



CANADIAN COLLEGIATE  
EQUESTRIAN FEDERATION

**CANADIAN COLLEGIATE EQUESTRIAN  
FEDERATION  
2019 – 2020 RULEBOOK**

Containing all the Rules and Regulations of the CCEF

Adopted February 2019  
Amended April 2019



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## **PART I: CODE OF CONDUCT**

I-1. All CCEF members shall support the enforcement of their affiliated association's rules through personal compliance, and by reporting any alleged infractions or abuse to their executive or official members through their provided means. Affiliated association's rules can be found in their respective rulebooks.

I-2. The CCEF reserves all rights to refuse membership shall they deem the applicant not appropriate. All CCEF members, organizers, and participants are bound to the rules of their respective rulebooks, as well as the CCEF rulebook.

I-3. All CCEF members shall conduct themselves in an honest, trustworthy, ethical manner.

I-4. All CCEF members shall uphold safety, sportsmanship, and fairness in all aspects of the equestrian sport.

1-5. All CCEF members shall strive to maintain exemplary horsemanship and uphold the image of equestrian sport.

1-6. All CCEF members will maintain a professional image on social media platforms (ex. Facebook, Instagram, Twitter) and not create any content that portrays CCEF members and affiliated association members, officials, executive, 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 holding a membership of good standing with an affiliated association is eligible for a membership in the CCEF.

II-1.2. All member schools must abide by the rules of their respective association.

II-1.3. Each member school must designate one representative to communicate with the CCEF, who must have a designated email in order to remain in contact.

II-1.4. School memberships must be renewed each year.

II-1.5. School membership forms must be completed in full and submitted prior to September 17<sup>th</sup>, 2019.

II-1.6. The annual school membership fee for 2019/2020 is \$250.

II-1.6.1. Membership fee is subject to change annually.

II-1.6.2. Acceptable forms of payment are e-transfer or PayPal invoice.

II-1.6.3. Members must e-mail [ccefederation@gmail.com](mailto:ccefederation@gmail.com) upon submitting a payment for confirmation.

II-1.7. A school's membership will not be granted, and individual team memberships will not be granted, without having completed the following:

- A. Submitting a completed school membership form.
- B. Paying the team fee in full.

II-1.8. A school must hold a CCEF membership in order for riders on their team to qualify for CCEF Finals.



## **SECTION 2: INDIVIDUAL MEMBERSHIP**

II-2.1. Students who are eligible for membership are those who are members in good standing of their respective association.

II-2.2. Individual members must complete a membership form. In order to be considered for CCEF membership, individual members must provide proof of a current OE Membership.

II-2.2.1. OE numbers must be submitted on the individual membership form.

II-2.3. The individual membership fee for the 2019/2020 season is \$5.

II-2.3.1. Payment is only accepted through affiliated associations in one lump sum.

II-2.3.2. Associations must e-mail [ccefederation@gmail.com](mailto:ccefederation@gmail.com) upon submitting a payment for confirmation.

II-2.3.3. Membership fees are subject to change annually.

II-2.4. Individual membership fees and forms are due September 17, 2019.

II-2.4.1 If a member joins the CCEF after their first show, points for CCEF finals will not be considered from the shows prior to purchase of membership.

II-2.5. Individual membership must be applied for annually.

II-2.6. Riders with disabilities will be invited to compete at the OCEA. If riders are in need of accommodations, they should be indicated on their individual membership form. The OCEA should be contacted to discuss the condition, any substitution of tack that may be required, and if any verbal or physical assistance will be required based on Equestrian Canada standards.

II-2.7. Riders may only collect points while holding an active CCEF membership. In the event that a rider did not purchase a CCEF membership prior to their first respective qualifying shows, they will be given the chance to register for a CCEF membership prior to their second show. Points will not be awarded from their first show.



## **SECTION 3: ASSOCIATION MEMBERSHIP**

II-3.1. Affiliated associations must host a minimum of five (5) shows per season that offer the option to collect CCEF Finals points.

II-3.2. In the case of alternate riders, it is to the discretion of team captains to allocate which riders will compete at shows.

II-3.3. In the event of an association having separate zones, each zone should provide five (5) CCEF shows per season, per zone.

II-3.2. Affiliated associations must present themselves with appropriate conduct, upholding honesty, sportsmanship-like behavior, and safety within the equestrian sport.

II-3.3. Associations must complete a membership form, including their participating schools and CCEF point show dates.

II-3.4. The individual membership fee for the 2019/2020 is based on the affiliated association's individual membership.

II-3.4.1. Affiliated associations must provide payment with the formula of:  
(individual memberships \* 5)

II-3.4.2. Acceptable payments are e-transfer or PayPal invoice.

II-3.4.3. Associations must e-mail [ccefederation@gmail.com](mailto:ccefederation@gmail.com) upon submitting a payment for confirmation.

II-3.4.3. Membership fees are subject to change annually.

II-2.4. Association membership fees and forms are due September 17, 2019.

II-2.5. Association membership must be applied for annually.

## **PART III: CCEF STRUCTURE**

### **SECTION 1: EXECUTIVE COMMITTEE & BOARD**

III-1.1. Executive positions to be filled include:

- President
- Vice President
- Communications & Support
- Marketing & Sponsorship

III-1.2. Board positions are invitational, presented by the President and Vice President.

III-1.3. All CCEF Executive and Board members are expected to act in a professional and courteous manner, whilst upholding the Code of Conduct for the OCEA and OE to exacting standards.



## **SECTION 2: POWERS AND DUTIES**

III-2.1. The duties of the President shall be as follows:

- Call and chair meetings of the CCEF committee and/or general membership
- Review all membership applications
- Coordinate the planning of the CCEF Finals annual event
- Oversee that all schools, associations, and individual memberships are paid in full.
- Keep in constant communication with affiliated associations to ensure that standards are kept and ensure everything is running smoothly.
- Keep in contact with associations to track points.

III-2.2. The duties of the Vice President shall be as follows:

- Assist the President in all necessary meetings
- Assist the President in all necessary decisions and applications
- Assist in the planning of the CCEF Finals annual event

III-2.3. The duties of the Communications & Support shall be as follows:

- Record minutes from all meetings
- Inform schools and associations of rule changes or new requirements
- Send out information throughout the season to associations and schools
- Answer any emails directed to the account
- Maintain the CCEF Social Media platforms and website

III-2.4. The duties of the Marketing & Sponsorship shall be as follows:

- Assist the President in tracking points from available shows.
- Lead all marketing and sponsorship relating relationships.
- Keep in close contact with sponsors and supporters.
- Assist in the hosting of the CCEF Finals annual event.

III-2.5. Board members do not have duties, however must:

- Follow the rules of the CCEF
- Provide insight on decision making within the CCEF
- Assist in the coordinating of the CCEF Finals annual event



## **PART IV: COMPETITIONS**

### **SECTION 1: AFFILIATED COMPETITIONS**

IV-1.1. In order to collect points to show at the CCEF Finals, members must compete at a minimum of 5 CCEF affiliated shows.

IV-1.1.1 CCEF affiliated shows are hosted by schools holding a CCEF membership.

## **PART V: CCEF FINALS**

### **SECTION 1: QUALIFYING & ENTERING**

V-1.1 For the 2019/2010 season, the CCEF will offer:

7 positions per class, for OCEA

3 positions per class, for AIEL

2 positions per class, for Alumni members of the OCEA or AIEL

V-1.2 Respective associations must apply for their riders to compete.

V-1.2.1 Associations will send their chosen riders on the entry form. Entries must include their overall position at the end of the season, their results from respective association finals (if applicable), and the amount of CCEF points they have acquired throughout the season.

V-1.2.2 Riders may apply for over fences only or for flat only

V-1.2.3 After the application process, the CCEF will send the respective associations the invitations to accepted competitors promptly

V-1.3 Alumni applying to compete must email [ccefederation@gmail.com](mailto:ccefederation@gmail.com) prior to the show application deadline with their current OE number, proof of prior association membership (results, written letter from captain, etc), and current show records proving they are capable of showing the respected height.

### **SECTION 2: ENTRY FEES**

V-2.1. Entries for the CCEF Finals must be submitted a maximum of two (2) weeks after invitations are sent.

V-2.2. Payment for entry is due upon entry.

V-2.2.1. Acceptable payment through e-transfer or PayPal.

V-2.3. The cost of CCEF Finals 2019/2020 will be \$75 per class for AIEL and OCEA members, and \$90 for Alumni members.

V-2.3.1. Entry fees are subject to change annually.



V-2.3.2. Late fees will be enforced to a specific date, where after the invitation will be scrapped and a new invitation will be provided.

V-2.4. Individuals have up until twelve (12) days prior to the show to scratch with full refund.

### **SECTION 3: HORSES**

V-3.1. All horses being used over fences must have previously schooled all fences in the posted order before they can be used in the competition. Riders must be able to watch horses warm up.

V-3.2. 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-3.3. Start of warm-up must be announced clearly.

V-3.4. The CCEF will provide warm-up riders for CCEF Finals.

V-3.5. 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 only jump the problem jump at least once with no issues before the horse can be used again. The judge, steward, or horse owner will determine issues. Only the Steward, the Judge, or the owner of the horse can decide to pull a horse from the competition.

V-3.6. Use of artificial aids is at the discretion of the horse owner. Legal artificial aids will be listed in the horse book, provided at the competition. Horse books will be made available digitally the night prior to the competition.

V-3.6.1. 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. Show management may choose to follow stricter guidelines of their own for individual horses on a case-by-case basis.

V-3.8. To be considered viable to be used at a CCEF competition, a horse must be completely sound and healthy.

V-3.9. Horses may be pulled from their division at any time at the request of the Judge or Ring Steward.



V-3.10. Division requirements for Open Division Horses:

Horses must be able to perform well and safely over a course of fences set at 3'3" in height. Open courses may include oxers, Swedish oxers, triple bars, bounces, combinations and other similarly unique fences.

V-3.11. Division requirements for Intermediate Division Horses:

Horses must be able to perform well and safely over a course of fences set at 2'9" in height. Intermediate courses may include oxers, Swedish oxers, triple bars, bounces, combinations and other similarly unique fences.

V-3.12. Division requirements for Novice Division Horses:

Horses must be able to perform well and safely over a course of fences set at 2'6" in height. Novice courses may include oxers, Swedish oxers, triple bars, bounces, combinations and other similarly unique fences.

V-3.13. Division requirements for Entry Division Horses:

Horses must be able to perform well and safely over a course of fences set at 2'0" in height. Entry courses will not consist of any lines set shorter than 4 strides and will not consist of any oxers. Horses must be particularly safe and well schooled as they will be used with beginner and/or inexperienced riders.

V-3.14. Horse draws will be done prior to the event by CCEF executive and will be available the day of the event.

V-3.15. Competitors may not ride the same horse on the flat that they rode over fences.

V-3.16. A CCEF member may not ride a stallion unless that member is aged eighteen (18) years or older as of January 1<sup>st</sup> of the respective year.



## **SECTION 4: SHOW OFFICIALS**

V-4.1. The Judge will have the following duties:

- Pull any warm-up riders they feel are unsuitable, at their discretion.
- Pull any horses they feel are unfit to compete due to soundness or behavior.
- Judge the class to the best of their abilities
- Be up to date on CCEF and affiliated association rules and regulations
- Watch all warm ups

V-4.2. The Ring Steward will have the following duties:

- Must be over 18 years of age and be up to date on the CCEF rules, as well as EC rules.
- Must watch all classes and investigate any alleged rule violations.
- Consult on re-rides and lameness issues in conjunction with the judge.
- Cannot be a member of any team competing at that show.
- Pull any horses or warm-up riders that are deemed unfit.

V-4.3. The Warm-Up Ring Supervisor will have the following duties:

- Ensure that riders are properly mounted on the correct horse
- Ensure that riders do not commit rule infractions.
- Supervise horse health and handling.
- Ensure riders are (not) using the assigned artificial aids as indicated in the program.

## **SECTION 5: ELIMINATIONS & RE RIDES**

V-5.1. Riders will be eliminated after a fall from a horse.

V-5.1.1 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-5.1.2 If a rider falls during an over fences class, they will exit the arena dismounted.

V-5.2. A rider will be eliminated after two (2) refusals.

V-5.3. A rider will not be allowed a courtesy fence after elimination.

V-5.4. Riders may be eliminated from an under saddle class at the judge's discretion.

V-5.5. In an over fences class, riders will have contact with only the buckle of the reins prior to entering the ring.



V-5.6. While a rider is mounted, the reins must be over the horse's head and the horse must be lead by a lead line.

V-5.7. Violation of these rules will result in immediate elimination.

V-5.8. 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.

V-5.9. School representatives must make re-ride requests to the steward.

V-5.10. 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-5.10.1 If a re-ride is denied the decision is final.

V-5.10.2 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-5.11. Re-rides will be awarded in, but are not limited to, the following situations:

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

## **SECTION 6: ATTIRE AND EQUIPMENT**

V-6.1. All riders are expected to wear traditional show attire.

V-6.1.1 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-6.1.2 While riding, items in school colours will be permitted but may not include arm and leg bands, boas, helmet covers, coloured breeches, or anything else deemed unsafe or distracting by the judge or the CCEF Executive.

V-6.2. All riders must wear fastened ASTM-approved helmets while mounted.

V-6.2.1 The ring steward, judge or an CCEF Executive is permitted to have a rider eliminated if a helmet looks to be unsuitable.



V-6.3. 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-6.4. Boots and bandages are permitted.

V-6.5. All mounts must have saddles appropriately sized for an adult rider.

V-6.6. All mounts must have stirrups appropriately sized for an adult rider.

V-10.6.1 The Equestrian Canada rule (Article G1005 Number 5) regarding the use of coloured or branched stirrups in equitation classes beginning in the 2014 will be waived within the CCEF due to the potential inability procure the appropriate amount of suitable stirrups.

## **SECTION 8: SHOW FORMAT**

V-8.1. Over fences classes may be composed of one or two rounds or may have a first round and a ride-off.

V-8.1.1 At the 2020 CCEF Finals, all riders will complete a single course. The top score from each horse (4) will be asked to return for a ride-off course, all completed on one horse.

V-8.2. One undersaddle round will run with all riders mounted in the ring. The judges will use their discretion on a ride-off.

V-8.3. Live scoring may be used at the discretion of the judge and Executive members.

V-8.4. Finals will have two (2) judges.

V-8.5. Finals will have at least one (1) steward, with the option for more.

## **SECTION 9: AWARDS**

V-9.1. Ribbons will be awarded to a minimum of the top eight (8) riders of each class. Ribbons may extend to twelfth (12) if seen possible by the executive.

V-9.2. The show will name division grand and reserve champions for each division.

V-9.2.1 The executive team may also award a highpoint school, highpoint rider, and highpoint zone at their discretion.



V-9.3. 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.

## **PART VI: JUDGING CRITERIA**

### **SECTION ONE: Criteria**

VI-1.1. Judging of hunter seat equitation at CCEF 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 anklebone 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 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 CCEF Executive only.

VI-1.8. The judge must watch the warm-up rounds of the horses. The judge is to take into consideration the behavior, performance, and the description of the horse during its warm up. The judge will use this a reference point for riders on this horse.

VI-1.9. The judge may request a scribe to help with their tasks.

## **SECTION 2: TESTING**

VI-2.1. 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. The under saddle tests are as follows:

- A. Rein back
- B. Extended and/or collected trot
- C. Turn on haunches/forehand through the walk
- D. Trot without stirrups (stirrup leathers may not be crossed)
- E. Change leads on a straight line with simple change
- F. Halt
- G. Sitting trot

VI-2.1.1 Two (2) tests MUST be given in Open Under Saddle and Intermediate Under Saddle.

VI-2.1.2 One (1) test MUST be given in Novice Under Saddle and Entry Under Saddle.

VI-2.2. The ability of the horse to perform specific tests will be determined by the judge, steward, and horse owner (or owner's agent).

VI-2.3. 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. The over fences tests are as follows:

- A. Trot a fence
- B. Bounce
- C. Halt on course (except in a combination)
- D. Rollback
- E. Hand gallop a jump



F. A line with a related distance (multiple lines count as one test)

G. Bending Line

VI-2.3.1 A minimum of three (2) tests must given in Open Over Fences

VI-2.3.2 A minimum of two (2) tests must be given in Intermediate  
Over Fences

VI-2.3.3 A minimum of one (1) test must be given in Novice and Entry  
Over Fences

## **PART VII: CLASSES AND ELIGIBILITY**

VII-1. – CCEF finals will offer an open, intermediate, novice, and entry division. Riders must be able to jump the qualifying height and must be qualified to compete in respective divisions as per their association's rulebooks.

VII-2. All divisions are open to amateurs, non-professionals, and professionals.