

# **ZIMBABWE EQUESTRIAN FEDERATION**



## **NATIONAL GENERAL REGULATIONS**

LAST AMENDED AFTER THE NOVEMBER 2018 MEETING AND EFFECTIVE 1<sup>ST</sup> JANUARY 2019

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# **GLOSSARY OF TERMS AND DEFINITIONS**

## APPEAL

A proceeding in which a case is brought before a higher body for review, to confirm the correct judgement.

## APPEAL COMMITTEE

Appeal body dealing with Appeals against Decisions of the Ground Jury, protests addressed or referred to it by the Ground Jury, and all cases which are beyond the competence of the Ground Jury.

## ATHLETE

Any person taking part in an Event. Such person may be a rider, a lungeur, or a vaulteur.

## PONY RIDERS

Athletes who may take part in Competitions for Pony Riders until the end of the year in which they reach the age of 14.

## COMPETITION

Refers to each individual class in which Athletes are placed in an order of merit.

## DISCIPLINE

Any Equestrian Discipline approved by the FEI, viz Dressage, Jumping, Eventing, Driving, Endurance, Vaulting, Reining, and Para-Equestrian.

## DISCIPLINARY TRIBUNAL

Highest judicial body within the ZEF to decide on cases – whether appeals from the judgement of a lower body, or matters not otherwise under the jurisdiction of the Ground Jury, Appeal Committee or a Branch Committee, including matters within the competence of these Committees which warrant more severe penalties.

## ELIGIBILITY

Qualified or entitled to be chosen.

## EVENT

A complete meeting, Show, Championship, or Games. Events may be organised for one or more than one Discipline.

GENERAL REGULATIONS The General Regulations govern the conduct of all Equestrian Events organised by the ZEF or by or on behalf of the FEI.

#### GROUND JURY

Competent authority to deal with all protests and reports which relate to anything occurring during or in direct connection with an Event and are presented within the period of jurisdiction of the Ground Jury as defined in the General Regulations.

#### HORSE

Refers also to a pony.

#### JUNIOR

An Athlete who may take part in Competitions for Juniors from the year he/she reaches the age of 12 until the end of the year in which he/she reaches the age of 18.

#### LESSEE

A person or entity who receives the use and possession of a leased horse from a lessor.

#### OFFICIAL

A person elected to a ZEF Executive Committee or appointed by the ZEF Executive Committee.

#### ORGANISER OR ORGANISING COMMITTEE (OC)

Any organisation, group, society, body or person which is recognised by ZEF and held to be responsible for the management of any Event.

#### OWNER

Person or entity having an interest in the whole or in part of one or more horses.

#### PERSON RESPONSIBLE

Person who has legal responsibility for a horse as defined in the General Regulations.

#### PHASE

Refers to separate parts of a Competition at the same Event which are taken together to arrive at a final classification.

#### ROUND

One or more consecutive circuits of the same, or similar, course as part of a single Competition.

#### SPORTS RULES

Principles and set of norms including but not limited to Rules for the Equestrian Disciplines, Veterinary Regulations, Equine Anti-Doping and Medication Control Rules, Anti-Doping Rules for Human Athletes

# **INTRODUCTION AND APPLICATION**

The Federation Equestre Internationale (hereafter FEI) is the sole authority for all International Events in Dressage, Jumping, Eventing, Driving, Endurance, Vaulting, Reining, and Para-Equestrian.

The Central Committee of the Zimbabwe Equestrian Federation (hereafter ZEF) is recognised by the FEI as the National Federation for Zimbabwe.

## **1. GENERAL REGULATIONS AND SPORTS RULES**

- a) The General Regulations (GRs) are established so that individual Athletes and teams of Athletes may compete against each other under fair and equal conditions with the Welfare of the Horse as paramount.
- b) The General Regulations and Sport Rules (SRs) are published for use in Zimbabwe, under the authority of the ZEF Central Committee.
- c) The FEI Statutes, GRs, and Sports Rules apply to FEI Events and/or Competitions held in Zimbabwe. However, the FEI may publish variations for certain types of competitions.
- d) The National Federation (NF) is responsible for the implementation by local Organising Committees (OCs) of all the relevant ZEF and FEI Rules and Regulations and shall be responsible for ensuring that the welfare of the Horse is paramount and that it must never be subordinated to competitive or commercial influence.

## **2. APPLICATION**

These GRs apply to all disciplines, unless a specific variation is allowed under a stated Discipline Sport Rules. Any such variation shall only be regarded as an exception to the GRs in the allowed circumstance, and should not be taken as an overall variation.

- a) These Regulations will apply to all horse Events, held in Zimbabwe by the ZEF or under the auspices of the ZEF, other than those referred to in sub-rule 2(b), except when FEI Rules in whole or in part are specified. FEI Rules may be used as a guide to the interpretation of these Rules.
- b) FEI Rules shall be applied at any Event which holds FEI International status except insofar as the ZEF Rules are specified.
- c) Where these Regulations are silent on any matter, the FEI Rules shall be applied with such alteration as may be necessary according to local conditions, eg 3 disobediences. The SRs must be read in conjunction with the GRs. In case of conflict of interpretation between the provisions of any of the SRs, the principles of the GRs shall take precedence.

### **3. LIABILITY**

Neither the Organizers of an Event nor the ZEF shall be held liable for any accident, damage, loss, injury or illness whatsoever to any person, or horses or to any property whatsoever arising from whatsoever cause.

(This clause, or one similar to it, should be included on every entry form, prize list and catalogue, and should be displayed at all entrances to the showground).

### **4. ATHLETE LICENCE TO COMPETE**

1. All athletes wishing to be eligible to compete in FEI, ZEF, or affiliated Events held in Zimbabwe must be licenced.
2. A licence is obtained by becoming a member of the ZEF Branch where the Athlete is normally resident, having paid all necessary fees.
- c) The annual Licence fees shall be determined by each Branch in General Meeting. All licenses to compete will expire on 31<sup>st</sup> December each year. A licence will cover all Disciplines.
- d) Visiting Athletes must be licenced by their own NF and should be accorded temporary membership of the ZEF.
- e) All athletes wishing to compete externally in FEI Events or competitions hosted by a foreign NF must be licenced by the Hon. Sec .General of the ZEF, and must complete clearance procedures in order to travel.

### **5. OWNERS AND LESSEES**

- a) Owners wishing to be eligible to compete their horses in FEI, ZEF, or affiliated Events held in Zimbabwe must be members or temporary members of the Society.
- b) A licence is obtained by becoming a member or temporary member of the ZEF Branch where the owner is normally resident, having paid all necessary fees.
- c) Leasing of registered horses for competition purposes is permitted. However, the Lessee must be a member or temporary member of the Federation.
- d) The form and duration of the lease agreement is a matter for the parties thereto and does not require the approval of the HSZ. However, a copy of the lease agreement signed by both parties must be available.

- e) The lessee will be regarded by the Federation as the bona fide owner in all respects. The horse will be registered in the lessee's name unless otherwise stipulated in writing by both parties.

## **6. HORSE REGISTRATION AND LICENCE**

- a) Horses/ponies to be competed must be registered. Horses/ponies of any age may be registered, but cannot be competed under saddle for show jumping or dressage before the age of four, and cannot be competed in Eventing or Cross Country competitions before the age of four in 70-80cm height, five years in 90cm height, and six years old in 1 metre height. . 1<sup>st</sup> August is taken as the starting date of the year of the horse.
- b) No horse may take part in any Event covered by clause 2a) unless it is registered and licenced with the Branch where the owner or lessee is normally domiciled. Such registration and licence must be current as at the closing date of entries for the competition or, where late entries are accepted, at the date the entry is accepted.
- c) The annual Licence fees shall be determined by each Branch in General Meeting. All licences to compete will expire on 31<sup>st</sup> December each year. A licence will cover all disciplines and is transferable to a new owner.
- d) When a horse is newly registered, it shall be graded in the lowest grade without points according to its age classification. Horses may be registered in two age groups, i.e. Adults and Juniors, but may only be ridden in one age group at an event. (Ref to herein after as 'Dual Grading'). An application may be made for a substitution rider of a different age group to ride the same horse at an event. If there is a change back to the original rider, this first combination will no longer be eligible for prizes or grading points from the time of the initial substitution at the event in question.
- f) Owners of imported horses must supply proof of age before the horses can be registered with the ZEF. In the case of non-thoroughbreds or when irrefutable proof of birth date is unavailable, a veterinary opinion as to its age will be required.
- g) Horses registered with other NFs that are to be registered in Zimbabwe shall be registered in the same grade or the grade which approximates to the relevant discipline in Zimbabwe, without grading points.
- h) Registration will not be considered complete unless the correct name of the horse and owner has been communicated to the Grading or Branch Secretary. Registration forms are available from the Secretaries , as are details of the relevant fees and fines. In the event of a change of name of the horse a fee shall be payable.
- i) Any horse registered with the Federation will remain so until its death and no registration may be relinquished.
- j) When a horse's licence has lapsed, it shall be re-licenced as per its previous licence.

- k) Horses will compete in the name of the owner at the date of close of entries. Any prize money won will be paid to that owner, unless otherwise advised in writing to the OC by that owner.
- l) Re-registration after the sale of a registered horse will only be implemented on production of a letter signed by both parties. Re-registration will be required on change of horse's name.
- m) Owners are required, within 30 days, to notify the Grading or Branch Secretary of the death of the horse; change of ownership; or change of address of the owner. Failure to comply with Regulation will result in a fine, and in the latter two cases the horse shall not be permitted to compete until the fine is paid.
- n) Horses registered in neighbouring countries may compete in Zimbabwe in their registered grade upon production of satisfactory proof of registration and grading.

## **7. ELIGIBILITY OF RIDERS AND OFFICIALS**

- a) Seniors: Athletes may take part in Senior competitions from the beginning of the year in which they reach the age of 18, and must do so after 31<sup>st</sup> December of that year.
- b) Juniors: Athletes may take part in competitions for Juniors from the year they reach the age of 12 until the end of the year in which they reach the age of 18. An Athlete may ride as a Pony Rider and a Junior.
- c) Pony Riders: Athletes may take part in competitions for Pony Riders until the end of the year they reach the age of 14. See Para d) below.
- d) An Athlete, on or after their 16<sup>th</sup> birthday, may apply to ride as a Senior. Such application should be addressed to the relevant Branch Committee and must be supported by a letter of approval from the Athlete's parent or guardian; a letter of support from the Athlete's instructor; and a resume of past results.

If the Branch Committee supports such application, they will request the Secretary General to issue the relevant licence. FEI Article 255.3 will not be applied to competitions run under this rule. A licence in terms of this proviso shall be for all disciplines, and the person licenced will be regarded for all purposes as being a Junior or a Senior, as the case may be.

- e) Young Riders:
  - i) From the beginning of the year in which an Athlete reaches the age of 16 until he/she registers or is required to register as a Senior, he/she may register as a Young Rider in addition to being registered as a Junior
  - ii) Athletes in this category may take part in competitions for Seniors at events where this facility is offered in the Prize List.
  - iii) A Junior who is also registered as a Young Rider – when taking part in a Senior competition – may ride a Junior listed horse (but not a pony) of the

equivalent grade to that required for the competition or he/she may ride a Senior listed horse of the required Senior grade.

- f) All competitions are open to amateurs and professionals without amateurs losing their amateur status.
- g) No person who has been suspended or expelled from membership of the Federation in terms of Clause 15 of the Constitution shall be permitted to take part, whether as Owner or Athlete, in any competition or event to which these Regulations apply, during the period of such suspension or expulsion, and such person shall not, during such period, be licensed to ride in terms of the General Regulations of the FEI.
- h) To compete or officiate in another country Athletes, Officials, Trainers, and horses must be licensed and registered with the ZEF. Application must be made through their Branch Committee to the Secretary General for approval procedures.
- i) Athletes, Officials and Trainers registered with another National Federation who wish to compete in Zimbabwe must obtain clearance to do so through their National Federation, and an application shall also be made to The Secretary General of the ZEF for approval procedures. Once cleared, these visitors may be offered Temporary Membership of the ZEF.
- j) Eligibility of both Athlete and horse will be determined on the first day of the event.
- k) All Officials, including judges, writers, time-keepers, etc. must be paid up members of the Branch of the HSZ in which they normally reside.

## **8. PERSON RESPONSIBLE**

- a) The Person Responsible for a Horse has legal responsibility for that Horse, including responsibility under the DRs and, unless otherwise stated, is liable under the Legal System.
- b) It is the obligation of the Person Responsible and of every other person subject to the ZEF Constitution, GRs and SRs to know the ZEF Constitution, GRs and relevant SRs, and lack of knowledge does not relieve these persons from liabilities under the ZEF Constitution, GRs and SRs.
- c) The Person Responsible shall be the Athlete who rides or drives the Horse during an Event, but the Owner and other support personnel, including but not limited to grooms and veterinarians, may be regarded as additional Persons Responsible if they are present at the Event or have made a relevant decision about the Horse. In Vaulting, the lunger shall be an additional Person Responsible.
- d) If the Athlete is under 18 years of age when the entry is submitted, a representative for the Athlete must be nominated by a parent, Chef d'Equipe or NF.
- e) The representative may be a parent of the Athlete, Chef d'Equipe, Trainer, the Owner of the horse, or some other responsible adult and this shall be communicated to the OC.

- f) If a representative is not nominated, either a parent of the Athlete, or the Trainer, may be considered as a representative.
- g) The Minor Athlete shall remain the Person Responsible.
- h) The representative may represent the Minor Person Responsible in all dealings with the OC and HSZ Officials, including but not limited, to witnessing the medication process.
- i) The Person Responsible is responsible for the condition, fitness and management of each and every Horse under his jurisdiction, as well as for declaring any scratching.
- j) The Person Responsible is responsible for any act performed during an Event, to any Horse under his jurisdiction, by himself or by any other person with access to the horse, and is responsible while riding, driving or exercising any horse under his jurisdiction. The Person Responsible is not relieved from such responsibility as a result of the lack or insufficiency of stable security.
- k) If, for any reason, the Person Responsible is unable or is prevented from caring for the horse under his jurisdiction he must immediately notify the Secretary of the OC.
- l) If a Minor Athlete requires any medical assistance during an Event, and no Person Responsible is available to authorise the possible costs of treatment, the OC shall give the necessary authorisation, and the costs involved shall be borne by the family of the Minor Athlete.

## **9. ELIGIBILITY OF HORSES**

- a) Horses are automatically considered dual-graded. This allows for a horse to be registered with a Senior and a Junior Rider. A pony can not be registered with a Pony Rider and a Junior Rider at the same time.

The registration of a horse/rider combination would mean that a horse that is graded with a junior will have points with that junior and then if an adult then rides the horse in the same height/grade then they will have separate points. The same rider has to compete at one show, there is no changing of rider during a show, but the horse can be ridden by a different rider at the next show. There a junior horse can also be ridden by an adult at separate shows in the same grade/height.

Horses/ponies must be registered. Horses may be registered as adult or junior or Dual Graded. (Ref 6d)

- b) A horse may compete in more than one age category in different Disciplines at the same Event, provided it is eligible under the Rules of that Discipline. For example, a junior show jumper may also take part in an adult hack class (with a different rider).
- c) There is no restriction on the heights of horses which may be ridden in Senior and Junior competitions, but in Pony Rider competitions no Athlete may ride a pony which exceeds 148cm or 149cm if shoes are worn. A 'Dual Graded' horse will earn points in both age groups. These points will be cumulative. (Ref 6d)

- d) No registered pony, whose owner has been requested by a Grading or Branch Secretary to produce a current height certificate, shall be permitted to take part in any competition until a valid height certificate, in terms of these regulations, has been submitted to the Grading or Branch Secretary.
- e) Any horse competing at 1.20m and above may come down as many grades as it likes.

## **10. NAMES OF HORSES**

- a) The first registered name of a horse recorded by a NF and entered in the passport shall be the original name, and this name must remain permanently in the passport.
- b) The first registered name may not be the name of a commercial company or product. If a Branch Committee, in its absolute discretion, considered this name to be a name of a commercial company or product, a new first registered name must be entered and remain permanently in the passport.
- c) If a new name is to be registered, or a horse is re-registered, the conditions contained in Clause 10b shall apply. Such new name is to be added to the passport.
- d) A commercial prefix or suffix may be added to the name, and must be entered in the passport. Horses may only be registered with an approved commercial name upon payment of commercial membership. However, at Events under the patronage of the IOC such prefix or suffix cannot be used. (See Clause 11).
- e) If a new first name shall be used, registered and entered in the passport and/or the commercial prefix/suffix be changed, the Horse must carry the new name and/or the new prefix/suffix for the next twelve months. Registration records and passport entry should read as follows: new name and/or new prefix/suffix ex previous name/prefix/suffix.
- f) Studs and riding establishments wishing to register horses owned by these establishment may apply for registration to use their trade name on payment of a fee for each animal.
- g) FEI Regulations on this matter shall always take precedence.

## **11. SPONSORSHIP**

- a) Athletes and horses may be sponsored, and the use of a commercial name shall be permitted. Payment of commercial membership is required.
- b) Events may be sponsored, and the use of a commercial name shall be permitted. Payment of commercial membership is not required.

## 12. ADVERTISING AND PUBLICITY ON ATHLETES AND HORSES

- a) At all Events, other than those under the patronage of the IOC or a sponsored FEI Event/Competition, Athletes may wear the identification (name and/or logo) of the manufacturer of clothing and equipment or as an alternative that of a sponsor as outlined below.
- b) While present in the Competition area, excluding the collecting ring, and during the prize-giving ceremonies, the identification of the manufacturer of the clothing and equipment may appear only once per item and may appear on a surface area not exceeding 3cm<sup>2</sup> for clothing and equipment.
- c) If the manufacturers of clothing and equipment act as sponsors, the provisions under paragraph d) of this article apply.
- d) Identification of Sponsors: While present in the Competition area, excluding the collecting ring, and during the prize-giving ceremonies the name and/or logo of the individual's sponsor(s) and/or team sponsor(s) may appear on a surface area not exceeding:-
  - i) 400cm<sup>2</sup> on each side of vaulting back pads
  - ii) 200cm<sup>2</sup> on each side of the saddle cloth
  - iii) 80cm<sup>2</sup> only once on jackets or top garments at the height of breast pockets, except during the endurance test of Eventing and Endurance Events.
  - iv) 80cm<sup>2</sup> on each of the two sides of jackets or top garments at the height of breast pockets for Jumping and Dressage Events.
  - v) 100cm<sup>2</sup> only once on vaulting outfits
  - vi) 16cm<sup>2</sup> on both sides of the shirt collar
  - vii) 200cm<sup>2</sup> on arm of top garment for the endurance tests of Eventing and Endurance Events.
- e) OCs of FEI Championships, Foreign OCs and ZEF National OCs may state in the schedule that such logos are not permitted, with the exception of the names and logos of the team sponsors under the limitations of clause d) above.
- f) The OC may display the name and/or logo of a Competition and/or Event sponsor(s) on members of the arena party and on the numbers worn by Athletes and on stable rugs while present in the Competition area and during the prize-giving ceremonies at all FEI Events. The size of the name and/or logo on the Athlete's number shall not exceed 100cm<sup>2</sup>.
- g) No advertisement or publicity other than logos defined in clauses a) to d) above may be displayed on any Athlete, Official, Horse while present in any Competition arena or during the performance. However, Athletes inspecting the course may wear the logo of their sponsor within a frame not exceeding 400cm<sup>2</sup> on the front and back of their top garments and within a frame not exceeding 50cm<sup>2</sup> on head gear.

## 13 DRESS AND TURNOUT

- a) Athletes are required to be smartly presented when appearing before spectators and Officials, and are to dress in accordingly when they are competing, or during the presentation of prizes. The judge of the day will dictate whether jackets are to be worn according to the weather, although hard hats are to be worn at all times while mounted, with no exceptions. While athletes are inspecting the course they are to be presentable, with their shirts tucked in but to not have to wear their jackets and hats.
- b) Dress must be in accordance with these GRs unless a variation is allowed under the SRs of the Discipline concerned.
- c) In bad weather the Ground Jury may allow the wearing of a waterproof or greatcoat.
- d) Coloured shirts may be worn as long as they have a collar. In addition, equitation shirts of subdued colour and design may also be worn. Shirts should be of such a length that they can be tucked securely into the waistband of breeches.
- e) A white, navy blue or black tie, a white choker or a hunting stock is permissible as are school, riding club, and Pony Club ties. Holders of provincial and/or National Colours may also wear the appropriate tie.
- f) White or light fawn breeches are permissible, but chaps, leggings and jeans will not be allowed.
- g) Black or brown boots are permissible. Black gaiters with black jodhpur boots are allowed. Children and Juniors may wear brown jodhpur boots, or black school shoes with a heel. Any other footwear will not be permitted.
- h) Members of the armed services and Police may wear civil or service dress.
- i) Athletes other than members of the military are allowed to wear the logo of their sponsor vertically in the middle of their hard hat,, provided this has been approved by the ZEF,. (See clause 11a above)  
Said logo must not be longer than 25cm and wider than 5cm.
- j) It is compulsory for anyone mounted on a horse, including members of the Armed Forces or Police, at a show jumping, dressage or cross-country event, whether or not they are athletes, to wear a properly fastened hard hat with three point retention harness. This requirement also applies to the collecting ring and the grounds of the venue. Where certain competitions require a different form of hat, etc. a showing Bowler hat or a Dressage Top Hat, this variance shall not be deemed as a violation of this regulation, but will only apply during the running of the appropriate competition.
- k) The Ground Jury will fine any athlete whose headgear falls off in the arena, except that which results from a fall. Such fine to be equivalent to the entry fee.
- l) Athletes whose hair does not tidily tuck into their riding hat must wear a suitable hair net or a pony tail or single plait.

- m) Any Athlete who is improperly dressed shall not be permitted by Event Officials to enter the arena until the requirements of these rules have been met.
- n) Judges, Stewards, Course Designers, and other Officials, should be suitably attired for the occasion, taking cognizance of the prevailing weather conditions. On Championship Day all dress should be more formal.
- o) All persons within the confines of the arena, including during inspection of the course, are required to ensure that their dress is neat, clean, and tidy.
- p) Inspection of the course should be limited to Athletes, Officials, Trainers, and Pupils. Parents may inspect the course, for Child and Junior competitions. Food and drink should not be consumed whilst inspecting the course. OCs may request the Ground Jury to invite members of the general public to inspect the course for prestigious and special competitions.

#### **14. SALUTE**

- a) In general competitions, the first Athlete to compete will salute the Ground Jury, on behalf of all the competitors, as a matter of courtesy.
- b) All Athletes will salute the Ground Jury when participating in a Grand Prix or a Team competition.
- c) The OC in agreement with President or Senior Judge of the Ground Jury must instruct the Athletes to salute Heads of State when present, and may do so if a special guest, or a senior representative of the Event or Competition Sponsor is present.
- d) Athletes should salute during a march past parade, presentation of prizes and during the playing of anthems.
- e) Male Athletes are not required to remove their hat when saluting. Raising the whip or lowering the head will be considered as saluting.
- f) The President or Senior Judge of the Ground Jury shall acknowledge all salutes.

## **15. CEREMONIES**

- a) All Athletes invited to be present at a Prize-giving must remain mounted on the Horses on which they have competed. If a podium is used for the ceremony, the prize winners may be asked to dismount.
- b) The Ground Jury may approve a substitution of a horse in the interest of either safety or horse welfare, provided that horse will not be competing in the next competition.
- c) The Prize-giving Ceremony should take place immediately after the end of the Competition.
- d) OCs should avoid the necessity for Horses to stand for long periods before and during these ceremonies.

## **16. PRIZES**

- a) All prizes go to the owners or lessees of horses, except where the cups and mementos are specifically allocated to the athletes, unless some other arrangement is made between the owner and the athlete.
- b) Money prizes must be paid no later than 14 days after the last competition of the Event. Rosettes and cups should be presented in the arena at the end of the competitions, or at a prize giving ceremony.
- c) Prize money should be distributed amongst the competitions, paying due regard to differences between grades or standards. Prize money greatly in excess of the average for other competitions may only be offered for a single championship competition at A or B Grade level or classified as an "Open" Championship, or the top class in other disciplines.
- d) Places must be allocated on the basis of one place for every commenced four Athletes. Where prize money is available, this may be limited to the first four places only, and any variation to this guide line must be stated in the Prize List. Lower places may be recognized by the award of rosettes or place cards and may have prize money at the discretion of the OC.. Where there are three starters or less, only one prize will be awarded. Where there are four to seven starters, at least two prizes shall be awarded and where there are eight or more, at least three prizes shall be awarded. One or more starters will attract another prize.
- e) If prize money is not available or is to be restricted to certain classes, this fact must be clearly stated in the prize list.
- f) A greater number of prizes than the minimum laid down in sub clause (d) may be awarded at the discretion of the OC but grading points will only be gained in compliance with 16(d).
- g) In horse trials it is recommended that at least two places be awarded in all competitions irrespective of the number of starters
- h) Where possible, the amount of prize money offered for each competition should be stated in the show catalogue, but, failing this, a list of prizes must be posted on the notice board not later than the commencement of the Event.

- i) Prizes for a competition may not be distributed while any protests or appeals relating to that competition are under consideration during an event..

## **17. VARIATION OF PROGRAMME, COMPETITIONS, ETC.**

- a) The OC of horse competitions at any Event has the right to cancel or vary the conditions of any competition or to vary the advertised timetable as circumstances may require. A clause to this effect should be included in every prize list
- b) Subject to the provisions of rule 17(e) the right to vary the conditions of a competition shall not be exercised after the commencement of the competition, save that it shall be at the discretion of the OC to omit any but the last advertised jump-off in a Table A competition where it is necessary to shorten the competition.
- c) Any Athlete who can show to the satisfaction of the OC that he/she would not have entered the competition had he/she known of the variation to its conditions (ie. changing event from AM5 to A2) and who does not take part in the competition shall be entitled to a refund of the entry fee.
- d) The OC may divide any class into sections or hold eliminating rounds for any competition if the number of entries warrants such action.
- e) In any show jumping competition, at the request of the OC, the Ground Jury may introduce a 'standard'. A standard may only be imposed when sufficient athletes have exceeded the standard required to win all prizes offered. Subsequent athletes incurring a greater number of penalties than the standard will be retired by the Ground Jury before completion of the round. Likewise, if the Ground Jury decide that a gross error has been made in the measuring of a course, they are entitled to vary the time allowed after the third athlete has completed the course, but at no other time.

## **18. ENTRY FEES**

- a) Entry fees will be refunded if an entry is not accepted by the OC or if a class is cancelled prior to the commencement or during an Event
- b) Entry fees will be refunded when a veterinary or medical certificate, indicating the inability of the horse or Athlete to compete, has been submitted to the Secretary of the OC by 1600 hrs on the day preceding the commencement of the Event. Any Athlete or horse incapacitated or injured at the Event shall also be entitled to a refund of entry fees upon production of a medical/veterinary certificate submitted one hour prior to the commencement of the competition. Alternatively the disability must be verified by two members of the Ground Jury or Branch Committee..
- c) Cancellation of entries will only be accepted in writing and entry fees will be refunded if the cancellation is received before close of entries.

- d) Should an entered horse be withdrawn or scratched at any stage during the Event, the OC at their discretion may invite the reserve horse to compete in place of the withdrawn horse. Entry fees will be refunded if the place is filled in this manner.
- e) Should an Event be postponed or rescheduled after the entries have been received, entry fees must be refunded to the entrant upon request.
- f) At affiliated Events or Events run under the auspices of the ZEF where prize money is paid, a levy of 15% of the entry fees is payable to Central Committee; where no prize money is paid out, then the levy payable is 5%.
- g) The onus is on the owner/lessee/athlete to ensure horses are entered in the correct grade.

## **19. SUBSTITUTION**

- a) In all classes, substitution of horses which are in all respects eligible may be allowed at the discretion of the OC. The horse being withdrawn cannot then take part in any other competition at that Event.
- b) Substitution of Athletes who are in all respects eligible will always be allowed, unless it is stated to the contrary in the Event prize list. After the substitution of an Athlete, the original Athlete will no longer be eligible to be competitive on this horse for the duration of the event.
- c) Horses which are required to qualify in order to participate in an Event , other than in showing classes, must be ridden by the same Athlete in all instances.

## **20. DECLARATION OF STARTERS**

- a) Entry forms must state the maximum first round dimensions of obstacles for all competitions, with the exception of novelty competitions, in which case some indication should be given.
- b) The entry form will serve as a declaration of starters for all competitions except Championships, International Competitions, Post Entry Competitions or competitions that require qualification during the Event. Withdrawals should be made, if possible, by 16.00 hrs on the preceding day.
- c) For Championships, or competitions requiring qualification, Athletes must confirm their entry by 16.hs on the previous day. In the event of the list of qualifiers not being available by that time or should the championship competition be held on the same day as the last qualifier, declarations should be made within one hour of the posting of the list.
- d) Athletes, who fail to participate in any class for which they have entered and have not officially withdrawn, may be fined double the appropriate entry fee for that Competition. Athletes who fail to participate in a Championship or other qualified competition, after

having declared their intention to do so and thereby depriving a reserve the opportunity to participate, may be fined treble the appropriate entry fee for that level of competition. All fines are payable to the OC of the Event.

- e) Incorrect entries: The OC may transfer a horse to its correct class whether by grade, height or otherwise, when it is satisfied that a bona fide mistake was made in the original entry.

## **21. PROTECTION OF ATHLETES**

After consultation with a responsible Medical Officer, the Ground Jury may at any time exclude from further participation in a Competition or an entire Event, any Athlete who is unfit to continue by reason of a serious or potentially serious injury or health condition.

## **22. PROTECTION OF HORSES**

In cases of illness or injury during an Event, the Ground Jury, after consulting with a Veterinary Officer, will decide whether the horse may continue in that or subsequent competitions.

## **23. ABUSE OF HORSES**

- a) No person may abuse a Horse during an Event or at any other time.
- b) Abuse means an action or omission which causes or is likely to cause pain or unnecessary discomfort to a Horse, including without limitation any of the following:
  - i) To whip or beat a horse excessively.
  - ii) To subject a horse to any kind of electric shock device.
  - iii) To use spurs excessively or persistently.
  - iv) To jab the horse in the mouth with the bit or any other device.
  - v) To compete on an exhausted, lame or injured horse.
  - vi) To 'rap' a horse
  - vii) To abnormally sensitise or de-sensitise any part of a horse.
  - viii) To leave a horse without adequate food, drink, or exercise.

- ix) To use any device or equipment which may cause excessive pain to the horse upon knocking down an obstacle.
- c) Any person witnessing an Abuse must report it in the form of a protest without delay. If an Abuse is witnessed during or in direct connection with an Event, it should be reported as a protest to an Official. If an Abuse is witnessed at any other time, it should be reported within seven days to the Secretary of the relevant Branch Committee.

## **24. MEDICAL CONTROL AND ANTI-DOPING**

- a) Medical Control and Anti-Doping provisions are stated in the Anti-Doping Rules for Human Athletes, in conjunction with the World Anti-Doping Code, and in the Equine Anti-Doping and Medication Control Rules.
- b) The Decision, as to whether a Horse may compete in an Event when under treatment or medication with a prohibited substance, is made by the President or Senior Judge of the Ground Jury on the recommendation of the appointed Zimbabwean FEI Veterinary Officer, according to the procedures set out in the Veterinary Regulations
- c) A summary of basic forbidden substances for humans and horses will be published annually by the ZEF CC, in consultation with WADA, and FEI Veterinary Regulations.
- d) Every member is obliged to have an understanding of the Anti-Doping Rules for Human Athletes, and the Equine Anti-Doping and Medication Control Rules. Lack of such knowledge does not relieve members from liabilities under the ZEF Constitution, GRs and SRs.

## **25. CODE OF CONDUCT AND ETHICS**

- a) Class 13 of the Constitution of the Zimbabwe Equestrian Federation binds members to accept and be bound by the Code of Conduct and Ethics
- b) In addition to those clauses, no member of the Federation shall:
  - i) breach, fail to observe, or ignore any clause of the GRs or relevant SRs
  - ii) conduct himself/herself in a manner which brings the ZEF into disrepute.
  - iii) fail to obey the instructions of an Official
  - iv) make a statement, either verbally or in writing, to any Judge or Official, on any matter covered by GRs or SRs which he/she knows to be untrue..

- v) make a statement, either verbally or in writing, to any Judge or Official, on any matter regarding the honesty of an Official, unless supported by documented evidence.
- vi) refuse the attention of a doctor or suitably qualified person, if an injury has been sustained or if contravention of clause 13(ix) of the Constitution is suspected.
- vii) refuse to allow a horse which has or is about to compete to have a properly authorized examination, when requested to do so by an official.
- viii) Compete or officiate at an unaffiliated Event which is required under these General Regulations to be affiliated. Officials in contravention of this rule may have their names removed from the panel, whilst riders may have the registration of their horse/pony suspended for up to one year.
- ix) Officiate at an unaffiliated show if his/her services are required at an affiliated Event.
- x) Athletes and Officials selected for team duty, fail or refuse to compete or officiate, having previously indicated his/her availability.

## **26 THE LEGAL SYSTEM Preamble**

The following Articles provide the basic outline of the Legal System:-

- a) A full and detailed Directive, Number 4, as amended in 2009, is published by Central Committee. Copies and subsequent amendments are available from Branch Offices.
- b) Legal System provides for the following:
  - i) The legal powers and responsibilities of Officials and bodies appointed under the Constitution, GRs and Sport Rules
  - ii) A scale of penalties
  - iii) A procedure for lodging protests and reports against the actions or behaviour of individuals or bodies under the jurisdiction of the ZEF or FEI
  - iv) A process of Appeal to a higher body against decisions taken or penalties imposed by any person or body acting under the Constitution, GRs or Sport Rules.
- c) Before reaching a decision on any protest or Appeal, the relevant body must examine the available evidence, whether written or oral, hear all the parties concerned (provided they are available) and take into account all relevant material, in every case trying to reach a fair and equitable decision.

## **27. CONFLICT OF INTEREST**

- a) A substantial appearance of a conflict of interest exists whenever others may reasonably infer from the given circumstances that a conflict exists. A conflict of interest is defined as any personal, professional or financial relationship, including relationships of family members that could influence or be perceived to influence objectivity when representing or conducting business or other dealings for or on behalf of the ZEF. Conflicts must be avoided whenever practicable. However, conflicts may be linked to experience and expertise that is necessary to qualify Officials, the specific balance between conflict and expertise shall be regulated by the relevant Sport Rules, or Central Committee Directives.
- b) Any member or their immediate family who provides services to, or transacts business with the HSZ, including Branches, must disclose full details of such transactions to the Secretary General, prior to undertaking such arrangements.
- c) Any Member or their immediate family who sponsors Events, Competitions, or Athletes must disclose full details of such transactions to the Secretary General, prior to undertaking such arrangements
- d) The Secretary General shall have the authority to approve or disapprove the relationship or refer the matter to the Disciplinary Tribunal.

## **28. HEIGHT CERTIFICATES**

- a) Where a pony has been measured by one veterinary surgeon in the presence of a Branch Chairman or his nominated representative, the production of a certificate signed by such Branch Chairman or nominated representative and such veterinary surgeon shall be conclusive proof for all purposes, including objections, of the height of the pony during the whole of the calendar year in which the certificate was issued, or, in the case of a pony certified in the certificate to be over the age of 7 years, for life. The maximum height of the pony should be 150cm unshod and 151cm shod.
- b) Ponies shall be measured standing square on hard level ground (preferably on a level concrete slab) with the weight evenly distributed on all four legs and the front feet together. The head shall be in normal upright standing position. The pony shall be measured at the highest point of the withers by means of a measuring standard consisting of an upright stick with a cross section carrying a spirit level.
- c) A valid life height certificate has to be inviolate, however, if an otherwise valid annual height certificate is queried, the pony may be presented for a check measurement by the Branch Chairman or his nominated representative within 14 days. He may either confirm the height certificate or if in his opinion the matter is borderline, call for a further certification in the manner described above. After the 14 days the pony may not compete in applicable height restricted classes unless its

annual height certificate has been confirmed or else an appropriately valid new height certificate is produced.

- d) If a pony is found to be in breach of these regulations, it will either not be allowed to compete, or, if it has competed, then it will be disqualified, forfeit any prizes and the placings will be adjusted.

## **29. AFFILIATION OF SHOWS**

The following shows are required to be affiliated to the ZEF unless expressly exempted by the Federation.

- a) Showing, show jumping, eventing and dressage sections of any show, competition or fair organized by or for a recognized agricultural or show society or by a society, committee or body representative of a district or area for which entries are solicited generally among the riding public, whether by personal invitation or not, but excluding any fair or gymkhana at which showing, show jumping and dressage form only a small part of the events being held;
- b) Any show or competition involving showing, show jumping, eventing or dressage competitions will incur a fee to be decided by Central Committee.
- c) Any show or competition which Central Committee may require to apply for affiliation.
- d) Applications for affiliation should be made, together with the appropriate fee, to the Branch Committee of the Federation in whose area the show is to be held. The applicant should:
  - i) Provide such information as may be required concerning the show and comply with such requirements as the Branch Committee may make.
  - ii) Make available to the Branch Committee a draft copy of the prize list for its approval, in good time and well before publication.
  - iii) If possible, provide a schedule showing the distribution of prize money. If actual amounts are not known, an estimate should be made.
  - iv) Indicate the correct qualification of the judges and course builders etc., and also the means by which the eligibility of riders and horses will be checked.
- (e) Any affiliated show that attracts sponsorship must account fully for all moneys to the Branch Committee within 30 days of the show. Supporting documentation may be required.
- (f) The Branch Committee will appoint an official representative to the Show, whose function will be to assist in an advisory capacity when required, to ensure that the show is run according to the proper rules. It is not the function of the show organiser to select the Official Representative nor of the Official Representative to

select officials unless he agrees to do so. Immediately after the end of the show, the results of all showjumping, dressage and eventing classes must be sent to the appropriate grading secretary. The results must show:-

- (i) the name, number and grade of the competition.
  - (ii) the number of starters
  - (iii) the names of all horses and owners to whom prizes were awarded.
- (g) No person whose name appears on the ZEF panel of judges and course builders shall be entitled to officiate in any capacity at a show which, being required to be affiliated in terms of these rules, is not affiliated, and any person who contravenes this rule shall have his name removed from the panel. No assistance of any kind will be given by the Federation to any such show.
- (h) The registration of any horse may be suspended by the appropriate Branch Committee for a period not exceeding one year, if that horse takes part in any competition at a show which, being required to be affiliated in terms of these rules, is not affiliated.
- (i) Affiliation shall entitle a show to use words such as 'affiliated to the ZEF' and to use any badge or flag of the Federation. It shall also entitle a show to request the use of equipment belonging to the Federation, the assistance of officials of the Federation, and the good offices of the Federation in relation to planning, publicity, etc. A charge may be made for the use of equipment.

### **30. INTERNATIONAL SHOWS**

Applications to hold C.I., C.I.O., C.A., etc., must be made to the Central Committee through the Secretary General, and the prize schedule and any other matter as required must be approved by the Secretary General acting on behalf of the Central Committee.

### **31. OBJECTIONS AND APPEALS**

- (a) Objections and appeals must be lodged in writing with the fee, as determined from time to time, in each case. (Unless the objection is lodged by an official). Objections may only be lodged by owners or riders of horses involved in the matter or by Presidents of NFs or Chefs d'Equipe in the case of national or foreign teams.

Objections must be handed to a representative of the organising committee or to one of the Judges present or to a member of any Appeal Committee (but never in the Judges' box), and they must be lodged:

- i) against the eligibility of a rider or horse- as soon as possible after the occasion for the objection has been ascertained , and before the start of the competition.

- ii) concerning an obstacle or the course or the length or the plan of the course in jumping competitions- immediately after the inspection of the course and before the start of the competition. In the case of cross-country courses- as soon after the inspection as possible and not later than 6pm on the day preceding the event.
  - lii) concerning irregularities or incidents during a competition, or against the official result- as soon as possible after the competition and not later than half an hour after the announcement of the results.
  - iv) Non compliance with paras (a) i), ii), or iii) will entail no objection being received and all prior decisions will be final.
- (b) Objections will be adjudicated upon either by the Judges for the competition in question or by the Appeal Committee as set out in FEI Article 166. Appeals against the decision of the Judges must be made within one hour of the decision being made known, and addressed to the President or one of the Members of the Appeal Committee, if one has been appointed, or otherwise to a representative of the organizing committee. If there is no Appeal Committee one shall thereupon be appointed, or alternatively the organizing committee may, when appropriate, refer the Appeal to the local branch committee of the ZEF for determination. In either case the determination shall be final.
  - (c) An Appeal Committee should consist of between three and five persons, at least two of whom should be officials of the ZEF or judges NOT involved in the competition.
  - (d) The person making an objection or appeal must present in writing evidence concerning the facts of his objection or appeal, together with statements by witnesses (if any).
  - (e) The objection or appeal fee may be returned or forfeited at the discretion of the organizing or appeal committee.

## **32. DISCIPLINARY PROCEDURES**

- (a) A Branch Committee may consider any contravention of the rules or breach of the constitution by members of its branch. Except in the case of expulsion or suspension, the branch committee's decision shall be final and binding. In the case of suspension or expulsion, an appeal may be made to the Central Committee, whose decision will be final and binding. In these cases, the branch committee must make clear in its judgment as to whether, in the event of an appeal, the suspension or expulsion should stand pending the appeal, or whether it should be in abeyance until the result of the appeal is known.
- (b) No punishment or disqualification shall be imposed without the member concerned first being heard by the committee or disciplinary sub-committee. Details of every such punishment shall immediately be sent to the Hon. Secretary of the appropriate branch of the ZEF and the Hon. Secretary-General.

- (c) Guide for penalties:-
- i) A warning should be imposed in cases of minor violations committed unintentionally and without significant consequences.
  - ii) A fine should be imposed in more serious cases, particularly if the offender deliberately sought to gain an unfair advantage or to disadvantage another person.
  - iii) Disqualification should be imposed when so specified in the regulations or if the circumstances demand immediate action.
  - iv) Suspension or, in the extreme, expulsion should be imposed in very serious cases of intentional or negligent violation of the letter or the principle of the regulations or in cases involving fraud, violence or other criminal acts.
- (d) A member who has been fined or who is indebted to the Federation in any way may not take part in competition until such time as such indebtedness or fine has been paid. This is notwithstanding that an appeal against such fine or indebtedness may have been or later be made.