

CHECKLIST OF DOCUMENTS REQUIRED

1. Copy of current facility insurance document with a minimum \$2,000,000 commercial liability coverage. If your insurance expires mid-year, please include a copy of the current policy and forward a copy of the future term policy when it is renewed.
2. Facilities membership application accompanied by completed checklist
3. Completed **(Appendix A)** 2017 OEF Membership Application
4. Emergency action plan
5. Facility rules, policies and/or procedures (should be posted in a public area of the facility)
6. Acknowledgement of Risk/Waiver form

* PAYMENT METHOD

- Cheque
 Money Order
 VISA
 MasterCard
- Name on Credit Card: _____
Credit Card Number: _____
Expiry Date: _____ CSV # (last 3 digits on back of card) _____
Cardholder Signature: _____

TOTAL: \$ _____

** please add all charges from the horse facilities and individual application (Appendix A) forms together.*

****Memberships paid by cheque are held (approx. 14-days) until your payment clears the bank.
For same-day membership processing, please renew or join online at www.horse.on.ca.***

2017 HORSE FACILITIES APPLICATION

APPENDIX A



**ONTARIO
EQUESTRIAN
FEDERATION**
1 West Pearce St, Suite 201, Richmond Hill, ON L4B 3K3

2017 OEF MEMBERSHIP APPLICATION

www.horse.on.ca ~ All fees are non-refundable

1-877-441-7112 905-709-1867 (fax) horse@horse.on.ca

*** This membership will NOT be processed without payment, date of birth and a valid signature and date ***

* Personal Information

Full Name: _____
 Address: _____
 City: _____ Prov.: _____ PC: _____
 Phone: _____
 Bus. Phone: _____
 Email: _____
 Web: _____

Male Female Date of Birth: (YY/MM/DD) _____

I prefer to receive my membership card via Mail Email

Does your horse(s) reside on your property? Yes No

* Membership Type

(January 1 - December 31, 2017)

OEF Adult Member: \$61.90 + \$8.05_(gst) = **\$69.95**

* Signature & Shared Information

In order for this membership to be valid the member must sign below:

Signature: _____

Date: _____

We would like to be able to continue to communicate with you. You do have the option to unsubscribe at anytime. Please check the following box if you **DO NOT** want to receive email notifications.

I hereby give permission for the OEF to publish my name and/or photo: Yes No

I give permission for OEF to share my personal contact information with Equine Canada: Yes No

OEF #: _____

EC License #: _____

Automatic Insurance Coverage

- \$5,000,000 Personal Liability Insurance
- Non-Commercial Stableman's Liability
- Accidental Death and Dismemberment Insurance

Magazine Subscriptions

OEF Members receive significant savings on subscriptions to the following member publications.

**Personal Information will be provided to the publishers selected. HST Included.*

- Canadian Horse Journal (1 year - 6 issues).....\$23.73**
- Canadian Horse Journal (2 years - 12 issues).....\$35.05**
- Canadian Thoroughbred (8 issues).....\$32.00**
- Equine Wellness Magazine (6 issues).....\$20.00**
- Horse-Canada (6 issues).....\$20.00**
- Horse Sport (12 issues).....\$27.00**
- The Rider (10 issues).....\$22.50**
- Gait Post (12 issues).....\$25.00**

Voluntary Donations

OEF Youth Bursary: \$ _____
 The OEF offers a minimum of five \$1,000.00 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.

Equine Guelph-OEF Welfare Education Fund:

\$ _____

In celebration of 'War Horse', a special fund has been created in the name of equine welfare education. Funds will be directed to the development of new welfare education programs by Equine Guelph for the horse industry. Donations of \$20 or more will receive tax receipt.

Privacy Policy

The Ontario Equestrian Federation (OEF) recognizes the privacy of individuals with respect to their personal information and is committed to ensuring the privacy of our members. The information you provide – such as your name, address, telephone number, e-mail address, etc. – allows the OEF to not only inform you about events and activities and to notify you of issues, events or special offers which may be of interest to you but also conduct research and provide anonymous reporting for internal and external partners. By becoming a member, requesting information or registering for events or courses offered, you are expressly giving the OEF permission and consenting to the use or disclosure of your personal information by the OEF for the purposes in the manner that it sees fit. ~ WE DO NOT SELL OUR MEMBERSHIP LISTS ~



BFL
CANADA
Optional Insurance Programs

The Descriptions of Coverage below have been prepared for information purposes only. The insuring agreements, general terms, conditions and exclusions of the actual policy will govern specific application of the various coverages referred to herein. In all cases the actual policy documents will supersede these Descriptions. Please be advised a nominal administrative fee is collected by the OEF for all optional insurance purchased. All premiums include PST, where applicable. For insurance-related questions, call BFL CANADA at 1-800-668-5901 or email OEF@BFLCANADA.ca.

\$15,000 Specified Perils Mortality

Insurance: \$27.00

Horse(s) you own are insured against death or destruction caused or made necessary by the perils of: fire, lightning, and collision / derailment / overturning of a conveyance in which the horse is being transported, as well as other specified perils described in the policy. This policy does not insure against death or destruction made necessary by illness unless such illness is caused by a specified peril. The limit per horse and aggregate per member per membership term is \$15,000 regardless of the number or value of horses you own. Claims are settled on an Actual Cash Value basis.

\$2,500 Emergency Life-Saving Surgery

Endorsement: \$50.00

This Endorsement is available only when purchased with the Specified Perils Horse Mortality coverage above. This extension to your Specified Perils Horse Mortality policy covers emergency, life-saving surgical procedures that take place under a general anesthetic, including colic and fracture repair. The limit per horse / procedure and aggregate per member per membership term is \$2,500 regardless of the number of horses you own or the number or cost of surgeries performed. There is no deductible. This extension does not cover surgery related to birthing, dental, arthritic changes, bone chip removal, or any pre-existing condition. A surgical procedure must take place for coverage to apply.

\$50,000 AD&D Principal Sum Top-Up:

\$22.00 per person

Your membership automatically includes Accidental Death and Dismemberment insurance with a \$30,000 Principal Sum. This Top-Up coverage increases your Principal Sum by \$50,000 for a total of \$80,000. Please note that **there is no coverage for income replacement or disability** under the OEF AD&D program. Coverage applies to specific horse-related injuries as outlined in the policy wording.

\$3,500 Tack & Horse Equipment

Insurance: \$29.00

Tack and horse equipment you own (excluding rider clothing and protective equipment) is insured against all risks of loss or damage, subject to standard property exclusions detailed in the policy. The limit per claim / aggregate per member per membership term is \$3,500 regardless of the value of the equipment lost or damaged, and is subject to a \$500 deductible. Claims are settled on an Actual Cash Value basis. For a theft claim to be valid, a police report will be required.

Out-Of-Province Travel Health

Insurance:

Group rates for customized travel health insurance are available to OEF members by calling 1-877-874-8076 or visiting www.inglegroups.com/equine. Please do not call BFL for this coverage.



Ontario Hunter Jumper Association Membership

- New Member Renewing Member
 Late Fee (Renewals ONLY after March 31, 2017 add \$20.00 late fee)

2017 OHJA - Senior: \$30.00 (per member)
OHJA #: _____

2017 OHJA - Junior: \$30.00 (per member)
OHJA #: _____

2017 OHJA - Business, Barn/Farm, Syndicate/ Partnership: \$30.00 (per member)

Name of Business (as listed in passport): _____

** Note: The Owner, Business, Barn/Farm, Syndicate/Partnership listed on the horse's passport **MUST HAVE THE APPROPRIATE OHJA membership for points to count.***

*** Note: A representative must be appointed for a Barn/Farm, Business, Syndicate/Partnership membership. The rep must hold a current SENIOR OHJA membership as well.*

Name of Representative: _____ OHJA #: _____

In Gate Magazine: Individual Copy
 One Copy per household

OHJA DONATION: \$ _____
Donations to the activities of the Ontario Hunter Jumper Association (OHJA) are appreciated and may be directed to a specific program.



Ontario Horse Trials Association Membership

- New Member Renewing Member
 Late Fee For Senior, Junior and Family Memberships
(Renewals ONLY after March 31, 2017 add \$20.00 late fee)

2017 OHTA - Senior: \$53.00 (per member)
(Competitive, 18 yrs or older as of Jan. 1) OHTA #: _____
 Novice Adult (21 yrs or older as of Jan. 1, never completed above Pre-Training)
 Veteran Rider (50 or older as of Jan. 1, never completed above Preliminary)

2017 OHTA - Junior: \$25.00 (per member)
(Competitive, 17 yrs or younger as of Jan. 1) OHTA #: _____

2017 OHTA - Associate: \$30.00 (per member)
(Non-competitive, voting rights) OHTA #: _____

2017 OHTA - Corporate: \$100.00 (per member)
(Non-competitive) OHTA #: _____
Business Name: _____

2017 OHTA - Family: \$126.00 (per family)
(Includes up to 2 Seniors and any number of Juniors living at the same address. Must be immediate family.)

Adult 2: _____
 Male Female Date of Birth: (YY/MM/DD) _____

Junior 1: _____
 Male Female Date of Birth: (YY/MM/DD) _____

Junior 2: _____
 Male Female Date of Birth: (YY/MM/DD) _____

Junior 3: _____
 Male Female Date of Birth: (YY/MM/DD) _____

Junior 4: _____
 Male Female Date of Birth: (YY/MM/DD) _____

HORSE FACILITIES PROGRAM APPLICATION CHECKLIST

Please initial each box to confirm you have read/provided the information and your facility complies with what the standard as described OR mark N/A if the standard is not applicable to your facility (ie if you do not offer coaching).

- A. Children under the age of 7 will ride on a lead line until the supervising coach is satisfied that they are strong and capable enough to ride independently.
- B. I understand that the Ontario Equestrian Federation recommends that all equestrian coaches be certified by the NCCP (National Coaching Certification Program)
- C. I have read the attached copy of Bill 12 requiring riders under the age of 18 years of age to wear a properly fitted ASTM approved equestrian riding helmet and proper footwear with a minimum 1.5 cm defined heel.
- D. All riders are strongly encouraged/must* wear a properly fitted ASTM approved equestrian riding helmet and proper footwear with a minimum 1.5 cm defined heel, at all times when riding or on the trail. (**facility has the option to require all riders to wear safe equipment at all times when riding and the OEF encourages this option.*)
- E. Supervision:
 - a. Riders under the age of 14 should not be at a riding facility without supervision;
 - b. Riders under the age of 17 should not be at the riding facility without the consent of a parent/guardian and,
 - c. No beginner rider should be riding without supervision
- F. All riders must wear safety vests when riding and/or jumping a cross-country eventing course.
- G. Indoor and outdoor arenas/riding arenas are securely fenced with a gate, free of obstructions (farm equipment, etc), footing regularly harrowed.
- H. Adequate lighting
- I. The location of safety equipment & exits prominently marked & noted on Emergency Action Plan.
- J. Plans for the storage and disposal of animal waste.
- K. Adequate quantity and storage arrangements for feed and hay.
- L. Safe and secure storage of medications.
- M. Safe Riding Trails including requirement for riders to sign out and in when on the trail, trails clear of obstructions, properly marked, access available in the event of an emergency, riders to be equipped with cell phone or 2-way radio while on the trail.
- N. Paddocks should be safely enclosed and gated, with access to fresh water.
- O. A biosecurity plan should be in place including: worming by the facility operator (minimum twice per year, optimal 4 times per year(; annual inoculations determined in consultation with a veterinarian, rodent/vermin control at facility.
- P. Horse Health Care requirements should include:
 - a. A written feed program including required supplements and medications
 - b. A schedule for hoof care

- c. Regular inspection of all horses for injuries, lameness etc.
- d. Limits to daily use and provision for times of rest
- e. Written health records for each horse including ownership, preferred veterinarian and farrier, agreement for manager to arrange emergency care as required, emergency contact

Q. Tack:

- a. Must be regularly cleaned and checked that it is safe and in proper working conditions; and
- b. Must fit the horse it is used with; and
- c. The tack must be checked for appropriate fit for the horse and rider at the beginning of any lesson and when any new or young (under age of **) is riding.

R. Barn Staff:

- a. Should be identifiable by all customers for the purposes of supervision and emergency response and
- b. Should clearly understand their responsibilities for the safe management of the facility (keeping aisles clear and safe, responding to and managing the behaviour of horses when necessary)
- c. Should have received first aid training (including CPR), ideally with refresher training taken every 3 years; and
- d. Clients and staff should understand that barn staff have the ability to require a rider to dismount or change/stop their activity if a rider is putting themselves or others at risk (* Note: refers to Rider Code of Conduct.)

S. Schooling Lesson Horses:

- a. Should be over 5 years of age
- b. Stallions should not be used
- c. Ratio of lesson horses/students to coach not to exceed 8:1 and a maximum of 6:1 is recommended
- d. Should not be used for 24 hours after receiving inoculations, and should not be used when they show signs of lameness or significant injury
- e. Horses should be properly trained, with skills and temperament suited to the level of rider being coached.

*****NCCP certified instructors and coaches are strongly recommended as further protection for the safety of riders.***

T. Maximum one rider per horse

U. Schooling lessons and trail ride rules should include:

- a. Horses should be over 5 years of age
- b. Stallions should not be used
- c. Ratio of lesson horses/students to coach not to exceed 8:1 and a maximum of 6:1 is recommended
- d. Should not be used for 24 hours after receiving inoculations
- e. Horses should never be used if they are lame, blind or show signs of significant injury
- f. Horses should be properly trained, with skills and temperament suited to the level of rider being coached
- g. Bareback riding is not permitted on trail rides
- h. Less experienced riders should use a mounting block to mount with the direct supervision of a coach, guide or assistant. *****NCCP certified instructors, coaches and trail guides are strongly recommended as further protection for the safety of riders.***

V. Riders participating in a trail ride should be a minimum of 10 years of age or, when between the ages of 6 and 9, must be individually supervised.

W. There should be a minimum of 2 trail guides of over 4 persons, not to exceed 6 persons, at which point a further guide will be required for every additional 5 persons.

X. When trail riding, horses should be ridden on hills at a walk, and should be walked for a minimum of 5 minutes before finishing the trail ride.

HORSE FACILITIES PROGRAM MEMBER UNDERTAKING

The Vision of the Ontario Equestrian Federation's Horse Facilities Membership Program is to ensure a minimum standard of rider and horse safety and equine care at all horse facilities across the Province of Ontario through education and training.

Facilities may differ greatly in size, type of amenities and services, provision and level of coaching and boarding, etc. The standards recommended will not all apply to all facilities, for example, some apply to trail riding only.

We ask that you read the standards carefully since the safety, health and welfare of your clients and horses are in your care on a day-to-day basis.

We recognize that compliance with these standards, in some ways, relies on your clients and riders at your facility and, in response to this, we have developed a Rider Code of Conduct that we would recommend you provide to your clients when they sign their initial waiver to ride at your facility.

It is also your responsibility to educate your staff as to their responsibilities in terms of first aid and emergency response, in addition to the standards applicable to the day-to-day operation of your facility.

By taking out this membership you are agreeing to work diligently toward achieving and maintaining these standards during the period of your membership.

With a clear understanding of your membership commitment, as outlined in the application material and attachments, we ask you to confirm that commitment with your name, date and signature, below.

Name (Please Print)

Signature

Date

While membership carries significant responsibility we believe that it also conveys important benefits, including the promotion of your barn through the Federation.

Having completed the application and confirmed your membership with your signature, we want to welcome you to the Ontario Equestrian Federation Horse Facilities Membership.

Pam Coburn is the Horse Facilities Program Administrator and can be reached at:

e: horse@horse.on.ca

p: 1-877-441-7112 ext. 26 or 905-709-6545 ext 26

f: 905-709-1867

We welcome your questions, comments or suggestions.