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ONTARIO COLLEGIATE

EQUESTRIAN ASSOCIATION

2021-2022 RULEBOOK
Containing all the Rules and Regulations of the OCEA

Adopted August 2007
Amended December 2007
Amended May 2008
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PART I: CODE OF CONDUCT

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Preamble:

The Ontario Collegiate Equestrian Association (OCEA) was officially founded in 2007 by a group of dedicated and hardworking university students. Formerly known as the OUEA, the original goal of the organization was to offer students a way to continue riding and competing without the same financial and time commitments traditionally associated with the sport.

The OCEA offers hunter equitation classes to riders ranging in inability. Riders compete on donated horses that they have not previously ridden. The OCEA started with only seven member universities from south-central Ontario (Brock, McMaster, Guelph, Waterloo, Western, Laurier and Trent) and over just a few short years has grown to include twenty-one schools from across Ontario and Quebec.

The OCEA is predicated on the values of good sportsmanship and horsemanship. It is expected that all members conduct themselves with integrity and act within the best interest of equine welfare both inside and outside of the competition ring. The OCEA remains a student and alumni-run organization that looks to our provincial (Ontario Equestrian) and National (Equestrian Canada) sport organizing bodies documents and policies for guidance.

- 0-1. Any changes to the OCEA rulebook will be made before the start of the upcoming season (Fall AGM) by the OCEA executive.
- 0-2. Any changes made to the OCEA rulebook after the start of the upcoming season (Fall AGM) will require a vote from the OCEA executive and team representatives.
 - 0-2.1 These changes must be advertised by email, social media, and published on the OCEA website for all OCEA members.

***Except in the event of an exceptional circumstance such as a global pandemic.**

PART I: CODE OF CONDUCT

- I-1. All OCEA members shall support the enforcement of OCEA rules through personal compliance, and by reporting any alleged infractions or abuse to officials or executive members through the provided incident report.
- I-2. All organizers and participants of OCEA events are bound by the rules of the OCEA.
- I-3. All OCEA members shall conduct themselves in an honest, trustworthy, and ethical manner.
- I-4. All OCEA members shall uphold safety, sportsmanship, and fairness in all aspects of equestrian sport.

- I-5. All OCEA members shall conduct themselves in a manner that reflects the values of the OCEA.
 - I-5.1 Any member who engages in inappropriate conduct will be subject to any sanctions of the OCEA.
 - I-5.2 Any executive member who engages in inappropriate conduct will be subject to any sanctions deemed fit by the OCEA Sportsmanship and Ethics Board.
- I-6. All OCEA members, affiliates, and officials are encouraged to continuously educate themselves and to take an active role in the activities of the OCEA.
- I-7. All OCEA members shall strive to maintain exemplary horsemanship and uphold the image of equestrian sport, and the OCEA.
- I-8. All OCEA members will maintain a professional image on social media platforms (ex. Facebook, Instagram, Twitter) and not create any content that portrays OCEA members, officials, executives, donors, horses, coaches, and any sanctioned event in a poor manner.

PART II: MEMBERSHIPS

SECTION 1: SCHOOL MEMBERSHIP

- II-1.1 Any post-secondary institution in Ontario is eligible for membership in the OCEA.
 - II-1.1.1 Exceptions will be made on a case-by-case basis.
 - II-1.1.2 Special considerations and accommodations will be made to schools with multiple campuses with a distance greater 150 km between campuses
- II-1.2 All member schools and affiliates must abide by the rules of the OCEA.
- II-1.3 Each member school must designate two representatives to communicate with the OCEA (These persons may include the team captain(s), president(s), vice-president(s), or any individual designated by the team).
 - II-1.3.1 Each team must have one designated contact email account through which all contact with the OCEA will occur. Both team representatives must have access.
 - II-1.3.2 Each representative will be expected to take on show management roles at their school's hosted event as the Competition Contact and/or Secretary.
- II-1.4 School memberships must be renewed each scholastic year.
- II-1.5 Membership forms must be completed in full and electronically signed by both school representatives two weeks prior to the first event of the season.
- II-1.6 The annual team membership fee for the 2021-2022 season is \$150.00 in Canadian funds.*
 - II-1.6.1 An exception is granted to schools in their first year of involvement with the OCEA, only requiring them to pay \$75.00 in Canadian funds.
 - II-1.6.2 Acceptable form of payment is eTransfer; individual cheques, credit card and cash will not be accepted.
 - II-1.6.2.1 Each team must designate one (1) email for eTransfers at the beginning of the term and email treasurer.ontariocea@gmail.com with this information before sending any payments.
 - II-1.6.3 Membership fee is subject to change each year.
 - II-1.6.4 Teams who have failed to submit their team or individuals' memberships shall be charged a late fee of \$100 in Canadian funds.
- II-1.7 Each school representative and coach must pass the rulebook test one week prior to the first OCEA show of the season.
 - II-1.7.1 This test will include multiple choice questions from each section of the rulebook, and 100% must be obtained before members are considered to have passed.
 - II-1.7.2 Until the test is successfully completed teams will not be granted their memberships, thus eliminating them from competitions.

- II-1.8 A team's membership will not be granted, and team entries will not be accepted, without having completed the following:
- A. Submitting a completed membership form.
 - B. Obtaining 100% on the rulebook test (representatives and coaches).
 - C. Paying the team fee in full.
 - i. Payment schedules may be made to accommodate smaller teams on an individual basis at the discretion of the OCEA Treasurer.

SECTION 2: INDIVIDUAL MEMBERSHIP

- II-2.1 Students who are eligible for membership are those who are:
 - II-2.1.1 Currently enrolled at a member post secondary institution as a full-time student.
 - II-2.1.2 Currently enrolled at a member post secondary institution as a part-time student.
 - II-2.1.3 Alumni students who have attended or graduated from a member post secondary institution within the last three (3) academic years.

- II-2.2 School representatives must complete a membership form for each of their riders. In order for processing to be completed, copies of the riders up to date OE memberships and valid provincial cards or proof of health insurance must be emailed to the Zone Membership Coordinator.
 - II-2.2.1 Receipts of OE payments are considered valid proof for the first show of both semesters only.
 - II-2.2.2 Proof of OE membership is due along with individual membership forms.
 - II-2.2.3 If members join the OCEA after the deadline has passed for individual membership forms, OE memberships and health cards/insurance must be received one week prior to their first competition.
 - II-2.2.4 Failure to comply will result in forfeited show fees and the rider will not be permitted to compete until an OE membership is received.
 - II-2.2.5 Proof of OE renewal must be shown (by receipt number if necessary) to the Zone Membership Coordinator before the first horse show in the new year, before a rider will be allowed to compete
 - II-2.2.6 Provincial Health Cards/Proof of health insurance will be collected by the OCEA for validation and not held after the completion of the show season. All participants' privacy will be respected.

- II-2.3 The individual membership fee for the 2021-2022 OCEA season is \$55 in Canadian funds.
 - II-2.3.1 Team Representatives must send one group payment for all individual memberships to the Treasurer.
 - II-2.3.2 Acceptable form of payment is eTransfer; individual cheques, credit card and cash will not be accepted.
 - II-2.3.2.1 Each team must designate one (1) email for eTransfers at the beginning of the term and email treasurer.ontariocea@gmail.com with this information before sending any payments.
 - II-2.3.3 Membership fees are subject to change each year.

- II-2.4 Individual memberships are due two weeks prior to the first show of the season for the respective zone to be eligible to compete at the first show.
 - II-2.4.1 If a member joins the OCEA once this deadline has passed their membership fee will be due one week before their first show.

- II-2.5 Further penalties for late memberships can be found in Part IV, Section 3: Penalties.
- II-2.6 No student from an institution may compete until the corresponding team membership is in place.
- II-2.7 A school representative must apply for their riders' memberships each year.
- II-2.8 Any falsification of membership forms may be subject to disciplinary action from the OCEA.
 - II-2.8.1 Schools with two (2) or more expulsions will be contacted by the OCEA for review and may lose their membership.
- II-2.9 Riders with disabilities will be invited to compete at the OCEA as per Equestrian Canada policies (Equestrian Canada's "Classification 101").
 - II-2.9.1 If riders are in need of accommodations or compensating aids, this must be indicated on their individual membership form at the start of the season.
 - II-2.9.2 A copy of an "Equine Canada Para-Equestrian Medical Information Form" must also be submitted to the zone representative.
 - II-2.9.3 A competitor can utilize compensating aids including those listed in Equestrian Canada's "Compensating (Adaptive) Aids." to the best of the ability of the host school. Competitors requiring compensating aids must reach out to their team and zone representative to ensure that the host school has adequate time to attempt to procure the aid.

SECTION 3: MEMBERSHIP RIGHTS AND TESTING

- II-3.1 The rulebook testing (in which 100% is required to pass) to be completed as a prerequisite for membership, pertains to the following:
 - II-3.1.1 Executive Members:
 - II-3.1.1.1 Must pass the rulebook test
 - II-3.1.1.2 Not subject to a membership fee unless they are also a team representative or team member
 - II-3.1.1.3 Voting right granted
 - II-3.1.2 In order to be designated as a Team Coach at a show the following requirements must be met:
 - II-3.1.2.1 Must pass the rulebook test
 - II-3.1.2.2 Subject to a membership fee
 - II-3.1.2.3 Voting right granted
 - II-3.1.2.3.1 Team memberships will be withheld until affiliated coaches have completed the testing.
 - II-3.1.3 Team Representatives:
 - II-3.1.3.1 Must pass the rulebook test as well as the Team Representative Information Test.

- II-3.1.3.2 Subject to a membership fee
- II-3.1.3.3 Voting right granted
 - II-3.1.3.3.1 Team memberships will be withheld until the representatives have completed the testing.
- II-3.1.4 Team Members:
 - II-3.1.4.1 Are not subject to rulebook testing
 - II-3.1.4.1.1 It is encouraged to have teams complete the test in order to improve consistency of knowledge regarding the OCEA regulations
 - II-3.1.4.2 Are subject to horse handler testing
 - II-3.1.4.3 Only members with a valid competitor number for the current season that have paid a membership fee will receive voting rights.
- II-3.1.5 Warm-Up Riders:
 - II-3.1.5.1 Are not subject to testing, but are expected to be well-versed on the rulebook
 - II-3.1.5.2 No membership fee required
 - II-3.1.5.3 Do not receive a voting right
- II-3.1.6 Stewards:
 - II-3.1.6.1 Must pass a position specific test each year
 - II-3.1.6.2 Not subject to a membership fee
 - II-3.1.6.3 Do not receive a voting right
- II-3.1.7 Judges:
 - II-3.1.7.1 No testing required, but are expected to be well-versed on the rulebook
 - II-3.1.7.2 No membership fees required
 - II-3.1.7.3 No voting right is granted

PART III: OCEA STRUCTURE

SECTION 1: EXECUTIVE COMMITTEE

- III-1.1 Executive positions to be filled for the 2020-2021 season include:
 - III-1.1.1 President
 - III-1.1.2 Vice-President
 - III-1.1.3 Secretary
 - III-1.1.4 Treasurer
 - III-1.1.5 Team Recruitment and Support
 - III-1.1.6 East Zone Head
 - III-1.1.7 West Zone Head
 - III-1.1.8 North Zone Head
 - III-1.1.9 Central Zone Head
 - III-1.1.10 East Zone Horse Coordinator
 - III-1.1.11 West Zone Horse Coordinator
 - III-1.1.12 North Zone Horse Coordinator
 - III-1.1.13 Central Zone Horse Coordinator

- III-1.1.14 East Zone Membership Coordinator
- III-1.1.15 West Zone Membership Coordinator
- III-1.1.16 North Zone Membership Coordinator
- III-1.1.17 Central Zone Membership Coordinator
- III-1.1.18 East Secretary
- III-1.1.19 West Secretary
- III-1.1.20 North Secretary
- III-1.1.21 Central Secretary

III-1.2 The Communications Intern(s) (Unpaid) is a non-voting member of the OCEA Structure

III-1.2.1 Communication Interns will be accepted based on a portfolio submission.

III-1.2.1.1 Portfolios will be reviewed by the President, Vice-President, and the outgoing Communications Intern(s)

III-1.3 All OCEA Executives are expected to act in a professional and courteous manner, whilst upholding the Code of Conduct for the OCEA and OE to exacting standards. Failure to do so will subject executive members to the penalties set forth by the OCEA Sportsmanship and Ethics Board.

III-1.4 Current students and alumni from OCEA affiliated schools are eligible for executive positions.

III-1.4.1 Currently enrolled at a member post secondary institution as a full-time student.

III-1.4.2 Currently enrolled at a member post secondary institution as a part-time student.

III-1.4.3 Alumni students who have attended or graduated from a member post secondary institution within the last three (3) academic years.

III-1.5 OCEA-wide and zone-specific executive positions will be decided each February for the upcoming school year. Candidates will be given directions on how to campaign by the OCEA Executive no less than two weeks prior to elections.

III-1.6 Each OCEA member will be eligible to submit one vote for each Executive position by an official ballot at a designated voting time.

III-1.6.1 In the case of a tie, polls will be opened to members again with only the tied nominees as options for votes.

III-1.6.2 In the case of no-confidence votes exceeding or equal to 40% for an executive position with only one candidate, a revote will occur.

III-1.7 OCEA-wide executive terms will run from April 1 – April 30 of the following year.

III-1.7.1 Term start dates include a 30-day transition period, from Mar 1, 2022 to March 31, 2022.

- III-1.8 Executive members must participate in all OCEA-wide meetings including the AGM.
 - III-1.8.1 Participation may include in person attendance, attendance via webcam, or individual comments on shared meeting notes.
 - III-1.8.2 The date for OCEA-wide meetings requiring mandatory attendance must be set one month in advance.
 - III-1.8.3 Executive meeting attendance is required and will be reviewed if not occurring.
- III-1.9 At least three (3) Executive members must be in attendance at every OCEA competition.
 - III-1.9.1 The Zone Membership or Zone Secretary must be included as one (1) of these executive members.
 - III-1.9.2 The Zone Horse Coordinator must be included as one (1) of these executive members.
 - III-1.9.3 The Zone Head or a BoD member must be included as one (1) of these executive members.
- III-1.10 In the case that an Executive member can no longer fulfill their duties, the position will be once again offered to OCEA members and a new vote will be taken if this occurs before January 1st.
 - III-1.10.1 The duties of an unfilled executive position will be absorbed by the remaining OCEA executive if the position is not filled from a secondary election.
- III-1.11 In the event that an Executive member is found unfit for their position by other Executive members (by a vote of at least 60% of the current executive, the unfit Executive member must step down from their position immediately.

SECTION 2: POWERS AND DUTIES OF THE EXECUTIVE OFFICERS

- III-2.1 Specific duties and deadlines will be available in the “OCEA Executive Role Expectations” supplementary document.

SECTION 3: SCHOOL REPRESENTATIVES

- III-3.1 Each member school must appoint two representatives as the means of communication between the member school and the executive.
- III-3.2 At least one representative must attend each show with their team. If both representatives are unable to attend, a member from their team may be designated to act as a representative for their show. The OCEA executive must be notified of this person at least one (1) week prior to the show.
- III-3.3 The duties of the School Representatives shall be as follows:

- III-3.3.1 Correspond with the OCEA for information with OCEA sanctioned email accounts
- III-3.3.2 Attend all OCEA representative meetings
 - III-3.3.2.1 Attendance by at least one team representative is mandatory if 30 days notice is provided for meeting dates.
- III-3.3.3 Serve as the contact for any OCEA competitions held by their institution
- III-3.3.4 Submit proposed dates and locations for upcoming OCEA shows
- III-3.3.5 Submit team and individual memberships, OEmemberships, and associated fees
- III-3.3.6 Ensure all riders are placed in appropriate divisions
- III-3.3.7 Submit entries and associated fees for each OCEA competition
- III-3.3.8 Request accommodations for students with disabilities at least thirty (30) days before the competition (the approved accommodations will stand for the entire season).
- III-3.3.9 Request re-rides
- III-3.3.10 Forward updated information to the OCEA secretary at the end of the show year, including new team representatives, their OE numbers, and any official team contact information changes. This information will be due by July 15th at the end of each season.
- III-3.3.11 At any OCEA sanctioned show, school representatives must bring their or their team's concerns to OCEA executive members or show steward.

PART IV: RULES AND VIOLATIONS

SECTION 1: APPLICABILITY OF RULES

- IV-1.1 Rules of the OCEA shall apply to every individual involved with the OCEA, including but not limited to: competitors, coaches, captains, show employees, warm-up riders, show volunteers, executives, school representatives, and member institutions.
- IV-1.2 The rules of Equestrian Canada will be followed if rules of the OCEA do not apply in a given situation.

SECTION 2: VIOLATIONS

- IV-2.1 An individual is considered in violation if he or she commits one of the following:
 - IV-2.1.1 Acting in a manner that is deemed improper, unethical, or dishonest.
 - IV-2.1.2 Making offensive remarks regarding horses, competitors, institutions, teams, shows, executives, facilities, horse owners, show employees, or volunteers; either verbally or on social media.
 - IV-2.1.3 Completing individual application forms with inaccurate information.
 - IV-2.1.4 Physically assaulting or acting cruelly to another person or animal. Abuse of any animal is strictly forbidden.

- IV-2.1.5 Abuse includes, but is not limited to excessive use of spurs or whip and brutal use of reins.
 - IV-2.1.6 Hitting in front of the girth will not be permitted. A rider may not hit a horse more than two (2) consecutive times for any one incident.
 - IV-2.1.7 A horse may not be hit after its second refusal, whether it is at an individual fence or on course.
 - IV-2.1.8 Use of any product that may result in damage to borrowed tack (e.g.: Stick'em or similar products).
 - IV-2.1.9 Approaching the ring steward unless he or she holds the position of the executive member.
 - IV-2.1.10 Approaching the judge if he or she is unaccompanied by an executive member and the ring steward.
- IV-2.2 A team is considered in violation if they commit one of the following:
- IV-2.2.1 Fails to submit horse lists or competition information to the Zone Executive or Board of Directions
 - IV-2.2.2 Fails to submit memberships a minimum of two weeks before their zone's first show.
 - IV-2.2.3 Forges team or individual memberships and/or completes forms with inaccurate information.
- IV-2.3 Violations are not limited to those noted above. The review committee will determine additional violations on a case-by-case basis when necessary.
- IV-2.4 If violations are verbally reported at an OCEA sanctioned event to OCEA executive members, the OCEA executive present may use their judgement to issue a verbal warning to the individual in the alleged violation.
- IV-2.4.1 This verbal warning must be a majority decision by a minimum of three (3) OCEA executive present
 - IV-2.4.1.1 If there are only three (3) executives present the decision must be unanimous.
 - IV-2.4.1.2 At the final year-end show, the Board of Directors and Zone Heads must vote on the decision.
 - IV-2.4.2 In the case where a verbal warning is not issued and further action is required, and OCEA Incident Report must be completed by a witness to the events and submitted to an OCEA executive for further processing.
 - IV-2.4.3 The decision of the OCEA executive must be communicated to all individuals involved in an incident in a private manner.
 - IV-2.4.4 No other disciplinary actions can occur without the submission of an OCEA Incident Report and the formation of a Review Committee, including those listed in Section 3: Member Penalties.

- IV-2.5 Upon the submission of an incident report to an OCEA executive member, the form will be sent to the OCEA President, Vice-President and a Review Committee will be formed.
- IV-2.6 The Review Committee shall consist of the President, the Vice-President and the respective Zone Head as voting members, as well as the OCEA Secretary as a non-voting member.
- IV-2.6.1 If bias is believed to be present, team representatives can submit an appeal to the OCEA President or the OCEA Vice-President.
- IV-2.6.2 The OCEA President or Vice-President retains the right to modify the members of the review committee to avoid any potential bias before an incident report is reviewed.
- IV-2.6.3 When the person in question is that of an executive member, the review committee will consist of OCEA Sportsmanship and Ethics Board Members.
- IV-2.6.4 The OCEA President and Vice-President must send this processed report to the Review Committee or the Sportsmanship and Ethics Board within forty-eight (48) hours of receipt.
- IV-2.6.4.1 Once the incident report has been processed and sent to the review committee, the individual(s) accused of misconduct will be given the opportunity to write a letter of defence addressed to the committee.
- IV-2.6.4.2 This letter will be submitted to the President and Vice-President within forty-eight (48) hours after they are notified.
- IV-2.6.4.3 The review committee must make a unanimous decision within one (1) week of reports being sent by the OCEA Co-President or Vice-President.
- IV-2.6.4.4 The decision made by the review committee must be relayed to all parties involved within forty-eight (48) hours.
- IV-2.7 A decision must be unanimous across all voting members of the Review Committee to confirm a violation. Once a decision is made, no appeal will be granted.

SECTION 3: MEMBER PENALTIES

- IV-3.1 Individual violations must be reported immediately to any member of the OCEA Executive verbally or through an OCEA Incident Report.
- IV-3.2 The OCEA Executive will issue a strike upon the first violation if deemed appropriate by the Review Committee. If a second violation occurs the individual's membership will be cancelled. While this cancellation may hold true indefinitely, there is an option for members to re-apply for OCEA membership in future seasons. While the final decision is in the hands of the acting executive, it is up to the member at fault to send a letter/email stating their interest in re-joining the OCEA, and the reasons their re-application should be granted. All actions will be documented and signed by both the Executive and the accused, with records being kept by the OCEA Secretary.
- IV-3.2.1 Any strike received by an OCEA member will remain active for one (1) year from the date of the strike being issued.

- IV-3.3 The first strike penalties will be determined on an individual case basis and are at the discretion of the Review Committee. Penalties may include, but are not limited to:
- IV-3.3.1 Disqualification from a particular show (any points collected at that show before the incident will become void).
 - IV-3.3.2 Suspension period from future shows and/or OCEA activities (to be determined by the Review Committee).
 - IV-3.3.3 A probationary period in which the individual can retain membership but would lose membership in the case of a second violation.
 - IV-3.3.4 Cancellation of individual membership for one OCEA year (September 1st - April 30th); no refund will be provided.
 - IV-3.3.5 Cancellation of individual membership with no option to renew membership in the future.
- IV-3.4 Additional penalties are to be determined by the Review Committee as needed on a case-by-case basis and may include, but are not limited to, suspension from a set number of shows or the loss of points accumulated thus far.
- IV-3.5 The late submission of a team's collective individual membership will result in the team forfeiting any acquired team points at the first show the team attends. The team is also ineligible for the show's high or reserve high point team prizes.
- IV-3.6 Violations by member institutions will be subject to the same penalties as individual members.

SECTION 4: EXECUTIVE PENALTIES

- IV-4.1 The OCEA Sportsmanship & Ethics Board will be composed of unbiased alumni members and rotated each year.
- IV-4.2 This board is to act as a regulatory body for executive member discipline only. In no way is the board to be approached by OCEA association members to resolve issues, executive-related or not. The board's decision will not alter the OCEA Rules and Regulations, 2021-2022.
- IV-4.3 When executive issues arise an Incident Report is to be officially submitted to the current President and Vice President of the association in the form of an email.
- IV-4.3.1 Within forty-eight (48) hours, names will then be replaced by "A", "B", etc. before being presented to a Professional Review Committee comprised of one industry professional per zone, selected by executive vote in August, 2021
 - IV-4.3.2 Once the incident report has been processed and sent to the board, the executive member in question will be given the opportunity to write an anonymous letter of

- defense addressed to the committee. This letter must be submitted within forty-eight (48) hours after they are notified by the Co-Presidents or Vice-President.
- IV-4.3.3. The Presidents or Vice-President will then ensure the letter is also made anonymous, replacing names with "A," B," etc.
 - IV-4.3.4. This Professional Review Committee will then have one (1) week to offer suggestions or award a strike(s) to those involved.
 - IV-4.3.5. Once a decision is reached by the Committee, the punishment will be effective immediately and must be relayed to the pertinent parties within forty-eight (48) hours.
 - IV-4.3.6. If the President is the executive member to be discussed the complaint is to be sent to the Vice-President in the form of an email, where the same process will then take place.

PART V: COMPETITIONS

SECTION 1: COMPETITION SANCTIONING

- V-1.1 All shows will be classified as regular shows with the exception of the final year-end show hosted by the executive.
- V-1.2 A post secondary institution may host a regular show with a current OCEA team membership.
 - V-1.2.1 Regular shows must be open to all member schools in their respective zone.
- V-1.3 Each division (including an under saddle and over fences class) at a regular show is \$55.
 - V-1.3.1 The OCEA is entitled to \$15 per competitor, to be remitted to the Treasurer. Money can be sent by bank transfer the week prior to the show.
 - V-1.3.2 The price of entries at Finals is subject to change each year.
- V-1.4 Riders are not permitted to pay for individual classes.
 - V-1.4.1 If a rider chooses to leave early or only to take part in one class, they must still pay the full entry fee (\$55.00).
 - V-1.4.2 Two riders from the same team may split the entry and each take part in one class only. Points will not be combined.
 - V-1.4.3 Any entry splits must be made known to the respective zone representative and membership coordinator at least one week prior to the show date.
- V-1.5 Funds must be remitted to the Treasurer within ten (10) business days following the show.
 - V-1.5.1 Any late funds will be subject to a 5% interest rate.
- V-1.6 The final year-end show will be hosted by the OCEA Executive for the 2021-2022 season.

- V-1.7 All schools who have completed at least one season (see V-2.1) of OCEA competition must host a regular season show in every following year of membership.
 - V-1.7.1 Teams who cancel their show, unless due to weather or other risks, and do not attempt to reschedule will forfeit all team and individual points for the season. Cancellations must be approved by the OCEA President and Vice-President.
- V-1.8 Each zone must hold a minimum of four (4) and maximum of six (6) regular season shows.
 - V-1.8.1 Schools may co-host with each other or host independently, as long as the required number per zone is met.
 - V-1.8.2 Schools may host or co-host multiple shows within their zones and are encouraged to do so.
 - V-1.8.3 In the event that a zone is unable to meet the minimum number of shows, the OCEA Executive will act as the show host at the discretion of the OCEA Executive.

SECTION 2: RESPONSIBILITY OF HOST SCHOOLS

- V-2.1 A school must host at least one show throughout the season if it is a paid member school of the OCEA, unless the number of shows per zone required can be otherwise met.
 - V-2.1.1 Schools who are in their first year of membership are not required to host a show.
 - V-2.1.2 Schools are encouraged to co-host or host more than one show where possible.
 - V-2.1.3 Host schools may select the location of their competition provided that it meets the required for a host facility outlined in V-2.7.
 - V-2.1.4 The President, Vice-President and the Zone Heads must approve this decision.
 - V-2.1.5 All facilities must be submitted through the show date application form for approval by the date set by the executive.
 - V-2.1.5.1 Two applications will be made available for team representatives. One for the Fall Semester will be made available in July 2021 and one for the Winter Semester will be made available in September 2021.
- V-2.2 Show dates applications will be offered to member schools in July.
- V-2.3 All returning member schools must have their show applications submitted by this date or risk not being able to host a show.
- V-2.4 Dates and locations will be allocated logically in order to ensure each zone runs as smoothly as possible throughout the entire season.
 - V-2.4.1 Special accommodation may be awarded to those schools unable to find an indoor facility in their area, and are thus in need of a date suitable for outdoor showing.
- V-2.5 Show dates and locations for each season will be released in July provided that all applications have been submitted on time by all member schools without errors.

- V-2.5.1 Show dates and locations are subject to change throughout the season on an as-needed basis.
- V-2.6 A decision to cancel must be made by 12:00 PM the day before the start of the show.
 - V-2.6.1 Reasons for cancellation may include, but are not limited to, severe weather warnings, quarantine within the facility or virus presence in the region of the show.
 - V-2.6.2 A cancellation decision will be made by either:
 - V-2.6.2.1 The host team
 - V-2.6.2.2 A vote among OCEA executive attending the show and the Co-President(s) and Vice-President
 - V-2.6.2.3 If a show is cancelled, it will be rescheduled to the best of the team's ability following recommendations found in the Captain's Handbook.
 - V-2.6.3 Financial compensation for host-teams will be discussed on a case-by-case basis.
- V-2.7 Show locations, which must be smoke free, will include:
 - V-2.7.1 Washroom facilities
 - V-2.7.2 Food facilities
 - V-2.7.3 Viewing area by the in-gate or out-gate
 - V-2.7.4 Warm area or stalls for horses
 - V-2.7.5 Water for horses
 - V-2.7.6 Viewing space
 - V-2.7.7 If outdoors, tents should be provided. If tents cannot be provided, the host school must notify the attending teams.
 - V-2.7.8 A heated area must be available to riders, coaches, and volunteers to warm up in between the months of November and March.
 - V-2.7.9 Seating should be provided by the host school or barn. If chairs are unavailable, the host school must notify the OCEA at least one (1) week in advance of their show date. The OCEA will notify the zone and recommend they bring their own seating.
 - V-2.7.10 The show ring must be a minimum of 170 ft by 80 ft.
 - V-2.7.11 The in-gate and surrounding area must be free of obstacles and allow for safe entering and exiting by horse and rider.
- V-2.8 Host schools must ensure suitable horses, tack, and facilities for the show. Tack including, but not limited to:
 - V-2.8.1 Adult-sized English hunter-jumper saddle
 - V-2.8.2 Stirrup pads for all stirrups
 - V-2.8.3 Elastics on safety stirrups
 - V-2.8.4 A set of short stirrup leathers (to prevent the need to roll stirrups)
 - V-2.8.5 A lead line for each horse to be led by when not in the ring.
 - V-2.8.6 Reins should remain over the horse's head at all times for a rider to grasp in case of emergencies.

- V-2.8.7 Lead lines should be attached to the bit as soon as the horse leaves the competition ring and unclipped as they re-enter the competition ring. Lead lines are to be unclipped only when the rider has indicated they are comfortable with their hold on the reins, all coolers etc. have been removed, and the horse is at a halt.
- V-2.8.8 All necessary horse information (description, tack preferences, etc.) must be published in the show program. This information must be available at the gate for all riders, coaches, handlers, and warm up riders and in the barn for anyone getting horses ready.
- V-2.9 Host schools must ensure donated equipment is respected.
 - V-2.9.1 To avoid damage, all tack must be placed on a proper storage surface or as indicated by the owner.
- V-2.10 Host schools will be permitted the use of forty (40) numbered saddle pads in each competition.
 - V-2.10.1 Host schools must obtain these saddle pads at the competition one (1) horse show before their scheduled date from that host school after awards.
 - V-2.10.1.1 For the first show of the season, host schools can acquire these saddle pads from the head zone representative.
 - V-2.10.2 The head zone representatives, or another OCEA executive if needed, must be present to document that all forty (40) saddle pads are accounted for and have been given to the next host school. It is recommended that a count of the saddle pads be taken by the host school after each class.
 - V-2.10.2.1 If saddle pads are found to be missing or damaged, the host school will be subject to a fine totalling the replacement cost of the saddle pads.
 - V-2.10.2.2 The host school has 6 days to find and wash the missing saddle pad(s) and to bring to the next show to avoid a penalty.
 - V-2.10.2.3 The host school will be subject to a strike as determined by the review committee in Section 3: Member Penalties if gross negligence resulted in damage or loss of saddle pads.
 - V-2.10.3 Host schools are responsible for washing the saddle pads before being used in their show.
 - V-2.10.3.1 Host schools must avoid using products other than regular laundry detergent when washing saddle pads.
 - V-2.10.3.2 Host schools must hang/air dry the saddle pads to avoid shrinking and deformation.
 - V-2.10.4 The head zone representatives will collect the saddle pads after the last show of the season, prior to finals.
 - V-2.10.5 Host schools are permitted to purchase their own set of saddle pads, numbered 1-40, to use at their OCEA sanctioned show instead of the OCEA saddle pads.

- V-2.11 Host schools will designate two (2) horses per class as alternates. At least one alternate horse listed must not have height/weight restrictions, although for ease of substitutions on show day it is recommended that neither horse has restrictions. Alternates will be listed on the standardized "Order of Go" section of the show program.
- V-2.11.1 Alternate horses can be used in the event a horse is pulled or a re-ride is granted.
 - V-2.11.2 At least one (1) of these horses needs to be in the barn and ready to go in the event that one of the scheduled horses is pulled during warm-up or during the class.
 - V-2.11.3 Host schools are permitted to list horses that are currently showing within the division as alternates if they have been approved in advance by the owner, as indicated on the donor form, to complete additional over fences trips or flats.
- V-2.12 Host schools will select the number of entries they are able to accommodate in consultation with Zone Executive.
- V-2.12.1 Number of entries will be determined by the Zone Executive based on facility capacity and available resources.
 - V-2.12.2 Host schools must accept at least three (3) riders per division, per member school. These spots will be called "Core" spots on team entry forms.
 - V-2.12.3 If member schools cannot meet this minimum of three (3) riders in their entry forms, additional spots will be granted to the remaining member schools by the appropriate zone representatives. These spots will be called "Alternate" spots on team entry forms.
 - V-2.12.3.1 Alternate riders must be sent in with the original entry form.
 - V-2.12.3.2 Upon completion, zone reps will contact teams to inform them of the alternate riders that were granted a spot.
 - V-2.12.3.3 In the event that alternate spots are provided, they will be awarded using a randomized system overseen by the appropriate zone representatives that prioritizes member schools by lowest team points first.
 - V-2.12.3.4 Upon completion, zone reps will contact teams to inform them of the alternate riders that were granted a spot.
 - V-2.12.4 A host school may and is encouraged to offer extra spots at their show. They may offer as many extra spots as they desire, providing they have a suitable number of horses to accommodate extra riders. These extra spots are in addition to the three (3) Core spots.
- V-2.13 All courses to be used at a show must be forwarded to and approved by the Vice-President and the Head Zone Representative.
- V-2.13.1 All courses must be submitted to the Head Zone Representative for approval at least two (2) weeks in advance.
 - V-2.13.2 Please note for any outdoor shows, an emergency course for their indoor ring (if available) should also be sent and be available at the show. Striding must be changed accordingly.

- V-2.13.3 All course designs must be designed to scale, including arena size and jump width. Schools must also include which jumps will be set at maximum division height.
- V-2.13.4 All course designs must indicate where judge and steward seating is located, where crowd seating is located, and where the ingate is located.
- V-2.14 Each host school must complete its own show program.
 - V-2.14.1 The show program must include the OCEA website, sponsor information, full class lists, horse descriptions, permitted aids, designated personnel, orders of go, and courses.
- V-2.15 At least 75% of a zone's member institutions must attend for a show to count for year-end points.
- V-2.16 Suitable jumps for over fences classes include but are not limited to: natural posts and rails, painted posts and rails, planks, gates, brush, oxers, coops, and walls.
 - V-2.16.1 Jumps must be in good repair.
 - V-2.16.2 All fences must have ground lines.
 - V-2.16.3 Jump cups and pins must be plastic.
 - V-2.16.4 Jump cups supporting planks or any type of flat rails must be turned upside-down.
 - V-2.16.5 All jump decorations must be safe, including those added to adhere to a theme. No loose or non-breakaway objects should be used.
- V-2.17 Host schools may choose to offer a course walk for each division prior to the start of the class, or, in the interest of efficiency, they may offer only one (1) or two (2) course walks, one to cover all courses or one to cover Open and Intermediate and another for Novice and Entry.
 - V-2.17.1 If the host school is planning on only offering two (2) designated course walk periods, they must notify the team captains in their zone via their designated team email at least two (2) days prior to their show.
 - V-2.17.2 School representatives are responsible for ensuring all riders are present at the time of their course walk.
 - V-2.17.3 A change to a course must be presented with the opportunity for that adjustment to be walked by the respective division.
 - V-2.17.4 To ensure maximum health and safety of donated horses, all course walks must be held prior to the over fences warm-up for their division.

SECTION 3: HORSES

- V-3.1 The host school must obtain the information present within the horse donor documents for all horses in attendance at the show, with assistance from the Horse Coordinator.
 - V-3.1.1 All host schools must send each horse donor a summary of the information provided and an itinerary for the day to be approved before the show.

- V-3.1.1.1 This itinerary can contain, but is not limited to:
 - V-3.1.1.1.1 Trailering details
 - V-3.1.1.1.2 Arrival and departure time
 - V-3.1.1.1.3 Hay, water, and stabling details
- V-3.2 All horses being used over fences must have previously schooled all fences in the posted order before they can be used in the competition.
 - V-3.2.1 Riders must be able to see a horse's warm-up over fences.
- V-3.3 Horses will warm-up under saddle in the show area. If not possible, the warm-up area must be accessible to riders for viewing.
- V-3.4 Start of warm-up must be announced clearly.
 - V-3.4.1 Host schools must clearly announce horse numbers when horses are warming up over fences.
- V-3.5 The OCEA will provide warm-up riders for each OCEA show, as selected by the Head Zone Representatives. All provided riders will have Open Division qualifications or will have otherwise submitted proof of competency to their respective Zone Representative. Warm-up riders will have priority for warm-up over open division riders. In the event that Open division riders are asked to warm up ride, priority will be given to riders from the host school.
 - V-3.5.1 Owners or friends of owners must be approved by the Head Zone Representative before being allowed to warm-up ride if not qualified for the division in which they are warming up.
 - V-3.5.2 Videos, show results, and OE memberships of these potential warm-up riders must be sent to the Head Zone Representative at least one (1) week prior to the show date.
 - V-3.5.3 If a horse donor is showing they may not warm-up ride until they are done showing and the judges' card(s) have been submitted.
 - V-3.5.4 Warm-up riders will be reimbursed for fuel money if they send an authentic, dated receipt of purchase of fuel from the week of the competition in question.
 - V-3.5.5 The maximum amount of reimbursement will be \$20 (twenty dollars) per claim.
 - V-3.5.6 It is within the scope and judgment of the Treasurer to reimburse a smaller amount if many requests were lodged for that show, if the warm-up rider is known to live very close to the facility, etc.
 - V-3.5.7 The minimum paid out for a fuel claim will be \$10 (ten dollars).
- V-3.6 If a horse-rider combination is eliminated during competition due to refusals, a warm-up rider must re-school the horse before the next rider mounts. They must jump the problem jump at least once with no issues before the horse can be used again. Issues will be determined by the judge, steward, or horse owner.

- V-3.6.1 Only the Steward, the Judge, or the owner of the horse can decide to pull a horse from the competition.
- V-3.7 Host schools must have a whip and a pair of spurs, provided by or approved by the owner, available for riders to use if that horse is indicated as needing one, both, or neither in the show program.
 - V-3.7.1 Use of artificial aids is at the discretion of the horse owner.
 - V-3.7.2 These aids must be in the care of the horse's handler and be made available for that horse only.
 - V-3.7.3 A rider who uses artificial aids when not explicitly permitted to do so in either the show program or via public announcement is subject to disqualification.
 - V-3.7.4 If a rider on a specific horse is granted artificial aids after other riders in the same class have competed on that horse, the earlier riders will be allowed a re-ride on a different horse.
 - V-3.7.5 The horse handler must have knowledge of the horse's information, including information regarding artificial aids and tack preferences (girth must be on a certain hole, noseband must not be too tight, etc.). This information can be obtained in the show program or found at the in-gate.
- V-3.8 A horse needs to be re-warmed up between divisions if:
 - V-3.8.1 Fill is added to a fence
 - V-3.8.2 A fence is moved to a new location
 - V-3.8.3 A fence is raised
 - V-3.8.4 A fence changed direction
 - V-3.8.5 A vertical becomes an oxer
 - V-3.8.5.1 Horses only need to be warmed up over the new fences, and not the entire course.
- V-3.9 A horse does not need to be re-warmed up between divisions if:
 - V-3.9.1 Fill is swapped or removed in a way that does not change the fence
 - V-3.9.2 Fill is swapped for similar looking material due to damage
 - V-3.9.3 A fence is lowered if the posted course is identical.
 - V-3.9.4 An oxer becomes a vertical
 - V-3.9.5 A fence becomes a cross-rail
- V-3.10 Show management may choose to follow stricter guidelines of their own for individual horses on a case-by-case basis.
- V-3.11 Host schools are responsible for sending the horses for each division to their Zone Head at minimum one (1) week prior to the show (See Section V-4: Horse Draws for more information).

- V-3.12 To be considered viable to be used at an OCEA competition, a horse must be completely sound and healthy.
- V-3.13 Horses may be pulled from their division at any time at the request of the Judge or Ring Steward.
- V-3.13.1 Any OCEA school representative may approach an OCEA executive member to discreetly take any concerns they may have regarding horses to the Ring Steward during the competition, should any arise.
 - V-3.13.2 These concerns may include, but are not limited to: horse suitability for the division, horse soundness, etc.
 - V-3.13.2.1 If a horse is deemed unsound by a judge, ring steward, or horse owner, the horse must be removed from competition.
- V-3.14 Division requirements for Open Division OCEA Horses:
- V-3.14.1 Open Division Over Fences: Horses must be able to perform well and safely over a course of fences set at 3'3" in height.
 - V-3.14.2 Open courses could include but are not limited to:
 - V-3.14.2.1 Oxers
 - V-3.14.2.2 Swedish oxers
 - V-3.14.2.3 Triple bars
 - V-3.14.2.4 Bounces
 - V-3.14.2.5 Combinations and other similarly unique fences.
 - V-3.14.2.6 Any of the over fences tests described in VI-5.2.
 - V-3.14.3 Open Division Under Saddle: Horses should be able to perform any of the tests listed in VI-5.1.
- V-3.15 Division requirements for Intermediate Division OCEA Horses:
- V-3.15.1 Intermediate Division Over Fences: Horses must be able to perform well and safely over a course of fences set at 2'9" in height.
 - V-3.15.2 Intermediate courses could include but are not limited to:
 - V-3.15.2.1 Oxers
 - V-3.15.2.2 Swedish oxers
 - V-3.15.2.3 Triple bars
 - V-3.15.2.4 Bounces
 - V-3.15.2.5 Combinations and other similarly unique fences.
 - V-3.15.2.6 Any of the tests listed in VI-5.2.
 - V-3.15.3 Intermediate Division Under Saddle: Horses should be able to perform any of the tests listed in VI-5.1.
- V-3.16 Division requirements for Novice Division OCEA Horses:
- V-3.16.1 Novice Division Over Fences: Horses must be able to perform well and safely over a course of fences set at 2'6" in height.

V-3.16.1.1 Horses should be able to perform VI-5.2.1, VI-5.2.2, VI-5.2.3, VI-5.2.4, and VI-5.2.5.

V-3.16.2 Novice Division Under Saddle: Horses should be able to perform VI-5.1.1, VI-5.1.2, VI-5.1.3, VI-5.1.4, and VI-5.1.5.

V-3.17 Division Requirements for Entry Division OCEA Horses:

V-3.17.1 Entry Division Over Fences: Horses must be able to perform well and safely over a course of fences set at 2'0" in height.

V-3.17.1.1 These horses must be particularly safe and well schooled as they will be used with beginner and/or inexperienced riders.

V-3.17.1.2 Horses should be able to perform VI-5.2.1, VI-5.2.2, VI-5.2.3, VI-5.2.4, and VI-5.2.5.

V-3.17.2 Entry Division Under Saddle: Horses must be particularly safe and well schooled as they will be used with beginner and/or inexperienced riders.

V-3.17.2.1 Horses should be able to perform VI-5.1.1, VI-5.1.2, VI-5.1.3, VI-5.1.4, and VI-5.1.5.

SECTION 4: HORSE DRAWS

V-4.1 Horse draws will be conducted by the Head Zone Representative and Zone Membership members of the Executive for their respective zone.

V-4.1.1 If assistance is required, the TRS Executive member will assist the Zone Executive members.

V-4.1.2 Riders who have owned, leased, or part-boarded a donated horse within the past year may not draw that horse to ride in competition.

V-4.1.2.1 The OCEA executive retains the right to alter horse draws if necessary to adhere to the rules of the OCEA.

V-4.2 Member schools will send their Zone Executive members their list of horses available for each division and list of riders entered for each division no later than one (1) week preceding their competition.

V-4.2.1 These lists must include horse heights and any height/weight restrictions for riders designated by the horse owner.

V-4.2.2 A pony or small horse (15.2 and under) may not be ridden by a rider exceeding a height of 5'6" or a weight of 185lbs. A warm up rider exceeding these limits may be used at the discretion of the owner.

V-4.2.3 These lists must also include the height, weight and age of each entered rider.

V-4.2.4 Any changes made to the horse or rider lists must (ie: rider scratches, horse scratches, late entries, etc) must be sent on to the Zone Executive without delay.

V-4.2.5 Exception for the first show of the season: five (5) days before the competition.

- V-4.3 The Zone Executive members (Zone Representative and Membership Coordinator) will conduct horse draws no later than the Wednesday preceding the competition using a randomized system.
- V-4.3.1 Host schools will send a horse list that includes information about the division, permitted classes, and height and weight restrictions, by Sunday two weeks before the show to the Zone Executive members. Any changes to that list should be sent immediately to the appropriate contact. This allows for Zone Executive members to see the quality and quantity of horses attending.
 - V-4.3.2 The Zone Executive members will then send the completed draws back to the Member school no later than 8pm on the Thursday preceding the competition.
 - V-4.3.3 The Zone Executive members will take into account any height/weight restrictions on horses while conducting the horse draws. A pony may not be ridden by a rider exceeding a height of 5'6" or a weight of 185lbs.
 - V-4.3.4 The Zone Executive members will take into account riders mentioned in V-4.5 while conducting the horse draws.
 - V-4.3.5 Exception for the first show of the season: no later than 8pm on the Friday before the show.
- V-4.4 The Member school will be responsible for adding the Horse Draw information, provided for them by their Zone Executive Members, into their show program before printing them out for the competition.
- V-4.5 An OCEA member may not ride the same horse more than three (3) times per season.
- V-4.5.1 The Zone Executive members will keep track of each rider throughout with season and ensure that they do not draw the same horse more than three (3) times during the horse draw process.
- V-4.6 An OCEA member may not flat the same horse that they have jumped on the same day.
- V-4.6.1 The Zone Executive members are responsible for ensuring that riders draw two (2) different horses per show during the horse draw process.
- V-4.7 An OCEA member may not ride a stallion unless that member is aged eighteen (18) years or older as of January 1st of the respective year.
- V-4.7.1 The Zone Executive members are responsible for ensuring that riders under the age of eighteen (18) as of January 1st of the respective year do not draw stallions during the horse draw process.

SECTION 5: ENTRIES

- V-5.1 Entries for each show must be submitted to the host school at least two (2) weeks before the day of the show.
- V-5.1.1 An exception will be made for the first show.

- V-5.1.1.1 Entries for this show are due seven (7) days before the day of the show.
- V-5.2 Late fees are enforced by the host team and all entries submitted within two (2) weeks of the show date will be subject to a ten dollar (\$10) additional fee, per rider.
- V-5.2.1 This late fee is to be covered by the team, not by the individual rider.
- V-5.2.2 This fee is payable directly to the host school.
- V-5.3 Host schools reserve the right to follow a different late entry payment schedule, but when doing so will notify the member schools appropriately as well as the Executive.
- V-5.4 Payment must accompany entries on the due date by electronic payment or be paid in cash/cheque/money order on the date of the show.
- V-5.4.1 Host schools may choose which forms of payment they wish to receive and must specify this to member schools and the Executive.
- V-5.5 At the discretion of the host school, schools are unable to show if they have unresolved payments to the OCEA or any past host schools (including scratch fees).
- V-5.5.1 Any unresolved fees will be tracked by the OCEA Treasurer and notification will be emailed to host schools throughout the term.
- V-5.6 Should a school scratch a rider following the close of the seven (7) day scratch period, the school will be responsible for the entirety of that rider's fee, at the discretion of the host school unless the spot is able to be filled by another rider.
- V-5.6.1 The school whose rider has scratched has the option of substitution using one of its own riders in the division.
- V-5.6.2 If the school cannot fill the spot, the OCEA executive will allocate a rider using the alternate spot system. Once an alternate spot is offered confirmation is to be made within 36 hours and afterwards the spot is given to the next. Payment must be sent within 24 hours of confirmation.
- V-5.7 Schools are permitted to substitute riders who are in the same division at any point during or after the scratch period; however, the school must notify the host school and executive immediately.
- V-5.8 Total team points will be calculated using a system that will automatically choose each team's top-placing rider in each over fences and under saddle classes.
- V-5.8.1 Those points will be tallied towards the High Point and Reserve High Point Teams.

SECTION 6: SHOW PERSONNEL

- V-6.1 Each host institution must have a person to fulfill the following duties: show secretary, in-gate personnel, barn manager, announcer, and tack advisor(s).

- V-6.1.1 All of these positions should be listed and named in the host school's program.
 - V-6.1.2 The positions of judge, steward and medical service provider will be hired by the OCEA Executive.
 - V-6.1.3 All other positions need to be filled by the host school.
 - V-6.1.4 In the event that the individual(s) filling these role(s) are competing, a backup individual must also be provided.
- V-6.2 The Show Secretary will have the following duties (this role may be filled by more than one individual):
- V-6.2.1 Appoint a barn manager, announcer, in-gate personnel, tack advisor, ring crew, and familiarize them with the OCEA.
 - V-6.2.2 Accept and process entries.
 - V-6.2.3 Submit show program to the OCEA Secretary and President.
 - V-6.2.4 Provide identification for judges and ring stewards.
- V-6.3 The In-Gate Personnel will have the following duties:
- V-6.3.1 Maintain the correct order of go.
 - V-6.3.2 Help to ensure that riders or assisting OCEA members do not commit rule infractions.
 - V-6.3.3 Supervise horse health and handling.
 - V-6.3.4 Ensure handlers have halted the horse at the in-gate before entering the ring.
 - V-6.3.5 Verbally confirm that riders have collected their reins and do not have any questions regarding this procedure.
 - V-6.3.6 Verbally confirm that riders are prepared to enter the ring.
- V-6.4 The Tack Advisor(s) will have the following duties:
- V-6.4.1 Ensure that all requests from owners - regarding tack fitting and artificial aids - are within the horse donor documents prior to the start of the first division are followed to ensure horse's comfort
 - V-6.4.2 Check that tack is correctly fitted and attached, girths and flashes are appropriately tight, and reaffirm the use of artificial aids.
 - V-6.4.3 The Tack Advisor(s), owners, and OCEA executive members are the only individuals permitted to touch the tack of a horse. All other OCEA members are not allowed to alter or remove tack and must approach a Tack Advisor(s), owner(s), or OCEA executive(s) to ask for tack to be checked.
 - V-6.4.4 Must be easily identifiable and labelled throughout the show.
- V-6.5 The Barn Manager will have the following duties:
- V-6.5.1 Work with the Horse Coordinator and donor to document any scrapes/bumps/flaws that the horse may have to ensure that they are in good condition throughout the day. This should be done prior to the start of showing.
 - V-6.5.2 Organize the tacking-up and movement of horses from the barn to the show area

- V-6.5.3 Offer horses water throughout the day in approved by owner buckets
 - V-6.5.4 Offer horses hay approved by owner
 - V-6.5.5 Ensure horses are wearing approved blankets, including but not limited to: scrims, coolers, rainsheets, winter blankets, etc.
 - V-6.5.6 Ensure donor tack and equipment is stored respectfully to avoid damage
 - V-6.5.7 Ensure that all horses return to the stabling area free of scrapes/bumps/superficial issues or communicate them to the donor.
- V-6.6 The Announcer will have the following duties:
- V-6.6.1 Clearly communicate any changes to the horse show program to all attending the show, including but not limited to:
 - V-6.6.1.1 Horse changes
 - V-6.6.1.2 Order of go or flat flight adjustments
 - V-6.6.1.3 Changes to permitted aids for horses
 - V-6.6.2 Clearly communicate rider names and numbers during over fences classes to all attending the show.
 - V-6.6.3 Clearly communicate information from the judge, including eliminations or instructions.

SECTION 7: ELIMINATIONS

- V-7.1 Riders will be eliminated after a fall from a horse.
- V-7.1.1 In an under saddle class all riders will be asked to halt until the fallen rider exits the ring, and the class will then proceed.
 - V-7.1.2 If a rider falls during an over fences class, they will exit the arena dismounted.
- V-7.2 A rider will be eliminated after two (2) refusals.
- V-7.3 A rider will not be allowed a courtesy fence after elimination.
- V-7.4 Riders may be eliminated from an under saddle class at the judge's discretion.
- V-7.5 In an under saddle class, riders may walk around the outside of the ring, holding their reins with contact, until the judge announces that the class has started.
- V-7.5.1 All horse handlers will leave the ring once their rider is safely mounted.
 - V-7.5.1.1 Horse handlers must ensure the rider has safely collected their reins into a comfortable contact and received verbal confirmation from the rider that they are prepared before unclipping the lead and leaving the ring.
- V-7.6 In an over fences class riders will have contact with only the buckle of the reins prior to entering the ring.

- V-7.6.1 Riders who are on-deck (next in the ring) may collect their reins into a contact before entering the ring.
- V-7.6.2 Riders are not to affect the horse: ie. use the whip, seesawing, etc prior to entering the competition ring.
- V-7.6.3 Horse handlers must halt the horse before entering the ring.
- V-7.6.4 Horse handlers must receive verbal confirmation from the rider that they are prepared and permission from the in-gate personnel before entering the ring, unclipping the lead, and leaving the ring.
- V-7.7 If a rider is mounted, the reins must be over the horse's head and the horse must be lead by a lead line.
- V-7.8 Violation of V-7.5 and or V-7.6 will result in immediate elimination.
- V-7.9 No competing riders can school a horse that day while that competing rider is still showing.
 - V-7.9.1 If a competing rider is caught riding a horse, the rider will be immediately disqualified.
 - V-7.9.2 Open riders may warm-up horses after the completion of their division, and the judge's card has been submitted.
 - V-7.9.3 In emergency situations where enough warm-up riders could not be found for the show, the Open division may be run in totality first thing in the morning, thus allowing Open riders to warm-up over fences and for the rest of the day.
- V-7.10 No competing riders can knowingly school a horse to be used in competition the week before the horse show if:
 - V-7.10.1 they are riding the horse in competition
 - V-7.10.2 they jump their over fences class course
 - V-7.10.3 For the final year-end show, competing riders are not permitted to school over fences on competition grounds the day before the show.
- V-7.11 If a rider uses artificial aids when they are not designated in the program and have not been added and announced after their use in the warm-up, they will be eliminated from the class.

SECTION 8: RE-RIDES

- V-8.1 School representatives must make re-ride requests to any OCEA executive member.
- V-8.2 Re-rides will be granted upon the decision of the ring steward or judge. The stewards may confer with Executive members, show administration, or the judge.
 - V-8.2.1 If a re-ride is denied the decision is final.
 - V-8.2.2 If a re-ride is granted, all riders on the horse in question will be given the OPTION of a re-ride on a new draw.

V-8.3 Re-rides will be awarded in, but are not limited to, the following situations:

- V-8.3.1 All riders experience similar difficulty on the horse
- V-8.3.2 A warm-up rider is not able to perform the eliminating act
- V-8.3.3 The horse's allowed artificial aids are updated during the class
- V-8.3.4 Other circumstances considered by the Ring Steward and Judge

SECTION 9: ARTIFICIAL AIDS

V-9.1 The show program must indicate if a horse is to be allowed a crop or spurs.

V-9.1.1 If neither is required, the program must indicate "no additional aids allowed"

V-9.1.2 All spurs to be used when riding the horse must be provided and approved by the horse owner or the horse owner's agent.

V-9.2 Riders may use a bat, crop or whip in all classes if indicated by the horse owner in the permitted aids list.

V-9.2.1 Whips may not exceed 75 cm.

V-9.3 If a horse is approved for the use of artificial aids, the final decision to use said aids will be that of the rider.

V-9.4 The availability of artificial aids must be uniform for all riders competing on a particular horse per division.

V-9.4.1 If one rider is granted the use of an artificial aid, all riders who drew the same horse and who rode that horse prior to the rider who was permitted the use of the aid will be given the option of a re-ride on a different horse.

V-9.4.2 At no point will a rider be allowed to ride the same horse twice if granted a re-ride.

V-9.4.3 Draws will be modified to accommodate riders who are allocated a re-ride on a horse they have or will be riding in another class that day.

V-9.5 Any changes made to the use of aids must be publicly declared and the host school, tack official, and in-gate personnel are responsible for reminding riders of this change.

V-9.6 If a rider uses artificial aids when they are not designated in the program and have not been added and announced after the warm-up, they will be eliminated from the class.

SECTION 10: EQUIPMENT AND ATTIRE

V-10.1 All riders are expected to wear traditional show attire.

V-10.1.1. This includes: breeches, show shirt with collar, hunt style coat of a conservative colour, and tall boots of the dress or field style. Half chaps may be permitted. All boots must have a 1" (one inch) heel. Hair must be contained in a tidy manner and

gloves are optional. Anyone who is not suitably attired may be disqualified from competition by the judge.

V-10.1.1.1 A tidy braid, pony tail etc. is accepted to promote the safe fit of a rider's helmet.

V-10.1.2. While riding, items in school colours will be permitted. These items must be conservative in nature and must not be easily displaced or block vision while riding. Allowable items include, but are not limited to, helmet decals, lapel pins, and hair bows. Prohibited items include, but are not limited to, arm and leg bands, boas, helmet covers, coloured breeches, or anything else deemed unsafe or distracting by the judge or the OCEA Executive.

V-10.2 All riders must wear fastened ASTM-approved helmets while mounted.

V-10.2.1. The ring steward, judge or an OCEA Executive are permitted to have a rider eliminated if a helmet looks to be unsuitable.

V-10.3 All horses are expected to be turned out in equitation-appropriate tack and equipment. Regular cavessons with snaffles, pelhams, double bridles, or kimberwicks are permitted. However, exceptions on this can be made at the owner's discretion.

V-10.4 Boots and bandages of a conservative colour are permitted.

V-10.5 All mounts must have stirrups appropriately sized for an adult rider.

V-10.5.1. The Equestrian Canada rule (Article G1005 Number 5) regarding the use of coloured or branched stirrups in equitation classes beginning in 2014 will be waived within the OCEA due to the potential inability to procure the appropriate amount of suitable stirrups.

V-10.6 All teams and team members are required to use a mounting block to mount any horse.

V-10.6.1. Teams must have at least one (1) mounting block at each show. These mounting blocks must be of the following design.

V-10.6.2. A. Solid/ No Gaps

V-10.6.3. B. Plastic, Wood, or Metal if in accordance to V-10.7 A.

V-10.6.4. C. At least two steps or 24" inches tall.

V-10.6.4.1 Teams may use a mounting block provided by a host facility.

SECTION 11: FINALS

V-11.1 The OCEA Executive will be responsible for the execution of the OCEA Finals.

V-11.2 The top ranked riders from each class qualify for finals - the number of ranked riders attending is determined by the OCEA prior to the first show of the season.

V-11.2.1 Riders qualify separately over fences and under saddle.

- V-11.3 The OCEA Executives are responsible for choosing the format of the classes at the finals show.
- V-11.4 Over fences classes may be composed of one or two rounds or may have a first round and a ride-off.
- V-11.5 Two under saddle classes may be run using the standard format and tests, and may be composed of one or two rounds. The standards tests are outlined under Part VI Section 2: Testing.
 - V-11.5.1.1 Under saddle classes may be composed of one or two flights and may have a ride-off.
 - V-11.5.1.2 The under saddle test will be announced over the live speaker and directly to riders to ensure maximum clarity of instructions.
- V-11.6 Live scoring will be used at OCEA Finals competitions.
 - V-11.6.1 For the first round of over fences, a rider's total score from both judges (out of 200) will be announced before the next rider enters the ring.
 - V-11.6.2 For the over fences ride-off, second round scores will be announced as the top eight riders are given their ribbon during awards presentations.
- V-11.7 Finals will have two (2) judges.
- V-11.8 Finals will have at least two (2) stewards.
- V-11.9 The price of entries at Finals is subject to increase.
- V-11.10 Captains will not be permitted to warm-up ride at finals on the day. Captains are permitted to school the horse over a modified course the day before the show in order to provide a familiar ride in the case that they are selected by the horse donor.

SECTION 12: AWARDS

- V-12.1 Ribbons will be awarded to the top eight (8) riders of each class at each competition as well as champion and reserve of each division, high point and reserve high point rider, and high point and reserve high point team, a sportsmanship award (individual), spirit award (team) and Horse of the Day (voted or results based).
 - V-12.1.1 Host schools may provide other awards and prizes along with these ribbons at their own discretion.

- V-12.2 Points will be awarded at all shows, including finals, to the top eight (8) riders of each class at each competition.
- V-12.2.1 The rider's total score in-zone will be calculated by multiplying the number of riders in each class by the points awarded per placing. This score will be called a weighted score.
 - V-12.2.2 The rider's qualifying score for finals will be the weighted score.
 - V-12.2.3 The following points will be awarded to each placing:
 - V-12.2.3.1 First (1st) place: 8 points
 - V-12.2.3.2 Second (2nd) place: 7 points
 - V-12.2.3.3 Third (3rd) place: 6 points
 - V-12.2.3.4 Fourth (4th) place: 5 points
 - V-12.2.3.5 Fifth (5th) place: 4 points
 - V-12.2.3.6 Sixth (6th) place: 3 points
 - V-12.2.3.7 Seventh (7th) place: 2 points
 - V-12.2.3.8 Eighth (8th) place: 1 point
- V-12.3 In the case of a tie, the rider with more points over fences will be awarded the prize. If the tie cannot be decided in this way, a ride-off or coin toss, pending the approval of both riders and the steward, will be used.
- V-12.4 Live scoring may be used at the discretion of the judge and host school.
- V-12.5 The rider must be present to receive their award in person, or they will forfeit the award, their points toward year-end results, and their contributed team points. The only exceptions are as follows:
- V-12.5.1 The President, Vice-President, Head Zone Representative, or Zone Membership Coordinator approves their absence one week prior, via online form, unless an emergency situation is approved.
 - V-12.5.2 No riders will move up in the placings because of another rider's absence.
- V-12.6 Host schools may use their own discretion in regards to when they present awards. Awards may be presented directly after each class or at specified breaks throughout the day (i.e.: all over fences awards presented at lunch break; all under saddle awards presented at the end of the day, etc.).
- V-12.7 Year-end awards will be presented to the top ten (10) riders by combined over fences and under saddle weighted score at the awards gala.
- V-12.7.1 In the event of a tie, the rider with the most points overall will be selected.
 - V-12.7.2 If the riders have the same total number of points, the rider who has the highest placings will be selected.

V-12.7.2.1 For example, a rider with one third placing will be selected over a rider with one sixth placing.

V-12.8 Special awards will be presented at the year-end awards gala by the OCEA Executive.

V-12.8.1 Horse of the Year awards will be awarded to one horse per zone at the end of year award ceremony.

V-12.8.1.1 Voting will occur during OCEA executive elections and will be among the top six horses by points per zone.

V-12.8.2 One (1) Zone Supporter award will be presented for each zone.

V-12.8.2.1 OCEA members who demonstrate superb contributions to their zone are eligible for this award.

V-12.8.2.2 Nomination forms for this award can be submitted through the website.

V-12.8.3 One (1) Zone Contributor award will be presented for each zone.

V-12.8.3.1 Non-OCEA members who demonstrate superb contributions to their zone are eligible for this award.

V-12.8.3.2 Nomination forms for this award can be submitted through the website.

V-12.8.4 One (1) Michelle Monkhouse award will be presented for the entire OCEA circuit.

V-12.8.4.1 OCEA members who have shown a longterm commitment to the OCEA and who demonstrate superb contributions to their zone and positivity are eligible for this award.

V-12.8.4.2 Nomination forms for this award can be submitted through the website.

V-12.8.5 Outstanding Achievement awards can be presented for the entire OCEA circuit.

V-12.8.5.1 Multiple awards can be given each year at the discretion of the OCEA executive.

V-12.8.5.2 OCEA members or executive who demonstrate outstanding contributions to their zone and the OCEA circuit throughout their time as an OCEA member or executive are eligible for this award.

V-12.8.5.3 Nomination forms for this award can be submitted through the website.

V-12.8.6 Awards may be added to this list at the discretion of the executive.

SECTION 13: COMMENT CARDS

V-13.1 Comment cards will be sent out by the Zone Secretary to all Member schools in the appropriate Zone after each competition through email.

V-13.2 Comment cards must be sent back to the Secretary within one (1) week of being received.

V-13.3 Comment cards will then be analyzed by the Executive Committee and team-specific information will be sent back to the host school within two weeks of their competition date.

V-13.4 Comment Cards will include space for Special Awards nominations after each show.

PART VI: OCEA OFFICIALS AND TESTING

SECTION 1: JUDGING

- VI-1.1 Judging of hunter seat equitation at OCEA competitions is based on the following criteria:
- VI-1.1.1 The rider's position should be efficient, effective, balanced, and supple. It should not be exaggerated or rigid, and should allow for aids to be discrete.
 - VI-1.1.2 Rider's stirrups should be of appropriate length. Stirrups should meet the rider's ankle bone when the leg is fully extended and the rider is sitting squarely in the saddle. Stirrup irons should rest on the ball of the rider's foot.
 - VI-1.1.3 The rider's body position and shoulders should be upright and the seat should be centered in the deepest part of the saddle.
 - VI-1.1.4 Legs should be in contact with horse with a slight bend in the knee and heel inclined downward.
 - VI-1.1.5 Reins should be tight enough to ensure control and hands should be held above the horse's withers.
 - VI-1.1.6 The method of holding the reins is optional, provided that when a double bridle is used, one snaffle and one curb rein shall be held in each hand, separated by optional fingers. Contact should be maintained on both snaffle and curb reins per owner's instructions.
- VI-1.2 Except for refusals, jumping faults of the horse should not be penalized unless they are the fault of the rider.
- VI-1.3 Except in combinations, number of strides ridden should not be penalized unless it is the fault of the rider.
- VI-1.4 Although a flying lead change is preferable, a well-executed simple change should not be penalized. This is at the discretion of the judge, based on the warm-up of the horse and description provided by the owner.
- VI-1.5 The order to reverse may be executed by turning either toward or away from the rail.
- VI-1.6 When an under saddle class is run in multiple flights, both flights should follow the same routine and be required to demonstrate the tests.
- VI-1.7 No school, coach, rider, or supporter can approach the judge until the completion of the show. The School Representatives must direct all questions and/or concerns to the host school's ring steward and OCEA Executive only.

- VI-1.8 The judge must watch the warm-up rounds of the horses. The judge is to take into consideration the behaviour, performance, and the description of the horse during its warm-up. The judge will use this as a reference point for riders on this horse.
- VI-1.9 The judge may request a scribe to help with their tasks.
- VI-1.10 Judges must not judge at more than one regular season OCEA show in each zone per academic year (September-April, inclusive).
- VI-1.11 Judges may be the current coach or trainer of any OCEA rider competing that day. The hired judge will be expected to use their own discretion and remain professional, not giving any undue preference to their own students. If undue preference is proven to be an issue, the judge will not be hired back to the OCEA.
- VI-1.12 Judges must be registered OE members for event sanctioning.
- VI-1.13 Judges should be up-to-date on the rules and format of the OCEA.
- VI-1.14 Judges will be hired by the Zone Head, the Vice-President and the President of the OCEA must be notified within four weeks of sanctioning deadlines.
- VI-1.15 Complaints or recommendations about judges can be made through the comment card format (see Part V Section 13 for more information on Comment Cards).
- VI-1.16 Team captains may contact the Membership Coordinator after the show to request any feedback on the card for their riders. A copy of the comments pertaining to the riders in question must be scanned and/or copied and emailed within five (5) days of the competition in question. Only the comments and score for the riders in question will be sent.
- VI-1.17 All judges will be paid a minimum of \$325.00 per show. The contract and final price will be confirmed by the Zone Head and Board of Directors.
- VI-1.18 The Judge will have the following duties:
 - VI-1.18.1 Pull any warm-up riders they feel are unsuitable, at their discretion.
 - VI-1.18.2 Pull any horses they feel are unfit to compete due to soundness or behavior.
 - VI-1.18.3 Judge the class to the best of their abilities
 - VI-1.18.4 Be up to date on OCEA rules and regulations
 - VI-1.18.5 Watch all warm-ups
- VI-1.19 Judges' decisions are final.

SECTION 3: STEWARDS

- V-2.1 The Ring Steward will have the following duties:
- V-2.1.1 Must be over 18 years of age and be up to date on the OCEA rules, as well as EC rules.
 - V-2.1.2 All stewards must have at minimum 2 years of OCEA experience
 - V-2.1.3 Must watch all classes and investigate any alleged rule violations.
 - V-2.1.4 Consult on re-rides and lameness issues in conjunction with the Head Zone Representative and Judge.
 - V-2.1.5 Pull any horses or warm-up riders that are deemed unfit.
- V-2.2 Show stewards will be selected by the OCEA Zone Heads
- V-2.2.1 Stewards may not be a member of any team competing at that show.
 - V-2.2.2 Stewards must have completed the Steward Testing online form successfully.
 - V-2.2.3 This form asks potential stewards to answer a series of multiple-choice questions in order to determine their knowledge and understanding of the OCEA and the rules within it.
- V-2.3 All stewards, whether carded/uncarded, will be paid \$100.00 per show. Stewards may be paid a maximum of \$20 in gas coverage if travelling more than 50km to the venue.

SECTION 4: MEDICAL SERVICE PROVIDERS

- V-3.1 The Medical Service Provider will have the following duties:
- V-3.1.1 It is mandatory that all OCEA competitions have on-site emergency medical services with a minimum of advanced first aid and basic cardiac life support training. Medics must also follow Equestrian Canada concussion protocol (EC Rules, Section A, General Regulations, Article 101).
 - V-3.1.2 Jumping in competition and warm-up must be suspended if all medics are handling an emergency that they cannot leave.
 - V-3.1.3 In the event that an ambulance trip is required, the individual is responsible for the payment of said trip.
 - V-3.1.4 Riders are not allowed to be mounted on a horse unless a medic is present on the show grounds.
 - V-3.1.5 In the event a medic is late to a show, the show may not begin until a medic has arrived.

SECTION 5: TESTING

- VI-4.1 These tests are approved for hunter equitation under saddle and may be required by the judge, based on the ability of the horses to perform the test and the division. The under saddle tests are as follows:
- VI-4.1.1 Halt
 - VI-4.1.2 Rein back
 - VI-4.1.3 Extended and/or collected trot
 - VI-4.1.4 Trot without stirrups (stirrup leathers may not be crossed)
 - VI-4.1.5 Change leads with simple change across the diagonal
 - VI-4.1.6 Turn on haunches through the walk (To be asked at the judges' discretion based on horse skill)
- VI-4.2 These tests are approved for hunter equitation over fences and may be required by the judge, based on the ability of the horses to perform the test and the division. The over fences tests are as follows:
- VI-4.2.1 A line with a related distance. Multiple lines count as one test.
 - VI-4.2.2 Trot a fence
 - VI-4.2.3 Halt on course (except in a combination)
 - VI-4.2.4 Rollback
 - VI-4.2.5 Bending line
 - VI-4.2.6 Hand gallop a jump
- VI-4.3 The ability of the horse to perform specific tests will be determined by the steward and horse owner (or owner's agent).

PART VII: CLASSES AND DIVISION ELIGIBILITY

SECTION 1: CORE CLASSES

- VII-1.1 The following classes must be offered at every OCEA show:
- VII-1.2 *Entry Under Saddle:*
- VII-1.2.1 Riders are to be judged under saddle at the walk, trot, sitting trot, and canter in both directions. A minimum of one (1) test must be asked every class.
- VII-1.3 *Entry Over Fences:*
- VII-1.3.1 Riders will be judged over a course of jumps at a maximum of 18" high. There will be a minimum of seven (7) jumps including, but not limited to; a single fence, a single diagonal fence, and a line of no fewer than four (4) strides. A minimum of one (1) test must be asked.
- VII-1.4 *Novice Under Saddle:*

- VII-1.4.1 Riders are to be judged on the under saddle at the walk, trot, sitting trot, and canter in both directions. A minimum of one (1) test must be asked every class.
- VII-1.5 *Novice Over Fences:*
 - VII-1.5.1 Riders will compete over a course of a minimum of eight (8) fences at a minimum of 2' and a maximum height of 2'3. A minimum of one (1) test must be asked.
- VII-1.6 *Intermediate Under Saddle:*
 - VII-1.6.1 Riders are to be judged on the under saddle at the walk, trot, sitting trot, and canter in both directions. A minimum of two (2) tests must be asked.
- VII-1.7 *Intermediate Over Fences:*
 - VII-1.7.1 Riders will compete over a course of a minimum of eight (8) fences at a minimum of 2'3" and a maximum height of 2'6". A minimum of two (2) tests must be asked.
- VII-1.8 *Open Under Saddle:*
 - VII-1.8.1 Riders are to be judged under saddle at walk, trot, sitting trot, and canter in both directions. A minimum of three (3) tests must be asked.
- VII-1.9 *Open Over Fences:*
 - VII-1.9.1 Riders will compete over a course of a minimum of eight (8) fences at a minimum of 2'6" and a maximum of 3'0". A minimum of three (3) tests must be asked.
- VII-1.10 Applicable tests can be found in section VI-5 of the Rulebook.
- VII-1.11 Trot jumps and one-stride combinations are excluded from height measurement minimums.
- VII-1.12 At finals 75% (Seventy-five percent) of fences must be at the division's maximum height.

SECTION 2: DIVISION ELIGIBILITY AND APPEALS

- VII-2.1 Eligibility for each of the core classes is as follows:
- VII-2.2 *Open Division*
 - VII-2.2.1 Winning three (3) first place ribbons in an equitation over fences or medal class at a height of 3'3" (1.0m) or higher in a show that is part of a series or recognized circuit
 - VII-2.2.2 Placing six (6) times in an equitation over fences, medal class, hunter over fences, or jumper class at a height of 3'6" (1.10m) or higher in a show that is part of a series or recognized circuit
 - VII-2.2.3 An Eventing qualifying score at the Training Level or above*
 - VII-2.2.4 Having competed in the Open Division on the OCEA circuit during the previous year.
- VII-2.3 *Intermediate Division*
 - VII-2.3.1 Winning three (3) first place ribbons in an equitation over fences or medal class at a height of 2'9" (0.85m) or higher in a show that is part of a series or recognized circuit.

- VII-2.3.2 Placing six (6) times in an equitation over fences, medal class, hunter over fences, or jumper class at a height at 3" (0.90m) or higher in a show that is part of a series or recognized circuit

An Eventing qualifying score at the Pre-Training Level*

- VII-2.3.3 Having competed in the Intermediate Division on the OCEA circuit during the previous year.

VII-2.4 *Novice Division*

- VII-2.4.1 Winning three (3) first place ribbons in an equitation over fences or medal class at a height of 2'6" (0.75m) or higher in a show that is part of a series or recognized circuit

- VII-2.4.2 Placing six (6) times in an equitation over fences, medal class, hunter over fences, or jumper class at a height of 2'9" (0.85m) or higher in a show that is part of a series or recognized circuit

An Eventing qualifying score at the Entry Level or above*

- VII-2.4.3 Having competed in the Novice Division on the OCEA circuit during the previous year.

VII-2.5 *Entry Division*

- VII-2.5.1 Being a part of a hunter, jumper, equitation, or eventing lesson program at a level which ensures the individual is jumping consistently at a height of 2'0" (two feet) or higher for the past four months, at minimum. The must be able to be confirmed by your instructor.

- VII-2.5.2 An Eventing qualifying score at the Pre-Entry Level*

- VII-2.5.3 Having competed in the Entry Division on the OCEA circuit during the previous year.

VII-2.6 An Eventing qualifying score constitutes the following:

- VII-2.6.1 75 penalty points or below in the dressage test at the specified level VII-2.2.2 a minimum of one clear round cross country at the specified level VII-2.2.3 a minimum of two clear rounds in the Show Jumping test at the specified level

VII-2.7 All divisions are open to amateurs, non-professionals, and professionals.

VII-2.8 For riders who have competed internationally, the eligibility requirements defined above expand to include competitions governed by other nationally recognized equestrian associations (e.g. British Show Jumping Association, German Equestrian Federation, etc.).

VII-2.9 All new OCEA members must prove their division eligibility with competition results from the past two (2) years. Results must be from an eligible circuit, as listed under VII-2.20.

- VII-2.9.1 Returning riders who have new competition records that change their division eligibility must report these records to the OCEA and apply for the division they now qualify for.

- VII-2.10 It is the responsibility of the rider/school captain to show proof of results to their zone representative.
- VII-2.11 Results must be submitted to zone representatives otherwise they will not count towards division eligibility
- VII-2.11.1 Returning open riders who do not have applicable show records and who have shown in that division for more than two (2) years must submit a video to their zone representative and zone membership coordinator before the start of season. This video must be clear, of a catch ride at division height, or a ride on a familiar horse at 6" above the division height on a course that satisfies the rulebook requirements.
- VII-2.12 If a rider no longer qualifies for the division they showed in the last year due to not keeping their placings current over the summer through showing or did not place in an over fences class on the OCEA circuit in the previous year, the rider may appeal down to the next division lower in height.
- VII-2.13 If a rider no longer qualifies for the division they showed in the last year due to acquiring new placings over the summer through showing they must apply for the division for which they currently qualify.
- VII-2.14 If a rider or their School Representatives feel that their riding ability is not suited for the division they qualify for, they may state this on the division appeal form
- VII-2.14.1 Appealing riders must submit a public video link within the appeal form. This video must be clear, of a catch ride at division height, or a ride on a familiar horse at 6" above the division height on a course that satisfies the rulebook requirements.
- VII-2.14.2 Coaches' recommendations are highly recommended for all appeals.
- VII-2.14.3 Appeals are subject to the members' first competition. It is their team's responsibility to film their over fences round for re-submission to the executive. If a video cannot be obtained, an additional appeal can be made to the committee. Their decision is final.
- VII-2.14.4 Riders who have had their initial appeal approved that have had an appeal made in their favour are considered to be on probation until after the first OCEA show of the season to ensure suitability.
- VII-2.14.5 If, after the first show, the OCEA Executive deem the rider unsuitable for that division, the rider's appeal will be thrown out, and they will remain in the division in which they qualify for.
- VII-2.14.6 The OCEA Executive reserves the right to question a rider's eligibility and require moving to a new division.
- VII-2.15 Riders may not qualify for more than one division.

- VII-2.15.1 If a rider's under saddle experience is more extensive than their over fences experience, or vice versa, the rider must compete in the division that they qualify for over fences.
- VII-2.16 Riders cannot move up or down a division in the OCEA unless their appeal, made during the membership application process, has been granted by the review committee.
- VII-2.17 School Representatives must submit a rider's appeal as a part of that rider's membership application.
- VII-2.18 Riders must advance to the next division if:
 - VII-2.18.1 The rider won three 1st (first) place ribbons over fences on the OCEA over the course of one school year.
 - VII-2.18.2 Riders who have won three (3) first place ribbons over fences may choose to complete the year in their current division and then move up to the next division the following year.
 - VII-2.18.3 The Rider won Champion overall for their division in the previous OCEA season.
 - VII-2.18.4 The rider may only move up to the next division if their over fences point total is higher or no more than a difference of ten un-weighted points than their under saddle point total in the previous OCEA season.
- VII-2.19 Eligible series and circuits are those that provide online, accessible show records.