors that have withdrawn as provided for in 01.15.1.1 and 01.15.1.2 hereof may participate in subsequent competitions at the same event providing they are

fit to participate.

### **01.16.0 HORS CONCOUR (HC)**

01.16.1 At events below CN status, on application to and with the approval of the Organising Committee, a horse may compete Hors Concour in any grade equal to or below its registered grade or equivalent, and in any age classification provided, however, that the competitor always competes in his correct age classification.

01.16.2 Competitors competing on Hors Concour horses shall always ride in their correct age classification.

01.16.3 Hors Concour entries shall where possible ride at the beginning of their class or pool.

01.16.4 A horse entered Hors Concour may take part competitively elsewhere in the same event, unless otherwise determined in respect of a discipline by its National Discipline rules. A horse, which has entered competitively in a competition, may be granted permission by the Organising Committee to compete hors concour in a lower grade competition at the same event.

01.16.5 Hors Concour entries shall not be included in any total of starters or entries used to establish pools, the number of prizes or the allocation of grading points.

01.16.6 No Hors Concour entries may be accepted in any class unless all competitive entries for that class have been accepted.

### **01.17.0 RIDING OUT OF PROGRAMME ORDER**

Other than with the permission of the President of the Ground Jury or the HSB Representative as case may be, (which permission shall only be given in exceptional circumstances) no horse may ride out of programme order at CN status events or CI status events. However each Organising Committee may introduce at events below CN status such local rules as it deems fit, providing they are not in conflict with national rules, to cover the action taken by the Organising Committee regarding competitors who arrive late for a competition in which they are entered, and wish to ride out of programme order.

### **01.18.0 PRIZE GIVING CEREMONIES**

01.18.1 The Organising Committee shall ensure that competitors being called up to attend an official prize giving do so mounted and correctly dressed.

01.18.2 Any competitor failing to comply with this regulation, other than with permission of the Ground Jury shall automatically forfeit any prizes, prize money, rosettes, trophies or grading points for that competition.

### **01.19.0 SPONSORSHIP AND ADVERTISING**

01.19.1 A competitor shall be deemed to be sponsored if the name of a firm or company, or brand name, the name of a product or anything which, in the opinion of the Organising Committee concerned, may be regarded as advertising:

is part of the name of the horse; or

appears on a saddle cloth or horse blanket, or

appears on any item of wearing apparel worn by the competitor in the practice or competitive arenas.

01.19.2 The use of a stud name as part of a horse's name shall be deemed not to be advertising, but the use of a club or stable name shall be deemed to be advertising. The

name of a stud may, however, only be added to the name of a horse should that stud have bred that horse.

01.19.3 If a change of name of a horse, sponsor or owner occurs after the closing date of entries for an event, it shall be permissible to announce and otherwise use the new name of the horse or sponsor or owner. However, it shall not be necessary to amend in any way the programme already compiled. Such a change of name shall be notified in writing to the HSB and the Organising Committee of the event concerned. Such notification shall be signed by the owner of the horse and where the name of the product or sponsor is involved, by the sponsor. The name of the new sponsor may not be used until the sponsor has complied with the condition as laid down in 01.19.

01.19.4 The size of the name and/or logo of any sponsor/product appearing on a saddlecloth is restricted to 200 square centimetres on each side of the saddlecloth.

### **01.20.0 FEI RULES AND REGULATIONS**

Any CI status event shall be run strictly under FEI Rules and Regulations.

## **SECTION 02**

### **PROTECTION OF COMPETITORS AND HORSES**

#### **02.1.0 MALTREATMENT OF HORSES**

02.1.1 No competitor, owner or person responsible will maltreat any horse, any such maltreatment being a contravention.

02.1.2 Organising Committees will take the necessary steps to ensure that maltreatment by their members of horses is a contravention of their constitutions, rules and regulations.

02.1.3 For the purposes hereof, maltreatment (without limiting the generality of the concept) includes causing the death, injury or discomfort of a horse through abuse, neglect, malice or cruelty, failing to ensure the well-being of a horse owned by or in the care of or under the control of the person concerned, depriving any horse owned by or in the care of or under the control of the person concerned of food or water, whipping or beating a horse excessively, subjecting the horse to any kind of electric shock device, using spurs or jabbing the horse in the mouth with the bit excessively or persistently, remounting (or attempting to remount) an obviously exhausted, lame or injured horse, rapping a horse, hyposensitising any part of a horse and leaving a horse without adequate food, drink or exercise.

02.1.4 The HSB will take reasonable steps to discipline their members who are guilty of any maltreatment envisaged in 02.1.1, 02.1.2 and 02.1.3 hereof (save to the extent that such steps are taken under the HSB Rules or the FEI Rules).

#### **02.2.0 STEWARDS**

02.2.1 Organising Committees of CI status events and CN status events shall appoint a Chief Steward and an appropriate number of Stewards under his authority, wearing distinctive badges or arm bands, with complete freedom of access to all areas mentioned in paragraph 02.2.3 below.

02.2.2 Organising Committees are responsible for the administration and organisation of the Chief Steward and the Stewards. Any irregularities shall be reported immediately by the Chief Steward to the Ground Jury. One Steward shall be on duty at the collecting ring whenever it is in use.

02.2.3 During the whole event in every part of the stables, in exercise and schooling

areas, collecting rings and all other areas under the control of the Organising Committee, the Chief Steward and the Stewards officiating with him at the event shall:

assist the competitors in their reasonable training,

intervene in time in order to prevent any maltreatment of a horse by competitors, grooms, owners or any other person,

intervene in order to prevent any contravention of the customary principles of behaviour, fairness and sportsmanship, which are contained in the Code of Conduct of the FEI.

- The Chief Steward is required to send a report to the Secretary General on the stewarding of the event as a whole and on any incident. Copies of the report shall be given to the Organising Committee.

02.2.5 The Chief Steward shall be a person experienced in equestrian sports, particularly in the discipline of the event where he is appointed to officiate. The name of the Chief Steward shall be published in the schedule and in the programme of the event.

### **02.3.0 PROHIBITED SUBSTANCES (COMPETITORS)**

02.3.1 Competitors may not take part in any competition while under the influence of any prohibited substance.

02.3.2 The Ground Jury, after consultation with a responsible Medical Officer, may at any time exclude from further participation in the competition and/or event any competitor who is unfit to continue by reason of serious or potentially serious injury or health condition.

- Competitors are strongly cautioned against the use of none medication drugs e.g. Cannabis and /or Alcohol prior to or during the course of a competition. It is recognised that the use of such, and similar substances, may impair judgement and co-ordination with attendant risks to competitors, officials and spectators.

### **02.4.0 PROHIBITED SUBSTANCES (HORSES)**

- No horse may participate at an event while under the influence of any prohibited substance, except as provided in 02.4.4.

02.4.2 Further rules concerning Prohibited Substances and Medication Control are laid down in the Veterinary Regulations.

02.4.3 Any horse found to have a prohibited substance in any of its body tissues, fluids or excreta at an event, is automatically disqualified, together with the competitor, from all competitions at the event and the classification adjusted accordingly unless the Ground Jury has authorised the horse to continue in the event in accordance with paragraph 02.4.4 below. If the disqualified horse and competitor are members of a team, the rest of the team are not disqualified.

02.4.4 The Veterinary Delegate shall give written approval before any Veterinary treatment or medication with a prohibited substance is administered to a horse during the entire course of the event. If during this period it is urgently necessary to treat a horse with a prohibited substance, the Veterinary Delegate shall be informed at once and the circumstances reported to the President of the Ground Jury. Any treatment so administered shall be indicated to the Veterinary Delegate by written certification. The Ground Jury shall, on recommendation of the Veterinary Delegate, decide whether the horse may continue to take part in the event.

02.4.5 In cases of obvious illness or injury during an event the Ground Jury, after consulting the Veterinary Delegate, shall decide whether the horse may continue in that or subsequent competitions.

## **02.5.0 PERSONS RESPONSIBLE**

02.5.1 The Person Responsible for a horse has legal responsibility for that horse under the General Regulations and the Veterinary Regulations and, unless otherwise stated, is liable under the Disciplinary System.

02.5.2 For purposes of the General Regulations and the Veterinary Regulations, the Person Responsible shall normally be the competitor who rides or drives the horse during an event or in vaulting, the lunger, but the owner may, in addition to the Person Responsible, be regarded as the Person Responsible if he is present at the event or has made a relevant decision about the horse. If the competitor is under 18 years of age, the Person Responsible for his horse may be the Chef d'Equipe in the case of team competitions, or the parent, legal guardian or responsible adult.

02.5.3 The Person Responsible is responsible for the condition, fitness and management and for declaring or scratching of each and every horse under his jurisdiction and must know the relevant Regulations and Rules.

02.5.4 The Person Responsible is responsible for any act performed in the stables, by himself or by any other person with access to the horse, and while riding, driving or exercising any horse under his jurisdiction.

## **02.6.0 SPORTSMANSHIP**

No competitor, owner or person responsible shall contravene at any event the common principles of behaviour, fairness and standards of sportsmanship which are acceptable to the reasonable horseman; it includes, but is not limited to, the following:

Any action resulting in an unfair advantage to the offender.

Any action resulting in a material disadvantage to any other person or body involved.

Any action involving the maltreatment of horses.

Any action involving the impairment of the dignity or integrity of any person involved in the sport.

Any action involving fraud, violence or maltreatment or criminal acts at or relating to an event.

# **SECTION 03**

## **THE DISCIPLINARY SYSTEM**

### **03.1.0 GENERAL**

03.1.1 The disciplinary system is established under these regulations and applies to all contraventions.

03.1.2 Ignorance of the relevant clauses of the HSB Rules does not affect liability for actions in violation of the HSB Rules.

03.1.3 It shall be the responsibility of the HSB to collect any fine imposed (or costs envisaged in 03.2.2.7) on any member of the HSB.

03.1.4 Contraventions of the National Rules which relate to an Event or Competition are referred to in this clause 03 as “technical contraventions”. Contraventions involving the use of prohibited substances are deemed to be technical contraventions.

03.1.5 Contraventions of the National Rules which are not technical contraventions are referred to in this clause 03 as “general contraventions”.

03.1.6 Whether a contravention is a technical contravention or a general contravention shall be determined finally by the disciplinary body of the HSB, before which the contravention is heard in terms of these rules and such finding shall be binding (and not subject to appeal) on all interested persons and the HSB (including all its bodies).

### **03.2.0 TECHNICAL CONTRAVENTIONS**

#### **03.2.1 Competence for hearing technical contravention's**

03.2.1.1 Any technical contravention which is committed during any CI or CN status Event and which is reported to the President of the Ground Jury in writing during the period of its jurisdiction in respect of such CI or CN status Event, shall be dealt with by the Ground Jury and, if necessary, the Appeal Committee.;

03.2.1.2 Any technical contravention which is committed during or in relation to a CI or CN status Event, which has not been reported under 03.2.1 hereof and which is reported to the HSB in writing not later than 14 days (or within such extended period as the Secretary General may determine) after the end of the CI or CN status Event, shall be dealt with by the Judicial Committee.;

03.2.1.3 Any technical contravention which involves the use of prohibited substances shall be dealt with by the Judicial Committee.

03.2.1.4 As far as is practically possible, all technical contraventions at an event should be dealt with at that event.

#### **03.2.2 Ground Jury for hearing technical contraventions**

Ground Juries are subject to the following:

03.2.2.1 A Ground Jury consisting of at least 2 judges (one of whom shall be the President) shall be appointed for each CI or CN status event by the Organising Committee for such event.

03.2.2.2 The Ground Jury is responsible for the technical judging of all competitions for which it is appointed, and for settling all problems and hearing all technical contraventions that may arise during its jurisdiction .

03.2.2.3 The period of jurisdiction of the Ground Jury extends from 30 minutes before the start of the first Horse Inspection (or if there is no Horse Inspection, the first Competition) of the event or, if earlier, 15 minutes before complaints may be lodged in terms of 03.2.5.3 hereof, and shall last until 15 minutes after the announcement of the final results of the Event.

03.2.2.4 The Ground Jury shall act without bias.

03.2.2.5 In dealing with complaints the Ground Jury shall determine its own procedures; provided that such procedures shall include giving the accused proper notice of the charge, communicating (whether by having the accused present when evidence is presented or in some other manner) all relevant evidence against the accused to him/her, giving the accused a reasonable opportunity to present his/her defence to the charge against him/her (including calling witnesses to testify on his/her behalf and putting relevant questions to relevant witnesses) and notifying the accused of the outcome of the enquiry and of any sentence imposed as soon as practically possible.

03.2.2.6 The Ground Jury may impose the following penalties on Officials, Owners, Persons Responsible and Competitors:

A Warning.

A maximum fine of P7,000.00.

Elimination from a Competition.

Disqualification from an Event.

Suspension for the next 24 hours of a Competitor whose horse has left the restricted area without permission (and the horse in question shall automatically be disqualified for the rest of the Event).

03.2.2.7 The accused shall be liable for any costs incurred by the HSB in instituting the disciplinary process.

03.2.2.8 There is no appeal against the decisions of the Ground Jury in matters where:

the Ground Jury is required to exercise judgement during a Competition;

there is the elimination of a horse for veterinary reasons;

there is elimination during a Competition;

a Warning is imposed.

03.2.2.9 There is a right of appeal to the Appeal Committee in respect of all other decisions of the Ground Jury.

### **03.2.3 Appeal Committee for technical contraventions**

Appeal Committees are subject to the following:

03.2.3.1 An Appeal Committee consisting of at least 2 members (one of whom shall be the President) shall be appointed for every CI or CN status event by the Organising Committee for such event.

03.2.3.2 At least one of the Appeal Committee shall be or have been a National Judge (or Technical Delegate for Eventing or Driving). At least one of the Appeal Committee should (if possible) have knowledge in legal matters. They shall be chosen from among the following:

Members of the HSB Executive Committee.

Persons on any of the National Lists of Officials, active or retired

Judges, Chief Stewards, Technical Delegates, Course Designers and Event Veterinarians. -

Persons of the HSB who are qualified as required above or who are otherwise expert in equestrian matters.

03.2.3.3 The following persons may not serve as members of an Appeal Committee:

A member of the Ground Jury, the Technical Delegate, the Veterinary Delegate or the Course Designer at the event.

Team officials and instructors whose competitors are taking part in the event.

Competitors or owners of horses taking part in the event.

Any person who may be subject to a material conflict of interests.

03.2.3.4 In appropriate cases, the Veterinary Delegate at an event may be invited to join the Appeal Committee in an advisory capacity.

03.2.3.5 The period of jurisdiction of the Appeal Committee is the same as that of the Ground Jury for the CN status event concerned; provided that if a complaint lodged with the Ground Jury is still undetermined by the Ground Jury when such period of jurisdiction expires, the Appeal Committee shall be available and has jurisdiction until 1 hour after such complaint has been finally determined by the Ground Jury.

03.2.3.6 The Appeal Committee shall deal with appeals against decisions of the Ground Jury.

03.2.3.7 The accused person may lodge an appeal (save where it is excluded under these General Regulations) with the President of the Appeal Committee against a decision of the Ground Jury.

03.2.3.8 Appeals to the Appeal Committee shall be in writing, signed by the appellant and shall be lodged not later than 1 hour after the decision of the Ground Jury.

03.2.3.9 There is no right of appeal against decisions of the Appeal Committee.

03.2.3.10 The Appeal Committee may uphold, overturn or alter the decision of the Ground Jury (but subject to 03.2.2.6 and 03.2.2.7 hereof).

03.2.3.11 The Appeal Committee shall act without bias.

03.2.3.12 In dealing with appeals the Appeal Committee shall determine its own procedures; provided that the Appeal Committee shall review the relevant records of the Judicial Committee to the extent that same are available and the Appeal Committee shall not consider fresh evidence without giving the accused a reasonable opportunity of meeting it.

#### **03.2.4 Judicial Committee for technical contraventions**

The Judicial Committee is subject to the following:

03.2.4.1 Judicial committee shall consist of at least 3 members (one of whom shall be the President) appointed by the HSB in general meeting; provided that during any period for which there is no such appointment for any reason (including death or resignation) such persons shall be appointed by the HSB Executive Committee.

03.2.4.2 The Judicial Committee shall consider all technical contraventions submitted to it for determination by the Secretary General.

03.2.4.3 The Judicial Committee may impose the following penalties:

A Warning.

A maximum fine of P30,000.00.

Elimination from a Competition.

Disqualification from an event.

Suspension for any period.

Expulsion from the HSB.

03.2.4.4 In appropriate cases the Chairman of the Judicial Committee may set up a special Committee of Enquiry to investigate a complaint before deciding what action to take.

03.2.4.5 Any penalty imposed shall include the recovery of any costs incurred by the HSB in instituting the disciplinary process.

03.2.4.6 In dealing with complaints the Judicial Committee shall determine its own

procedures; provided that such procedures shall include giving the accused proper notice of the charge, communicating (whether by having the accused present when evidence is presented or in some other manner) all relevant evidence against the accused to him/her, giving the accused a reasonable opportunity to present his/her defence to the charge against him/her (including calling witnesses to testify on his/her behalf and putting relevant questions to relevant witnesses) and notifying the accused of the outcome of the enquiry and any sentence imposed as soon as practically possible.

03.2.4.7 There is no right of appeal against decisions of the Judicial Committee

### **03.2.5 Complaints regarding technical offences**

03.2.5.1 Complaints of technical offences committed in relation to the organisation or conduct of an event (including such matters as the conditions of transport, accommodation, stabling and treatment by customs, immigration and veterinary officials, and the behaviour of officials which is detrimental to the character and/or prejudicial to the interests of the sport) may only be lodged by:

Members of the HSB Executive Committee.

Officials appointed under the HSB rules in relation to such event.

Chefs d'Equipe in relation to such event.

Persons Responsible.

Team Veterinarians in relation to such event.

03.2.5.2 Complaints shall be in writing, signed by the person making the complaint, and shall be accompanied by any supporting evidence (including reports of witnesses), if reasonably available.

03.2.5.3 Complaints addressed to the President of the Ground Jury shall be lodged within the following time limits for the following technical contraventions :

Complaints against the eligibility of a competitor or horse or to the conditions of the arena, not later than 30 minute before the start of the Competition concerned.

Complaints about an obstacle, or to the plan or length of the course for jumping or obstacle for driving Competition, not later than 15 minutes before the start of the Competition.

Complaints about the steeplechase, cross-country or marathon courses or hazards/fences in driving or eventing, not later than 18h00 hours on the day before the Competition concerned.

Complaints concerning irregularities or incidents during a Competition, or the classification of the Competition, not later than 30 minutes after the announcement of the results.

### **03.2.6 Deposits for technical contraventions**

03.2.6.1 Complaints and appeals to the Ground Jury or the Appeal Committee shall be accompanied by a deposit as laid down in Appendix GR/B.

03.2.6.2 Complaints or appeals shall not be considered until the required deposit has been paid.

03.2.6.3 The deposit shall be refunded if the complaint or appeal is upheld. If the complaint or appeal is rejected, the deposit shall be retained for the benefit of the HSB.

### **03.2.7 Recording of Penalties, Complaints and Appeals for technical contraventions**

03.2.7.1 The Presidents of the Ground Jury, the Appeal Committee or the Judicial Commission shall report to the Secretary General on all decisions made by the body concerned.

03.2.7.2 The Secretary General shall be responsible for:

03.2.7.2.1 Recording of delivery of warning cards.

03.2.7.2.2 Recording the proceedings of the Judicial Committee.

03.2.7.2.3 Notifying the decisions of the Judicial Committee, including the dates on which they become effective, to the parties concerned.

03.2.7.2.4 Publication of all decisions which have to be published.

### **03.2.8 Time of Implementation of Decisions relating to technical contraventions**

The following is applicable in respect of decisions of Ground Juries, Appeal Committees and Judicial Committees:

03.2.8.1 Decisions against which there is no appeal shall become effective from the date of their notification to the person or bodies concerned.

03.2.8.2 Decisions from which there is an appeal shall be effective once the period for lodging an appeal has expired without an appeal being lodged or once the parties concerned have formally renounced their right of appeal or once the appeal has been rejected or finally decided.

03.2.9 Warning Cards for technical contraventions

03.2.9.1 In cases of technical contraventions at recognized event which are not of a serious nature, the President of the Ground Jury, the President of the Appeal Committee and the Chief Steward, instead of instituting disciplinary proceedings, may deliver to the Person Responsible a warning card by hand.

03.2.9.2 The acceptance of a warning card suspends any prosecution of the technical contravention until a further technical contravention takes place by the Person Responsible.

03.2.9.3 The Person Responsible may reject the warning card.

03.2.9.4 The rejection of a warning card which has been delivered to the Person Responsible, will invoke the institution of disciplinary proceedings as foreseen in these regulations.

03.2.9.5 Should the same Person Responsible receive one more warning card at the same recognized event or should the same Responsible Person receive more than one warning card at recognized events within two years after the delivery of a first card, then all the technical contraventions for which warning cards have been given to such Responsible Person during such year shall be submitted to the Judicial Committee for prosecution.

### **03.3 GENERAL CONTRAVENTIONS**

03.3.2 The Disciplinary Committee of the HSB shall consider all general contraventions submitted to it by the Secretary General. The Disciplinary Committee shall consist of at least three persons (one of whom shall be the Chairman) appointed by the HSB Executive Committee.

03.3.3 The Disciplinary Committee may impose the following penalties :

A Warning.

A maximum fine of P30,000.00.

Suspension for any period.

Expulsion.

03.3.4 Any penalty imposed shall include the recovery of any costs incurred by the HSB in instituting the disciplinary process.

03.3.5 In appropriate cases the Chairman of the Disciplinary Committee may set up a special Committee of Enquiry to investigate a complaint before deciding what action to take.

03.3.6 The Disciplinary Committee charged with holding an enquiry in respect of a general contravention may elect to accept a written admission of guilt by the accused (together with the acceptance of a reprimand of the accused and/or the payment of a fine by the accused and/or the elimination or disqualification of the accused) in lieu of holding an enquiry in respect of the general contravention. Admissions of guilt should not be considered appropriate in instances where the Disciplinary Committee is of the opinion that the general contravention complained of is serious enough to warrant suspension or expulsion if founded.

03.3.7 The following are the procedures for Disciplinary Committees to decide on general contraventions:

03.3.7.1 The accused shall be advised of the alleged general contravention by the Disciplinary Committee either orally or in writing as soon as practically possible after the Disciplinary Committee has been charged with the adjudication of the alleged general contravention.

03.3.7.2 The enquiry shall be held as soon as practically possible after the accused has been advised of the alleged general contravention at a time and place determined by the Disciplinary Committee. The accused shall be given fair warning of the time and place at which the enquiry shall be held.

03.3.7.3 The accused is entitled to be represented at the enquiry by a person who is a member of the HSB (free of consideration and not in any professional capacity). The accused is not entitled to any other representation.

03.3.7.4 The Disciplinary Committee shall appoint a member of the HSB (free of consideration and not in any professional capacity) to prosecute the alleged general contravention before the Disciplinary Committee and to gather evidence of the alleged general contravention.

03.3.7.5 The HSB may prescribe forms for use in connection with such disciplinary proceedings. In such event, such forms shall be used insofar as practically possible.

03.3.7.6 The Disciplinary Committee shall determine its own procedures for holding the enquiry.

03.3.7.7 The chairman of the Disciplinary Committee shall maintain order during the enquiry.

03.3.7.8 The prosecutor shall detail the alleged general contravention at the commencement of the proceedings and shall present evidence of the alleged general contravention to the Disciplinary Committee.

03.3.7.9 The accused shall have an opportunity to state his/her case and to present evidence to the Disciplinary Committee in respect of the alleged general contravention.

03.3.7.10 The prosecutor, the accused and the Disciplinary Committee may examine all witnesses.

03.3.7.11 After all evidence has been presented, the Disciplinary Committee shall adjourn to consider all evidence and to make its decision.

03.3.7.12 The chairman of the Disciplinary Committee shall advise the accused either orally or in writing of the decision of the Disciplinary Committee and shall submit a written report to the HSB on the enquiry and its decisions within 30 days after the Disciplinary Committee adjourns to consider its decision.

03.3.7.13 The details of the enquiry may be published as the Disciplinary Committee or the HSB may determine.

03.3.7.14 If an accused refuses or fails to attend an enquiry, he/she waives all his/her rights in respect of the enquiry and the enquiry may proceed in his/her absence.

03.3.7.15 The decision of the Disciplinary Committee shall be final and binding and is not subject to any right of appeal.

03.3.7.16 No suspension or expulsion shall take effect until the HSB Executive Committee has ratified it. The HSB Executive Committee shall take its decision within 60 days after it has considered the report of the chairman of the Disciplinary Committee and may call for oral or written representations from the accused before taking its decision. The HSB Executive Committee shall advise the accused of its decision in writing or orally. If the accused is a member of the HSB Executive Committee, he/she may not take part in such decision of the HSB Executive Committee.

### **03.4 GUIDELINES FOR PENALTIES FOR TECHNICAL AND GENERAL CONTRAVENTIONS**

The following are some guidelines in respect of penalties :

#### **03.4.1 Disqualification and Elimination**

Disqualification or Elimination should be imposed when it is specified in the HSB Rules or the FEI Rules, or if the circumstances demand immediate action.

Elimination from a competition means that the competitor and horse concerned - even should it change ownership - is removed from the list of entries and the classification and includes the forfeiture of prize money won in that particular competition.

Disqualification from an event means that the competitor and horse concerned - even should it change ownership - may take no further part in the event and includes the forfeiture of any prize money won that competition and all other competitions at that event.

#### **03.4.2 Suspension**

Suspension shall be for a stated period and during that period the person or body suspended may take no part in recognised events as a competitor or official or in the organisation of or participation in any event under the jurisdiction of the FEI or the HSB.

#### **03.4.3 Notwithstanding anything to the contrary in the HSB Rules or the FEI Rules, the penalties listed below are mandatory:**

The following shall be imposed on any competitor found competing on a horse, which horse, on analysis by any laboratory or expert appointed by HSB or the FEI, shows the presence of any prohibited substance.

1. Disqualification of horse and rider combination from all classes at the event.
2. Refund of all prize money, together with the forfeiture of all trophies, medals and prizes won by the horse and rider combination at the event.

3. Refund to the HSB of 125% of the costs incurred by the HSB in respect of sampling, analysing and any other matters related to the analysis concerned of the prohibited substance.
4. A fine of between P1,000.00 and P5,000.00.
5. Suspension for a period of between one month and one year.

The above sanctions are mandatory for all offences; provided that the maximum amount of the fine and period of suspension may be increased in the discretion of the Judicial Committee for any competitor who is found guilty of a second or subsequent offence.

Should the horse and rider combination have been involved in a team combination, the team shall not necessarily be disqualified. However the horse and rider combination shall be disqualified. Team scores shall be adjusted by deleting the disqualified team member from the classification. Should this reduce the team members to a number below that required for classification, then the team shall be eliminated in accordance with the relevant rules.

03.4.4 The FEI Judicial Committee may impose its sanctions against any competitor competing on a horse which horse on analysis by any laboratory appointed by the FEI, shows the presence of prohibited substances. These sanctions are in addition to those set out in 03.4.3

03.4.5 Cases of repetition of the same type of contravention within two years after the first contravention may be penalized by at least the maximum penalty foreseen for the contravention in question.

03.4.6 The penalty imposed in any given case may consist of a combination of a fine, suspension, elimination and/or disqualification.

03.4.7 All fines imposed by Ground Juries, Appeal Committees and Judicial Committees are due to the HSB and shall be forwarded to it without delay.

### **03.5 LIMITS FOR FINES, PENALTIES AND A SUSPENSION ALTERED OR IMPOSED.**

Notwithstanding anything to the contrary herein contained, the HSB Executive Committee may alter (or impose) maximum or minimum limits for fines, penalties and suspensions in respect of any technical or general contraventions.

## **SECTION 04**

### **General regulations applicable to all South African Championships**

**N/A in Botswana**

## **SECTION 05**

### **AGE AND HEIGHT RESTRICTION OF HORSES AND HORSE PASSPORTS**

#### **05.1.0 AGE AND REGISTRATION OF HORSES**

05.1.1 The minimum age for horses to be entered in ridden competitions at recognised events shall be three years.

05.1.2 Rules for individual disciplines may stipulate a different minimum age (but not less than 3 years) for their competitions.

05.1.3 The HSB shall not register a horse for the first time unless the application for registration is accompanied by a certificate signed by a person who purports to be the legal owner stating the age and giving a full description of the horse at the time of registration. It is not incumbent on the HSB to verify such legal ownership, although the

HSB may refuse such registration if it is not satisfied for any reason that such person is the legal owner of the horse. The HSB may require any proof of ownership which it deems necessary.

05.1.4 In addition the following information shall be given:

- Group IX passport number
- Sex
- Breed
- Country of birth
- Year of birth
- Previous name
- Name of previous owner.

05.1.5 Competitors from outside Botswana, if called upon to do so by the Organising Committee, shall be required to produce proof of compliance with 05.1.0 under penalty of disqualification.

### **05.2.0 HEIGHT RESTRICTIONS OF HORSES**

05.2.1 The following height restrictions shall apply:

- Adult competitions: There shall be no height restrictions imposed on horses.
- Junior competitions: There shall be no height restrictions imposed on horses.
- Child competitors: Only ponies measuring 1.50m and under shall be ridden.

05.2.2 In showing competitions different height restrictions may be introduced for different competitions.

### **05.3.0 MEASUREMENT OF HORSES**

05.3.1 All horses entered in or intending to enter in recognised height restricted events shall be measured in accordance with the following regulations and shall have the height of the horse endorsed in the horse's passport. A horse without a height endorsed in its passport will not be permitted to enter recognised height restricted classes.

05.3.2 It is the responsibility of owners or riders intending to enter a horse in recognised height restricted classes to have it measured by an official horse measurer appointed by the HSB.

05.3.3 Prior to measuring a horse, the official horse measurer shall ensure that the horse to be measured is the horse whose description is set out in the horse's passport. On completion of measurement, the official horse measurer shall complete, date and sign the "Horse Height" page of the horse's passport. A photocopy of the "Horse Height" page of the passport, bearing the passport number, must be lodged with the HSB for recording.

05.3.4 Only Official HSB/FEI/Group IX passports with the height of the horse endorsed therein shall be recognised by Organising Committees of recognised height restricted classes.

05.3.5 On reaching the age of seven years horses may be measured by two official horse measurers and such measurement, as certified by both measurers shall be valid for life.

05.3.6 Horses which have not yet been measured under rule 05.03.5 shall be re-measured annually.

05.3.7 The height of a horse will only be accepted when endorsed in the horse's passport by an Official Horse Measurer appointed by the HSB. A list of official horse measurers shall be available at all HSB offices.

05.3.8 Horses must be sound when trotted out in hand and must be measured standing on a level solid surface. No allowance will be made for shoes. The top of the horse's head can be in line with the withers when being measured.

05.3.9 Measurers are required to use a measuring stick shod with metal and with a spirit level incorporated into the cross bar.

#### **05.4.0 RE-MEASUREMENT OF HORSES**

05.4.1 The HSB have the right at their sole discretion to call for the re-measurement of any horse under the age of seven years or any horse of seven years and older who has not been measured in terms of Rule 05.3.5, provided at least seventy two hours notice is given to the owner. The re-measurement shall be carried out by two official horse measurers appointed for this purpose by the HSB and shall be endorsed in the horse's passport.

05.4.2 In the event that any owner does not permit their horse to be re-measured as provided for in rule 05.4.1, then that horse will be barred from competing in any recognised height restricted class until such time as the re-measurement has been carried out.

#### **05.5.0 HORSE PASSPORTS**

05.5.1 Every horse registered with the HSB shall have an official HSB/Group IX Passport as a means of identification, to establish the registered ownership and confirm the height classification. All passports will be issued without alteration.

05.5.2 All passports shall include the full name, address and signature of the owner as registered by the HSB. The description of the horse and the diagram shall be accurately completed, and the passport shall include a record of all vaccinations, veterinary inspections and medication control samples.

05.5.3 The HSB is responsible for issuing passports for all horses registered with them and for ensuring that the passports are correctly completed, as specified in the Veterinary Regulations, prior to being authenticated by the stamp of the HSB and the signature of an official of the HSB. The HSB shall retain a photocopy of the identification page and, if applicable, the "Horse Height" page of the passport. (See Rule 05.3.3). The person responsible for a horse at an event is responsible for the accuracy of the passport and for presenting it at the Veterinary Inspection, except for events on borrowed horses when this is the responsibility of the Organising Committee.

05.5.4 A horse may only have one passport (other than an FEI Passport). If the HSB is satisfied that a passport has been lost, it may issue a new one clearly marked "duplicate" and bearing the same number as the original passport. The HSB shall record the issue of a duplicate passport.

05.5.5 At CN status events or CI status events, Organising Committees shall arrange for each horse to be positively identified at the veterinary inspection. Any case of misleading or inaccurate information in a passport, or if the horse cannot be positively identified, shall be reported to the President of the Appeal Committee, who shall report the case to the Secretary General and the HSB giving the number of the passport and the name of the horse.

05.5.6 If any horse arrives at a veterinary inspection without a passport, or if its passport is inaccurate, it shall not be allowed to compete unless the Appeal Committee gives its approval or unless otherwise expressly provided in the Veterinary Regulations. Only in

exceptional circumstances may a horse without a passport be allowed to compete.

## **APPENDIX GR/A**

### **RULE CHANGING YEARS**

The various rules and regulations of the Federation shall only be changed during the following years subject to General Regulation 00.10.0:

Dressage 2004 2008 2012 2016 2020

Driving 2003 2007 2011 2015 2019

Equitation 2003 2007 2011 2015 2019

Eventing 2005 2009 2013 2017 2021

Showing 2003 2007 2011 2015 2019

Showjumping 2006 2010 2014 2018 2022

Vaulting 2004 2008 2012 2016 2020

## **APPENDIX GR/B**

### **DEPOSITS AND FINES**

The following are reviewed annually at the Federation's Annual General Meeting and consequently are subject to amendment each year.

### **LATE SUBMISSION OF RESULTS AND PAYMENT OF FEES**

Penalty for submission of results and payment of fees

later than fourteen days after the Event; per day late P100.00

### **DEPOSITS FOR OBJECTIONS AND APPEALS**

At CI status events

Objections – the Pula equivalent of CHF150.00

Appeals – the Pula equivalent of CHF150.00

At CN status events

Objections P100.00

Appeals P200.00

At all other recognised events

Objections P 50.00

Appeals P100.00

## **APPENDIX GR/C (N/A)**

## **APPENDIX GR/D**

### **COLOURS POLICY**

#### **BOTSWANA NATIONAL COLOURS**

The award of Botswana National Colours shall be on the recommendation of the HSB

with approval of the Botswana National Sports Council. This applies to both teams and individuals.

### **The Horse Society of Botswana Colours**

The award of The Horse Society of Botswana colours shall be to members who have succeeded in fulfilling the below mentioned criteria:

#### **DISCIPLINE RIDER LEVEL OF ACHIEVMENT CRITERIA**

Dressage Child Elementary Medium Over 60% in 3 tests

Junior Elementary Medium Over 60% in 3 tests

Adult Advanced / Prix St George Over 60% in 3 tests

Eventing Child Intermediate Completed 3 events

Junior Intermediate Completed 3 events

Adult Open Completed 3 events

Showjumping Child CA 3 Double clear rounds

Junior JA 3 Double clear rounds

Adult A 3 Double clear rounds

Colours may not be worn once a competitor moves out of the category for which they were awarded, i.e. Child to Junior or Junior to Adult.

### **APPENDIX GR/E**

#### **GENERAL OPERATING RULES**

#### **HSB ASSISTANCE**

##### **1 TRAVEL ALLOWANCES**

Travel allowances will be paid to HSB members travelling on official HSB business and members selected to represent the HSB either as individuals or as members of teams, as follows:

##### **Travelling with horses :**

150km to 500km P300.00

500km to 1000km P600.00

for every additional 500km P300.00

##### **Visiting Teams**

This only applies to HSB invitational teams, 50% of above rates, only applicable to horses and not riders, and / or officials (Chefs d'Equipe) etc

##### **Travelling without horses:**

Chefs d'Equipe and members on official business are eligible to 50% of the above rates.

If and when flights are involved, each case will be determined on a "case by case" scenario, by the HSB Executive Committee.

##### **2 Policy for Assistance with Officials for Graded Events**

The HSB is to make funds available to assist members in the holding of graded events in Botswana. This is to encourage the continued progression of each discipline.

Should any Organising Committee wish to apply for assistance to bring officials from another Federation for graded events, proposals must be submitted to The HSB Executive Committee not less than 12 weeks prior to the date of the event, (application forms are available from the HSB). Each proposal will be considered on its own merit. Any such financing will be provided directly to the officials.

Proposals should include:

- Name of event and contact person
- Date and venue of event
- Disciplines and levels which are to be offered & which classes are to be graded
- Names of proposed officials, classification and level
- Details of assistance sought
- Names of local officials being utilized and in what capacity
- Any other information

The HSB reserves the right to suggest alternative officials other than those requested. Should this situation arise, discussions with the organiser's will be held to come to a final decision.

Where officials are available locally, they will be encouraged to assist at such shows. Members of relevant HSB panels will be afforded the opportunity to work with the different officials at the event.

For further details refer to the application form.

*Proviso for appendix GR/E – there must be sufficient funds available .*

### **HSB SPONSORED COMPETITIONS**

Where there are national events, which are sponsored by the HSB, notice will be sent to all members inviting them to put forward a proposal for hosting the event.