



ONTARIO EQUESTRIAN FEDERATION 2009 HORSE FACILITY COUNCIL MEMBERSHIP



Fee: **\$175.00**

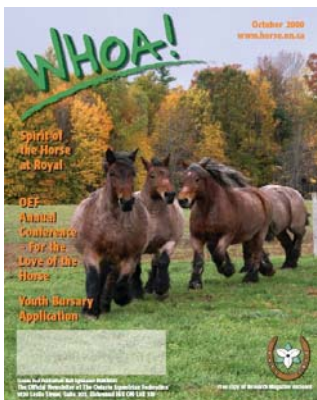
The Horse Facilities Advisory Council enhances the horse industry by promoting safety, animal welfare and education as well as providing support and marketing opportunities for horse facility operators in Ontario.



1. A complimentary text listing in the 2010 "Ontario Horse Directory & Planner" with the opportunity to purchase additional advertising. 25,000 copies are printed and direct-mailed to each of the over 18,000 individual members of the OEF with their membership card; the rest are distributed at various trade shows and events. The Directory includes all Industry, Horse Facility, Affiliate and Association members.
2. A detailed listing on the OEF website in the Directory Section with contact information, a hot-link to your website/e-mail address, and your facility description.

3. Promotional literature displayed at major horse-related exhibitions attended by the OEF (where space permits) such as Can-Am Equine Emporium, International Plowing Match (IPM), Royal Winter Fair, etc.

4. Opportunity to advertise in the OEF quarterly newsletter, **WHOA!**



5. First refusal to partner with OEF as a sponsor of special programs.
6. One Individual Adult Membership with the Ontario Equestrian Federation – including \$5,000,000 Personal Liability Coverage and ADD coverage for catastrophic injury caused by horses.
7. OEF Office staff referrals.

For more information, please contact the OEF at horse@horse.on.ca, 1-877-441-7112 or 905-709-6545 or Horse Facility Council Chair: Kathy Fremes at 905-642-2642

Primary Facility Discipline		
<input type="checkbox"/> English	<input type="checkbox"/> Driving	<input type="checkbox"/> Vaulting
<input type="checkbox"/> Western	<input type="checkbox"/> Saddle Seat	<input type="checkbox"/> Other:
Facility Amenities		
<input type="checkbox"/> Indoor Arena	<input type="checkbox"/> Stalls <input type="checkbox"/> Box <input type="checkbox"/> Standing	<input type="checkbox"/> Outdoor Boarding
<input type="checkbox"/> Grass Ring	<input type="checkbox"/> Sand Ring	<input type="checkbox"/> Trails
<input type="checkbox"/> Cross Country Jumps	<input type="checkbox"/> Dressage Ring	<input type="checkbox"/> Jumps
<input type="checkbox"/> Outdoor Shelter	<input type="checkbox"/> Show Rings	<input type="checkbox"/> Coaching Available
<input type="checkbox"/> Other		<input type="checkbox"/> EC Certified
IMPORTANT To become a Horse Facilities Advisory Council member, facility operators must agree to abide by the Safety Standards, and attach proof of \$2,000,000 Liability Coverage.		
Insurance Company: (NOT BROKER)		Policy #:
Policy Term:		Limit of Coverage:
Policy will provide coverage for injury to participants. ___ Yes Signature:		
		___ No
DECLARATION I hereby agree to comply with and operate by the Safety Standards and the Site Accreditation Standards developed by the OEF		
Signature:		Date:
How did you learn about the Ontario Equestrian Federation?		
<input type="radio"/> OEF Newsletter – WHOA!	<input type="radio"/> OEF Horse Directory & Planner	<input type="radio"/> OEF Website
<input type="radio"/> Trade Show	<input type="radio"/> Horse Facility/Stable	<input type="radio"/> Coach
<input type="radio"/> Other Publication:		
<input type="radio"/> Other Source:		
Method of Payment **Cheques are to be made payable to the Ontario Equestrian Federation**		
<input type="checkbox"/> Cheque	<input type="checkbox"/> Money Order	<input type="checkbox"/> Visa <input type="checkbox"/> Master Card
Card#:	Expiry:	CSV:
Card Holder:	Signature	

Please return to the office the following paperwork to complete application process:

- COMPLETED APPLICATION IN FULL
- 2009 MEMBERSHIP FEE - \$175.00
- APPOINTED HFAC REP INDIVIDUAL MEMBERSHIP FORM & FEE (ATTACHED IN PKG) OR PROOF OF MEMBERSHIP
- COPY OF CURRENT INSURANCE DOCUMENTATION - PROOF OF 2 MILLION LIABILITY
- COMPLETED SITE ACCREDITATION QUESTIONNAIRE FOR NEW MEMBERS (ATTACHED IN PACKAGE)
- COPY OF FACILITY EAP
- COPY OF FACILITY SAFETY RULES AND POLICIES & PROCEDURES
- COPY OF FACILITY ACKNOWLEDGEMENT OF RISK/WAIVER FORM



ONTARIO EQUESTRIAN FEDERATION

2009 MEMBERSHIP APPLICATION

PERSONAL INFORMATION		OE#:	EC LICENCE #:
NAME:		DATE OF BIRTH(Y/M/D) Mandatory for Insurance purposes	
ADDRESS:			
CITY:	PROVINCE:	POSTAL CODE:	
RES PHONE:	BUS PHONE:	CELL:	FAX:
EMAIL:		WEBSITE:	
<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE <input type="checkbox"/> ABORIGINAL <input type="checkbox"/> ATHLETE WITH A DISABILITY This data is used for Ontario Ministry of Health Promotion funding purposes			

MEMBERSHIP January 1 – December 31, 2009	*All fees are non-refundable*	YOU CAN JOIN ONLINE AT WWW.HORSE.ON.CA	
* THIS MEMBERSHIP WILL NOT BE PROCESSED WITHOUT PAYMENT, DATE OF BIRTH AND A VALID SIGNATURE AND DATE *			
OE# ADULT MEMBERSHIP	18 yrs of age or older as of 01/01/2009 (Mandatory for Insurance purposes) Date of Birth	AS THE APPOINTED REP THIS FEE IS INCLUDED WITH THE HORSE FACILITIES ADVISORY COUNCIL MEMBERSHIP	
2009 ONTARIO HUNTER/JUMPER ASSOCIATION – SENIOR	OHJA#:	\$30.00 per member	\$
2009 ONTARIO HUNTER/JUMPER ASSOCIATION – JUNIOR	OHJA#:	\$30.00 per member	\$
2009 ONTARIO HUNTER/JUMPER ASSOCIATION—Business, Barn/Farm, Syndicate/Partnership Owner Name: (as listed in horse's passport):	OHJA#:	\$30.00 per member	\$
SIGNATURE OF MEMBER/PARENT /GUARDIAN:		DATE:	

OPTIONAL PROGRAMS & SERVICES		PLEASE SEE REVERSE FOR DESCRIPTIONS OF OPTIONAL PROGRAMS & SERVICES	
HORSE MORTALITY COVERAGE		\$21.00	\$
ADDITIONAL A.D.D COVERAGE	NEW! REDUCED FEE!	\$25.00 per member	\$
TRAVEL COVERAGE	**PLEASE INCLUDE NAMES AND DATES OF BIRTH**	MEMBER \$75.00 MEMBER + SPOUSE \$110.00 FAMILY \$160.00	\$
RIDE ONTARIO	REWARD PROGRAM – ONE TIME REGISTRATION FEE- Please indicate name(s)	\$25.00 per member	\$

SUBSCRIPTIONS		*Personal information will be provided to the publishers selected*	
** OEF MEMBERS RECEIVE SIGNIFICANT SAVINGS ON SUBSCRIPTIONS TO THE FOLLOWING MEMBER PUBLICATIONS**			
CANADIAN THOROUGHBRED	1 YR SUBSCRIPTION - 9 ISSUES	\$29.00	\$
THE CANADIAN HORSE JOURNAL	1 YR SUBSCRIPTION - 6 ISSUES	\$15.75	\$
HORSE SPORT	1 YR SUBSCRIPTION - 12 ISSUES	\$25.00	\$
HORSE-CANADA	1 YR SUBSCRIPTION - 6 ISSUES	\$18.00	\$
HORSECARE MAGAZINE	1 YR SUBSCRIPTION - 6 ISSUES	\$23.00	\$
THE RIDER	1 YR SUBSCRIPTION - 10 ISSUES	\$20.00	\$
BLAZE MAGAZINE	1 YR SUBSCRIPTION - 4 ISSUES	\$14.95	\$
GAITPOST MAGAZINE	1 YR SUBSCRIPTION - 10 ISSUES	\$20.00	\$

VOLUNTARY DONATION(S) – Minimum \$5.00		Personal information will be provided to Equine Guelph & Ontario Hunter Jumper Association.	
EQUINE GUELPH	Equine Guelph is the horse owner and caregiver's Centre at the University of Guelph. We are dedicated to improving the health and well-being of horses through the provision and promotion of research, performance and education. Donations of \$20 or more to EG will receive a tax receipt from University of Guelph		\$
OEF YOUTH BURSARY	The OEF offers a minimum of five \$1000.00 bursaries annually to Junior OEF members. Bursaries go towards riding lessons, training, competition fees, continuing education, or other activities that will assist the recipients in reaching their equestrian objectives.		\$
SEND A KID TO CONFERENCE	Send a young member(s) to valuable educational opportunities offered at the OEF Annual Conference. Donations of \$250 or more will be attributed to the OEF Youth Fund and made available to offset the expense of attending a day at the Conference for financially-disadvantaged junior members. The deserving candidates will be selected from the many applicants for the 2008 Youth Bursary that could not be accommodated due to the limited funds available for that particular initiative.		\$ Min \$250.00
SADDLE UP FOR SUCCESS	Your donation will support this conjoint OEF/Youth Assisting Youth program that provides at-risk children the opportunity to learn to ride.		\$
ONTARIO HUNTER JUMPER ASSOCIATION	Donations to the activities of the OHJA are appreciated and may be directed to a specific program.		\$

TOTAL	\$
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PRIVACY POLICY	
<p>The OEF recognizes the privacy of individuals with respect to their personal information and is committed to ensuring the privacy of its members. The information you provide to the OEF – such as your name, address, etc. – allows the OEF to inform you about events and activities and to notify you of issues, events or special offers which may be of interest to you. By becoming a member or by requesting information or registering for events or courses offered by the OEF, you are giving the OEF permission to contact you by way of the information you provide. Members may choose to customize their communications preferences by contacting OEF Member Services at membership@horse.on.ca or 905-709-6545, ext. 14.</p> <p>IMPORTANT – Mailing Agreement: I hereby give permission for the OEF to include my contact information in a list which may be used by mail distribution centres for the distribution of information judged by the OEF to be useful to members. The list will be handled in a controlled manner and will not be available for outside commercial purposes that are not affiliated with the OEF.</p> <p><i>Cross out this entire paragraph if you do not wish to give permission. NOTE that by doing so you will not receive a copy of WHOA!</i></p> <p>IMPORTANT – Publicity Agreement: I hereby give permission to the OEF to use my name or a photo of myself in conjunction with an OEF event being reported in the OEF newsletter, WHOA!, and in articles or reports of activities used on the radio or in newspapers, magazines, the OEF website, or other media which may be utilized by the OEF for publicity or communication purposes.</p> <p><i>Cross out this entire paragraph if you do not wish to give permission.</i></p>	

NEWSLETTER				
Please indicate how you wish to receive your copy of WHOA! , the quarterly newsletter - <i>be sure to read the privacy statement above.</i>				
<input type="checkbox"/> INDIVIDUAL COPY		<input type="checkbox"/> ONE COPY PER HOUSEHOLD		
<input type="checkbox"/> VIA MAIL		<input type="checkbox"/> VIA EMAIL		
AFFILIATIONS				
Please list all other equine clubs, organizations and associations in which you hold a membership				
<input type="checkbox"/> PONY CLUB MEMBER**		Branch Name:		
PRIMARY DISCIPLINE (check only 1)				
<input type="checkbox"/> ENGLISH		<input type="checkbox"/> WESTERN		<input type="checkbox"/> DRIVING
			<input type="checkbox"/> SADDLE SEAT	<input type="checkbox"/> VAULTING
INDUSTRY PARTICIPATION (check all that apply)				
<input type="checkbox"/> BREEDER		<input type="checkbox"/> RECREATIONAL RIDER		<input type="checkbox"/> RUN A LESSON STABLE
<input type="checkbox"/> TRAINER		<input type="checkbox"/> COMPETITOR		<input type="checkbox"/> RUN A BOARDING
<input type="checkbox"/> COACH/INSTRUCTOR		<input type="checkbox"/> HORSE OWNER		<input type="checkbox"/> GROOM
<input type="checkbox"/> OFFICIAL		<input type="checkbox"/> VETERINARIAN		<input type="checkbox"/> VOLUNTEER
				<input type="checkbox"/> STABLE HAND
				<input type="checkbox"/> PARENT
				<input type="checkbox"/> FARRIER
				<input type="checkbox"/> OTHER:
SPECIAL INTEREST AREA(S) (check all that apply)				
<input type="checkbox"/> TRAIL/RECREATION		<input type="checkbox"/> REINING		<input type="checkbox"/> RODEO
<input type="checkbox"/> HUNTER		<input type="checkbox"/> JUMPER		<input type="checkbox"/> EVENTING
<input type="checkbox"/> TEAM PENNING		<input type="checkbox"/> CUTTING		<input type="checkbox"/> SADDLE SEAT
<input type="checkbox"/> THERAPEUTIC		<input type="checkbox"/> ENDURANCE		<input type="checkbox"/> VAULTING
				<input type="checkbox"/> SPEED EVENTS
				<input type="checkbox"/> DRESSAGE
				<input type="checkbox"/> PLEASURE DRIVING
				<input type="checkbox"/> WESTERN PERFORMANCE
				<input type="checkbox"/> COMPETITIVE TRAIL
				<input type="checkbox"/> COMBINED DRIVING
				<input type="checkbox"/> OTHER:
HORSE OWNERSHIP INFORMATION				
<input type="checkbox"/> RENT/LEASE		<input type="checkbox"/> OWN		How MANY?
<input type="checkbox"/> BOARD ELSEWHERE		<input type="checkbox"/> OWN STABLE/FARM		
LIVESTOCK MEDICATIONS COURSE				
Please indicate if you have completed a Livestock Medications Course				
<input type="checkbox"/> EQUINE		EXPIRY:		<input type="checkbox"/> OTHER COMMODITY:
			EXPIRY:	
HOW DID YOU LEARN ABOUT THE OEF?				
<input type="checkbox"/> OEF NEWSLETTER – WHOA!		<input type="checkbox"/> OEF HORSE DIRECTORY & PLANNER		<input type="checkbox"/> OEF WEBSITE
<input type="checkbox"/> TRADE SHOW		<input type="checkbox"/> HORSE FACILITY/STABLE		<input type="checkbox"/> COACH
<input type="checkbox"/> OTHER PUBLICATION: Please indicate publication				
<input type="checkbox"/> OTHER SOURCE: Please indicate Source:				
OPTIONAL PROGRAMS & SERVICES - DESCRIPTIONS				
OEF FAMILY MEMBERSHIP		Open to husband, wife, and children of either/both parents who are of junior age(17 yrs of age or younger as of 01/01/2009) and who reside at the same residence. "Wife" or "husband" may include those who are cohabitating but not married by law; those who are married but do not use the same surname; legal guardian(s).		
HORSE MORTALITY COVERAGE		Coverage for your own horse(s) – insurance covering death of an owned horse resulting from fire, lightning or collision/overturn of a conveyance in which a horse is being transported. This insures up to a limit of \$4,000 and can be applied regardless of the number of horses owned. Losses are restricted to limit/one claim per year. A nominal administrative fee is collected by the OEF.		
ADDITIONAL A.D.D COVERAGE For Members up to 70 th Birthday only NEW! REDUCED FEE!		Supplement the \$30,000 basic A.D.D. coverage you receive automatically with your membership with an additional \$50,000 limit that also includes benefits for fracture and dental (not covered by basic coverage). This coverage will respond in addition to the basic coverage provided through membership. A nominal administrative fee is collected by the OEF.		
TRAVEL COVERAGE For Members up to 70 th Birthday only		Provides \$1,000,000 out of province/country coverage for Medical/Hospitalization. Includes trips up to 60 days in duration, any number of trips per year, worldwide. Includes participation in and/or preparing for equine activity/competition. A nominal administrative fee is collected by the OEF.		
RIDE ONTARIO		A reward program that recognizes OEF members simply for the hours they spend riding or driving a horse(up to 5000 hours). MUST be an OEF member to participate. Just Ride or Drive for Your Prize!		

**** PLEASE ATTACH THIS FORM WITH YOUR 2009 HORSE FACILITIES APPLICATION ****



Horse Facilities Advisory Council

Site Accreditation Questionnaire Package 2009

(for new members)

*The Ontario Equestrian Federation Horse Facilities Council
acknowledges that the Site Accreditation Program Standards were based on the
Standards for Group Riding Programs developed by CHA - Certified Horsemanship
Association.*



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E-mail: horse@horse.on.ca • Website: www.horse.on.ca

ABOUT HORSE FACILITIES COUNCIL & ACCREDITATION

Horse Facilities Council Mission Statement

The Ontario Equestrian Federation Horse Facilities Council (HFC) enhances the horse industry by promoting safety, animal welfare and education as well as providing support and marketing opportunities for equine stable operators in Ontario.

History

The OEF Horse Facilities Council began as the Association of Riding Establishments which was founded in 1997 after the Riding Horse Establishment Act of Ontario was repealed by the Provincial Government with intentions of eventually becoming a nationally scoped independent organization committed to enhancing the horse industry, and helping to market accredited stables to the general public. The ARE-ONT developed a strong partnership with the Ontario Equestrian Federation and in 2005 amalgamated the two organizations into one Council.

Why Be Accredited?

- ◆ Because you care about the safety and quality of your riding program.
- ◆ Because your clients, customers and parents care about safety and professionalism.
- ◆ Because it is only a matter of time before government regulations require accreditation or licensing.
- ◆ Accreditation is visible evidence to potential customers that you strive to adhere to industry safety standards.
- ◆ The OEF HFC sign may be displayed to show you care about safety, education and animal welfare.
- ◆ Accredited Sites are listed in a special OEF Horse Directory & Planner, and on the HFC Website.
- ◆ Possible insurance discounts.

The Purpose of the HFC Standards

There are thousands of people involved in the horse industry each year. The riding programs that service these people have a responsibility to provide safe, high quality service. It is important that there be an accepted standard of equine professionals throughout Ontario.

While compliance with these standards cannot guarantee the safety or competence of any riding facility or program, it will prove that the facility is committed to safety, education and animal welfare. The Ontario Equestrian Federation cannot guarantee that compliance with these standards will guarantee no accidents, injuries or litigation.

Please take a moment to read through the enclosed “Recommended Site Standards” prior to completing this section. These standards serve as a guide to help facility owners provide a safe, clean and pleasant environment for their horses, staff, customers and clients.

SITE ACCREDITATION STANDARDS

Following is an outline of the Site Accreditation Standards and the areas that they address. Please keep in mind that not all of the Standards are mandatory, some are recommended.

SITE STANDARDS

- a safe and convenient area where riders can handle their horses before and after riding
- safety guidelines clearly posted
- indoor and outdoor arena meet minimum safety standards (fencing, footing, free of hazards, size, maintenance)
- riding trails meet minimum safety standards (footing, head clearance, proximity to highways, clearly marked, safe bridges, emergency access, maintenance, environmental impact)
- customer supervision
- emergency plan
- emergency equipment
- safe and appropriate facilities for animals and customers
- policy for persons with disabilities
- understanding the dynamics of running a riding program
- adequate lighting in stable, stalls, arenas, parking lots, etc.
- policy for disposal of animal waste

PROGRAM STANDARDS

- proof of commercial liability coverage
- understanding the behavioral history of your horses and the ability to decide the suitability of horses for various riders
- policy regarding the ratio of staff to riders
- policy regarding rider attire (helmets, footwear, etc.)
- first aid training, protocol and kit
- head instructor or trail guide experience, training, certification
- release and acknowledgement forms
- incident reports
- staff awareness of responsibilities to the animals, the customers and the environment
- policy regarding staff performance and competency

MANAGEMENT STANDARDS

- horse management standards (hoof care, deworming, inoculations, feeding, water, tack, equipment, etc.)
- written horse health records
- written feed chart
- free access to clean water
- procedure to check, repair, maintain tack and equipment
- selection process for prospective horses
- procedure to check physical soundness of horses prior to use
- procedure to limit maximum workload per day for each horse
- procedure to ensure proper fitting of tack for both horse and rider

If you are interested in becoming an HFAC Member, please fill out the attached forms and forward to the Ontario Equestrian Federation.

Bill 12

Horse Riding Safety Act-2001

An Act to increase the safety of equestrian riders.

Responsibility of establishment

2. (1) No owner or operator of a horse riding establishment shall permit any rider under the age of 18 years to ride any horse boarded by the rider in the stables of the establishment or transported by the rider to the establishment unless the rider has and is correctly using the following equipment in the manner that it was designed to be used:

1. A helmet that meets current standards for equipment designed and manufactured for use while riding horses as established by the American Society of Testing and Materials (ASTM), the British Standards Institute (BSI) or the European Safety Standards.
2. Hard soled footwear with a heel of no less than 1.5 centimeters.
3. Tack properly fitted on the horse.

(2) No owner or operator of a horse riding establishment shall permit any rider under the age of 18 years to ride any horse hired out by the establishment, unless the rider has and is correctly using the equipment described in paragraphs 1, 2 and 3 of subsection (1) in the manner that it was designed to be used.

Availability of equipment

(3) Every owner or operator of a horse riding establishment shall ensure that the equipment described in paragraphs 1 and 2 of subsection (1) is available for hire at reasonable rates.

Exception

(4) An owner or operator of a horse riding establishment is not in contravention of subsection (1) or (2) if the rider does not have the equipment described in paragraph 2 of subsection (1) but is equipped with properly functioning and sized hooded stirrups, safety stirrups designed to prevent the rider's foot from passing through or becoming wedged in the stirrups, or stirrups designed to break away when the rider falls from the horse.

The *Highway Traffic Act* is amended by adding the following section:

Duty of horse riders

104.1 (1) No person under the age of 18 years shall ride or be mounted on a horse on a highway unless that person has and is correctly using the following equipment in the manner that it was designed to be used:

1. A helmet that complies with the requirements under the *Horse Riding Safety Act, 2001*.
2. Footwear that complies with the requirements under the *Horse Riding Safety Act, 2001*.

Bill 12 in effect as of September 27th, 2001

For more information, please contact the:

Ontario Equestrian Federation

1-877-441-7112 • horse@horse.on.ca • www.horse.on.ca

MINIMUM SAFETY REQUIREMENTS

for

COACHING AND INSTRUCTION OF RIDING PROGRAMS

- the facility must have liability insurance in place and be able to show proof of coverage at any time
- 'Release and Acknowledgement' forms must be signed by all participants. Those participants under the age of 18 must have 'Release and Acknowledgement' forms signed by their parent or legal guardian
- signage relative to important rules to abide by when around horses should be posted in a prominent area and should be discussed with and understood by all students participating in any type of riding program
- fire precautions and emergency evacuation procedures should be posted and understood by staff in the event of an emergency
- hazardous material or equipment of any kind should be stored out of reach of horses, riders and the general public
- all head instructors shall be at least 18 years of age, have a minimum of 5 years' experience and hold relevant coaching certification
- assistant instructors shall be allowed to instruct only while under the supervision of a head instructor and must be 16 years of age with a minimum of 3 years' riding experience
- all instructors and assistants must understand and periodically review safety precautions and the steps to be adhered to if an accident occurs
- all instructors shall have a valid first aid certificate and CPR training
- accident forms must be available at the facility and must be completed by the instructor and any witnesses immediately after an accident has occurred
- all instruction will take place in a safe and suitable environment
- no public lessons are to be left unattended
- it is recommended that there be a ratio of 6 students to one instructor (maximum 8:1)
- instructors should ensure that all students can handle the horse appropriately and understand the basic safety and tacking-up rules
- all riders need to be at least six years of age before they are allowed to ride a horse without direct assistance. Until a rider is able to stop, turn, and ride in a balanced and controlled manner, they should not be allowed to ride without direct assistance in an uncontrolled environment
- beginners should be supervised by a knowledgeable employee of the facility during the pre-mount handling and tacking-up of the horse or pony
- an approved (ASTM/SEI/BSI) riding helmet and proper footwear with a defined heel must be worn at all times when riding any type of horse
- all tack must be properly fitted for horse and rider, and must be in good repair
- no stallions, horses under five years of age, sick, lame or blind horses will be used by anyone participating in lessons

MINIMUM SAFETY REQUIREMENTS for TRAIL OR PACK RIDING ESTABLISHMENTS

- the establishment shall have liability insurance in place and be able to show proof of coverage at any time
- 'Release and Acknowledgement' forms must be signed by all participants. Those participants under the age of 18 must have 'Release and Acknowledgement' forms signed by their parent or legal guardian
- signage relative to important rules to abide by when around horses should be posted in a prominent area and should be discussed with and understood by all participants
- fire precautions and emergency evacuation procedures should be posted and understood by staff in the event of an emergency
- hazardous material or equipment of any kind should be stored out of reach of horses, riders and the general public
- minimum age for riders is 10 years of age (6 years of age if the rider is ponied by an employee of the facility)
- riders will be permitted only on horses known to be safe, sound and schooled for the purpose intended, regardless of the rider's ability
- no stallions, horses under five years of age, lame, sick, or blind horses will be used by anyone on the ride, including guides
- riders will be matched to horses according to aptitude, suitability and size by stable management. Each horse should be assigned a maximum weight limit
- all horses, including those of guides, must be properly fitted with their own set of suitable tack; bareback riding is not permitted. Girths must be checked and/or tightened before the rider is mounted, and again before the ride sets out, by stable management
- saddles must properly fit the rider
- stirrups must be the proper size for the rider's foot. Length of stirrups must be properly adjusted for the rider's leg length and checked by stable management
- all riders under the age of 18 years, including guides, will be required to wear an approved (ASTM/SEI/BSI) riding helmet equipped with a safety harness. All other riders must have safe riding helmets available for their use, and must have their use strongly recommended to them. If a rider aged 18 or over chooses not to wear an approved (ASTM/SEI/BSI) riding helmet, he/she must sign a 'Release and Acknowledgement' form which states that he/she has chosen not to wear an approved (ASTM/SEI/BSI) riding helmet even though he/she understands that horseback riding is a high-risk sport and that a helmet has been recommended to him/her
- all riders will be required to wear footwear appropriate for horseback riding (minimum half-inch heel, maximum two-inch heel, no platform soles) or the facility will provide appropriate safety stirrups
- while riders are mounting, horses must be held by an employee. The use of a 'mounting block' is strongly recommended
- dismounting during the ride will not be permitted unless the duration of the ride exceeds one hour, and then only with the assistance of the head or assistant guide(s)

- maximum one rider per horse. NO EXCEPTIONS
- it is recommended that all rides have a ratio of one head guide to five riders, with a minimum of two guides per ride
- while riding uphill or downhill, all horses must be kept to a walk. The last five minutes of every ride must be completed at the walk
- every ride must have functional two-way communication with the stable (walkie-talkies or cell phones)
- all guides must have a valid first aid certificate and CPR training
- all guides must understand and periodically review the safety precautions and steps to adhere to if there is an accident
- accident forms must be available at the facility and must be completed by the head guide and any witnesses immediately after an accident has occurred
- all head guides must be at least 18 years old, hold relevant certification and have at least three years' guide experience

New Member Horse Facilities Council Application Checklist:

- Completed and signed 2009 Membership Application with payment
- Copy of current Insurance Documentation – minimum \$2 million Commercial Liability Coverage
- Completed and signed Site Accreditation Questionnaire
- Copy of facility Emergency Action Plan (information attached on how to prepare an Emergency Action Plan)
- Copy of facility Safety Rules and Policies & Procedures
- Copy of facility Acknowledgement of Risk/Waiver Form

HFC SITE ACCREDITATION SUBMISSION FORM

Stable Name: _____

Stable Owner's Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: _____ Email: _____

The Horse Facilities Council aims to ensure a standard of safety and care at horse facilities across the province. We understand that although some facilities may not be at the minimum standard in some areas, either they are not applicable or the current situation may not allow for changes/updates to be made at the present time, we encourage facility owners to continue to update and improve their facilities, programs, services and standard of safety and care. If you have any questions, please contact the OEF Office.

This is to acknowledge I have read and understand the Recommended Site Standards including Bill 12 as it applies to this facility. I acknowledge that the information provided in this questionnaire is accurate. Attached please find a copy of the current Commercial Liability Coverage at minimum of \$2,000,000 for the above named facility.

Signature: _____ Date: _____

(Owner/Contact/Stable Manager)

Forward completed Horse Facilities Council Package to:

Ontario Equestrian Federation

9120 Leslie St. • Suite 203 • Richmond Hill • ON • L4B 3J9 •

Tel: 905-709-6545 • Toll-free 1-877-441-7112 • Fax: 905-709-1867

horse@horse.on.ca • www.horse.on.ca

Emergency Action Plan (EAP)

An Emergency Action Plan (EAP) is a plan designed by coaches to assist them in responding to emergency situations. The idea behind having such a plan prepared in advance is that it will help you respond in a responsible and clear-headed way if an emergency occurs.

An EAP should be prepared for the facility or site where you normally hold practices and for any facility or site where you regularly host competitions. For away competitions, ask the host team or host facility for a copy of their EAP.

An EAP can be simple or elaborate but should cover the following items:

1. Designate in advance who is in charge in the event of an emergency (this may very well be you).
2. Have a cell phone with you and make sure the battery is fully charged. If this is not possible, find out exactly where a telephone is located. Have spare change in case you need to use a pay phone.
3. Have emergency telephone numbers with you (facility manager, fire, police, ambulance, veterinarian) as well as contact numbers (parents/guardians, next of kin, family doctor) for the participants.
4. Have a medical profile for each participant on hand so this information can be provided to emergency medical personnel. Include a signed consent from the parent/guardian to authorize medical treatment in an emergency in this profile.
5. Prepare directions to provide to Emergency Medical Services (EMS) to enable them to reach the site as rapidly as possible. You may want to include information such as the closest major intersection, one way streets, or major landmarks.
6. Have a first aid kit accessible and properly stocked at all times (all coaches are strongly encouraged to pursue first aid training).
7. Designate a “call person” (the person who makes contact with medical authorities and otherwise assists the person in charge) in advance. Be sure that your call person can give emergency vehicles precise instructions to reach your facility or site.

When an injury occurs, an EAP should be activated immediately if the injured person:

- is not breathing
- does not have a pulse
- is bleeding profusely
- has impaired consciousness
- has injured the back, neck or head
- has a visible major trauma to a limb



Emergency Action Plan Checklist

Access to telephones

- Cell phone, battery well charged
- Training venues
- Home venues
- Away venues
- List of emergency phone numbers (home competitions)
- List of emergency numbers (away competitions)
- Change available to make phone calls from a pay phone

Directions to access the site

- Accurate directions to the site (practice)
- Accurate directions to the site (home competitions)
- Accurate directions to the site (away competitions)

Participant information

- Personal profile forms
- Emergency contacts
- Medical profiles

Personnel information

- Person in charge is identified
- Call person is identified
- Assistants (charge and call persons) are identified

- *The medical profile of each participant should be up to date and located in the first aid kit.*
- *A first aid kit must be accessible at all times and must be checked regularly. See the appendices for suggestions on contents of a first-aid kit.*

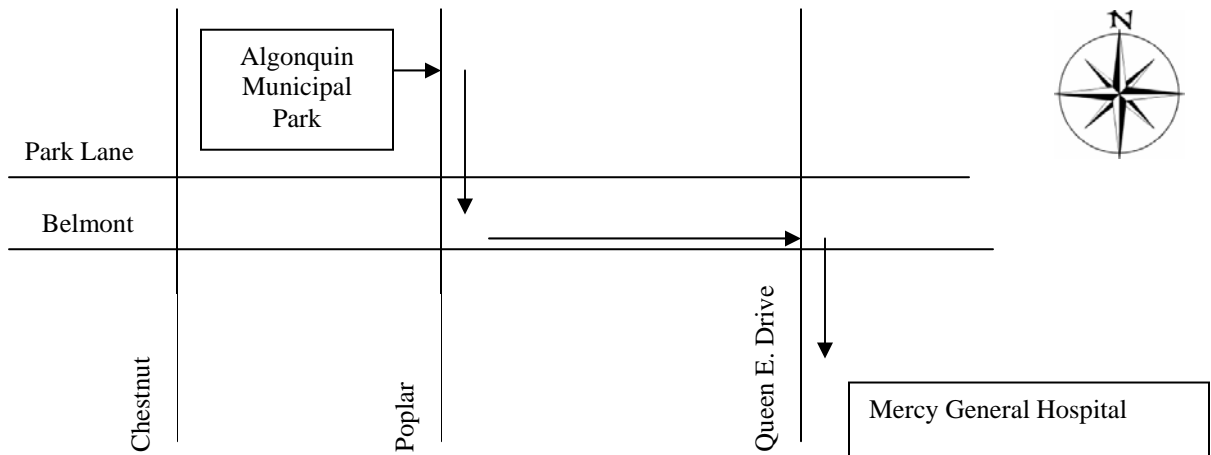
Sample Emergency Action Plan (p.1 of 2)

Contact Information

Attach the medical profile for each participant and for all members of the coaching staff, as well as sufficient change to make several phone calls if necessary. The EAP should be printed two-sided, on a single sheet of paper.

Emergency phone numbers:	9-1-1 for all emergencies
Cell phone number of coach:	(xxx) xxx-xxxx
Cell phone number of assistant coach:	(xxx) xxx-xxxx
Phone number of home facility:	(xxx) xxx-xxxx
Address of home facility:	Algonquin Municipal Park 123 Park Lane, between Chestnut St. and Poplar St. City, Province/Territory XXX XXX
Address of nearest hospital:	Mercy General Hospital 1234 Queen Elizabeth Drive City, Province/ Territory XXX XXX
Facility contact (1 st option):	Suzy Chalmers (coach)
Facility contact (2 nd option):	Joey Lemieux (assistant coach)
Facility contact (3 rd option):	Angela Stevens (parent, nurse, usually on site)
Call person (1 st option):	Brad MacKenzie (parent, cell xxx-xxxx)
Call person (2 nd option):	Sheila Stevens (parent, cell xxx-xxxx)
Call person (3 rd option):	Stefano Martinez (parent, cell xxx-xxxx)

Directions to Mercy General Hospital from Algonquin Municipal Park:



Sample Emergency Action Plan (p.2 of 2)

Roles and responsibilities

Charge person

- ❑ Clear the risk of further harm to the injured person by securing the area and shelter the injured person from the elements.
- ❑ Designate who is in charge of the other participants.
- ❑ Protect yourself (wears gloves if he/she is in contact with body fluids such as blood).
- ❑ Assess ABCs (checks that airway is clear, breathing is present, a pulse is present, and there is no major bleeding).
- ❑ Wait by the injured person until EMS arrives and the injured person is transported
- ❑ Fill in an accident report form.

Call person

- ❑ Call for emergency help
- ❑ Provide all necessary information to dispatch (e.g. facility location, nature of injury, what, if any, first aid has been done).
- ❑ Clear any traffic from the entrance/access road before ambulance arrives.
- ❑ Wait by the driveway entrance to the facility to direct the ambulance when it arrives.
- ❑ Call the emergency contact person listed on the injured person's medical profile.

EMERGENCY ACTION PLAN

Every coach must have this information or know exactly where it can be found for EVERY facility at which he/she instructs.

EVENT: _____

SITE: _____

FACILITY OWNER/MANAGER: _____

ALTERNATE CHARGE PERSON FOR FACILITY: _____

EMERGENCY CONTACT FOR RIDER: _____

ALTERNATE CONTACT FOR RIDER: _____

LOCATION OF FIRST AID KIT (HUMAN): _____

LOCATION OF FIRST AID KIT (HORSE): _____

LOCATION OF MEDICAL PROFILES: _____

NUMBER CARD

Location of phones near lesson site: _____

PHONE NUMBERS

Emergency: _____ Ambulance: _____

Fire: _____ Poison Control: _____

Police: _____ Hospital: _____

Facility (where you are located): _____

Veterinarian: _____

Phone: _____ after hours number: _____

CLEAR LOCATION DIRECTIONS FOR EMERGENCY PERSONNEL:

Steps To Follow When an Injury Occurs

Note: it is suggested that emergency situations be simulated during practice in order to familiarize coaches and athletes with the steps below.

Step 1: Control the environment so no further harm occurs

- Stop all participants.
- Protect yourself if you suspect bleeding (put on gloves).
- If outdoors, shelter the injured participant from the elements and from any traffic.

Step 2: Do a first assessment of the situation

If the participant:

- is not breathing
- does not have a pulse
- is bleeding profusely
- has impaired consciousness
- has injured the back, neck or head
- has a visible major trauma to a limb
- cannot move his/her arms or legs or has lost feeling in them

If the participant does not show the signs above, proceed to Step 3



**Activate
EAP!**

Step 3: Do a second assessment of the situation

- Gather the facts by asking the injured participant as well as anyone who witnessed the incident.
- Stay with the injured participant and try to calm him/her; your tone of voice and body language are critical.
- If possible, have the participant move himself/herself off the playing surface. Do not attempt to move an injured participant.

Step 4: Assess the injury

Have someone with first aid training complete an assessment of the injury and decide how to proceed.

If the person trained in first aid is not sure of the severity of the injury or there is no one available who has first aid training, activate EAP. If the assessor is sure the injury is minor, proceed to step 5.



**Activate
EAP?**

Step 5: Control the return to activity

Allow a participant to return to activity after a minor injury only if there is no:

- swelling
- deformity
- continued bleeding
- reduced range of motion
- pain when using the injured part

Step 6: Record the injury on an accident report form and inform the parents

Head Injuries and Concussions: Guidelines for Coaches

N.B.: The following information is presented as a series of guidelines only.
Head injuries must be treated by a recognized medical professional.

Introduction

Head injuries and concussions can occur in many sports, either in training or during competitions. Because of the potentially grave consequences of injuries to the head, coaches must take certain precautions and should enforce strict safety measures when dealing with them.

The information contained in this section is not designed to train coaches on how to implement a medical treatment or to offer medical advice in the event of a concussion. Rather, its purpose is to provide some recommendations on how to manage situations involving head injuries in a responsible manner. It is important to note that there is presently a lack of consensus in the medical community regarding precise grading scales and return to training or competition criteria following concussions.

What is a concussion?

A concussion is an injury to the brain that results from a hit to the head, or to another part of the body that allows the transmission of impact forces to the head. It shows itself through a temporary alteration in the mental status of the individual, and may also be accompanied by some physical symptoms.

Some common causes of concussions

The situations that may result in head injuries vary greatly from sport to sport. Producing a comprehensive list of possible causes is difficult. However, some common causes include:

- direct blows to the head, face, jaw, or neck.
- collisions from the blind side, or hits from behind.
- hard fall on the buttocks, or whiplash effect.
- poor quality of protective sport equipment (shock absorption), failure to wear protective equipment designed for the head, or improper adjustment of the same.
- the environment (e.g. obstacles near playing surface).
- significant differences in the skill level, age, or size of participants involved in activities with physical contact or risk of impact.
- poor physical condition, or insufficient strength in the neck and upper body musculature.

Symptoms of a concussion

Symptoms observed in the case of a concussion include headache, dizziness, loss of consciousness, nausea, lethargy, memory loss, confusion or disorientation (lack of awareness of time, place, date), vacant stare, lack of focus, ringing in the ears, seeing stars or flashing lights, speech impairment, balance impairment, and problems with sight.

Other signs may include a major decrease in performance, difficulty following directions given by the coach, slow responses to simple questions, and displaying inappropriate or unusual reactions (laughing, crying) or behaviours (change in personality, illogical responses to sport situations).

A person can suffer from a concussion without losing consciousness.

Managing a participant with concussion symptoms

The following short-term measures should be implemented in the event that a participant suffers a concussion:

- An unconscious participant, or a participant with significant changes in mental status following a head injury, must be transported to the emergency department of the nearest hospital by ambulance. This is a grave situation and the participant **must be seen by a medical doctor immediately**. In such a situation, the **Emergency Action Plan must be implemented**.
- A participant showing any of the concussion symptoms should not be allowed to return to the current practice or competition.
- A participant showing concussion symptoms must not be left alone, and monitoring for the deterioration of his/her condition is essential. He/she should be medically evaluated as soon as possible following the injury. The circumstances of the injury should be recorded and communicated to the medical personnel.
- If any of the concussion symptoms reoccur, the participant's condition should be considered serious, and the individual must go to the hospital immediately.